

## Year 11 Parents' Evening – Thursday 27<sup>th</sup> March 2025

Dear King's Oak Year 11 Families,

We are looking forward to welcoming you all to our on-site parents' evening, which will take place on **Thursday 27<sup>th</sup> March between 4pm and 7pm** in the canteen. This is a crucial opportunity to discuss your child's progress with their teachers in advance of the summer exam season. It will also be a chance to reflect on their performance in the recent mock exams and their next steps towards success.

Bookings for parents evening can be done via the 'My Child at School' (MCAS) App **is now live**. 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](mailto:KOA.UpperSchool@clf.uk).

If you are unable to attend, please email me [Stephen.Mannin@clf.uk](mailto: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.

I would also like to take this opportunity to thank you all for helping your children to complete their recent mock exams. It is great to see us all working together to get the best outcomes for the students in this year group, who truly deserve every success.

Students will receive their mock exam results in school during the afternoon of 27<sup>th</sup> March.

Kind regards

*S Mannin*

Stephen Mannin  
Head of Year 11

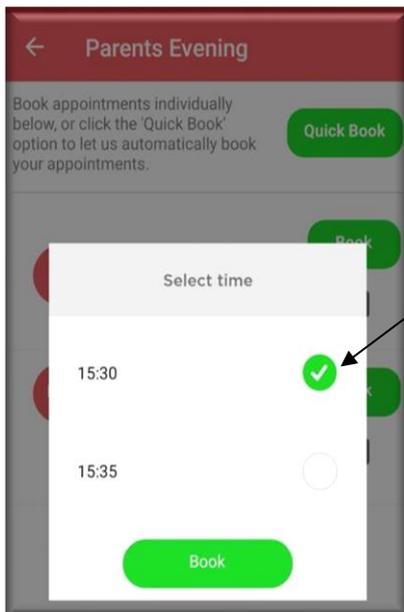
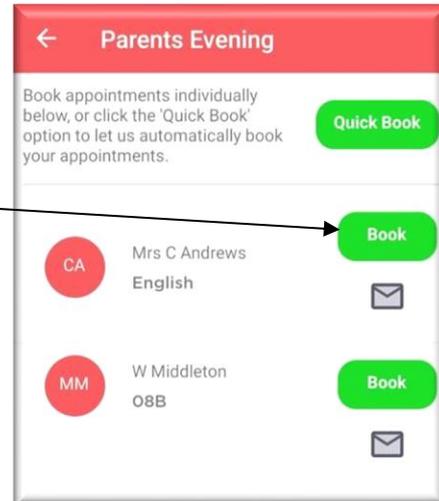
Enclosed:       Booking Appointments Manually with the MCAS Parent App  
                      Using the Quick Book Option with the MCAS Parent App

## Booking Appointments Manually with the MCAS Parent App

### Step 1.

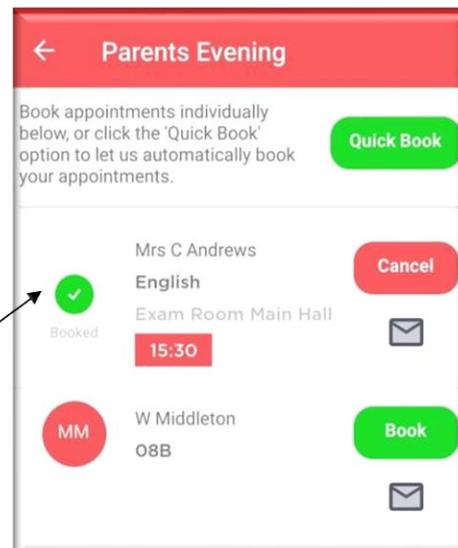
Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**. This will show a list of teachers available for you.

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.

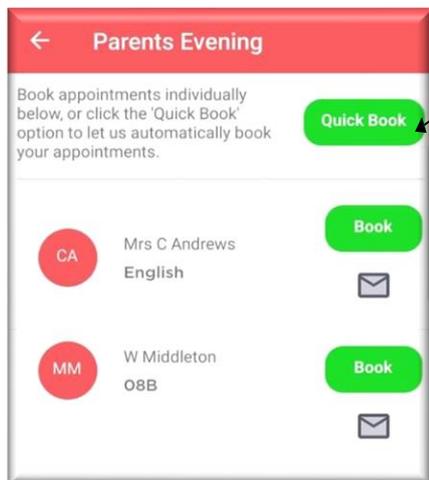


### Step 3.

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.

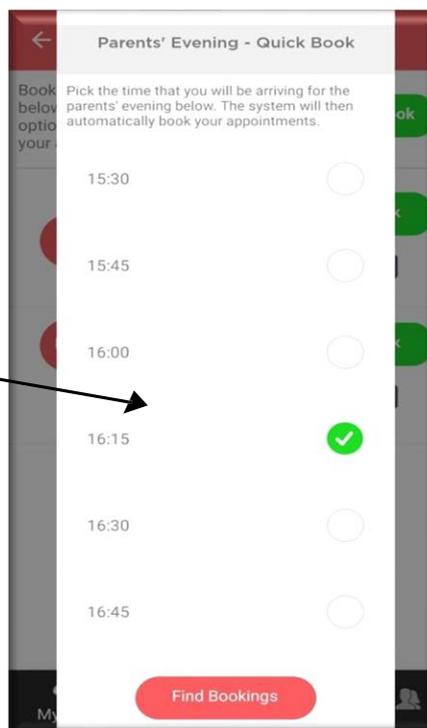
Select the **Quick Book** option. This will allow Appointments to be **Automatically Booked** from a preferred start time.

### 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.

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