



Wolviston Mill Lane, Billingham, TS22 5LU



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St Paul's
Catholic Primary School

Head Teacher: Sheena Sinclair

Deputy Head(s): Rachel Miller

BHCET CEO: Stuart McGhee

BHCET Chair of Directors: Yvonne Coates

10th October 2025

Dear Parents and Carers,

(Nursery, Reception, Year 1, Year 2, Year 3, Year 4 and Y5)

Parents' Evenings – Tuesday 4th November and Wednesday 12th November – 3.40 – 6.10pm

(Year 6)

Parents Evenings – Monday 24th and Thursday 27th November – 3.30 -6.10pm

NO YEAR 6 BOOSTER SESSIONS THIS WEEK

I hope this letter finds you safe and well.

We are very much looking forward to welcoming you into school for the Parent Consultation Meetings and an opportunity for you to look at your child's work and see their classroom.

The booking system to book an appointment will go live on Monday 13th October at 5.30pm via My Child at School (MCAS)

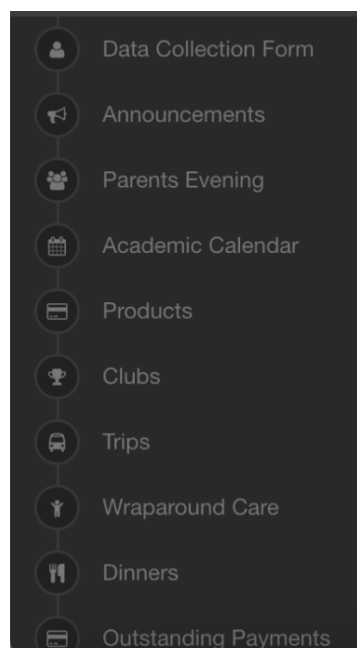
Please follow these steps to book your slot:

Log into My Child at School (MCAS) via the app or

<https://www.mychildatschool.com/MCAS/MCSParentLogin>

PLEASE ENSURE ONLY ONE APPOINTMENT IS MADE PER CHILD

Select **Parents Evening** from the **side Menu**.



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This will provide you with either a **Manual** or **Quick Book** option to secure your booking (see below) please note if you choose the quick book option the system will automatically pick appointments for you

The screenshot shows a web interface for booking appointments. At the top left, there is a dropdown menu labeled 'Parents Evening' with a downward arrow. To the right of this, the text 'Date: 01 June 2022, 15:30' is displayed. Below this, a red line of text states 'Booking will close on 25 May 2022, 22:00'. Underneath, the text 'Appointments that need booking' is shown. In the center, there is a red button with the text 'Mrs Julie Blakemore Art'. Below this button, a line of text reads 'You can use the boxes above to book appointments individually, or the 'Quick book' option below to let us automatically book your appointments.' At the bottom, there is a green button labeled 'Quick Book'. Below the 'Quick Book' button, the text 'Appointments that have already been booked' is displayed. At the very bottom, it says 'There are no booked appointments'.

The booking page will default to Tuesday 4th November or for Year 6 Monday 24th November, to access bookings for the second date use the drop-down menu – Parent Evening – choose the alternative date

Example below

The screenshot shows a web interface for booking appointments. At the top left, there is a dropdown menu labeled 'Parents Evening:'. The dropdown menu is open, showing two options: '✓ Parent Consultation Evening - Monday 18th November' and 'Parent Consultation Evening - Wed 20th November'. To the right of the dropdown menu, the text 'Date: 18 November 2024, 15:40' is displayed. Below this, a red line of text states 'Booking will close on 08 November 2024, 16:00'. Underneath, the text 'Appointments that need booking' is shown.

Choose your preferred time from available timeslots and confirm that time

Please can you take note of the following points of information to help ensure that these meetings run smoothly and safely.

- Please do not arrive any earlier than 10 minutes before your appointment. Please remember that children are not able to attend on this occasion.
- Parents and Carers (maximum two adults per child) should come into school through the main entrance on Wolviston Mill Lane. You will be shown to your child's classroom where you will be able to have a look at their work.
- At your appointment time, you will be shown into the hall to meet with your child's teacher for your 10-minute appointment. After this, you will be able to go back to the classroom to continue to look at their work if you need to.

If you require any further information, then please do not hesitate to contact the school office.

Yours sincerely,

S. C. Sinclair

Sheena Sinclair
Head Teacher



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