

24 September 2018

Dear Parents/Carers

### **Year 9 Parent Consultation Evening**

You and your child are warmly invited to attend the Year 9 Parent Consultation Evening from 4.00–7.00pm on **Wednesday 3 October 2018**.

This will be an invaluable opportunity for you to discuss your child's progress with their subject teachers.

You can book your appointment through the **Parents Evening** option on the MCAS website; login credentials for which you should have been provided via your child. If you are having difficulties accessing the internet, subject teachers can make appointments for you on the MCAS system. Where your child has a split class, you will need to make the appointment with the main teacher and you should consult with your child if you are unsure who this is.

To access Parents Evening on MCAS:

- Select the Parents Evening option on the left hand side under your child's photo
- Available slots will be displayed
- Select and book your time slot (we advise allowing 5 minutes between bookings to allow for travelling time)
- Once your appointments have all been booked, please either print the appointments page, take a screenshot of your appointments or make a written note of the appointments in readiness for the evening as we cannot guarantee mobile reception once you are in the Academy.

We look forward to seeing you next week.

Yours sincerely



**Mrs K Gunn**  
**Principal**