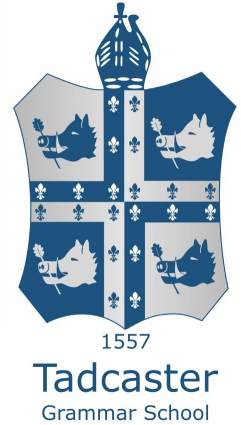


December 2019



Dear Parents/Carers

**Year 11 Parents' Evening Wednesday 8 January 2020**

We would like to invite you to attend a Parents' Evening on Wednesday 8 January 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, please could we ask you to log onto your 'My Child at School' (MCAS) portal in order to access the 'Parents' Evening'

Once you have logged on you will be able to book appointments with staff who teach your child. You are able to add additional appointments or edit previous appointments you have made should you wish to do so.

The booking period opens on **Wednesday 18 December at noon** and will close on **Monday 6 January at 3.15pm**. In order for teachers to prepare, please make your appointments at your earliest convenience.

***Please note that it is not possible to make any appointments unless you have registered for the MCAS portal, using the username and password you received earlier in the term. If you need assistance with this (noting that school will be closed between Friday 20th December and Monday 6 January), please contact the school at your earliest convenience before Thursday 19th December .***

If you do not have internet access or need assistance in making these appointments please contact the School Office on 01937 833466.

Staff will be seated in faculty groups ie 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.

Yours sincerely

Mr M Dunphy  
Assistant Headteacher  
[m.dunphy@tgs.starmat.uk](mailto:m.dunphy@tgs.starmat.uk)