



St Mary's Catholic Primary School

*Headteacher: Mrs Helen Armstrong
Diocese of Plymouth*

11th May 2018

Parents/Carers of Children in
Years 1 to 6

Dear Parents and Carers

Parents Consultations – 21st May and 23rd May

Our summer term parent/teacher consultation evenings will be held on the 21st and 23rd May from 3:30pm until 6:30pm. We are inviting you to make an appointment to see your child's teacher to discuss their progress throughout the school year.

We will continue to operate an online booking system, but have switched our provider for booking consultation meetings to Tucasi. This system will be open for booking appointments from Monday, 14th May until Sunday 20th May.

Many of you will already be registered to use Tucasi's online services for paying for school activities online. If this is the case, you will be able to book your appointment for a consultation once bookings open on the 14th May. If you have forgotten your password then please go to www.scopay.com/stmaryscatholic and click on the 'forgotten password' link and follow the instructions for resetting your password.

If you have not yet registered for Tucasi's online services, then you should receive a letter today, via your child's book bag, giving you a link code to set up a Scopay account. Please follow the instructions within the letter to set up the account.

You will be able to view or change your appointment bookings at any time prior to the closing date by revisiting the Scopay website. If you wish to change your appointment times after the closing date, you should contact the school office. If you do not have access to the Internet, please contact the school office from Monday, 14th May and we will be able to make a booking for you.

If you experience any difficulties, please either click on the 'Frequently Asked Questions' link on the Scopay website or get in touch with the school office who will be happy to help you.

Yours sincerely

Mrs H. Armstrong
Headteacher