

5<sup>th</sup> October 2018

CPS/VLU/PTDAY18

Dear Parents/Carers

**Parent/Carer - Teacher Day for Year 11 - Wednesday 17<sup>th</sup> October 2018**


We write to inform you about the arrangements for the above event which is an opportunity for Parents/Carers to meet subject teachers to discuss progress to date to ensure Year 11 students have made a positive start to the final year of Key Stage 4 as they approach their GCSE examinations from May 2018. **Please note that the Academy will be closed on this day for normal lessons.**

Please note the following:

- Interviews should be made with **ALL** of subject teachers. If a student has more than one teacher for a subject, please arrange an interview with the main class teacher.
- You may wish to make an appointment to see your child's tutor.
- Students must wear full Academy uniform.
- Appointments will be available between 8.30 a.m. and 7.00 p.m. Bookings are made online via My Child at School (MCAS) - please see the booking instruction sheet attached to this letter.
- The MCAS booking system will be live from 4:00pm on Wednesday 10<sup>th</sup> October 2018 and will close at Midnight on Tuesday 16<sup>th</sup> October 2018.
- Appointments will last for approximately 5 to 10 minutes.
- You will be advised of rooming upon arrival.

We look forward to meeting you on the 17<sup>th</sup> October 2018 and continuing our work together in ensuring the best possible outcomes for all of our students.

Yours faithfully



Julia Collins  
Principal