



Lawn Primary & Nursery School

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Dear Parents and Carers,

Parent Consultation meetings – Monday 13th October 2025

I am writing to invite you to attend parents evening meetings with your child's teacher on Monday 13th October 2025.

Teachers will be scheduling meetings between 1.10pm and 7pm (Saplings only until 4pm) on this date and you can book a suitable appointment time via MCAS. **The booking system is open on Thursday 2nd October at 9am.** Bookings will close on Thursday 9th October at 9am.

Booking is easy via the app but here is a link to a guide, if needed. <https://docs.bromcom.com/knowledge-base/how-to-book-parents-evening-appointments-using-mcas/#booking-appointments-manually-with-the-mcas-parent-app>

Parent Evenings will take place in the Key Stage Two Hall for all year groups, which means arriving via the Brecon Close gate and doors where staff will be available to show you into the hall. **Please do not arrive at the main school office as staff will not be available to see you through the building to the Hall.**

To allow the smooth running of appointments in school, we ask you to please attend no more than 5 minutes ahead of your appointment time and to wait on the benches provided in the hall until your child's teacher indicates that they are ready for you. Teachers will need to finish appointments on time, sticking to the allocated 10-minute time slots. If you find that you need more time to discuss anything after this point, please make a follow up appointment for another time.

Thank you for your support with these arrangements. We look forward to seeing you in school, and hope that you will find it helpful to hear about your child's progress and learning behaviours.

Kind regards,

Mrs Lindsay Wood
Headteacher

