



Dear Parent/Carer

28th September 2022

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 meet the tutor evening. We are delighted to invite parents back into school for this event and look forward to our return to in person, face-to-face meetings with you.

Date: Wednesday 12th October 2022
Time: 16:00pm – 19:00pm
Meeting Length: 5 minutes (plus opportunity for you to meet College Leader, Assistant College Leader and Learning Mentor)
Booking Opening: The booking system will open at 3pm on Monday 3rd October 2022

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 for you to meet your child's form teacher and discuss the start that they have made to the academic year and any concerns or additional information you may want to know or share with us. This, for most of you, will be the first time you will have had the opportunity to meet them face to face. We trust these meetings will be productive in supporting your child. Please note that appointments are arranged at 5–10-minute intervals to enable all parents to meet with their child's teachers.

During the evening there will also be a presentation at 5pm, in the main hall, for parents of year 11 students entitled "Road to Success" which outlines information to support your son/daughter for their upcoming GCSE examinations. This will last for roughly 20 minutes and is a must attend if you are able to. Further Information about the evening can be found using the following link https://www.kingshurst.tgacademy.org.uk/?wpfb_dl=433

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>

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. The College leadership team will also be on hand if you would like to speak to them also.



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

You will need to arrive to school via the foyer entrance, where you will need to sign in, this allows us to keep records of attendance and to share any information with you as required. You will then be directed to where your college venue has been placed for the evening. Whilst we will do all we can to ensure strict adherence to the scheduled appointments, please understand that there are lots of appointments taking place and we may require your patience.

How can you prepare for the evening?

Ensure you book appointments with your child's teachers prior to the evening. Please review your child's data on Bromcom, to plan any questions you may want to ask on the evening.

We look forward to seeing you on the evening.

Yours sincerely

A handwritten signature in black ink that reads "Crehan".

Miss Nicola Crehan
Principal



Parents' Guide for Booking Appointments

Browse to

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

Step 1: Login

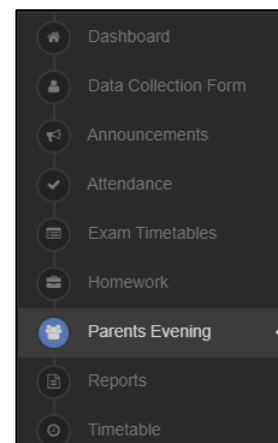
Login to your My Child at School (MCAS) account.

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



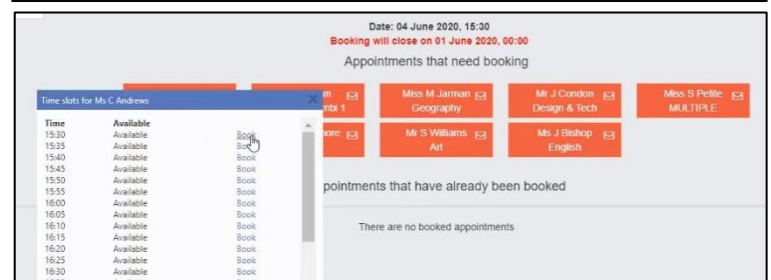
Step 2: Select Parents Evening

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.

