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Head Teacher: Mr M Hickey BA(Ed), PE QTS

30<sup>th</sup> November 2017

Dear Year 4 Parents/Carers,

As you are aware the Year 4 parents evenings were cancelled last week. We have now arranged for these to take place on **Wednesday 13<sup>th</sup> December 2017 from 3.30pm to 5.30pm and on Thursday 14<sup>th</sup> December 2017 from 3.30pm to 6.30pm.**

Slots can be booked using the **electronic** booking system (SCOPAY from Tucasi) available for parents, which can be accessed through the same system that some parents currently use for paying for school dinners, breakfast club, after school club and wrap around care. If you do not already have a login for this system, then please contact the school office who will be able to provide you with these details.

The online system will be open for booking appointment slots from **Thursday 30<sup>th</sup> November at 6pm** until **Monday 11<sup>th</sup> November at 12pm**. After this date you would need to contact the school office to make the appointment.

If you do not have access to the internet, then please either come in and see the school office or telephone to arrange your booking. **This will be available from Friday 1<sup>st</sup> December at 9am.**

Yours sincerely,

Mr Matt Hickey  
Headteacher

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<http://www.easyfundraising.org.uk/causes/highwoodprimaryschool>

