

19 April 2024
EWs/CNn/aht

Year 7 Parents' Evenings 2024
Thursday 25 April

Dear Parents and Carers,






We are writing to invite you to our on-site parents' evenings, which will take place on:

 **Thursday 25 April: 16:00 to 19:00**

These appointments will take place in the canteen, and all subjects are available to be booked (there may be some exceptions to this, appropriate arrangements can be made to find out your child's progress in these subjects). Please enter the school using the top playground gates.

Bookings for parents' evening can be accessed via the 'My Child at School' (MCAS) App from today.

To book your appointment:

-  Log into the MCAS Parent App.
-  From the Menu select Parents' Evening this will show a list of the available appointments.
-  Select *Parents Evening – Year 7* and click the 'Book' button.
-  You will then be able to select the **appointment time** that you require.
-  A message will then be displayed '**Evening booked successfully.**'

Further details on booking 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 Middle School office.

We hope as many of you as possible can speak with your child's teachers on this evening to discuss your child's progress. If you are unable to attend, please contact the school via email (koa.middleschool@clf.uk) to let us know a suitable time for teachers to call or email you during that week or the following week.

Please contact your child's school office if you have any difficulties or questions regarding parents' evening.

Kind regards,



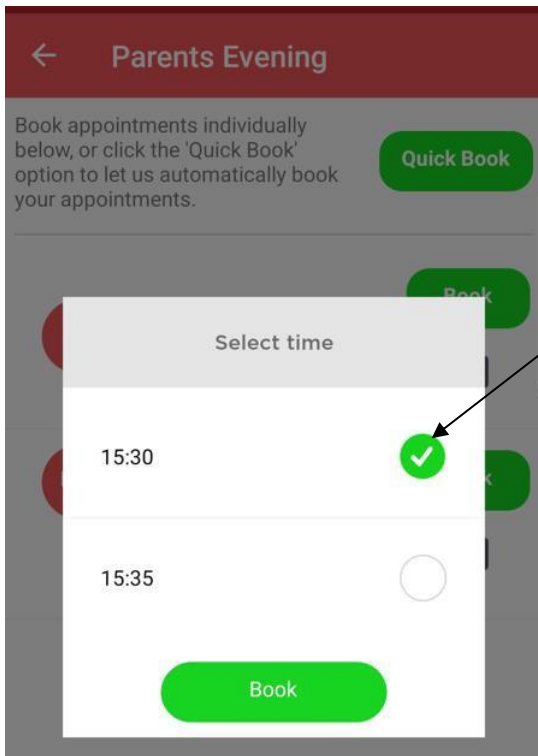
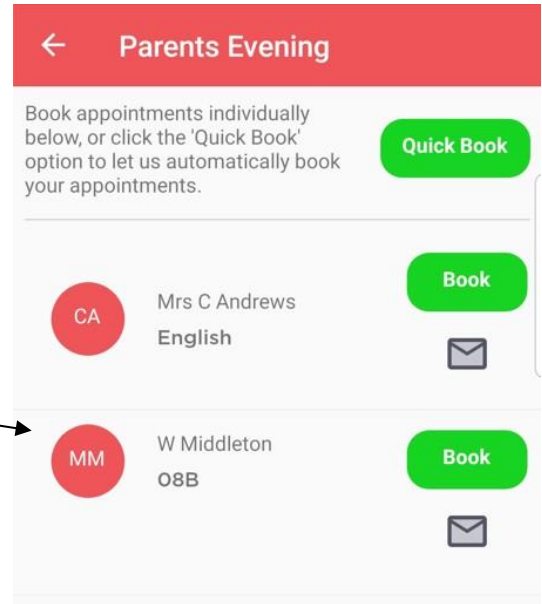
Emma Watts
Assistant Principal and Head of Middle School



