



# St Edmund's and St Joseph's Catholic Primary Schools

Executive Headteacher: Maria Kemble  
Chair of Governors: Mr Christopher Oldroyd and Mr Ian Cameron

*"We learn together in God's love by  
encouraging and supporting one another."*

Westgate Street, Bury St Edmunds,  
Suffolk, IP33 1QG  
Tel: 01284 755141  
Email: [office@st-edmunds.suffolk.sch.uk](mailto:office@st-edmunds.suffolk.sch.uk)

Beaconsfield Road, Sudbury, Suffolk,  
CO10 1JP  
Tel: 01787 373365 Fax: 01787 882195  
Email: [admin@st-josephs.suffolk.sch.uk](mailto:admin@st-josephs.suffolk.sch.uk)

03/11/2023

Dear Parents,

## **Learning Conversations – Book by Thursday 9<sup>th</sup> November**

Learning Conversations for the Autumn Term will be taking place week beginning Monday 13<sup>th</sup> November.

You will be able to book slots online through our online payments system, Scopay. The online booking system for Learning Conversations is now available and will remain open for bookings up to Thursday 9<sup>th</sup> November. Staff will need time to prepare for these learning conversations and it is therefore essential that appointments are made by the deadline.

This year, all learning conversations will be held in the preschool. The ten-minute slots are an opportunity for to discuss your child's time at preschool, along with any other queries or concerns, with their key worker. The slot times available will vary according to your key worker's non-contact time, and this should be visible on Scopay.

To book an appointment you will need to log into [www.scopay.com](http://www.scopay.com) and choose 'Parents' Evening' from the tool bar at the top of the page. Your child's key worker will be available to select in the drop-down menu, and you will be able to see which slots are available for booking and click on the one you wish to book. If you have more than one child in the school, then repeat this for each child. The slots change colour according to availability, whether you have booked the slot or whether a slot is booked for a sibling to prevent clashes.

If for any reason you wish to change a booking you just need to click on the new slot you wish to book and you will be asked to confirm that you wish to change your time. Once you click yes, your new slot will be booked and the previous time/date made available for other parents.

Please ensure that you are present for your meeting on time, as your child's key worker will not be able to overrun appointment slots. Unfortunately, due to time constraints it will not be possible to rebook missed appointments. Due to staffing ratios, the preschool play areas will be off limits to accompanying children.

Please do not hesitate to contact the preschool office if you have any problems booking an appointment.

Kind regards,

Clare Constant