

10th October 2025

Dear Parent/ Carer,

Whole School: Parent Consultation Week- Video Appointments

Parent Consultation Week will take place the week commencing 20th October and will be held online via video link.

We would like to invite you to **book an appointment with your child/ren's class teacher(s) on the MCAS app**. The booking system will go live from 4:00pm this afternoon.

We recommend that all parents have notifications turned on for the MCAS app in their phone settings. This enables push notifications from MCAS to be automatically sent to you and keep you up to date.

Appointments will be hosted on Microsoft Teams. **You will be sent a link by email to join a meeting by Friday 17th October**. At the time of your appointment, you should access the link and wait in the Teams 'lobby' before the class teacher starts the meeting. Appointments will last ten minutes. It is important that meetings do not overrun, and meetings will need to end on time to ensure class teachers are available for the next appointment slot. For two parent households, one parent should make the booking, and then both parents can use the link sent by email. Please do this instead of booking two appointments for one child.

Yours sincerely,

Mr Dan Ainscow and Mr Liam Murphy
Headteachers