



29 West Street, Ewell,

Surrey KT17 1UZ

Tel: 0208 393 4393

Email: office.ewellgrove@lumenlearningtrust.co.uk

Website: www.ewellgroveprimaryandnursery.co.uk

Chief Executive Officer: Mrs Mary Ellen McCarthy MA; Ed.M

Headteacher: Miss P Rising BA (Hons) QTS; NPQH

24th September 2026

Dear Parents and Carers,

We would like to invite you to one of our Parents' Evenings where you will have the opportunity to come into school and meet your child's class teacher. Please see below the days and times of when appointments will be available:

Nursery	Wednesday 14 th October: 3:50pm – 6:10pm Thursday 15 th October: 3:50pm – 6:20pm
Main School	Wednesday 14 th October: 3:30pm – 6:50pm Thursday 15 th October: 3:30pm – 6:20pm

We are pleased to inform you that our upcoming Parents' Evening will be booked using the **ScoPay Appointment System**.

This system will allow you to:

- View available appointment times
- Book meetings with teachers at your convenience
- Make changes to your appointments easily if needed

How to book:

1. Log into the ScoPay App (or visit scopay.com/login)
2. Click on the menu at the top of the page
3. Select Parents Evening
4. Select meeting date
5. Choose your booking times

If you have more than 1 child, please make sure that you leave at least a 10-minute timeslot between your bookings to enable you to have time to walk from one appointment to the next. This will also prevent you missing your appointment should another appointment overrun.

The online booking system will open from **7:00pm on Sunday 27th September** and appointments can be made from this time onwards. The bookings will close at **midnight on Sunday 11th October**. If you experience any difficulties or are unable to access the system, please contact the school office and we will be happy to assist.



Lumen Learning Trust c/o Saxon Primary School, Briar Road, Shepperton, TW17 0JB
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The system allows you to choose your own appointment time with your child's class teacher and you will receive an email confirming your appointment. The system works on a first come first served basis so we would encourage you to book your appointment as soon as possible to secure a time convenient for you.

Parents living apart should note that we only offer one appointment per child per family; this is to ensure that both parents hear the same information. For those parents who are living apart we would request that both parents agree on a day and time that is convenient to both. However, if one parent books an appointment and the second parent, living separately, contacts the school asking for the information required to attend the meeting then it will be given unless there is a legal reason not to. Please contact the School Office if you need to discuss this further.

We would ask that you have a look at the system over the next couple of days to familiarise yourself with the system. If you do not have log in details for ScoPay, please contact the School Office who will be able to provide you with your login details. As advised you will not be able to book an appointment until **7:00pm on Sunday 27th September**. If you do not have access to the internet, please contact the School Office as soon as possible.

Could you also ensure that children do not attend the appointment with you as this can distract from the quality of the conversation. Please be mindful of noise levels both outside each classroom as well as on the playground. Children must not be left unsupervised whilst you are in your meeting. I would strongly recommend parents support each other with child care arrangements on these occasions.

Yours sincerely,

Paula Rising

Miss Paula Rising
Headteacher



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