



17th September 2025

Dear Parent/Carer,

Year 7 Tutor Evening- Thursday 2nd October 4.00pm-7.00pm

We hope your child has settled in well at Bristol Brunel Academy. We would like to invite you to book an appointment with your child's tutor to discuss their first few weeks and give you the opportunity to ask any questions you may have about your child's start to Year 7.

Year 7 Tutor Evening will be held at the Academy on Thursday 2nd October 2025. Appointment times will be available from 4.00pm to 7.00pm.

The appointment booking system will go live on Monday 22nd September at 10.00am.

All appointments need to be made through MCAS (MyChildAtSchool) and you can either use the webpage or download the app.

Please activate your account if you have not yet done so. A short guide on how to use the booking system is attached.

Please be aware that there is also a Learning Support Evening taking place that night so if your child has a keyworker, please avoid appointment clashes.

Please note, Year 7 will be leaving the Academy at 2.30pm on Thursday 2nd October.

This is for Year 7 only. All other year groups will leave at 3.00pm as usual.

Yours sincerely,

Harry Withers

Head of Year

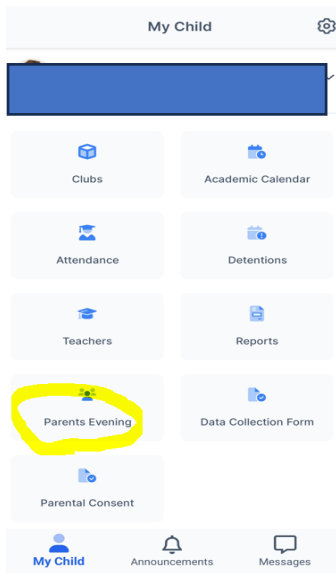
Parents' Guide for Booking Appointments
Browse <https://www.mychildatschool.com/MCAS/MCSParentLogin> or
download the app



Step 1: Login

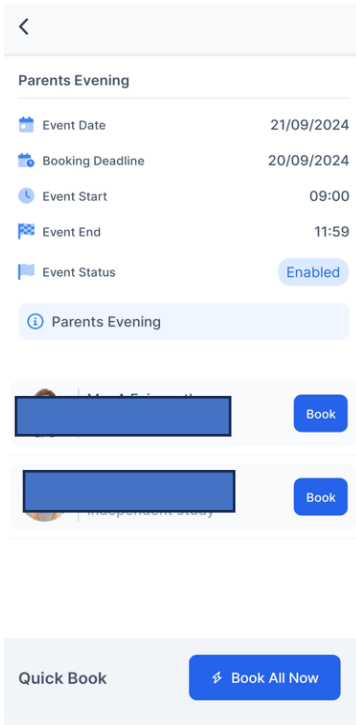
Please download the MCAS (MyChildAtSchool) app and **ensure you have turned on your notifications in your phone settings.**

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



Step 2: Select Parents' Evening

Locate Parents' Evenings in the main menu.

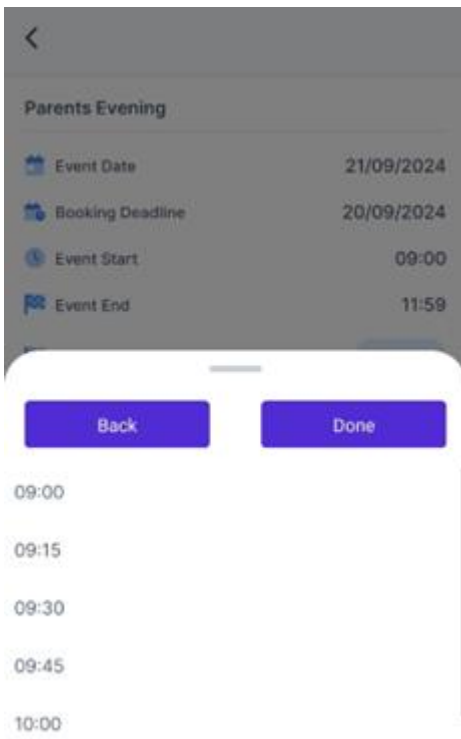


Step 3: Make Appointments

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

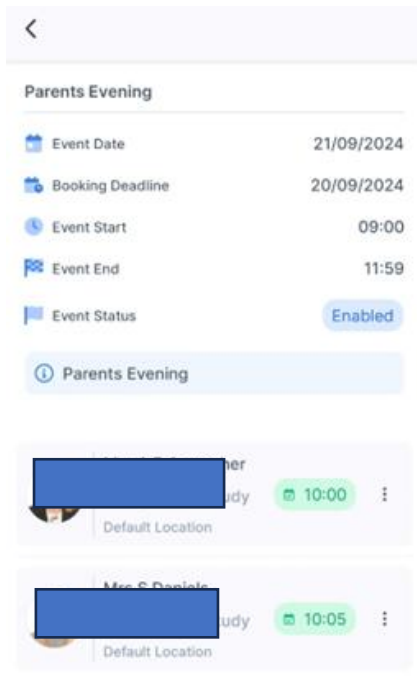
You can book individual appointments one by one by selecting 'book' next to the relevant available teacher.

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



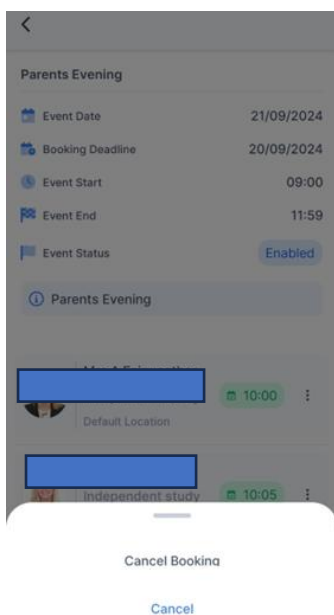
This then pre allocates your appointments based on your arrival time and teachers available time slots.

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.

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