14th March 2024

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 8 parents' evening.

Date: **Wednesday 10th April 2024**
Time: **16:00 – 19:00**
Meeting Length: **5 minutes per teacher**

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.

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.

Tudor Grange Academy Kingshurst, Cooks Lane, Kingshurst, Birmingham, B37 6NU

w: www.kingshurst.tgacademy.org.uk
e: office@kingshurst.tgacademy.org.uk
t: 0121 329 8300
f: 0121 770 0879

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. All teachers will be present in the school canteen for the duration of the evening, you will need to find your child's teacher before your appointment begins, waiting areas will be provided. 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.
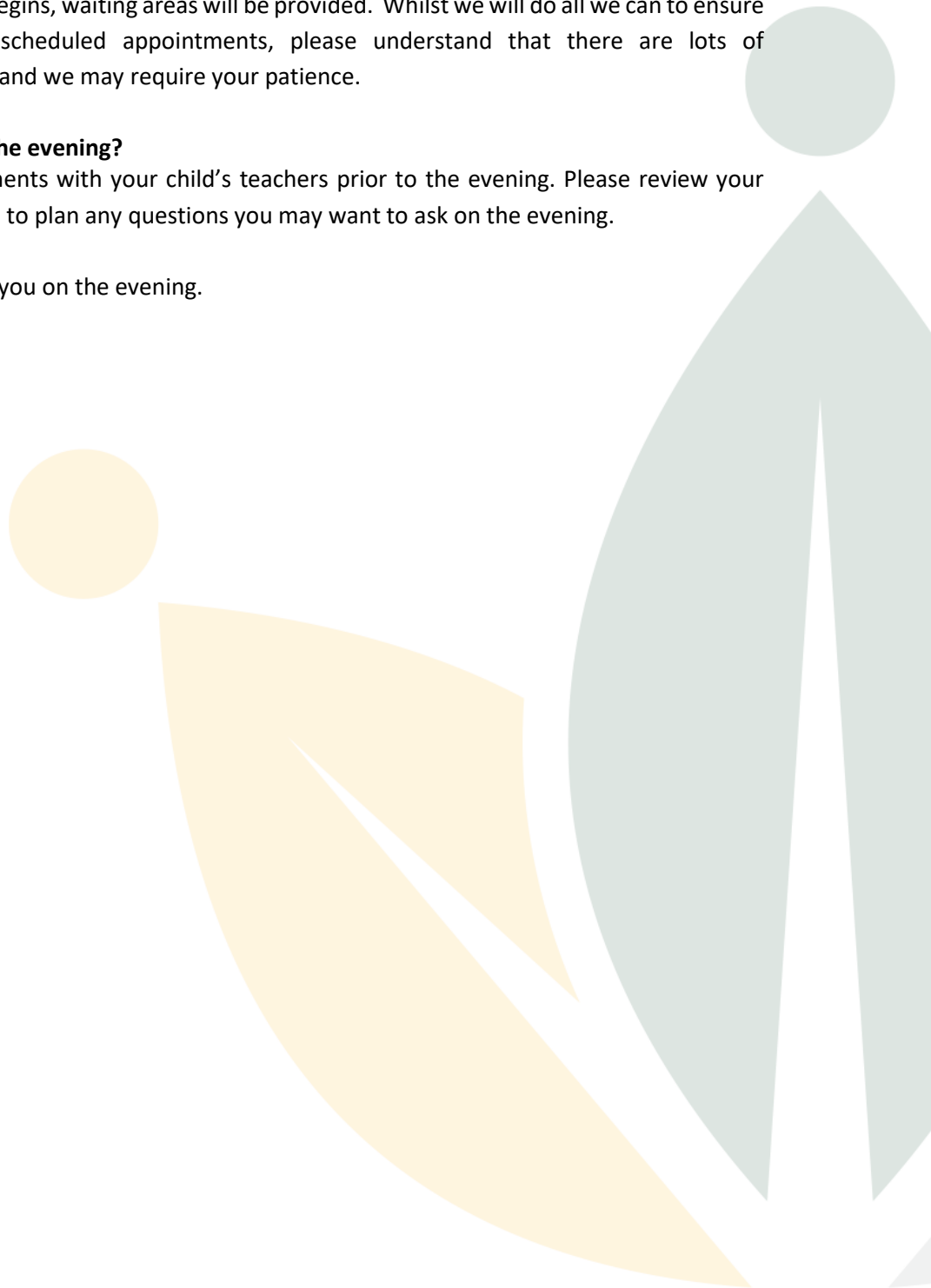
How can you prepare for the evening?
Ensure you book appointments with your child's teachers prior to the evening. Please review your child's report on Bromcom, to plan any questions you may want to ask on the evening.

We look forward to seeing you on the evening.

Yours sincerely

Miss Nicola Crehan
Principal

Parents' Guide for Booking Appointments

Browse to
https://www.mychildatschool.com/MCAS/MCSParentLogin
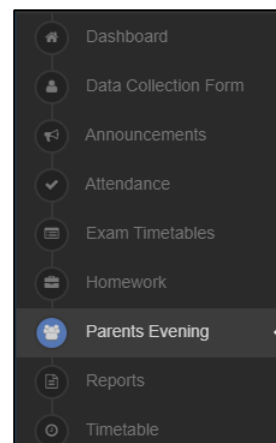
Step 1: Login

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

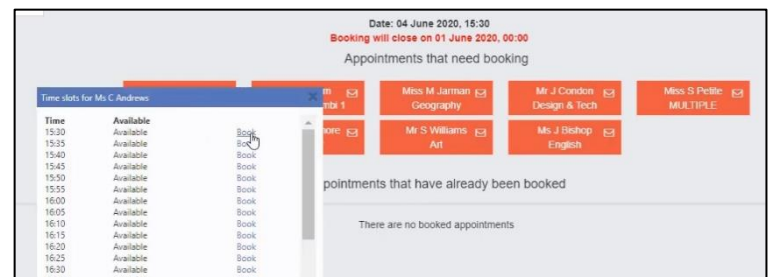If you have lost your login detail or require any help logging in please contact the school office.

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.