Montgomery Academy

An Academy within the Fylde Coast Academy Trust

Exec. Headteacher: Mr S.Cox BSc Hons MA (Ed) NPQH
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Inspiring Excellence Together

Year 11 Face to Face Progress Evening – Thursday 14th November 4:30pm – 7:30pm
Appointment Booking (online) – OPEN from 9am on Tuesday 5th November

Dear Parent/Carer,

I would like to invite you to the Year 11 Progress (Parents') Evening. The teaching staff are currently compiling the first report of the year. You will receive a print out of this on the evening (we will also send a copy by email to arrive following the evening). This will give us a chance to speak to you and your child about their report and current performance in lessons and with home learning.

Even though the evening itself will be face to face we will be using a **NEW** online booking system to make the appointments. This allows you to choose your own appointment times with teachers and then you will receive an email confirming your appointments. Teaching staff will be available, in school, throughout the 4:30pm – 7:30pm session on Thursday 14th November.

- **4 minute appointments with each teacher can be made from 9am Tuesday 5th November until 5pm on Wednesday 13th 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 Ms Holden (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 REGISTER ON THE NEW SYSTEM TO BOOK APPOINTMENTS

You will have already received an invite via E-Mail to setup your Bromcom MyChildAtSchool portal (MCAS), complete the registration process and install the app if necessary.
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 created you MCAS profile please visit
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.

FCAT
The best we can be

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