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23<sup>rd</sup> February 2023

Dear Parent/Carer

**Re: Mentor Meetings – Parent/Carer, Pupil and Teacher**

We aim to ensure communication about your pupil's progress, between home and school, is as open and productive as possible. Therefore, we are inviting you to attend a Mentor Meeting with your child's class teacher/s and your child at school. This meeting will be a valuable opportunity to discuss the achievements and progress your child is making.

The dates for these meetings are between **Monday 6<sup>th</sup> March, 2023 - Tuesday 14<sup>th</sup> March, 2023** and will generally be in 10-minute time slots. In order to enable as many people to attend as possible, please book a preferred time slot/date on our online booking system or alternatively you can book over the phone with the school office.

To book your appointment you can use your Stanford Junior and Infant School online account at [www.scopay.com](http://www.scopay.com). Your account will allow you to see available days and times and book a convenient appointment with the class teacher.

Please log on to your SCO Pay account using your existing username and password. Select the Parents Evening heading and then use the drop down menu to select the required meeting. You can then select the day/time you want. I have attached a user guide to help but if you do have any questions or need further support then please contact the school office.

We hope you are able to join us but please contact school if this is not convenient or if you require any further assistance.

**I don't yet have a scopay.com account:**

Visit [www.scopay.com/stanfordjun](http://www.scopay.com/stanfordjun) 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. If you have lost the original letter with your link code a new one can be obtained from the school office.

If you have more than one child at this school, create your account as above for the first child and link the second child to the same account.

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/stanfordjun](http://www.scopay.com/stanfordjun)

Yours sincerely,

**Mrs L Hackfath**  
Headteacher