



**Saltford**  
CofE Primary School

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

27<sup>th</sup> February 2025

Dear Parents and Carers

### Parent Consultation Evening Monday 24<sup>th</sup> and Thursday 27<sup>th</sup> March 2025

I would like to invite you to attend our Parent Consultation Evening on Monday 24<sup>th</sup> or Thursday 27<sup>th</sup> March. The appointment will provide you with an opportunity to speak with the class teacher/teachers. You have already had the opportunity to view your child's work outside of the classroom via our access afternoons prior to this appointment, and their work will also be available on the evening.

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.

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 on either evening.

Appointments can be made **TODAY from 6.00 pm and will close on Monday 10<sup>th</sup> March** at 9.00 am. Should you wish to make any changes after this date please contact the office.

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.

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

Mrs D Sage, Headteacher