

Thursday 5 March

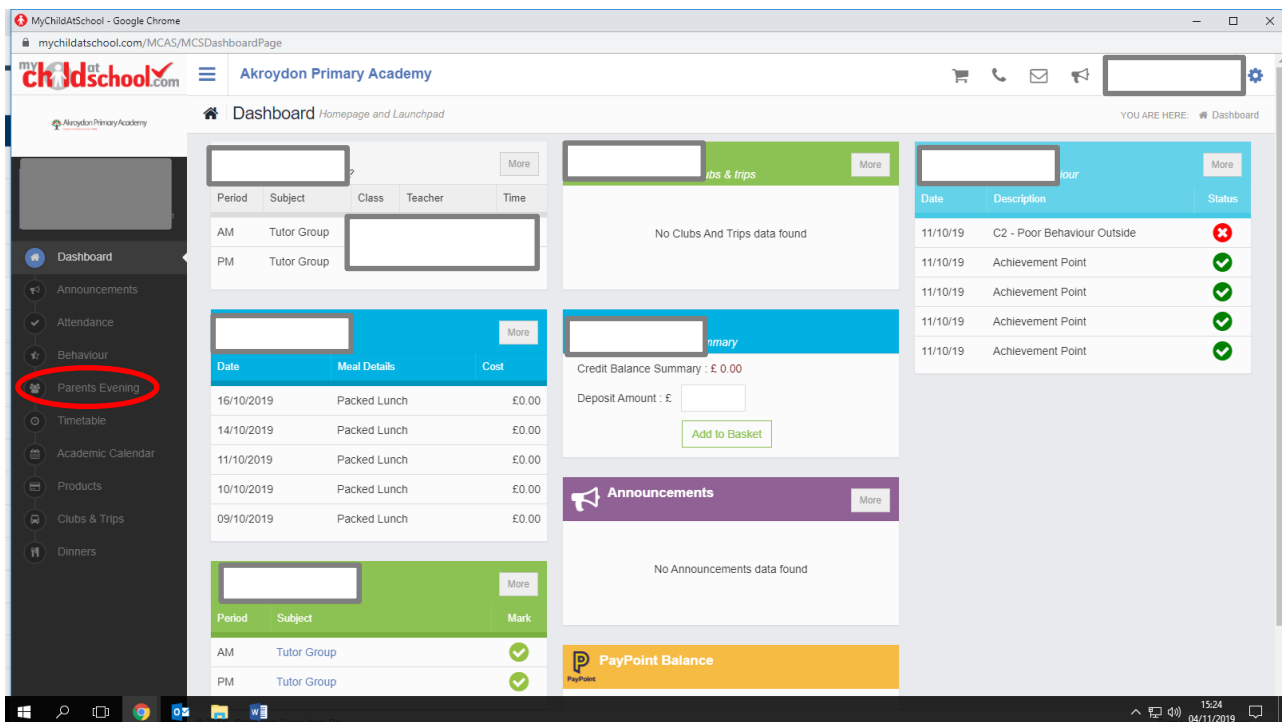
Dear Parent/Carer

### Reception - Year 5 Parents' Evening, Monday 30 March and Wednesday 1 April

On Monday 30 March, between 5.00pm and 7.30pm, and Wednesday 1 April, between 3.30pm and 6.00pm, there will be an opportunity to discuss your child's progress with their class teacher. **You will only need to attend on one of these days.** These will be held in your child's classroom and each appointment will last no longer than ten minutes. When attending your appointment please enter the school via the main entrance.

You can book your appointments via 'My Child at School' where you will have received a notification. Please make sure your appointment is booked by 12.00 midday on Wednesday 25 March. To book your appointment please follow the steps below:

1. Open 'My Child at School' on a web browser. Select 'Parents Evening' from the menu at the left hand side.



The screenshot shows the 'MyChildAtSchool' dashboard for Akroydon Primary Academy. The left-hand navigation menu is visible, with 'Parents Evening' highlighted in red. The main content area displays several widgets:

- Timetable:** A table with columns for Period, Subject, Class, Teacher, and Time. It shows AM and PM Tutor Group sessions.
- Clubs & Trips:** A section indicating 'No Clubs And Trips data found'.
- Meal Details:** A table with columns for Date, Meal Details, and Cost, listing packed lunches from 09/10/2019 to 16/10/2019.
- Credit Balance Summary:** Shows a credit balance of £0.00 and a deposit amount field with an 'Add to Basket' button.
- Announcements:** A section indicating 'No Announcements data found'.
- PayPoint Balance:** A yellow box at the bottom right.

