

September 2026

Dear Parent/Carer

Learning Support Evening, Thursday 1st October 3.30pm – 6.00pm

I would like to invite you to book your appointment with your child's Key Worker for our Learning Support Evening on Thursday 1st October 2026.

This is an important evening which provides you with the opportunity to discuss with the Key Worker the support your child is receiving at Bristol Brunel Academy, ask questions about your child's support, discuss how best you can support your child and contribute to the review of the Student Profile and their learning outcomes which all teaching staff access.

Marius Dan, SENDCo, will be available onsite during the evening if you have any further questions you would like to discuss.

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

The booking system will go live on Monday 21st September at 10.00am. Please be aware there is also a Year 7 tutor evening the same night so please avoid appointment clashes.

If you do not have access to the internet or would like further support for the evening, please contact the SEN team or the Academy reception on 0117 377 2700, who will be able to assist with booking your appointment.

Thank you for your support, we look forward to seeing you on 1st October.

Yours sincerely,

Mr Marius Dan

Associate Assistant Principal Learning Support

Parents' Guide for Booking Appointments

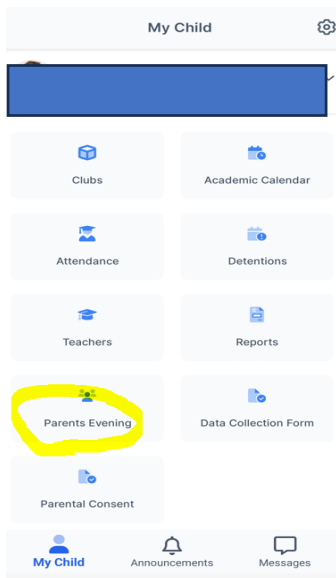
Browse <https://www.mychildatschool.com/MCAS/MCSParentLogin> or
download the app



Step 1: Login

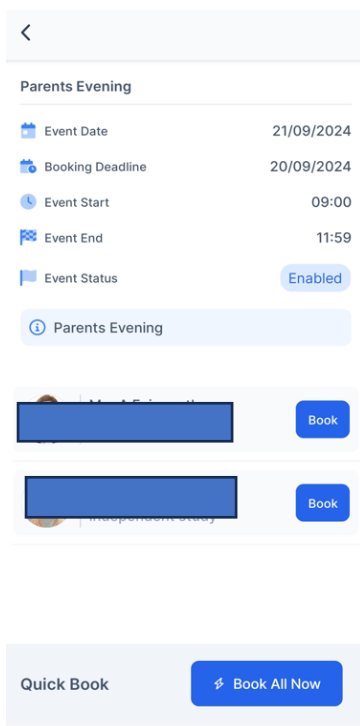
Please download the MCAS (MyChildAtSchool) app and ensure you have turned on your notifications in your phone settings.

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



Step 2: Select Parents' Evening

Locate Parents' Evenings in the main menu

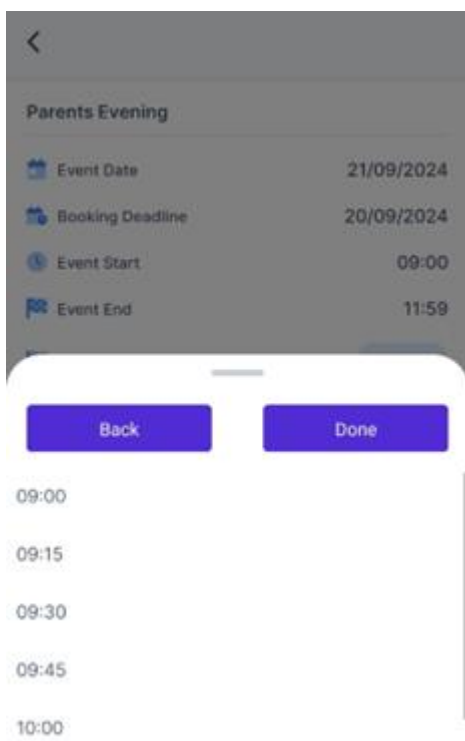


Step 3: Make Appointments

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

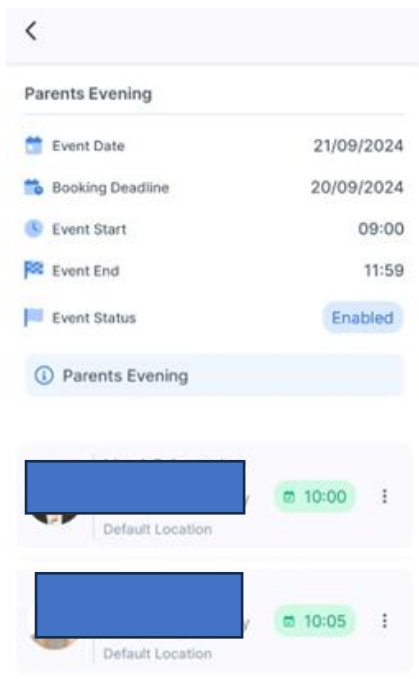
You can book individual appointments one by one by selecting 'book' next to the relevant available teacher.

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



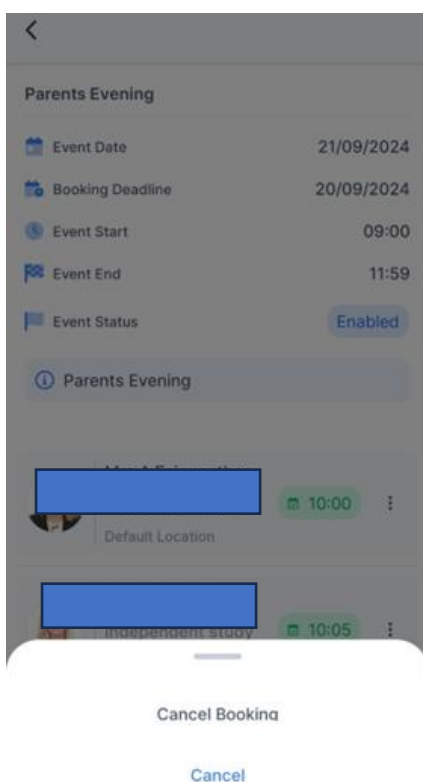
This then pre allocates your appointments based on your arrival time and teachers available time slots.

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.