

11th February 2020

Dear Parent / Carer

With effect from **Friday 14th February 2020** we will no longer be using ParentMail as it is not compatible with our new Management Information System. If you currently use ParentMail to notify us of any student absences this should now be done by either email to contactus@mv16.org.uk or contacting the college on 01664 504750 and selecting option 1. Please state your name, the students' name and the reason for their absence.

The new parent portal **MCAS** will be available shortly after half-term and we will contact you with details of how to register for this in due course.

Can I take this opportunity to remind you of the forthcoming parents' evenings:

- Year 13 : 4th March 2020 – 4.00 pm - 7.30 pm
- Year 12 (surnames beginning A- L) : 18th March 2020 – 4.00 pm - 7.30 pm
- Year 12 (surnames beginning M-Z) : 25th March 2020 – 4.00 pm - 7.30 pm

Students will be receiving appointment cards from their tutors after the half term break.

If your son/daughter is taking external exams in the Summer they have been given their entry sheet during the last week, please ask them to share this with you so that you are aware of the scheduled dates. All year 13 students have been made aware that they must keep themselves available up to and including the 24th June 2020 which is the National Contingency date. Any questions regarding the summer exams should be directed to Mrs Julie Shaw, Academic Services Manager who will be available to speak to on parents' evenings.

Yours sincerely



Kirstie Johnson
Head of College