



**Archdiocese of Birmingham**  
**ST WILFRID'S CATHOLIC ACADEMY**  
**QUEEN'S AVENUE, TUNSTALL,**  
**STOKE-ON-TRENT ST6 6EE**  
**Telephone: 01782 235676 Facsimile: 01782 235677**  
**Principal: Miss D.T. Lee B. Ed(Hons) NPQH**  
**Email: office @stwilfridsnewman.co.uk**  
**Website: www.stwilfridsnewman.co.uk**



10<sup>th</sup> February 2021

Dear Parents & Carers

### Parent Consultation Dates

Consultations will take the form of a telephone call home from your child's class teacher and will be held on the following dates;

Tuesday 2<sup>nd</sup> March – appointments available between 1.00pm and 5.00pm.

Thursday 4<sup>th</sup> March – appointments available between 3.15pm and 6.00pm.

As previously advised, you can now book your appointment via your child's online scopay account.

All bookings must be made this way and will be on a first come first served basis. Bookings will go live on 16<sup>th</sup> February at 9.00am.

When you log in to scopay, you will see the tab 'Parents Evening'. Once selected you will have a choice of the above dates and a list of available time slots. The closing date for bookings is 1<sup>st</sup> March at 7.00am. After this time bookings will close and you will no longer be able to make changes.

If you do not already have a scopay account set up please let us know before the end of this week so that we can send you details on how to set up your account.

Being able to book your own appointment and having an instant confirmation will hopefully make life so much easier and more efficient for you.

Thank you for all of your support.

Yours sincerely

Miss D T Lee  
Principal

