



Singlewell School

Mackenzie Way Gravesend

Kent DA12 5TY

Telephone: (01474) 569859

Email: office@singlewell.kent.sch.uk

Headteacher: Mrs Catt

Deputy Headteacher: Mrs Broad

25 February 2025

Angelfish Parents Consultation Evenings – Tuesday 25th & Wednesday 26th March 2025

Entry to the school will be via the Front Entrance only, unfortunately there is no parking available on the school site. We look forward to speaking to all our parents to share with you your child's achievements. Each appointment will be for a maximum of 10 minutes, should you require longer, in consideration for other families waiting for their consultation, the teacher will ask you to make another separate appointment.

All appointments will need to be made online at: www.scopay.com (this is the same website and log in as you use for paying for your children's trips and can also be found on the School App under 'Useful Links').

You will need to log into ScoPay, **click on 'Parent Evening', 'Select Meeting'** and choose the meeting relevant to your child's year group. Scroll down to the **appointments** and **click on 'book'** for the time you require (**keep scrolling down to see both days**). If you have more than one child, they will all be listed.

You will receive an email confirming your appointment. Please ensure you log on ScoPay to book your appointment as soon as possible especially if you have more than one child or require a specific time or day.

At the appointment time the class teacher will call you into the classroom for your consultation.

If you require an appointment with Mrs Hazeldene, our Senco, please contact the School Office for a separate appointment. Mrs Hazeldene will call you at a convenient time.

Please do not hesitate to contact the school office if you experience any problems with booking an online appointment.

Yours sincerely,

Mrs Catt
Headteacher