



Our Ref: BTD/TRS

7th February 2024

Dear Parent / Carer

Re: Year 10 Subject and Careers Information Parents' Evening

I am pleased to invite you to the year 10 parents evening to be held at Tudor Grange Academy on **Tuesday 20th February**. 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 today, **Wednesday 7th February at 7.00pm**.

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/>

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ch **idschool**.com

Elizabeth
Secondary

