



**Saltford**  
CofE Primary School

Saltford CofE Primary School  
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**Headteacher:** Dawn Sage  
**Chair of Governors:** Paul Cummings

22<sup>nd</sup> October 2024

Dear Parents and Carers

**Parent Consultation Evening Monday 25<sup>th</sup> and Thursday 28<sup>th</sup> November 2024  
(Lime Class Monday 11<sup>th</sup> November and Tuesday 12<sup>th</sup> November)**

I would like to invite you to attend our Parent Consultation Evening on Monday 25<sup>th</sup> or Thursday 28<sup>th</sup> November (Lime Class 11<sup>th</sup> and 12<sup>th</sup> November). The 10-minute appointment will provide you with an opportunity to speak with the class teacher/teachers and there will be an opportunity to view your child's work outside of the classroom prior to the appointment. Please note we have changed from School Cloud to MCAS for our online appointment booking system.

To ensure appointments run to time, you will not be able to book consecutive appointments, but will have a one-appointment gap to allow movement around the school.

In addition to the consultation evenings, we will again be enabling parents/carers to come onto site to look through their child's work with them via access afternoons and you will receive information on this later in the school year. The dates for these sessions are **Monday 3<sup>rd</sup> and Tuesday 4<sup>th</sup> February 2025 at 2.45 pm.**

A crèche service will be available to look after your **school-age children** as parent/teacher meetings work best if your child is occupied whilst the meeting takes place. For details and to book a place click [here](#)

Mrs Godwin, the Inclusion Leader, is available to speak with parents. If your child receives SEN support you will be able to make an appointment with Mrs Godwin. ***There is no need to make an appointment unless there are any outstanding matters relating to your child's SEND to discuss. Please note that Mrs Godwin is not able to comment on your child's progress, SEN provision or plans – these are within the remit of the class teachers.*** If you do make an appointment, please ensure it is booked **after** you have spoken to the class teacher.

Should you wish to make an additional appointment with Mrs Sage, please contact the school office to arrange this.

Appointments can be made **from Sunday 10<sup>th</sup> November at 9.00 am and will close on Monday 18<sup>th</sup> November at 9.00 am.** Should you wish to make any changes after this date please contact the office. For Lime Class appointments will open **today at 12.00 noon and close on Thursday 7<sup>th</sup> November.**

To book your appointment(s) on MCAS please follow the instructions below:-

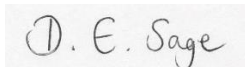
1. Go to your MCAS dashboard.
2. Select **Parents Evening** tab. Available appointments will display in the blocks.
3. Click on a **block** to book your appointment and from the available listed **times**, click on the word **Book** to the right.
4. If you wish to remove your booking, click on the **X** to the right.
5. If the time you wanted has already been booked, it will display as **not available** and cannot be booked.

6. When all of the appointments have been booked, there will be no blocks displayed.

Lime Class will have a different arrangement, as the class teacher will be absent on jury service at this time. **The Parent Consultation Evening for Lime Class will be on Monday 11<sup>th</sup> and Tuesday 12<sup>th</sup> November.** Booking is via the same arrangements outlined above. If your child in Lime Class receives SEN support and you wish to have an appointment with Mrs Godwin, please contact the office and we will facilitate this.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

A handwritten signature in black ink that reads "D. E. Sage". The signature is written in a cursive style and is contained within a light grey rectangular box.

Mrs D Sage  
Headteacher