



Ivy Lane School

Ivy Lane, Chippenham,
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Headteacher: Mr C Cannings

21st September 2017

Dear Parents,

RE: Term 1 Parents' Evenings – Monday 9th October and Wednesday, 11th October 2017

You are invited to Parents' Evening on either:

Monday 9th October from 3.10pm-5:30pm or Wednesday 11th October from 3:30pm-7pm.

This meeting will be an opportunity for you to discuss how your child has settled into their new class and their current progress. A selection of their learning from across the curriculum will be available outside the classroom for you to look at before, in-between or after appointments.

Mr Cannings will be available on both nights, if required.

Can we kindly request that parents ensure any children on site during Parents' Evening do not disturb other meetings between parents and teachers whilst playing in the KS1 playground (as they are adjacent to all the classrooms where meetings are taking place). The KS2 playground is available for car parking from 3.15pm so it is not suitable for children to play on at all.

If you would like to meet with your child's teacher(s) please log in to the Scopay system at: <http://www.scopay.com/ivylane> and book a 10-minute slot to discuss your child's progress. On-line appointments will be available to book from 4.00pm on Thursday, 21st September.

Attached to this e-mail is a PDF document with instructions on using the Parents' Evening booking system. In essence, you just log in, click the 'Parents' evening' tab along the top, then where it says 'Select meeting' please select: **Term 1 October 2017 Parents' Evening**, then your child(ren) will appear on screen. If you are booking more than one session for your other children, please leave a 20-minute gap, just in case other sessions over run.

Should you be unable to make either date, please contact your child's class teacher and we will endeavour to make alternative arrangements.

The deadline for booking appointments is: **10pm on Sunday, 1st October** when the option to book will disappear automatically from ScoPay. This gives us time to prepare reports for teachers.

If you have any difficulty using the system, please call the school office who will be able to help.

Many thanks.

Chris Cannings

Mr C Cannings
Headteacher

