

November 2019

Dear Parents

Year 13 Parents' Evening - Wednesday 27 November 2019



I would like to invite you to attend a Parents' Evening on Wednesday 27 November, 4.30pm – 7.00pm, when you will have the opportunity to talk with your child's teachers. The Parents' Evening will involve online appointment bookings, enabling you to reserve specific time-slots with teachers. As a parent you will need to log into the portal operated by our MIS provider 'Bromcom', which is called 'My Child at School' (MCAS) via the link <https://www.mychildatschool.com/MCAS/MCSParentLogin> and enter the following information on the login screen.

School ID: *This information can be found on two letters recently sent to Year 13 parents -*
Username: *one via your child and the other posted to your home address.*
Password:

Once you have logged in you will be able to book appointments with staff who teach your child.

If you would like an additional appointment with me and Mrs Gadsby to talk through other issues regarding Sixth Form, please ask your child to sign up to a time on the sheet available in the Sixth Form.

The booking period opens on **Wednesday 20 November at 12noon** and will close on **Monday 25 November at 12noon**. In order for teachers to prepare, please make your appointments at your earliest convenience.

If you do not have internet access please contact Mr South, or if you need assistance in accessing My Child at School in making these appointments please contact the School Office on 01937 833466.

Staff will be seated in faculty groups i.e. English, Science etc, and will be based in the Main Hall. Your child is strongly encouraged to accompany you on the evening. Please 'sign in' in the Main Hall on arrival.

Mr Parkinson will be available between 5pm-7pm in the Conference Room, near to Main Reception, if you would like to share any views about your experience of the school and Sixth Form.

Yours sincerely

Mrs R Knapton
Assistant Headteacher: Director of Sixth Form