



**Headteacher: Mr D B Jones**  
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28<sup>th</sup> September 2022

Dear Parents and Carers,

**PARENTS EVENING– Tuesday 4th and Thursday 6<sup>th</sup> 2022**

We hope you will join us on one of our two parents' evenings this term. The aim of the evening is to let you know how your child has settled in to their new class and to give you an opportunity to ask any questions or pass on any relevant information to the teacher.

Each meeting will last a maximum of ten minutes. We appreciate your support in making sure that this time limit is adhered to so that all parents can have their meeting at their allotted time.

As in previous meetings we will be using the SCOPAY payments and parents evening booking system. Where we would prefer to see parents in person, if you are unable to get to the school we can offer a telephone consultation. Please indicate, in the notes section on the SCOPAY booking page, if you would prefer a meeting via telephone. Please put the best number to contact you on. We will do our best to speak to you at your allotted time so please be near your phone as we won't be able to take a call back.

**\*\*\*\*SCOPAY will open for bookings at 6pm today\*\*\*\***

If you would like our inclusion manager, Miss Turner to be at the meeting please email [info@craneswater.portsmouth.sch.uk](mailto:info@craneswater.portsmouth.sch.uk) giving us your child's name, class and the time you have booked. To help differentiate the emails please put Parents Meeting in the subject header. Miss Turner will do her best to accommodate you but there may be meeting clashes. If this does occur Miss Turner will be in contact at a later date to talk to you.

We look forward to seeing you during the evening of either 4<sup>th</sup> or 6<sup>th</sup> October and supporting the work of your children and their teachers.

Yours sincerely

David Jones  
**Headteacher**