LRD/LNC

12th November 2026

Dear Parent/Carer,

Year 11 Parent & Carer Evening – Appointment Booking

I would like to invite you to attend our Parent & Carer Evening on Thursday 10th December between 4.00pm and 7.00pm in the Academy's main hall and dance studio. This is an important event which will provide you with an opportunity to meet your child's subject teachers and discuss their progress. Year 11 students will receive their mock examination results on Wednesday 9th December, so you will be able to discuss these with their class teachers on the 10th.

The Academy uses the My Child at School app/website for all parent and carer evenings. This allows you to choose your own appointment time and view within the MCAS app. **Appointment booking will go live at 8am on Monday 23rd November** and will close for bookings at 2pm on the day of the event, after which time bookings will no longer be available. We would like to speak to as many parents as possible as we know that this is the best way for us to work together to help your child succeed. As your child is in Year 11, I really can't emphasise enough about the importance in attending this evening.

To ensure staff are able to see as many families as possible, all teachers will be in the main hall and will have 5 minute appointments. We will endeavour to adhere to all timings on the evening and would appreciate it if you were able to arrive between 5 and 10 minutes prior to your first appointment in order to sign in. If a teacher requires a longer conversation with you they may ask to arrange a meeting on a different day.

If you would like to meet with the SEN team please email MMacGregor@magnusacademy.co.uk for an appointment to discuss any concerns regarding provision and support.

If you have any accessibility requirements, please contact the academy so we can ensure your needs are met.

Please enter the school at main reception on arrival to sign in. I very much hope that you will attend as by working together with the school, I am confident we can ensure that good progress is made; I look forward to meeting you at our event.

Please find attached a guide for details on how to make appointments through My Child at School.

If you have any queries, please do not hesitate to contact school.

Yours sincerely,

Mrs L Donaldson
Senior Vice Principal

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