



Little Hill Primary School

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Part of the OWLS Academy Trust

LETTER NO 6

30th September 2022

Dear Parent/Carer

Parents' Evenings : Monday 10th and Tuesday 11th October 2022

I invite you to attend our face-to-face Parents' Evenings on **Monday 10th and Tuesday 11th October 2022**. This is an important time which provides you with an opportunity to discuss your child's progress with their class teacher(s).

We will focus on

- How they have started this academic year in terms of behaviours for learning, attainment and progress
- What we are focusing on and deepening knowledge in?
- How you can continue to support your child's learning?

You will be able to book an appointment online, allowing you to choose allocated times with your child's teacher(s). Each appointment will be for 10 minutes per child. You will then receive an email confirming your booking. If you have more than one child at our school, please book an appointment with all of your children's class teachers.

The booking of appointments can be made online via the MCAS (My Child At School) app **between 6.00 a.m. on Monday 3rd October and 12.00 noon on Monday 10th October**. Should you wish to make any changes after this date please contact the school office.

When you make a booking, there is an option to write a message too. If you have any planned questions that you would like to ask the teacher, please write them here.

If your child is on the Special Educational Needs Register, then your child's class teacher will contact you via Class Dojo and arrange an additional phone call appointment with you before the October half term. Within this phone call, you will be reviewing your child's current SEND Support Plan (a copy of which, you will be receiving on Monday) and sharing the new SEND Support Plan for this coming term. During this discussion, teachers will be asking you to share your views on how the teacher can best help your child in class.

Please see the attached Parent Guide for booking appointments via the MCAS app.

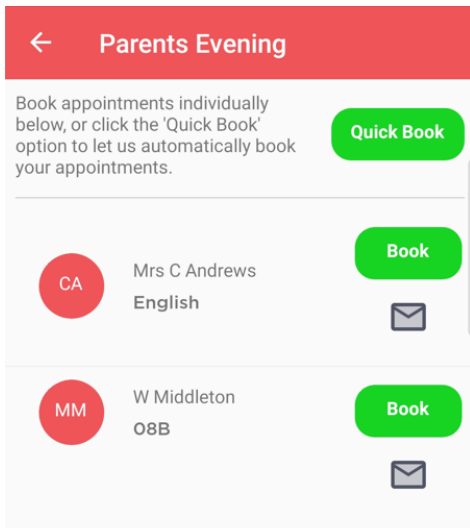
Yours sincerely

Mrs Vina Pankhania
Headteacher



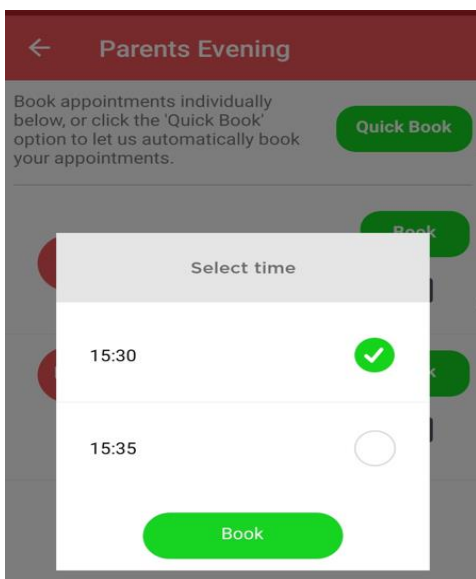
Parents' Guide for Booking Appointments with the MCAS Parent App

Login to the **MCAS Parent Portal**, from the left **Menu** select the **Parents Evening** option. This will open the **Parents Evening** page displaying **Appointments** that can be booked.



Select the one you wish to **Book** and click the **Book** button.

Then select the **Time** and click the **Book** button. A message will be displayed **Evening booked successfully**, click **OK**.



The selected **Appointment** will now display as **booked**, with the selected **Time**, you can **Cancel** it by clicking the **Cancel** button.

The screenshot shows a mobile application interface for 'Parents Evening'. At the top, there is a red header with a back arrow and the text 'Parents Evening'. Below the header, there is a green button labeled 'Quick Book' and a text instruction: 'Book appointments individually below, or click the 'Quick Book' option to let us automatically book your appointments.' The main content area displays two appointment cards. The first card is for 'Mrs C Andrews' with the subject 'English' and location 'Exam Room Main Hall'. It is marked as 'Booked' with a green checkmark icon and a '15:30' time slot. A red 'Cancel' button and an envelope icon are visible on the right side of this card. The second card is for 'W Middleton' with the subject '08B'. It has a red 'MM' icon and a green 'Book' button, along with an envelope icon on the right side.

Name	Subject	Location	Time	Status	Action
Mrs C Andrews	English	Exam Room Main Hall	15:30	Booked	Cancel
W Middleton	08B			Available	Book