



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 8 Face to Face Progress Evening – Thursday 13th March 4:30pm – 7:30pm Appointment Booking (online) – OPEN from 9am on Tuesday 4th March

Dear Parent/Carer,

I would like to invite you to the Year 8 Progress (Parents') Evening. This will give us a chance to speak to you and your child about their current performance and effort in lessons and with home learning.

Even though the evening itself will be face to face we will be using the BROMCOM MCAS 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 13th March.

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.

- **3 minute appointments with each teacher can be made from 9am Tuesday 4th March until 5pm on Wednesday 12th March (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**
- **Appointments are on a first come, first served basis – some members of staff teach a large number of year 8 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 Mr Quinn (Progress Manager), or Mrs McMillan (Pastoral Manager) please email j.quinn@montgomery.fcat.org.uk, or d.mcmillan@montgomery.fcat.org.uk**

YOU WILL NEED TO REGISTER ON THE BROMCOM 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 created your MCAS profile please visit

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

My Child At School is linked to our school data system and will only allow parents/carers that use the exact details registered on our system to make the 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,