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Headteacher  
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23<sup>rd</sup> January 2026

Dear Parents/Carers,

### **Reception to Year 6 Parents'/ Carers' Consultations.**

We are holding this term's Reception to Year 6 Parents'/ Carers' Consultations on **Monday 9<sup>th</sup> and Tuesday 10<sup>th</sup> February**.

We will be offering a blend of meetings: these will be virtually, **online on Monday 9<sup>th</sup> and face to face, in school only on Tuesday 10<sup>th</sup>**. Each appointment will last for ten minutes and will be with your child's Class Teacher. Your time with teachers on this evening will, of necessity, be limited to ten minutes per child to avoid a lengthy waiting time building up.

#### **Online appointments only on Monday 9<sup>th</sup> February**

Appointments will take place on Monday 9<sup>th</sup> between 3.30-7.00pm.

Invitations for the online appointments on Monday 9<sup>th</sup> February will be sent out in due course. There will be one meeting code per class and parents will need to join the meeting at their allotted time.

#### **In-school appointments only on Tuesday 10<sup>th</sup> February**

Appointments will take place in school on Tuesday 10<sup>th</sup> February from 3.30-5.00pm.

To book an appointment, please go to [www.scopay.com/shorehamvillage](http://www.scopay.com/shorehamvillage). For more information on how to book please follow the link: [Reference Guide for Parents Evening Booking System](#)

Once booked, you will be emailed a confirmation of your appointment. The booking system goes live from 4.00pm today and will close on Wednesday 4<sup>th</sup> February at 10.00pm.

**PLEASE BE AWARE THAT APPOINTMENTS ON MONDAY 9<sup>th</sup> ARE ONLINE ONLY AND APPOINTMENTS ON TUESDAY 10<sup>th</sup> ARE FACE TO FACE, IN SCHOOL.**



If you do not have access to a computer, please contact the school office before Wednesday 4<sup>th</sup> February to request a time and they will confirm your appointment when they have checked the online booking system.

If you have any queries about the consultation evenings, please email the School Office initially on: [office@shoreham.kent.sch.uk](mailto:office@shoreham.kent.sch.uk)

Please note that due to staff commitments on consultation evenings, Maths and Construction Clubs will not take place on Monday 9<sup>th</sup> February but Football will proceed as usual.

Yours faithfully,

Mrs Lovatt-Young  
Headteacher

