

May 2025

Dear Parent/Carer,

Year 7 Parents' Evening - Thursday 22nd May 3.30pm -7.00pm

We would like to invite you to Year 7 Parents' Evening on Thursday 22nd May between 3.30pm and 7.00pm.

This is an important evening which provides you with the opportunity to speak with your child's subject teachers and discuss their progress in Year 7 so far.

Please be aware that the Learning Support evening is also taking place on the same evening, if you are attending both evenings please avoid appointment clashes.

The appointment booking system will go live on Monday 12th May at 10.00am.

All appointments need to be made through your MCAS (MyChildAtSchool) account. Please visit the website or download the app if you have not already done so. A short guide on how to use the booking system on the app is attached.

If would like support with booking your appointments, please do not hesitate to contact Reception on 0117 3772700.

Thank you for your continued support, it is very much appreciated.

Yours sincerely,



Iwan Jones

Head of Year 8

Parents' Guide for Booking Appointments

Browse <https://www.mychildatschool.com/MCAS/MCSParentLogin> or download the app



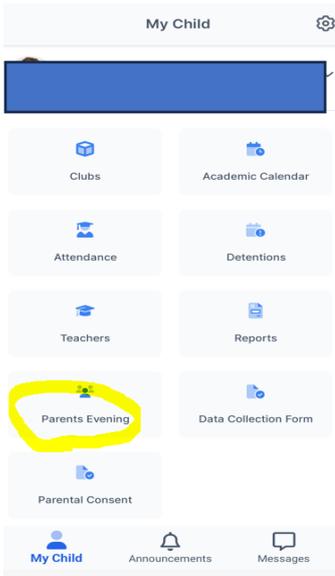
Step 1: Login

Please download the MCAS (MyChildAtSchool) app and ensure you have turned on your notifications in your phone settings.

You will then get an alert when the booking system goes live.

Step 2: Select Parents' Evening

Locate Parents' Evenings in the main menu.

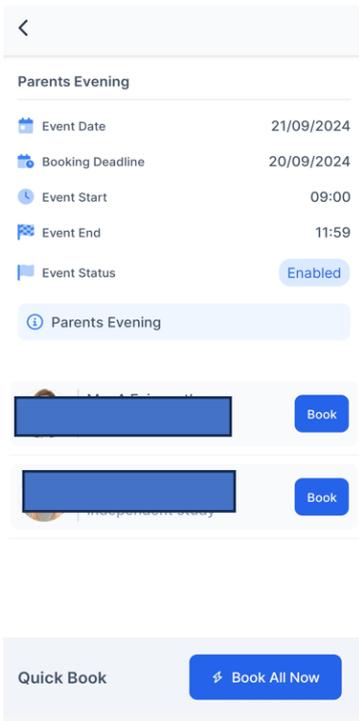


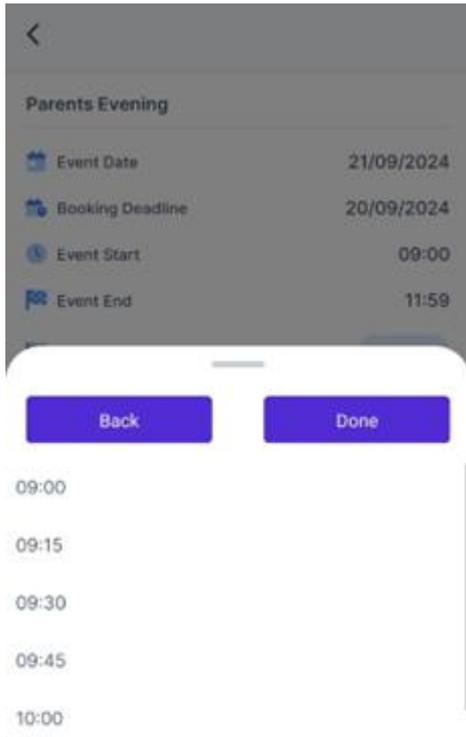
Step 3: Make Appointments

Select the evening to see the evenings info and available teachers.

To book all available teachers, select 'book all now' and select your arrival time.

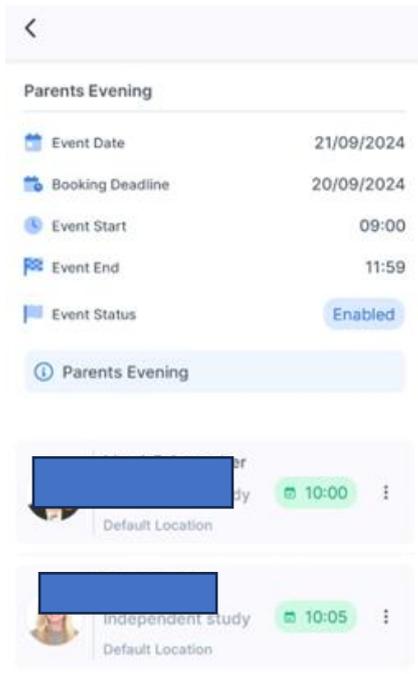
You can also choose to book individual appointments one by one by selecting 'book' next to the relevant available teacher.





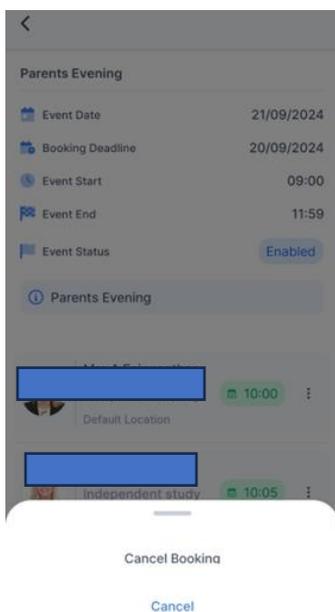
This then pre allocates your appointments based on your arrival time and teachers available time slots.

If these suit, select confirm and book. If they do not, return to previous page and book each teacher manually



Step 4: Finished/Viewing/Editing Appointments

Once bookings are confirmed, they will show in green



Step 5: Cancelling/editing your booking

If your booking needs to be cancelled, select the 3 dots on the right of the appointment time and select cancel.

If you need to edit your time, follow these steps to cancel and then re-book another available time.

Booking times cannot be amended.

If you require any assistance with using the booking system, please contact the Academy on 0117 3772700.