



Carlisle & Hampton Hill Federation



Carlisle Infant School

Broad Lane, Hampton, TW12 3AJ

Tel: 020 8979 2770

E-mail: info@carlisle.richmond.sch.uk

www.carlisleandhamptonhillfed.richmond.sch.uk

Headteacher: Mrs Z Brittain BA (Hons)

Deputy Head: Mr D Wells BA (Hons)

Hampton Hill Junior School

St. James's Avenue, Hampton Hill, TW12 1HW

Tel: 020 8979 3019

Email: info@hamptonhill.richmond.sch.uk

www.carlisleandhamptonhillfed.richmond.sch.uk

Headteacher: Mr A Went B.Ed (Hons)

Deputy Head: Mrs A Appleyard BAQTS

PARENT EVENING CONSULTATIONS – WHAT YOU NEED TO DO

The schedule for these is as follows;

Monday 19th October for 4J and 6OC only from 4-7pm

Tuesday 20th October for all classes excluding 4J and 6OC from 4-7pm

Thursday 22nd October for all classes

Step 1; You will need to book your online appointment using your scopay account – the booking system will open on the 13th at noon and close on Sunday 18th at 8pm.

If you do not yet have a scopay account please contact the office for a link code so that you can set one up.

Step 2: Each class will receive a Zoom meeting ID and password before the end of the week. Please click on the link to access Zoom. Please then follow the online instructions – you may be asked to download the app or you may just be able to use it from your web browser.

Step 3: Please try and gain access a little while before your appointment to allow time for downloading etc. You will book for a 10 minute appointment but the actual time with the teacher will be for approximately 8 minutes in order to keep appointments running on time.

Step4: When you gain access for your appointment you will be admitted to the waiting room. The teacher will be able to see that you are waiting. The teacher will admit you at your allocated time.

We will need to keep consultations on time so teachers will need to be strict with ending your appointment. Please understand that this will need to happen.

Finally, please understand that we hope that this all runs smoothly but please bear with us if there are technical issues.

Please contact the school office if you need any further assistance.

Regards

School Office