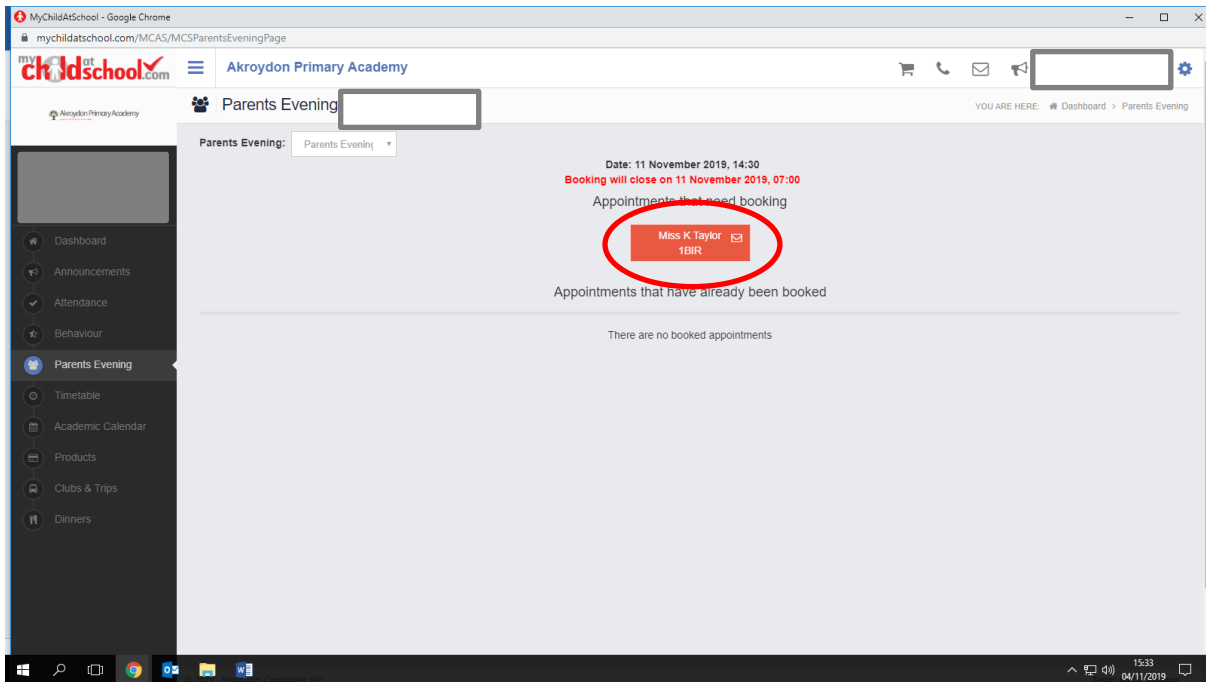
**Akroydon Primary Academy, Rawson Street North, Halifax, HX3 6PU**

**tel: 01422 351291**

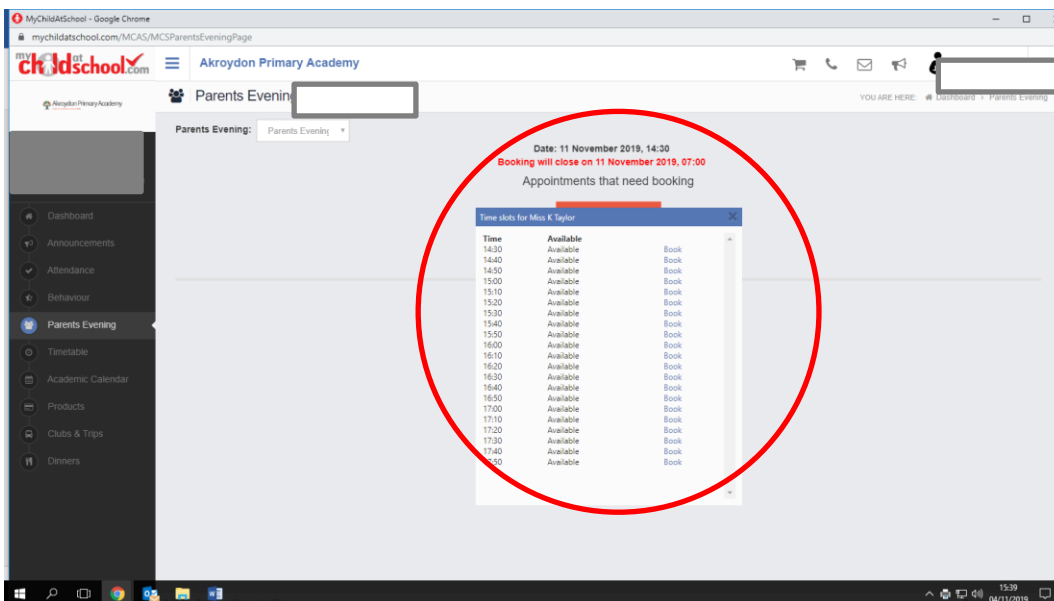
**email: admin@akroydon.trinitymat.org**

**web: www.akroydonprimary.org**

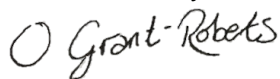
2. Click on the red square with the Class Teachers Name and Class.



3. You will now see a drop down option which allows you to choose your appointment time, click 'book' to choose



Yours sincerely



Mr Oliver Grant-Roberts  
Vice Principal