



Ark Charter Academy

Date November 2020

Dear parents/carers

RE: Year 11 parents evening 16th December

I am writing to you to confirm the arrangements for the parents evening scheduled for Wednesday 16th December.

Given the current climate this event will be conducted virtually. You will be able to book a ten-minute appointment with your child's class teachers using MCAS (Guidance on how to do this can be found in the accompanying document).

The event will run from 230pm-730pm. The appointment slots will run on a first come, first served basis. Parents who have been unable to book an available slot will be contacted in January by class teachers over the January inset days.

The deadline for booking slots is Monday 14th December at midday. Teachers will make contact by phone using the primary contact we hold for you on record.

Student reports will also be accessible through MCAS which will include your child's grades for their most recent mock examinations.

If you have any questions regarding booking appointments, please direct them to a.norton@charteracademy.org.uk

Kind regards

Zack Morgan
Assistant Principal



Ark Charter Academy

Hyde Park Road Southsea PO5 4HL

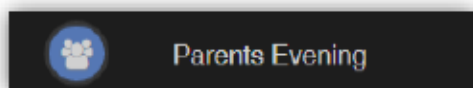
T 023 9282 4204

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Parents Evening

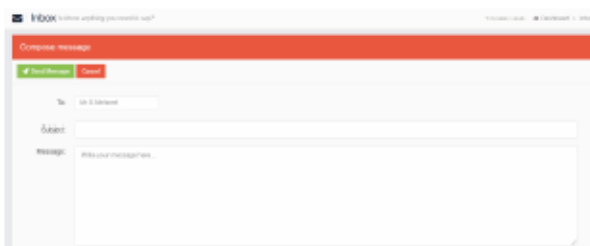
The Parents Evening option is accessible only from the Menu Bar.



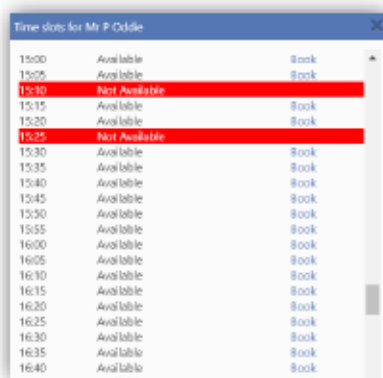
The Parents Evening option displays the information about any upcoming Parents Evening that the Student being viewed is associated with.



Along with the date of the Parents Evening a list of appointments that need to be booked and a closing date for making bookings will be displayed. If the option to contact teaching staff is available an Envelope icon will display to the right of the Teacher name. Click on the Envelope icon to send a message to that Teacher.



Click on a Teacher/Subject 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.



The Teacher/Subject will be removed from the Appointments that need booking section and will display as Appointments that have been booked, with the details and time.

Parents Evening Parents Evening for Events

YOU ARE HERE: Dashboard > Parents Evening

Parents Evening: Y10 Parents ev

Date: 27 February 2020, 00:00
Booking will close on 26 February 2020, 00:00

Appointments that need booking

Mr C Toller Drama
Mr A Obenguye Science Comb 1
Mrs J Janice ICT
Mr P Odde PE
Mr S Williams Art

Appointments that have already been booked

Time: 15:10	Teacher: Mr S Mehmet	Subject: RE	Location: Default Location	X
Time: 15:25	Teacher: Mr J Marshall	Subject: Mathematics	Location: Default Location	X

Appointments can be changed by clicking on the X to the right of the booked appointment, this will remove the appointment 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.

Note: this option is only available if the school have the Diary module.



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