AVALON

Headteacher: Mrs J Callaway
BA Hons QTS FCCT
jcallaway@avalon-school.co.uk

Caldy Road
West Kirby
Wirral
CH48 2HE

Telephone: 0151 625 6993
E-mail: Schooloffice@avalon-school.co.uk

4th November 2026

Dear parents and carers,



Parents' Evening In-Person Consultations
Nursery to Year 6 – Week Commencing Monday 23rd November 2026

Parent Evening Consultation Meetings will be held in-person in your child's classroom with their teacher/key worker, week commencing Monday 23rd November 2026. Parents/Carers will receive their child's progress report prior to their parent consultation meeting and have the opportunity to see their child's work.

Consultation meetings will be set to **10 minutes slots**, however if you have any concerns that require a lengthier conversation or are unable to attend the evening, please email the school office (schooloffice@avalon-school.co.uk) or contact your child's class teacher for assistance.

Please note that only one appointment per child can be made, with the exception of separated parents who will be able to make individual appointments.

Other than separated parents, please can one parent make the booking via the email address you have provided us with.

Parents' Evening Consultation appointments will take place on the following dates:

Class	Teacher / Key Worker	Dates & Times Appointments Available
Nursery	Flavia Stephenson Jackie Duffy Tia Hardman	Monday 23rd November from 4pm-6pm Tuesday 24th November from 4pm-6pm Thursday 26th November from 4pm-6pm
Pre-School	Jo Rice Julie Bache	Tuesday 24th November from 4pm-6pm Thursday 26th November from 4pm-6pm
Reception	Mrs Daniel	Thursday 26th November from 3.15pm-6pm
Year 1	Mrs Creedon	Tuesday 24th November from 3.15pm-6pm

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Year 2	Mrs Beecroft	Thursday 26th November from 3.15pm-6.30pm
Year 4	Miss Skillen	Tuesday 24th November from 4pm-7pm
Year 5	Mrs Rooke	Thursday 26th November from 4pm-7pm
Year 6	Mr Ashton	Tuesday 24th November from 4pm-7pm

Yours sincerely



Mrs J Callaway
Headteacher

Dear parent and carers,

Important: Setting up your MyChildAtSchool (MCAS) Account for Autumn Parents Evenings

We will shortly be opening bookings for our upcoming Parents Evenings. To book your appointments with your child's teachers, you will need to use our online parent portal, **MyChildAtSchool (MCAS)** for booking your parents evening meeting.

To create an active MCAS account, please follow the steps below to get set up.

1. How to Activate Your Account

You can activate your account using the email address that you have registered with the school.

- **Via the Web:** Go to mychildatschool.com and click on **Sign Up** (or go directly to the MCAS Sign Up Page).
- **Enter Details:** Enter our school **School ID** number: **17202** and your **Email Address (other than separated parents, please can one parent make the booking via the email you have provided us with).**
- **Verify:** You will receive a One-Time Passcode (OTP) via email to verify your identity and create your password.

(Note: If the system does not recognise your email, please contact the school office so we can update your contact details on our system).

2. How to Book Your Parents Evening Appointments

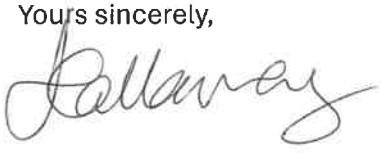
Once you are logged into the MCAS web portal

1. Select **Parents Evening** from the main menu.
2. Click on the upcoming Parents Evening event listed for your child – please check the staff member name in the title of the parents' evening.
3. To choose your time slot preference:
    - Click on your child's teacher, view the available time slots, and select your preferred time.
4. Click **Confirm** to lock in your times.

Bookings will officially open on **Thursday 5th November** at **16:00**. We recommend setting up your login credentials before this date to ensure a smooth booking process. The online bookings system will close on **Friday 20th November at 12 Noon.**

If you experience any issues logging in or require technical support, please contact the school office.

Yours sincerely,



Mrs J Callaway
Headteacher