

## PARENTS MEETING WITH PERSONAL TUTORS

**Tuesday 13 and Thursday 15 September 2022 3.45pm - 7.00pm**

Parents will need to book an appointment with their child's Personal Tutor on either Tuesday 13 or Thursday 15 September 2022 between 3.45pm and 7.00pm. The last appointment will be 6.45pm.

The purpose of the meeting is two-fold:

Firstly, for the parents of existing students at the Academy to meet with Personal Tutors to discuss the End of Year Report, which was issued at the end of July and any summer examination results.

Secondly, for parents of students starting at the Academy to meet the Personal Tutor who will be the key person for dealing with all matters relating to their child's progress and welfare.

May I stress that you must bring your son/daughter, **in usual Academy dress**, with you to allow them to participate in the discussions about their progress.

The Academy has an excellent record of parents working closely with Personal Tutors in the interests of the students. This is a very important meeting and it is essential that every parent/carer meets the Personal Tutor.

Prior to Tuesday 13 September, parents will need to use MCAS to book an appointment with the Personal Tutor. This can be accessed by using the following link <https://www.sandwellacademy.com/page/mcas> and going to the Parents Evening tab. **Appointment booking will be available from Wednesday 7 September – you will be unable to book before this date.**

If you need further information, then please refer to page 22 of the Parent Guide which can be accessed by the following link:

<https://www.sandwellacademy.com/Uploads/documents/MCAS/MyChildAtSchool%20Parent%20Guide.pdf>

If you require any assistance, please contact [support@sandwellacademy.com](mailto:support@sandwellacademy.com)

Students who have appointments before 4.30pm should wait in the Academy restaurant to be collected by their parents. For appointments after this time, students should go home before returning with their parents in full uniform/academy dress.

Please note there will be no Session 3 on these days.