



16<sup>th</sup> March 2021

Dear Parent/Carer

We understand how important it is for you to have the opportunity to speak directly to staff about the progress of your child. We are writing to you today to outline the arrangements for the upcoming year 11 parents' evening.

Date: Wednesday 31<sup>st</sup> March 2021

Time: 16:00 – 19:00

Meeting Length: 5 minutes per teacher

This parents' evening will take place online. We will be using our existing class structure on Microsoft Teams to organise meetings.

This letter should provide you with all the information you need to prepare for the evening. However, it is very important that you work through these instructions in good time for the evening, this will allow us plenty of time to support you with any questions that you may have.

The purpose of the meeting is to get up to date feedback on your child's progress in individual subjects and to raise any concerns or queries you may have regarding the curriculum and the progress they are making. We trust these meetings will be productive in supporting your child. Please note that appointments are arranged at 5 minute intervals to enable all parents to meet with their child's teachers.

### **Booking Appointments**

Parents will need to make appointments through your 'My Child at school' Bromcom log in, or using the following address: <https://www.mychildatschool.com/MCAS/MCSParentLogin>. In order for the evening to run as smoothly as possible we would encourage you to leave a 5-minute gap between each meeting booking. To enable this, please can you try to make yourself available for the maximum amount of time during the evening.

### **Meeting Etiquette**

We want every parent to have the same opportunity to discuss their child's progress and staff have been instructed to keep strictly to the meeting time limits. Teachers will be happy to arrange another opportunity to continue the conversation if required. Staff will warn parents that the end of the meeting is approaching so that you can request this.

If you have any immediate or serious concerns about your child's progress these should not be left until parents evening. We encourage you to contact us as soon as possible in order that we can help you.

### **How the meetings will work**

The virtual meetings will take place on Microsoft Teams using the class structures already created for students. Teachers have already booked a whole class meeting that covers the whole evening. Each class meeting will have a virtual lobby that parents can access and wait in. Staff will invite parents into the meeting individually from the lobby for their meetings (**please see A parents' guide for accessing and using teams**).

### **How can you prepare for the evening?**

We request that you try logging into Teams before the evening. The earlier you can do this the better as our admin team will need time to respond to any queries you have.

A parent help guide for logging onto 'My Child at School' to make your appointment can be found below and a parent help guide to logging into Teams for your meeting can be found on our school website. ([https://www.kingshurst.tgacademy.org.uk/?wpfb\\_dl=261](https://www.kingshurst.tgacademy.org.uk/?wpfb_dl=261))

We look forward to speaking to you on the evening.

Yours sincerely



**Mr Darren Turner**  
**Executive Principal**

# Parents' Guide for Booking Appointments

Browse to

<https://www.mychildatschool.com/MCAS/MCSParentLogin>

## Step 1: Login

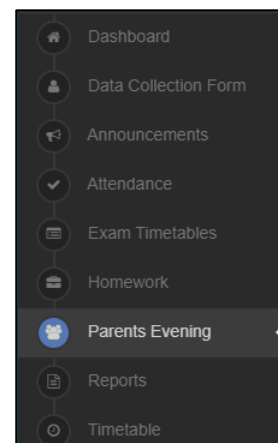
Login to your My Child at School (MCAS) account.

If you have lost your login detail or require any help logging in please contact the school office.



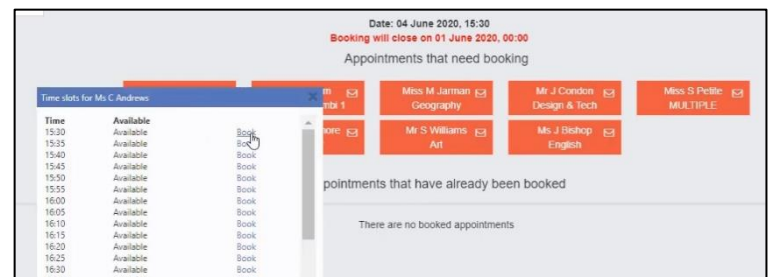
## Step 2: Select Parents Evening

Once logged in, click the 'Parents Evening' option which can be found on the left hand menu.



## Step 3: Choose a Teacher

Your child's teachers will appear. Click onto their name and you will be given the option to book a time to meet with them.



## Step 4: Repeat for each teacher

Repeat Step 3 for each teacher you would like to see. All booked appointments will appear below the teacher's names and save automatically.

