



## Ashford Park Primary School

'Inspiring a love for lifelong learning'

7<sup>th</sup> October 2022

### Parent Consultation Evenings

This term's Parent Consultation Evenings will take place on the following dates:

#### **Wednesday 19<sup>th</sup> October and Thursday 20<sup>th</sup> October 2022**

All Parents can book an appointment to speak with their child/children's teacher by logging onto your SCOPAY account. All appointments are scheduled for 10 minutes. Appointments can be booked from Friday 7<sup>th</sup> October at 6.00pm, until the closing date, Friday 14<sup>th</sup> at 8.00am. **If you have not yet registered, please see the information below.**

Parents of children who attend the Acorn Centre will be able to book appointments with their child's mainstream teacher, as well as their Acorn Centre teacher.

We regard the partnership between home and school to be very important and look forward to your attendance on this evening. **All appointments will be held in the children's classrooms.**

You can use the same account for any children you have at this school, and for children at other schools which also use **Tucasi** secure **scopay.com** system.

#### **I already have a scopay.com account for another child:**

Log on to your account using your existing username and password. Select the **Link Accounts** option from the **Your info** menu heading and enter the unique online **link code** to add account.

#### **I don't yet have a scopay.com account:**

Visit [www.scopay.com/ashfordpark](http://www.scopay.com/ashfordpark) and **Register as a New User**. Follow the instructions on the screen to enter your details and add the unique online **link code** when prompted.

**Note:** Online link code is for **one time use only**. It is not needed once the account has been activated.

If you have received more than one account access letter, for siblings at this school, create your account as above for the first child and link the second child using the instructions in the '**I already have a scopay.com account**' option above.

If you need help registering your account please see the 'Guide for Parents' which is attached.

Please contact the school if you require any further assistance.

Yours sincerely  
School Office

Headteacher: Mrs Sarah Tarrant  
Ashford Park Primary School | Station Crescent | Ashford | Middlesex TW15 3HN  
T. 01784 250305 | [www.ashford-park.surrey.sch.uk](http://www.ashford-park.surrey.sch.uk)

