

Harestock Primary School

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Thursday 18th October 2018

Dear Parents

Tucasi confidential online Parent/Teacher meetings booking and online payment access

As an online payment user I am sure you are very familiar with the www.scopay.com website. As from **Tuesday 30th October at 9 a.m.** you will be able to use the Parents' Evenings tab to book appointments to meet with your child/children's teacher on Tuesday 20th November 3.30 - 7 p.m. or Thursday 22nd November 3.30 - 5 p.m. for all classes.

The online booking is available:

- for Tuesday 20th November until Monday 19th November at noon.
- and for Thursday 22nd November until Wednesday 21st November at noon.

We issued a quick reference guide for the parent teacher meetings last academic year and advised you to retain it. We will email a copy of this to you, if you no longer have a paper copy of the guide please contact the school office and we will send home another copy. If your child is new to the school this year we have attached it to this letter.

If you have forgotten or mislaid your password please contact the school office and the staff will generate another online access letter for you.

Yours sincerely

Mrs J Sankey
Headteacher