Whitstable & Seasalter Endowed
Church of England (Aided) Junior School

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Friday 20th November 2026

Dear Families of The Endowed

Penguin Class Parent / Teacher Appointments

We are pleased to be able to invite parents and carers of Penguin Class into school for their rearranged meeting with class teacher Miss Cox on Wednesday 2nd December 2026 between 12.30pm and 5.40pm.

This is an opportunity for you to meet with your child's teacher for a ten-minute appointment to ask any questions you may have related to school and to find out about your child's progress. Mr Bowles and Mrs Hewitt (SENCO), along with myself, will also be available should you wish to speak with any of us and no appointment is necessary for this. We would ask, please, that parents who do not live together try and arrange to meet with Miss Cox together where this is possible to avoid extra workload and a longer day. Thank you.

Appointments can be booked via MCAS and these will be **opened around 4.00pm on Monday 23rd November.** Simple instructions are provided below to assist you with booking an appointment, but if you have any problems, please do contact the school office. Thank you.

We are sorry, but there are no arrangements for childcare during these appointments. Please buzz at the main gate for your appointment and we will direct you to the correct room, thank you.

Yours sincerely

Ellen Taylor

Ellen Taylor
Headteacher

Booking an appointment through MCAS (MyChildAtSchool)	
1.	Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**. This will open the **Parents Evening** page displaying available appointments that can be booked in the red blocks.
2.	From the available listed **Times** being displayed click on the word **Book** to the right of the chosen time.
3.	Once the correct date is selected you can then choose your appointment time. If you book the wrong time or wish to change your times, you can manually do this once the booking has been made.
For more detailed guidance, please click the link below: How to book parents evening appointments using MCAS	