



# Little Hill Primary School

**Headteacher: Mrs Vina Pankhania**

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Part of the OWLS Academy Trust

Monday 15<sup>th</sup> January, 2024

Dear Parent/Carer

## Parents' Evenings: Tuesday 13<sup>th</sup> and Wednesday 14<sup>th</sup> February 2024

I invite you to attend our face-to-face Parents' Evenings on **Tuesday 13<sup>th</sup> and Wednesday 14<sup>th</sup> February 2024 in our school halls**. 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 progressed throughout this academic year in terms of behaviours for learning, attainment and achievements
- What we are focusing on and deepening knowledge in
- How you can continue to support your child's learning

The parents' evening appointments will take place in the following location:

Large Hall	Small Hall
EYFS	Year 4
Year 1	Year 5
Year 2	Year 6
Year 3	

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.

As our parents' evenings will be taking place in our school halls, classrooms will be open on **Wednesday 7<sup>th</sup> February** between 3:20pm and 5pm for parents and carers to come in, look at our learning environment and also your child's work. Looking at your child's work before the parents' evenings will give you an excellent basis for a productive conversation.

The booking of appointments can be made online via the MCAS (My Child At School) app for a 2-week window **between 6.00 p.m. on Friday 19<sup>th</sup> and 12.00 noon on Friday 2<sup>nd</sup> February**. Should you wish to make any changes after this date please contact the school office.

If your child is on the Special Educational Needs Register, then your child's class teacher(s) will book in an additional meeting with yourself to take place this half term. During this meeting, you will review your child's support plan targets and set new ones.

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

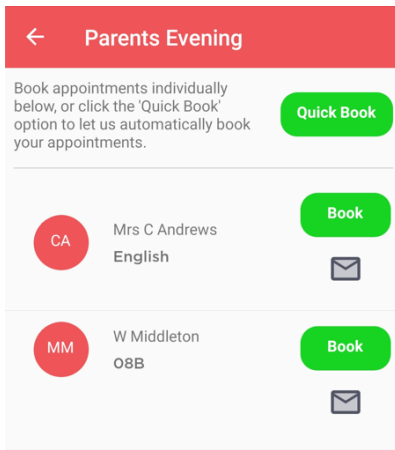
Yours sincerely

Mrs V Pankhania  
Headteacher



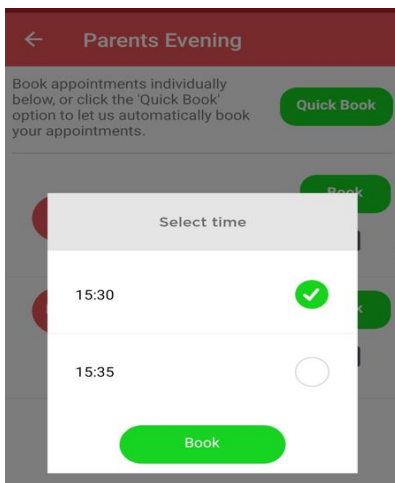
## Parents' Guide for Booking Appointments with the MCAS Parent App

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.

