



Wolviston Mill Lane, Billingham, TS22 5LU



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St Paul's
Catholic Primary School



A Proud Member of
BISHOP HOGARTH
Catholic Education Trust

Head Teacher: Sheena Sinclair

30th October 2023

Dear Parents and Carers,

I hope this letter finds you safe and well.

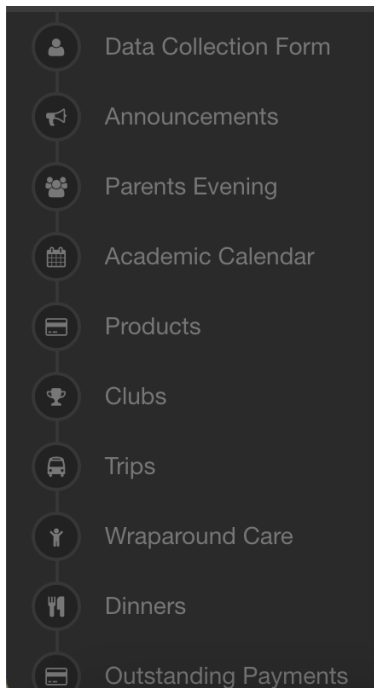
We are very much looking forward to welcoming you into school on Tuesday 28th and Wednesday 29th November 3.40– 6.10pm for the Parent Consultation Meetings and an opportunity for you to look at your child's work and see their classroom.

The booking system to book an appointment will go live on Wednesday 1st November at 5.30pm via My Child at School (MCAS)

Please follow these steps to book your slot:

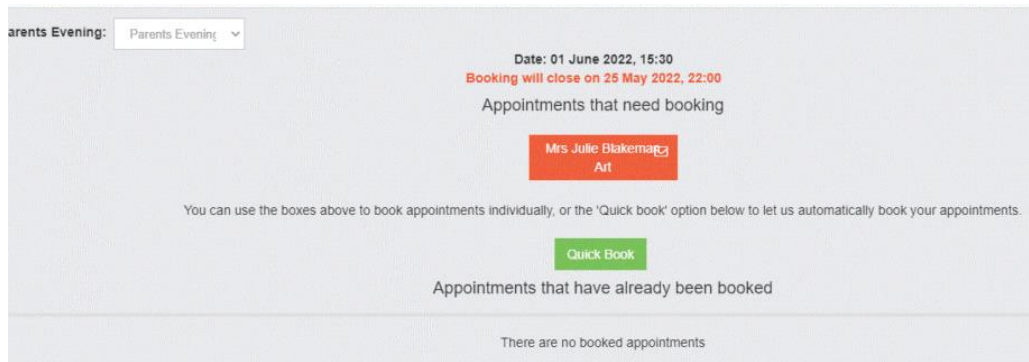
Log into My Child at School (MCAS) via the app or <https://www.mychildatschool.com/MCAS/MCSParentLogin>
If you do not have a log in please contact the school office.

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

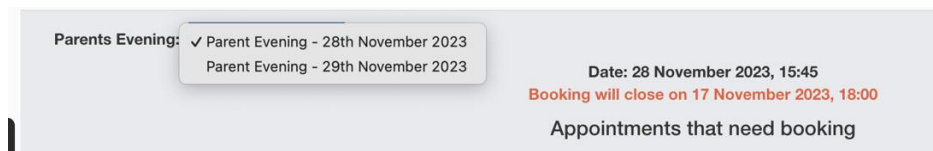


This will provide you with either a **Manual** or **Quick Book** option to secure your booking.

In Him we Live and Move and Have our Being



The booking page will default to 28th November, to access bookings for 29th November use the drop down menu – Parents Evening



Choose your preferred time from the ones available and either request or 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 2 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.

Please do not attend your appointment if you have any symptoms of Covid or other respiratory infections. Please let the office know you are unable to attend and we can offer a phone appointment at an alternative time.

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

Yours sincerely,

Sheena Sinclair
Head Teacher

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