



Our Ref: BTD/TRS

Wednesday 17th January 2024

Dear Parent / Carer

Re: Year 11 Subject and Careers Information Parents' Evening

I am pleased to invite you to the year 11 parents evening to be held at Tudor Grange Academy on **Thursday 25th January**. The evening will begin at **3.30pm** and finish at **7.00pm**.

We have changed the way we schedule parents' evening appointments, and you will now be able to book time slots directly using 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 18th January at 5.00pm**.

During the evening we are offering the opportunity for parents and students to explore the world of apprenticeships. Going down the traditional route of A-Levels or university is not a choice that everyone will or should take. On the evening you will be able to talk to a wide range of organisations including the NHS, Worcester County Council, Mazak, Army, RAF, Worcestershire Apprenticeships, West Mercia and a host of other local businesses who will be able to advise you and your child on how to apply for their apprenticeships. Appointments are not required, and you will be able to access their stands at the top of the main staircase.

The Academy values parent feedback and we work closely with parents to continually make improvements. Please take the time during the evening to complete our short parental survey. Anna Skeats, one of our Parent Governors, will also be available during the evening to speak with parents.

We look forward to meeting with you.

Yours sincerely

Mr D Butler
Principal

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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.

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/>

