

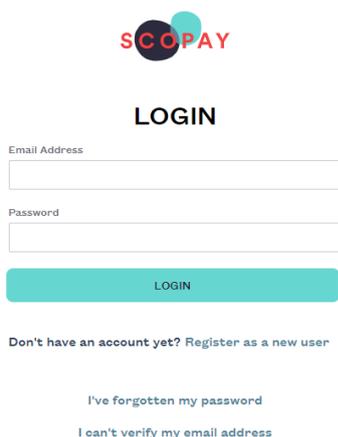
## Sign up for Parents' Evening (mobile phone version)

Parents' evening sign up is now through SCOPAY.

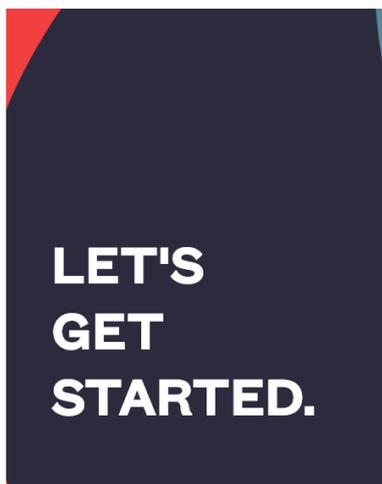
If you don't have a SCOPAY account where parents pay for trips and school dinners, then you will need to book an appointment at the classroom door before the parents evening.

If you would like a teacher from our **special education needs team**, **English as an additional language team** or our **visually impaired team**, please book a time and then ring the main the office and they will request a member of the team to be present.

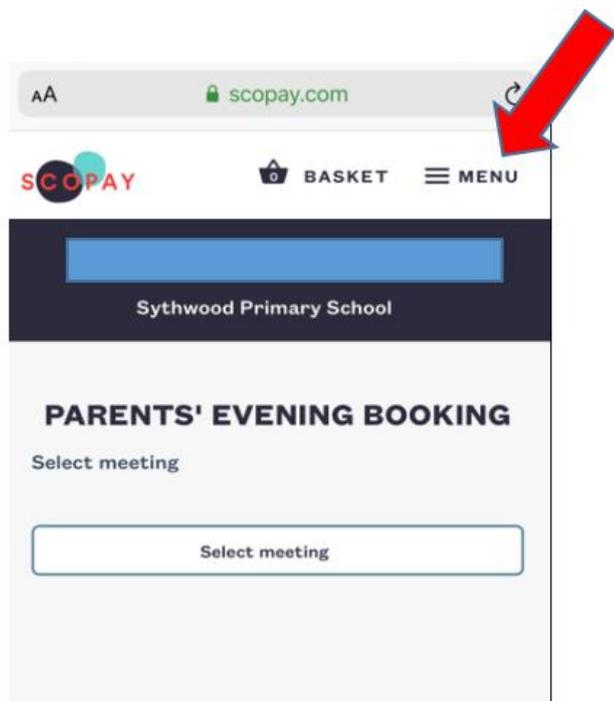
### Step 1: Login to your SCOPAY account



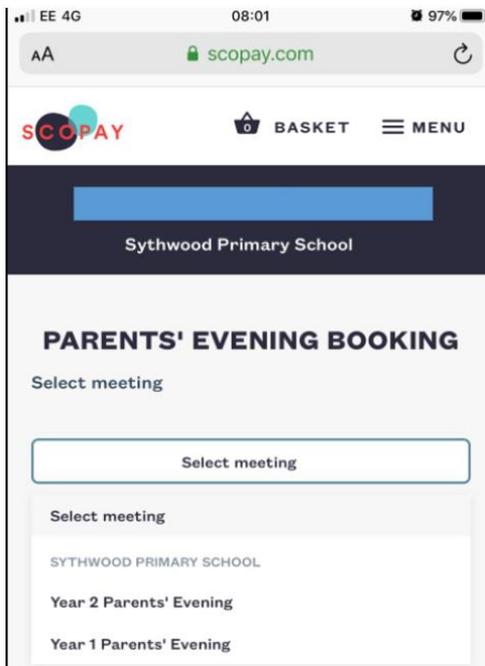
The image shows the SCOPAY login page. At the top is the SCOPAY logo. Below it is the word "LOGIN" in bold. There are two input fields: "Email Address" and "Password". Below the password field is a teal "LOGIN" button. At the bottom, there are two links: "Don't have an account yet? Register as a new user" and "I've forgotten my password". Below that is a link: "I can't verify my email address".



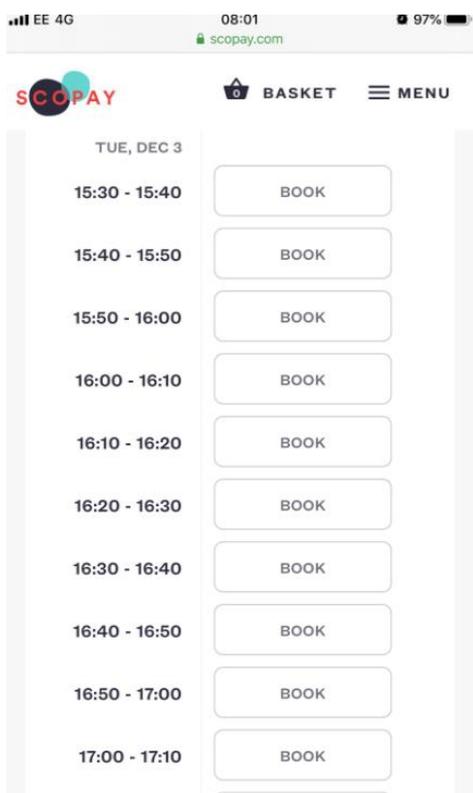
### Step 2: Click on menu and choose the Parents' Evening tab.



