

22nd October 2026

Dear Parent/Carer,

AUTUMN TERM PARENTS' EVENING

Arrangements have been made for all parents to consult with their child's class teacher on:

- **Wednesday 18th November** between 2:00pm – 2:50pm, and 3:50pm – 7:50pm for children in **Year 3, Year 4, Year 5 and Year 6.**
- **Thursday 19th November** between 2:00pm – 2:50pm, and 3:50pm – 7:50pm for children in **Reception, Year 1 and Year 2 and (The Hive from 3.50pm onwards only)**

All appointments will be conducted face-to-face. Appointment times are to be booked using the My Child at School (MCAS) App on a first come first served basis. Simply go onto the MCAS App, select Parents Evening from the menu and book your appointment. If you have more than one teacher to see on one of these evenings, please ensure there is a twenty-minute gap between appointments, so you have time to move from one classroom to the next.

Please also be aware of the following:

- If you have an appointment between 2:00pm – 2:50pm on Wednesday 18th November, entrance to school is via the pedestrian gate on Grendon Street. You **will not** be able to take your child from school after the appointment; all children will be dismissed at 3:15pm as usual.
- If you have an appointment between 2:00pm – 2:50pm on Thursday 19th November, entrance to school is via the main school office. You **will not** be able to take your child from school after the appointment; all children will be dismissed at 3:15pm as usual.
- If you have an appointment between 3:50pm – 7:50pm on either evening, entrance to school is via the main school playground.
- Maths and English books will be positioned outside the classrooms for you to view (Years 1 to 6).
- A map of the classrooms for each Year Group is attached to this letter. Reception parents with appointments from 2:00pm – 2:50pm will meet with their class teacher in the Intervention Classroom, highlighted in a yellow circle on attached map.
- Members of the Senior Leadership Team will be positioned around the school to assist on the day.
- Our wonderful school Nursery (starred on attached map) will be available for a visit between 3.50pm and 7:50pm on Thursday 19th November. Please pop by if you are interested in pre-school provision to meet our school Nursery teacher Miss Whittle.

Should you have any problems booking an appointment using the MCAS App, please speak to Mrs Heyes in the school office.

Kind regards

Mrs A. Black
Headteacher

Learning, Caring, Growing Together

Headteacher: Mrs A. Black

St Bede Primary Academy, Morris Green Lane, Bolton, BL3 3LJ

Telephone: 01204 61899 Website: www.stbedeacademy.org Company Registered Number: 07628909

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