DM/CCL

14 March 2022

Dear Parent/ Carer,

I hope you and your family are well.

Unfortunately, due to unforeseen circumstances, we have had to postpone the Y7 parents' evening scheduled for Tuesday 15th March until next week. It will now take place on Tuesday 22nd March between 4 and 6.30pm.

Owing to COVID, we are not running face-to-face parents' evenings this academic year. Instead, teachers will make phone calls to parents. You can book a slot for a phone call using the MCAS system and instructions on the ways to do this are at the end of this letter. There is also a link to a step-by-step guide on the school website.

Phone calls are timed for a maximum of 5 minutes and will be made from either the school telephone number or a withheld number. If you have made a booking but are unable to take a call, the member of staff will try again at a point later in the week. Should they fail to make contact a second time, they will leave you a message asking you to contact school.

If you have any difficulties with the system, or have any queries about parents' evening, please feel free to contact the school office and they will support you. Bookings can be made from 8am on Tuesday 15th March.

I apologise for any inconvenience this change of date causes.

Kind regards,

D Mountford

Dave Mountford
Assistant Head

How to Book Parents Evening Appointments using MyChildAtSchool

Login to the MCAS Parent Portal, from the left Menu select the Parents Evening option. This will open the Parents Evening page displaying Appointments that can be booked.

Booking Appointments Manually

The available **Appointments** are displayed in red **Blocks**, click on a **Block** to **Book** your **Appointment**. Then from the listed **Times** click on the word **Book** to the right.

The **Booked Block** will then be removed from the **Appointments** list and displayed below as **Booked**. To remove the **Booking** click on the **X** to the right. The **Appointment** will then display at the top again ready to be **Booked** again.

If the **Time** you wanted has already been **Booked** by yourself or another **Parent**, it will display as **Not Available** and cannot be **Booked**

Using the Quick Book Option

Clicking the **Quick Book** button allows **Appointments** to be **Automatically Booked**. When selected enter the **Time** you would like for your first **Appointment** then click the **Find Bookings** button. All of your **Appointments** will then be selected, to deselect a time untick the box, when finished click the **Book Bookings** button to save the **Appointments**, which will then be displayed.

To remove the **Booking** click on the **X** to the right. The **Appointment** will then display at the top again ready to be **Booked** again using the **Manual** or **Auto-Booking** options.

Booking Appointments Manually with the MCAS Parent App

Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**, this will show a list of those available to you, select the one you wish to **Book** and click the **Book** button.

Then select the **Time** and click the **Book** button. A message will be displayed **Evening booked successfully**, click **OK**.

The selected **Appointment** will now display as **booked**, with the selected **Time**, you can **Cancel** it by clicking the **Cancel** button.

Using the Quick Book Option with the MCAS Parent App

Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**, this will show a list of those available to you. Clicking the **Quick Book** button allows **Appointments** to be **Automatically Booked**.

When selected enter the **Time** you would like for your first **Appointment** then click the **Find Bookings** button.

The **Appointments** can still be **Cancelled** by clicking the **Cancel** button