



Ashford Park Primary School

'Inspiring a love for lifelong learning'

Parents Consultation Evenings

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

Tuesday 12th February and Wednesday 13th February 2019

All Parents book an appointment to see their child/children's teacher by logging onto your SCOPAY account, all appointments are scheduled for 10 minutes. Appointments can be booked from Friday 1st February at 6.00pm, until the closing date, Monday 11th February at 8.00am. **If you have not yet registered please see below.**

We regard the partnership between home and school to be very important and look forward to your attendance on this evening.

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 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 you will find links to a Quick Reference Guide and a short video tutorial at www.scopay.com/ashfordpark

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

