

Tudor Grange Primary Academy Perdiswell

Tudor Grange Primary Academy Perdiswell,
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Principal: Mrs R Hughes

6th March 2024

Dear Parent & Carers

2024 Mid-Year Parents' Consultation Online Appointment Booking - Class 6W Only

As Miss Whiteley will not be here when the Parents' Consultations take place in April, we have decided to bring forward the parent meetings for 6W to Monday 18th March 2024. Mrs Evans, who will be 6W teacher after Easter, will also attend the meetings.

Our mid-year Parent Consultations offer an opportunity to meet in person and celebrate your child's strengths and areas for further development. All KS2 children should attend the Parent consultation with you so that they can share their learning targets. If your appointment is during the school day, we will facilitate your child attending.

You are invited to book a 10-minute meeting, **in school** via MyChildAtSchool.

A guide detailing how to book to your appointment is included below.

All appointments are strictly no longer than ten minutes, to ensure the day runs smoothly. If further discussion is needed, please contact your child's teacher via the year group email address which can be found on the [class page here](#).

Please note that it is one appointment time per child so separated parents are requested to see the teacher together, otherwise you can understand that the number of appointments may not fit within the times given. However, if this is not possible, please contact the school office. When attending your appointment, please enter via the main school entrance by the School Office. Please do not park in the school car park before 4pm.

Appointments can be made online via the *MyChildAtSchool* app from 8:00pm today (Wednesday 6th March 2024) and will close on Thursday 14th March 2024 at 10:00am. Should you wish to make any changes after this date please contact the school office.

If you do not have access to the internet, please contact the school office who will be happy to make an appointment on your behalf.

Yours sincerely

Rachel Hughes

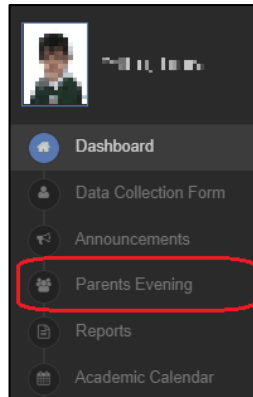


Tudor Grange Academies Trust

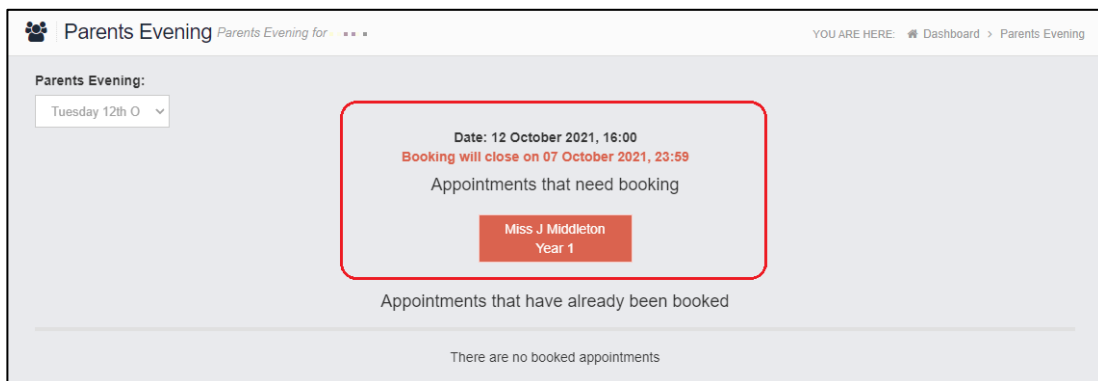


Guide to booking Parents Evening in MyChildAtSchool

- 1) Login to **MyChildAtSchool** via the app or <https://www.mychildatschool.com/>.
- 2) Select the **Parents Evening** option from the menu to the left:

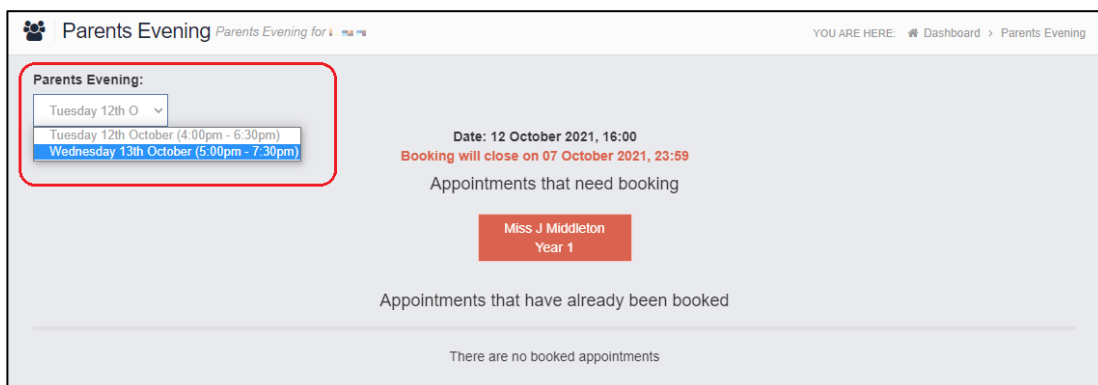


- 3) The **Parents Evening** option displays the information about any upcoming **Parents Evening** that the child being viewed is associated with:



Along with the date of the **Parents Evening**, a list of appointment(s) that need to be booked and a closing date for making bookings will be displayed.

- 4) In the top-left corner, the date of the **Parents Evening** can be changed (this is only available if the school has more than one event scheduled). Click the drop-down and select the appropriate event:



- 5) Click on a **Teacher** to book an appointment time, slots that are not available will be blocked out. Click on the Book option and that appointment will be booked.

- 6) The **Teacher** will be removed from the **Appointments that need booking** section and will display as **Appointments that have been booked**, with the details and time:

Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointments and return it to the **Appointments that need booking** section. At any time, a list of booked appointments can be printed by clicking on the **Printer** icon: