

THE LEIGH ACADEMY



24th June 2019

JCO/JHR/MAO38

Green Street Green Road
Dartford, Kent, DA1 1QE
T: 01322 620400
F: 01322 620401
info@leighacademy.org.uk
www.leighacademy.org.uk

Principal: Mrs Julia Collins

Dear Parents/Carers

**Re: Year 7 Parent/Carer - Teacher and Tutor Afternoon - Wednesday 10th July 2019
2.45pm – 7.00pm**

We write to inform you about the arrangements for the above event which is an opportunity for parents/carers to meet subject teachers and tutors to discuss the progress made in their first year at The Leigh Academy.

Please note the following:

- Students should arrange and attend interviews with **ALL** of their subject teachers. If a student has more than one teacher for a subject, please arrange a meeting with the main class teacher (the member of staff on your child's timetable). Appointments will be available between 2.45pm and 7.00pm and should be made on line via My Child at School (MCAS) – please see booking instruction sheet attached to this letter
- You may also make an appointment to meet with your child's Tutor
- Students must wear full Academy uniform
- Appointments will be brief but focussed and therefore should last for approximately 5 minutes
- Meetings will take place in the Sports Hall

We look forward to meeting you next month and continuing our work together in ensuring the best possible outcomes for all of our students.

Yours faithfully

Julia Collins
Principal



Registered in England Company No: 2336587
Limited by Guarantee. Charity No. 800972

Registered Office: Green Street Green Road,
Dartford, Kent, DA1 1QE

Year 7 Teacher Afternoon Wednesday 10th July 2019 from 14:45 to 19:00



On line appointment booking instructions

Please log on to My Child at School (MCAS) - www.mychildatschool.com

School ID 11468

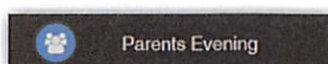
User Name

Password

Please email gemma.sharp@leighacademy.org.uk if you need your log in details sent again.

You will be able to book your appointments from 4:00 p.m. on Tuesday 2nd until noon on Tuesday 9th July 2019.

The Parents Evening option is accessible only from the Menu Bar.



Once logged on, click on:

It displays the information about any upcoming **Parents Evening** that the student being viewed is associated with.



Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed. If the option to contact teaching staff is available an **Envelope** icon will display to the right of the teacher name. Click on the **Envelope** icon to send a message to that teacher.



Click on a teacher/subject to book an appointment time, slots that are not available will be blocked out. Click on the Book option and that appointment will be booked.

Time	Available	Book
17:00	Available	Book
17:10	Available	Book
17:20	Available	Book
17:30	Available	Book
17:40	Available	Book
17:50	Available	Book
18:00	Available	Book
18:10	Available	Book

The **teacher/subject** will be removed from the **Appointments that need booking** section and will display as **Appointments that have been booked**, with the details and time.

Parents Evening Parents Evening for Chase

Date: 07 February 2018, 17:00
 Booking will close on 06 February 2018, 18:00

Appointments that need booking

Appointments that have already been booked

Time	Teacher	Subject	Location
17:20	Ms N Kyle	History	Hall
17:50	Prof R Bacon	MULTIPLE	Hall
18:40	Mr B Hawkins	Design & Technology	Hall

Appointments can be changed by clicking on the X to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the Printer icon.

Subjects with more than one teacher - We are aware students may have more than one teacher for some subjects, your appointment will be booked with the teacher that your child has for the majority of their lessons – their Main Teacher.

Please contact your child’s college administrator should you be:

1. Unable to attend
2. Unable to utilise on line appointment booking

Thank you