

# THE LEIGH ACADEMY



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Principal: Mrs Julia Collins

19<sup>th</sup> June 2018

JCO/VLU/YR7AFTN110718

Dear Parents/Carers

## **Year 7 Parent/Carer - Teacher and Tutor Afternoon - Wednesday 11<sup>th</sup> July 2018 2.45 – 7.00 p.m.**

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.

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 2.45 p.m. and 7.00 p.m. 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



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

## On line appointment booking instructions

Please log on to My Child at School (MCAS) - [www.mychildatschool.com](http://www.mychildatschool.com)

School ID 11468

User Name

Password

Please email [louise.oakley@leighacademy.org.uk](mailto:louise.oakley@leighacademy.org.uk) if you have not received an email with your log in details.

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

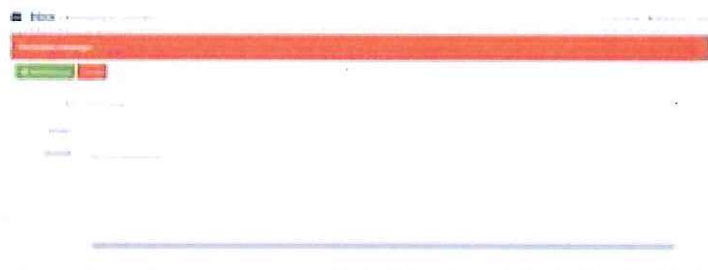


Once logged on, click on:

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.



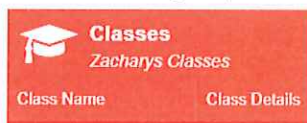
Time	Available	Book
17:00	Available	Book
17:10	Available	Book
17:20	Blocked	
17:30	Available	Book
17:40	Available	Book
17:50	Blocked	
18:00	Available	Book
18:10	Available	Book

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.



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 showing for some subjects, please could you ensure that for these subjects your appointment is booked with the teacher that your child has for the majority of their lessons. This can be checked on My Child at School on the **Dashboard Page, Classes**.



You will be able to book your appointments from 5:00 p.m. on Wednesday 27<sup>th</sup> June until midnight on Tuesday 10<sup>th</sup> July 2018.

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

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

Thank you