

Headteacher - Justin Bartlett

Castle Primary School
Castle Street
FAREHAM
Portchester
PO16 9QQ

www.castleprimaryschool.co.uk

☎ 02392 375324

✉ office@castle.hants.sch.uk



28th February 2025

Dear parents/carers

Parents' Evenings & Book Fair

We are pleased to be able to offer face to face parents / teacher consultations in the week beginning 24th March for all year groups. A Book Fair will also be held in the Main Hall on Tuesday and Thursday.

The appointments are for 10 minutes each and, to prevent overcrowding in the corridors, we would be grateful if parents do not arrive more than 5 minutes before their appointment time. The dates for the majority of classes are as follows:

Tuesday 25th 15:50-19:00 & Thursday 27th March 15:50-18:00

However, there will be some changes to dates / times for the following classes:

Hedgehogs - Weds 26th 15:50-18:00 & Thurs 27th 15:50 -18:00
Squirrels - Tues 25th 13:00 - 15:10, Thurs 27th 15:30 - 17:30 & Mon 31st 13:00 -13:40
1M - Mon 24th 15:50 - 18:00 & Tues 25th 15:50 - 19:00
2J - Tues 18th 14:00 -18:00 & Thurs 27th 15:50 -18:00
4M - Mon 24th 14:30 - 18:00 & Thurs 27th 15:50 -18:00

Appointments can be made from Sunday 9th March at 9:00 am by logging on to the online payments module (<https://www.scopay.com/login.html>). Once you have logged on as you would to make an online payment, please select the 'Parents Evening' tab at the top of the page and details of the available appointments will then appear for you to book in.

Should you need any further guidance there is a 'Help' tab which will display a list of quick reference guides and you will need to select the one relating to 'Parents Evening' booking system. This will provide a step by step guide to booking a ten minute appointment with your child's teacher. The system will have a cut off time of 19:00 on 23rd March, after which time you will be unable to access it to book appointments and will need to do so via the school office. If you are unable to access this system please also contact the school office.

Mrs Ricketts will be available on Thursday 27th for parents of children with SEND needs who may wish to book an appointment - please contact the School Office to do this.

The Castle Early Birds After School club will be running as usual but all other clubs will be cancelled on these evenings.

Please also note that on Friday 28th March, the school will be closed for an Inset Day.

Yours sincerely

Mr J Bartlett, Headteacher

