



# HIGHFIELDS SCHOOL

Headteacher: G Tate BA (Hons)

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15 March 2024

Dear Parent/Carer

The Virtual Parents' Evening for Year 9 will take place on **Wednesday 10th April from 5pm – 8:30pm**. This is an important opportunity to meet your child's teachers and to receive feedback regarding their progress, attitude to learning and behaviour for learning.

We will be using the online system MCAS to allow you to book your Parents' Evening appointments. You will have received the links to sign up and I thank those of you who have already done this. If this is not the case, could you please set this up as soon as possible. (Please check your junk folder as well as your main inbox if you didn't action this previously), or, if you are having other technical problems, please contact us on [digitalsupport@hswv.co.uk](mailto:digitalsupport@hswv.co.uk).

Once staff have received a list of appointments booked via MCAS, a meeting for each of these will be generated via Microsoft Teams using your email address. Please note that meetings with staff will be using the live video and audio function on Teams which enables the meeting to be 'face to face' with a member of staff, very much like a traditional Parents' Evening.

Attached is further information about the format of this Parents' Evening, including:

- A guide on how you book your appointments on MCAS, appointments will be available to book from **6pm on Tuesday 19<sup>th</sup> March to 8am on Friday 22<sup>nd</sup> March**.
- How to access your Parents' Evening appointments via Teams

If you need further support, please use this link <http://hswv.co.uk/bromcom> to visit the Bromcom support page on the school website.

## Teacher Appointments

Unfortunately, due to some Science staff teaching multiple Year 9 classes it is not possible to arrange appointments with all three teachers. For those students who study literacy and numeracy please make appointments with your child's English or Maths teacher.

As ever, if you would like to speak to a member of year team in advance of, or during Parents' Evening, please contact the Middle School Team on [middleschoolstaff@hswv.co.uk](mailto:middleschoolstaff@hswv.co.uk).

Yours sincerely

**MRS J BRICKWOOD**

**ASSISTANT HEADTEACHER/HEAD OF MIDDLE SCHOOL**



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