

Ref: MGO/crw

15 October 2018

Dear Parent/Carer

Year 7 Parents' Evening: Wednesday 7 November 2018: 4.00PM – 7.30PM

We are writing with regard to the forthcoming Year 7 Parents' Evening to be held on Wednesday 7 November 2018 from 4.00pm - 7.30pm.

Parents' Evenings are an opportunity for you to meet with all of your son/daughter's subject teachers and celebrate their success. Teachers at each appointment will discuss your son's/daughter's progress and agree individual targets to help your son/daughter achieve their potential. In addition, you can raise any concerns or address any subject-specific issues you may have. Attendance at events such as these are vitally important in helping students prepare as effectively as possible for their final examinations, and we ask that you make every effort to attend.

My Child At School Parents Evening Booking

Parents Evening appointments can now be booked through the My Child At School online portal. This can be accessed at www.mychildatschool.com using the login details that were sent out to you on 11 September. The attached guide explains how to make your appointments.

The option to book appointments is now available.

In addition to the above opportunity to meet with the teaching staff, you may, of course, contact any member of the teaching staff via email (please contact your child's college Admin Office to obtain individual email addresses).

There will also be two presentations in the LRC regarding the Accelerated Reader Programme which all the Year 7 students take part in. These will take place at 5.00pm and 6.00pm and will be hosted by our Librarian Mrs Kennedy.

We believe that parental engagement is an essential ingredient to academic success and we look forward to seeing you on Wednesday 7 November and thank you for your continued support.

Yours faithfully



Mr. M Gore
Associate Principal



My Child At School - Parents Evening Bookings

The following guide explains how to book appointments with your child's teachers for the **Year 7 Parents Evening** which is taking place on **Wednesday 7 November**.

Appointments can be booked through the My Child At School portal.

The portal can be accessed at www.mychildatschool.com

The option to book appointments will become available on **Tuesday 16 October**.

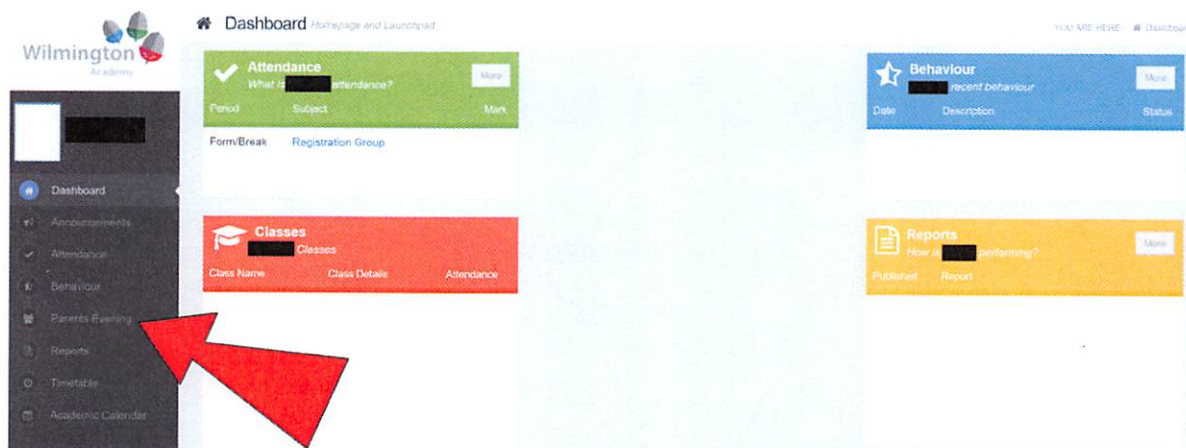
If you are unable to access the My Child At School Portal please contact your child's college office.

To book appointments:

Go to www.mychildatschool.com and login



Select the **Parents Evening** option from the menu on the left hand side



Each of your child's subjects will have a red box that can be selected in order to make an appointment

The screenshot shows the 'Parents Evening' booking page for 'Wilmington Academy'. At the top, it says 'Date: 01 March 2018, 01:00' and 'Booking will close on 01 March 2018, 00:00'. Under the heading 'Appointments that need booking', there is a red box with the text 'Mr M Gurney Maths'. A red arrow points to this box with the text 'Your child's subjects will appear here.' Below this, under 'Appointments that have already been booked', it says 'There are no booked appointments'. A second red arrow points to the text 'Click on them to book an appointment.'

Clicking on one of the red boxes will bring up a list of available appointments

The screenshot shows the 'Parents Evening' booking page for 'Wilmington Academy' with a dropdown menu open for 'Mr M Gurney'. The dropdown lists available times from 01:00 to 02:55. A red arrow points to the list with the text 'Select the appointment that you would like'.

Time	Available	Book
01:00	Available	Book
01:05	Available	Book
01:10	Available	Book
01:15	Available	Book
01:20	Available	Book
01:25	Available	Book
01:30	Available	Book
01:35	Available	Book
01:40	Available	Book
01:45	Available	Book
01:50	Available	Book
01:55	Available	Book
02:00	Available	Book
02:05	Available	Book
02:10	Available	Book
02:15	Available	Book
02:20	Available	Book
02:25	Available	Book
02:30	Available	Book
02:35	Available	Book
02:40	Available	Book
02:45	Available	Book
02:50	Available	Book
02:55	Available	Book

The page will then display any appointments that you have booked

The screenshot shows the 'Parents Evening' booking page for 'Wilmington Academy' with a dropdown menu open for 'Mr M Gurney'. The dropdown shows a booked appointment for 'Time: 01:00', 'Teacher: Mr M Gurney', 'Subject: Maths', and 'Location: Apollo and Minerva Plazas (upstairs and downstairs)'. A red arrow points to this entry with the text 'Booked appointments will be displayed here'.