PARENTS' EVENING SESSION OVERVIEW

This session will provide you with an understanding of how to manage parent's evening meetings and prepare your school ready to go live.

The session will either be delivered over the phone, and will last up to 3 hours, or will be delivered onsite *(depending on the option ordered).*

AGENDA

- Initial consultation
- How to generate the online letter for parents
- Creating meetings
- Booking appointments for parents
- Reports
- Parents view

CUSTOMISATION AND SETUP

- Creating teacher logins if applicable
- Customising the online letter for parents
- Check teachers are assigned to the correct class in SCO
- Configuring SCOPAY with logo and school details
- Set up next meeting – if applicable