



Ivy Lane School

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Headteacher: Mr C Cannings

21st September 2017

Dear Parents of Walliams class

RE: Term 1 Parents' Evenings – Wednesday, 4th October 2017

You are invited to Parents' Evening on **Wednesday 4th October from 3:30pm-7.30pm.**

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 at this time if required.

The KS2 playground will be 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 Mrs Kalbskopf and Mrs Horan 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: **Walliams Parents' Evening October 2017**, then your child will appear on screen.

Should you be unable to make this date, please contact Mrs Kalbskopf or Mrs Horan and we will endeavour to make alternative arrangements.

The deadline for booking appointments is: **10pm on Sunday, 1st October 2017** 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