### Step 3: Select your child's year group



#### Step 4: select a suitable time



You should now have booked a meeting time. As always, if the times/dates don't suit your then please arrange a separate meeting with your child's class teacher.

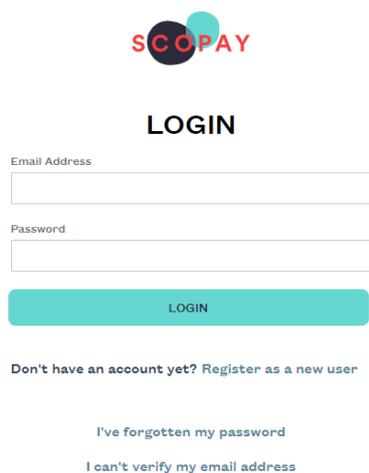
## Sign up for Parents' Evening (computer version)

Parents' evening sign up is now through SCOPAY.

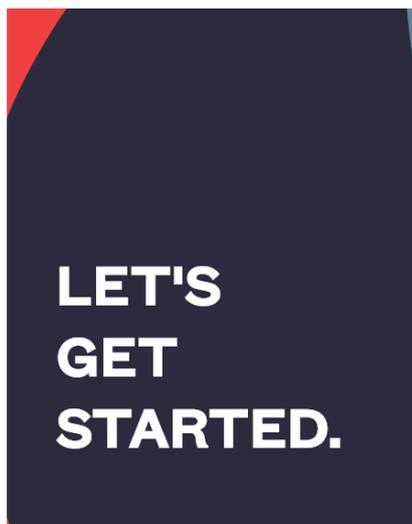
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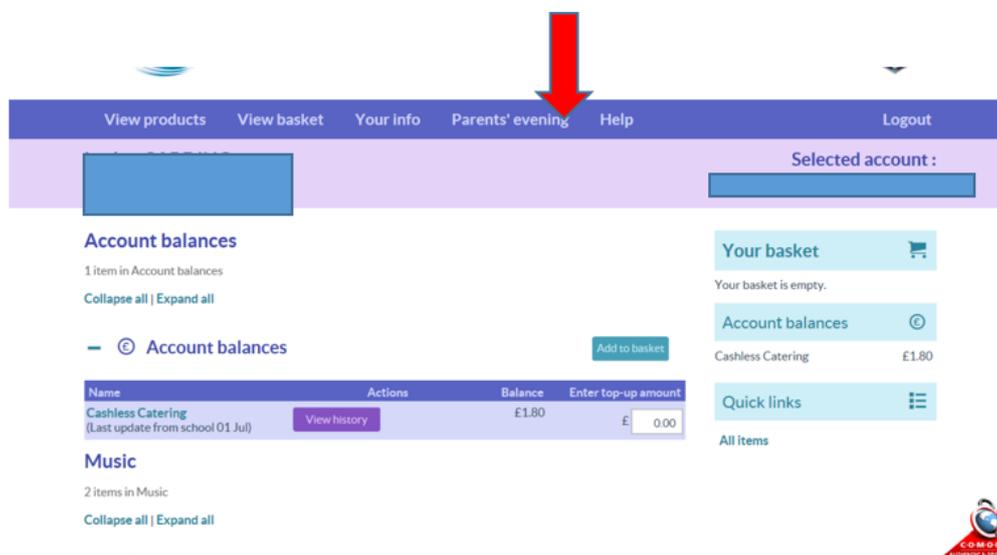
### Step 1: Login to your SCOPAY account



The image shows the SCOPAY login page. At the top is the SCOPAY logo. Below it is the word "LOGIN" in bold. There are two input fields: "Email Address" and "Password". Below the "Password" field is a teal "LOGIN" button. Underneath the button are three links: "Don't have an account yet? Register as a new user", "I've forgotten my password", and "I can't verify my email address".



### Step 2: Click on Parents Evening at the top of the page.



The image shows the SCOPAY account page. A red arrow points to the "Parents' evening" link in the top navigation bar. The page is divided into several sections: "Account balances" (1 item), "Your basket" (empty), "Account balances" (Cashless Catering £1.80), and "Music" (2 items). A table shows the "Cashless Catering" item with a balance of £1.80 and an "Enter top-up amount" field set to £0.00. The "Parents' evening" link is highlighted in the navigation bar.

Name	Actions	Balance	Enter top-up amount
Cashless Catering (Last update from school 01 Jul)	<a href="#">View history</a>	£1.80	£ 0.00

### Step 3: Select your child's year group and the time you would like to book.

You should now have booked a meeting time. As always, if the times/dates don't suit your then please arrange a separate meeting with your child's class teacher.