

28 February 2024
SHy/JWe

Year 10 Parents' Evening - Thursday 7 March 2024

Dear Parents and Carers,

We are writing to invite you to our on-site parents' evening, which will take place on **Thursday 7 March 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 on Friday 1 March**. 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 assistance with setting this up, 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 core subject assessments.

If you are unable to attend parents' evening, please email me Stephen.Mannin@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



Steve Mannin
Head of Year 10

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



WORK HARD, BE KIND

PRINCIPAL: MISS K OGDEN CEO: MR STEVE TAYLOR |

ADDRESS: KING'S OAK ACADEMY, BROOK ROAD, KINGSWOOD, BRISTOL BS15 4JT

EMAIL: KOA.PRINCIPAL@CLF.UK | WEBSITE: WWW.KINGSOAKACADEMY.CLF.UK

LOWER SCHOOL: 01179 927 129
KOA.LowerSchool@clf.uk

MIDDLE SCHOOL: 01179 927 128
KOA.MiddleSchool@clf.uk

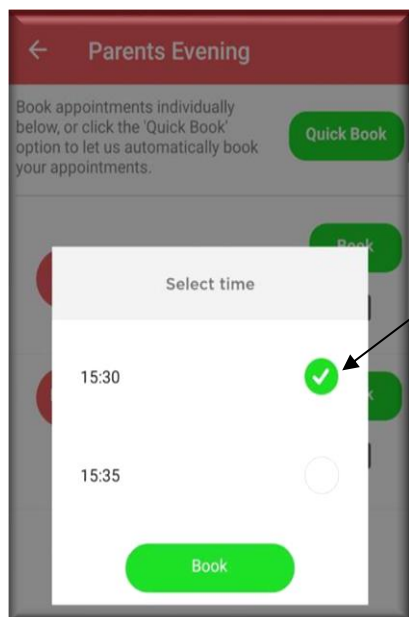
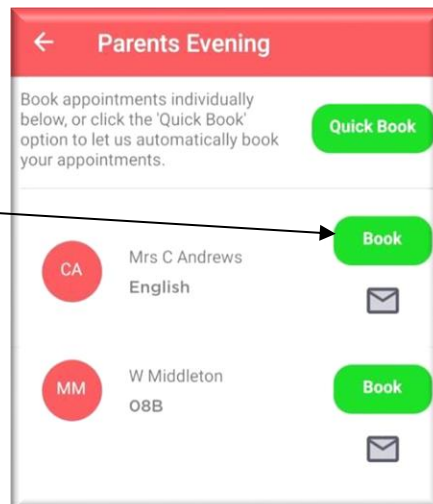
UPPER SCHOOL: 01179 927127
KOA.UpperSchool@clf.uk

Booking Appointments Manually with the MCAS Parent App

Step 1.

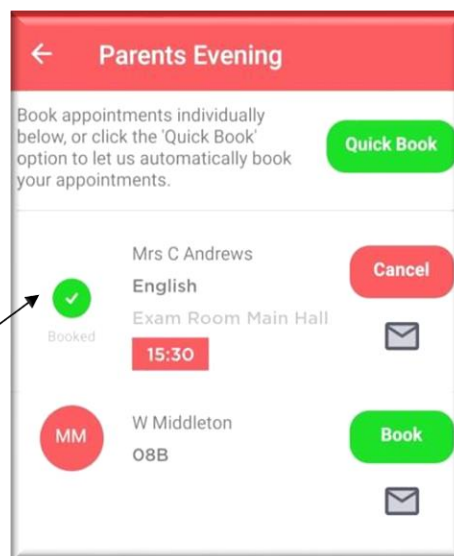
Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**. This will show a list of teachers available for you.

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.

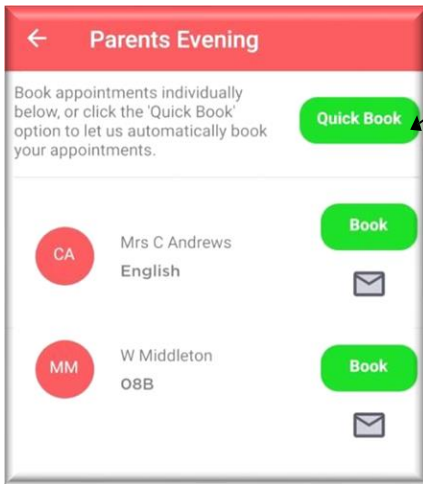


Step 3.

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.

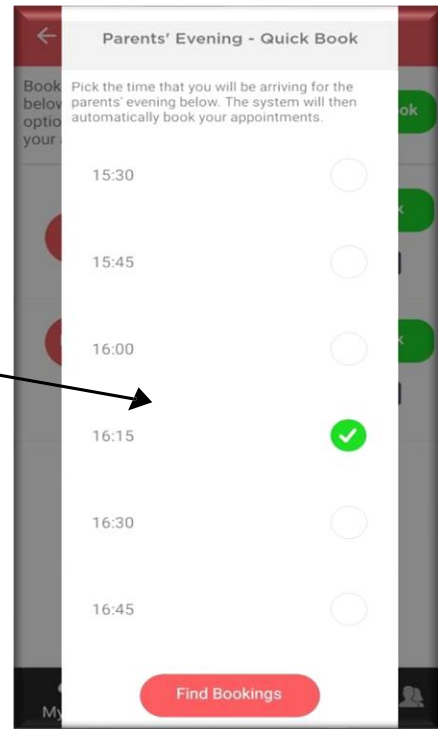
Select the **Quick Book** option. This will allow Appointments to be **Automatically Booked** from a preferred start time.

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.