



Bell Farm Primary School
Hersham Road
Hersham
Walton on Thames
Surrey KT12 5NB
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www.bell-farm.co.uk
Headteacher: Miss Anne Cooper

Friday 6th October 2017

Online Appointment Booking for Parent Consultation Evenings

Dear Parents/Carers,

Wednesday 18th October 2017 **4.30pm-7.30pm**

Thursday 19th October 2017 **3.30pm-6.00pm**

I would like to invite you to attend our Parents' Consultation Evenings on **Wednesday 18th October 2017** or **Thursday 19th October 2017**. This is an important evening and provides you with an opportunity to meet with your child's teacher. All meetings will take place in the school hall or gym at an allocated time.

In line with our online payment system, you can book a parents evening appointment with your child's teacher via **Scopay.com**.

This online booking system allows you to choose your own appointment times with teachers and receive an email confirming your appointments.

To book an appointment with your child's class teacher go to www.scopay.com. A link is also provided on our school website http://bell-farm.co.uk/welcome-message/parents_consultation_booking

You will then be able to login with your usual email address & password used for online payments.

If you are not currently registered for online payments, you will need to request an email with details on how to register from the school office. This must be completed in order to book your parent consultation appointment. Once registered, please follow the steps below.

1. When you are logged in, click on the "Parents Evening" tab and "Select Meeting"
2. A timetable will then appear for your child/ren's teacher/s
3. Click "Book" on any available slot and then click "Yes" to confirm the booking
4. If you need to make a booking for another child, then repeat steps 1-3

Appointments can be made from Monday 9th October at 9am, and will close on Friday 13th October at midday. If you wish to make any changes after this time, please contact the school office.

If you do not have access to the internet or have difficulty with login details, please contact the school office, where they will be happy to confirm login details with you.

Yours faithfully
Miss Anne Cooper, Headteacher

