



1st October 2020

JCO/JHR/PTDAY14102020

Dear Parents/Carers

Re: Parent/Carer - Teacher Day for Year 11 - Wednesday 14th October 2020

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 2021. Due to current Covid-19 restrictions, these appointments will be telephone conversations, rather than the usual face-to-face meetings. **Please note that The Leigh Academy will be closed on this day for normal lessons.**

Please note the following:

- A telephone appointment should be made with **ALL** subject teachers. If a student has more than one teacher for a subject, please arrange an interview with the **main** class teacher only.
- You may wish to make a telephone appointment to see your child's Tutor, Head of College and SEN team.
- Telephone appointments will be available between 8:30am and 7:00pm on Wednesday 14th October. Bookings are made online via My Child at School (MCAS) - please see the booking instruction sheet attached to this letter.
- Some teachers who have more than one Year 11 class have expressed a preference to make some phone calls on Monday 12th or Tuesday 13th as well. If this is the case for any of your child's teachers, then you will be able to book a phone call on either of these additional days when you log into MCAS.
- The MCAS booking system will be live from 12:00 noon on Thursday 8th October 2020.
- Telephone appointments will last for approximately 5 minutes.
- Please be aware that phone calls could be made from either an academy landline or a withheld number.

I hope that despite the different way of conversing with your child's teachers you will nonetheless find it useful as we continue 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

Year 11 & Year13 Teacher Day Wednesday 14th October 2020 from 08:30 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 noon on Thursday 8th October until:

For Monday 12th October appointments – Midnight on Sunday 11th October 2020

For Tuesday 13th October appointments – Midnight on Monday 12th October 2020

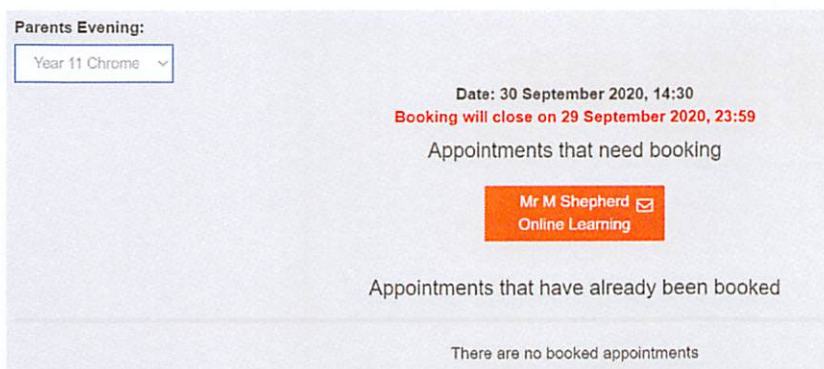
For Wednesday 14th October appointments – Noon on Tuesday 13th October 2020

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



Once logged on, click on:

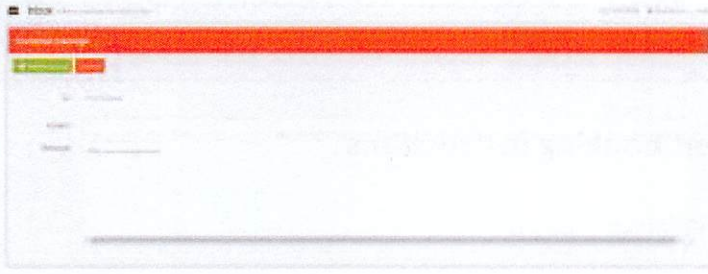
Select the event you would like to book appointments for by clicking on the drop down, top left hand corner.



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.

Parents Evening: Year 10 Parents

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

Appointments that need booking

Mr H Dale M&E TPLE	Ms Z Postare French	Mr A Mason Study Plus	Ms C Reed IT	Mr C Thorne Philosophy, Social Sci ethics
Ms I Hyman M&E TPLE	Ms R Lister Mathematics	Miss C Worsden Art	Mr E Midday Design & Technology	

Appointments that have already been booked

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

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 their Main Teacher.

Please contact your child's year administrator should you be:

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

Thank you