



Park Hall Infant Academy

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Head of School: Mrs S Hand BA (Hons) in Education NPQH

How to Book a Parent Consultation Evening

Dear Parent/Carer,

Welcome to your child's Parent Consultation Evening at Park Hall Infant Academy.

We hope the information below will help you book an appointment with your child's class teacher. Please keep this letter as a reference, as the same booking process will be used for future Parent Consultation Evenings throughout your child's Early Years and Key Stage 1 journey.

Autumn Parent Consultations

Parent Consultations will take place on:

- **Tuesday 20th October 2026 – 3.50pm to 6.40pm**
- **Wednesday 21st October 2026 – 3.50pm to 6.40pm**
For our **Nursery children**, additional appointments will also be available during the school day on **Monday 19th October 2026**.

The Autumn Parent Consultation is an opportunity to welcome you and discuss how your child has settled into their new year group. It will also provide an opportunity to share how they are progressing and ensure that they understand what is expected of them during the academic year.

How to Book Your Appointment

To book a Parent Consultation appointment:

1. Log in to your **Scopay account**. (Information about setting up and accessing your account has already been sent to you.)
2. Select the **Parent's Evening** tab. We recommend using a laptop or PC where possible.
3. Choose your preferred date and time and confirm your appointment.

Important Booking Information

For the Tuesday 20th and Wednesday 21st October consultations, and the additional Nursery appointments:

- The online booking system will **open at 7.00pm on Thursday 8th October 2026**.
- The system will **close at 9.00am on Monday 19th October 2026**.
- **Nursery bookings will close at 9.00am on Sunday 18th October 2026**.

If you need to change or cancel your appointment after the booking system has closed, please contact the School Office, who will be happy to assist you.

Important Information

Your Scopay account can also be used for school payments and other services. However, please note that the account is not monitored for correspondence. All emails to the school should be sent to:

postbox@parkhall-inf.walsall.sch.uk

Finally, please do not feel that you need to wait until a Parent Consultation if you have a concern about your child or are worried about anything. Please contact us as soon as possible, so that we can offer support and help resolve any concerns.

We look forward to meeting with you.

Yours sincerely

Mrs S Hand
Head of School