

24 January 2024
AHH/JWe

Year 9 Parents' Evening - Thursday 08 February 2024

Dear Parents and Carers,

We are writing to invite you to our on-site parents' evening, which will take place on **Thursday 8 February 2024 - between 4pm and 7pm** in the canteen. Please enter the school using the upper playground gates.

Bookings for parents' evening can be accessed via the 'My Child at School' (MCAS) App **from 8am Thursday 25 January**. Further information on how to book an appointment using the MCAS app can be found enclosed with this letter.

If you have not set up the 'My Child at School' App and require log-in details, please contact the Upper School office – KOA.UpperSchool@clf.uk.

This parents' evening will be a valuable opportunity to discuss your child's progress and recent DOOYA assessments before their upcoming options event, (which will be held on **Tuesday 26 March 2024**).

If you are unable to attend parents' evening, please email me Alex.Heath@clf.uk to let me know an alternative day or more suitable time for your child's teachers to call you during that week or the following week.

Kind regards



Alex Heath
Head of Year 9

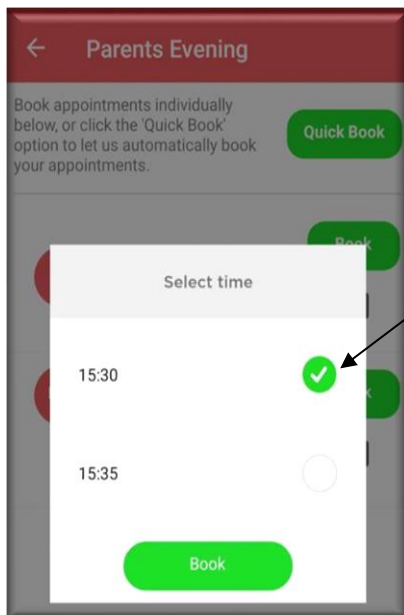
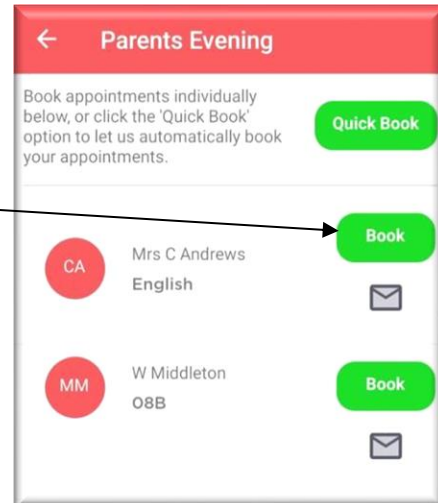
Enclosed: Booking Appointments Manually with the MCAS Parent App
Using the Quick Book Option with the MCAS Parent App

Booking Appointments Manually with the MCAS Parent App

Step 1.

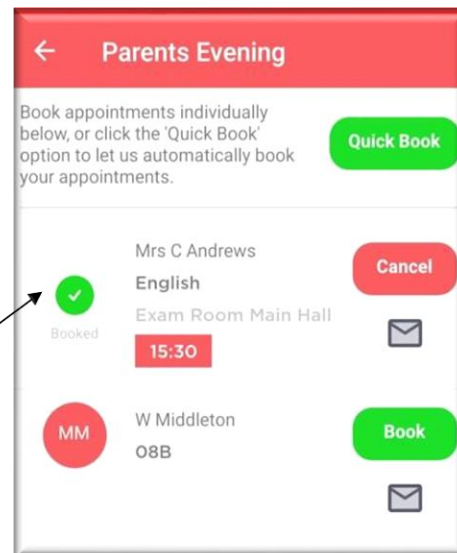
Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**. This will show a list of teachers available for you.

Select the Teacher you would like to meet and click the **Book** button.



Step 2.

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

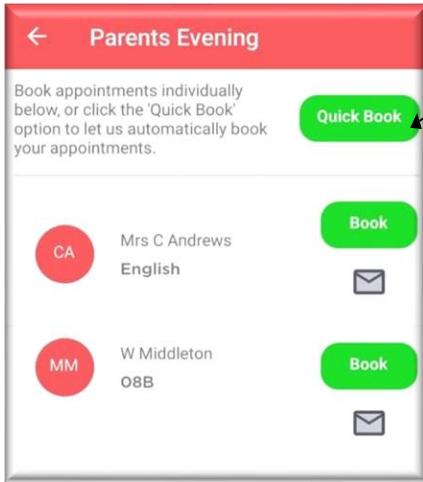


Step 3.

The selected appointment will now display as booked, with the chosen time.

If you need to cancel you can do this by clicking the **Cancel** button.

Using the Quick Book Option with the MCAS Parent App



Step 1.

Log into the **MCAS Parent App**.

From the **Menu** select **Parents Evening**, this will show a list of those available to you.

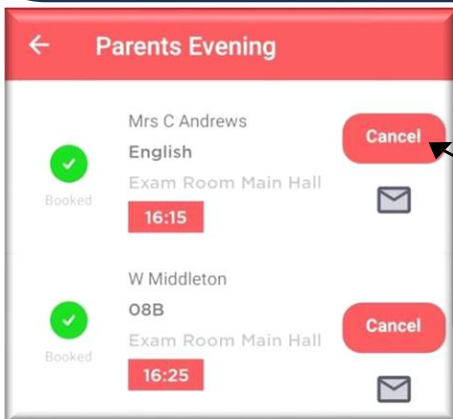
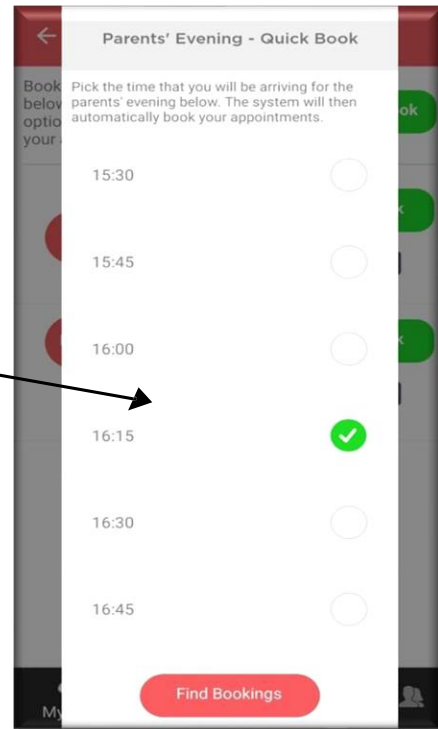
Select the **Quick Book** option. This will allow Appointments to be **Automatically Booked** from a preferred start time.

Step 2.

When you have selected the **time** that you would like your first Appointment to be from, click the **Find Bookings** button.

All of your **Appointments** will then be **Booked** from your preferred start time.

To **deselect a Time**, untick the box, when finished click the **Book Appointments** button to save the Appointments, which will then be displayed.



Cancellation.

Should you need to cancel your appointments please you can do this by selecting the **Cancel** button.