Montgomery Academy

An Academy within the Fylde Coast Academy Trust

Headteacher: Mr S. Careless BSc MSc NPQH
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Inspiring Excellence Together

Year 7 Face to Face Progress Evening – Thursday 15th January 4:30pm – 7:30pm
Appointment Booking (online) – OPEN from 9am on Tuesday 6th January

Dear Parent/Carer,
I would like to invite you to the Year 7 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 15th January.
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 before the booking system opens so we can make arrangements for downstairs appointments.

- **3 minute appointments with each teacher can be made from 9am Tuesday 6th January until 5pm on Wednesday 14th January (appointments are spaced 3 minutes apart to allow movement time as staff are spread out in rooms across the main block)**
- **There are no appointments for PSHE or with Progress Tutors**
- **Mrs Whittle will be available after 5pm to speak to any parents of students on the SEND register in the Assembly Hall**
- **Appointments are on a first come, first served basis – some members of staff teach a large number of year 7 students. If you are unable to make an appointment as all slots have been taken, please email progressevening@montgomery.fcat.org.uk and we will ask the teacher to contact you**
- **If you wish to have a pastoral appointment with Ms Holden (Acting Progress Manager), or Mr Higgs (Pastoral Manager) please email l.holden@montgomery.fcat.org.uk, or s.higgs@montgomery.fcat.org.uk**

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

You may have already registered on the Bromcom My Child At School (MCAS) portal. 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,



FCAT
The best we can be

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