



Our ref: BSM/TRS

24<sup>th</sup> October 2023

Dear Parent / Carer

### Year 7 Tutor Information Evening

We are absolutely delighted with the way in which our year 7 cohort has settled into life at the Academy, we have had such a positive first half term.

I am pleased to invite **you and your child** to a tutor parents' evening on **Tuesday 7th November 4.00pm – 6.00pm**. During this evening your child's tutor will discuss their progress so far and this is an opportunity for you to raise any questions you may have about life at the academy. College leaders will also be available throughout the evening to answer any additional questions you have.

Booking an appointment for parents' evenings is completed through the My Child at School app. Further details on how to access and book these appointments are found at the end of this letter. If you have trouble in accessing the booking system, please contact the College Administration team who can support you with this.

We will open the booking platform for parents to start making appointments on **Thursday 26<sup>th</sup> October at 5.00pm**.

Our aim is to work in partnership with you to support your child's progress and development. We will provide an opportunity for you to share some feedback during the evening by completing a short evaluation form.

Our student college captains will also be available in the main hub to help direct you to the correct classroom and share information on period 6 and enrichment opportunities we provide for students.

We very much look forward to meeting with you on the 7th November. In the meantime, please do not hesitate to contact me at the academy should you need to.

Yours sincerely

**Mr D Butler**  
Principal

Bilford Road Worcester WR3 8HN

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## Guidance for Booking Appointments

When opening **MCAS (My Child at School)**, you will need to select **Parents Evening** from the **side Menu**.

This will provide you with either a **Manual** or **Quick Book** option to secure your appointment. We recommend making manual selections, as you will be able to have control over which subject teachers you see at which times.

### Manual Selections:

Using the **teacher menu** select the teacher you wish to book an appointment with, this will then allow you to view the teachers' available time slots.

To book an appointment click on a time where it is showing as available. This will then allow you to confirm the booking. Click on the X on the right if you need to remove the booking.

You can then continue to book further appointments.

### Quick Book:

The quick book function will enable you to select times that you will be able to attend. This will automatically allocate times that are available. If, however a teacher is not available within those times selected a booking will not be made.

Further guidance is available using the MCAS website:

<https://docs.bromcom.com/knowledge-base/how-to-book-parents-evening-appointments-using-mcas/>

my child at school.com

