



MEDINA PRIMARY SCHOOL

Medina Road, Portsmouth, Hampshire, PO6 3NH
Email: admin@medina.portsmouth.sch.uk
Website: www.medinaprimarieschool.co.uk
Tel: 023 9237 5475

Headteacher: Mrs A McGarvey
Deputy Headteacher: Mrs S Sinclair

Monday 28th September 2026

Dear Parent/Carer

**Parents Evening for Years 1 to 6
Monday 12th and Wednesday 14th October 2026**

We would like to invite you to meet your child's Class Teacher to discuss how they have settled into the new school year.

You will be able to choose your appointment, online via ScoPay, from 6.00pm on Friday 2nd October 2026 – appointments are allocated on a first come/first served basis. Appointments are available at the following times:

Monday 12 th October 2026	3.20pm to 6.50pm
Wednesday 14 th October 2026	3.20pm to 4.50pm

To book an appointment please log onto your child's ScoPay account and click on the 'Parents Evening' tab, you will then see your child's name and available appointment times. Please see attached guidelines which will help you book the appointment.

Please note you will be able to book/amend your appointment, online via ScoPay, until 10am on Friday 9th October 2026, if you would like to change your appointment after this time, please email the address at the top of this letter.

It is vital that all parents make a commitment to attend because, not only will you be able to see how well your child has settled into the new school year, you will also get ideas on how to support him/her throughout the year.

Yours sincerely

Mrs A McGarvey
Headteacher