



Montgomery Academy

An Academy within the Fylde Coast Academy Trust

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Inspiring Excellence Together

Year 11 Face to Face Progress Evening – Thursday 6th November 4:30pm – 7:30pm **Appointment Booking (online) – OPEN from 9am on Tuesday 14th October**

Dear Parent/Carer,

I would like to invite you to the Year 11 Progress (Parents') Evening. This will give us a chance to speak to you and your child about their current performance in lessons and with home learning and preparation for forthcoming assessments.

Even though the evening itself will be face to face we will be using the MCAS online booking system to make the appointments. This allows you to choose your own appointment times with teachers and you will then be able to see the appointments in your MCAS App. Teaching staff will be available, in school, throughout the 4:30pm – 7:30pm session on Thursday 6th November.

- **4 minute appointments with each teacher can be made from 9am Tuesday 14th October until 5pm on Wednesday 5th November (appointments are spaced 5 minutes apart but the aim is for 4 minute appointments and to allow some movement time – staff are spread out in rooms across the main block)**
- **There are no appointments for core PE or with Progress Tutors**
- **Appointments are on a first come, first served basis – some members of staff teach a large number of year 11 students. If you are unable to make an appointment as all slots have been taken, please email admin@montgomery.fcat.org.uk and we will ask the teacher to contact you**
- **If you wish to have a pastoral appointment with Mr McArdle (Progress Manager), or Ms Sharpe (Pastoral Manager) please email c.mcardle@montgomery.fcat.org.uk, or r.sharpe@montgomery.fcat.org.uk**

YOU WILL NEED TO BE REGISTERED ON THE MCAS SYSTEM TO BOOK APPOINTMENTS

The vast majority of parents have already gained access to the MCAS App.

A guide on how to use the Bromcom MCAS portal/app can be found on our website here:

<https://montgomeryschool.co.uk/Information/bromcom-parent-student-guides>

Once you have downloaded the App please access:

<https://www.mychildatschool.com/MCAS/MCSParentsEveningPage> to book your appointments.

The system is linked to our School system so will only allow parents/carers who give the information on our system access to make appointments.

If you do not have access to the internet, or are struggling to use the system, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely,

N.B. Some of the classrooms are upstairs – if you have any issues walking around the site or using the stairs please email p.morris@montgomery.fcat.org.uk so we can make arrangements for downstairs appointments.