

Flying high but not solo –  
together we will achieve



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October 2021

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**Y9 Parents Evening – Thursday 11<sup>th</sup> November 2021**

Principal: Mrs N Walker

Dear Parents / Carers,

For the upcoming Year 9 Parents Evening on Thursday 11<sup>th</sup> November 2021, parents will have the opportunity to book an appointment with their child's subject teachers remotely via our Microsoft Teams Parents' Evening.

The opportunity to speak with teachers will allow us to discuss progress, attendance and behaviour (positive and areas to improve on).

The evening will run from 4.30pm to 7.30pm on Thursday 11<sup>th</sup> November 2021. Parents/Carers can make an appointment on the My Child At School App (MCAS) from 6pm on Monday 1<sup>st</sup> November 2021. Please ensure you have downloaded the app to have access to book the appointment. If you need a reminder of your login details, please email [data@horbury.accordmat.org](mailto:data@horbury.accordmat.org)

If you require support with making these appointments, please go to the academy website in the first instance. For reference <https://horbury.accordmat.org/landing/parents/apps-for-parents/> If you still require any further assistance, please email us at [enquiries@horbury.accordmat.org](mailto:enquiries@horbury.accordmat.org) so we can support you with this process.

The five-minute appointments with each teacher will be held via your child's school Microsoft Teams account. The attached guidance explains how to do this and how the process will work. When logged in via the Teams web browser or app (on a computer, tablet or phone) you will receive a notification inviting you to the meeting at the time of the appointment you have made.

All teachers will have their cameras turned on so that you can see and hear them. Your own camera will not be enabled, and meetings are not recorded.

We have asked all teachers to be punctual with their appointments to ensure the process runs smoothly, so please do not be offended if they ask to close the meeting after the allotted time. If necessary, the teacher will arrange a follow-up call at a later time if there is more to discuss.

Where possible, we would like to suggest that you have a gap between the appointments you make with teachers, to ensure you have time to receive the invite notifications.

Kind regards,

Mr S Care  
Assistant Principal