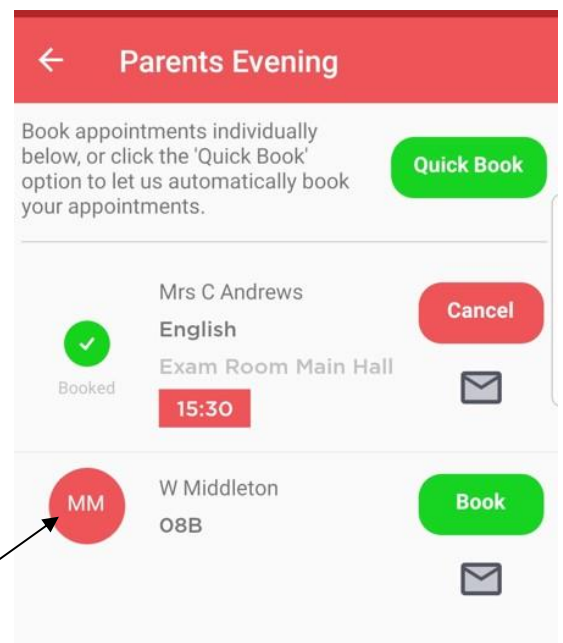
Chris Nathan
Head of Year 7

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**.

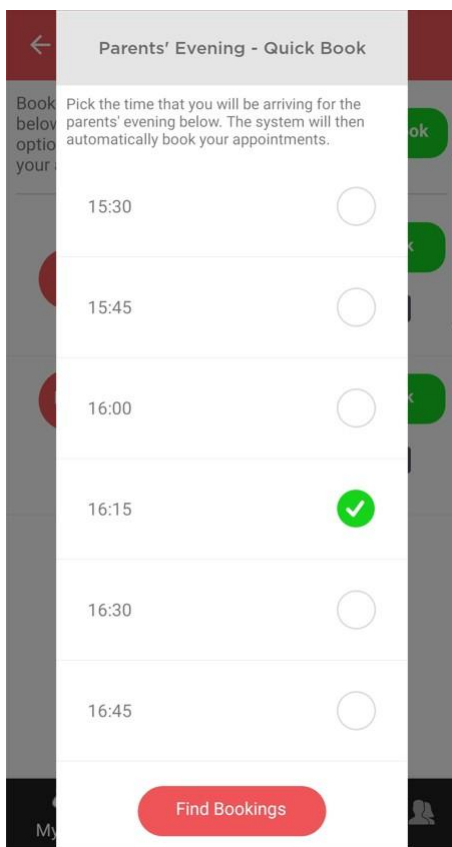
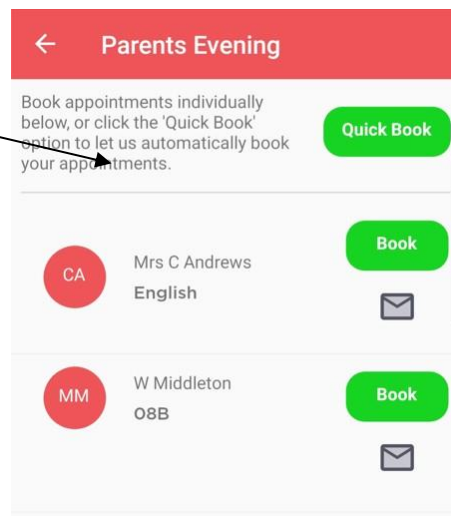


The selected **Appointment** will now display as **booked**, with the selected **Time**, you can **Cancel** it by clicking the **Cancel** button.

Using the Quick Book Option with the MCAS Parent App

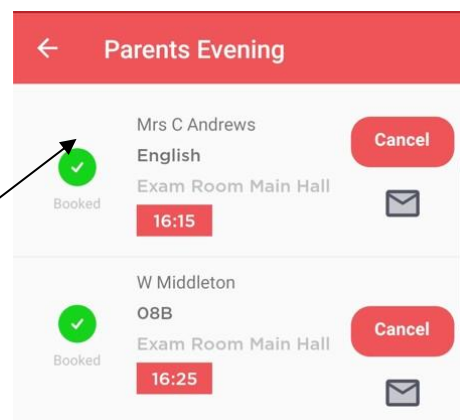
Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**, this will show a list of those available to you. Clicking the **Quick**

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.

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



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