

June 2024

Dear parent / carer

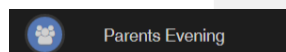
Reception to 5 Parent consultation slots via My Child at School (MCAS) app – how to book a consultation slot

Please see below information about how to book a parent consultation slot via the My Child At School app (MCAS). It is important that all parents and carers use the app to book the appointment.

The parent consultation slots are 10 minutes each and will take place on the evenings of **Monday 8 July** and **Tuesday 9 July 2024** and will take place at the academy.

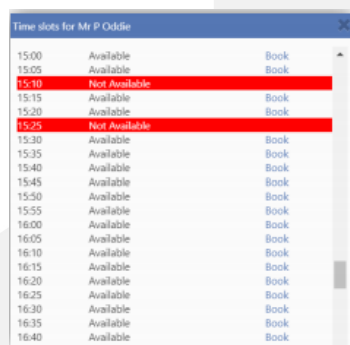
The slots are available on a first-come, first-served basis and will available to book from 4.30pm on **Monday 17 June 2024** until **Tuesday 2 July 2024** at 4.30pm.

The **Parents Evening** option is accessible only from the **Menu Bar**.



Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed.

Click on **Teacher/Subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.



Time	Status	Action
15:00	Available	Book
15:05	Available	Book
15:10	Not Available	
15:15	Available	Book
15:20	Available	Book
15:25	Not Available	
15:30	Available	Book
15:35	Available	Book
15:40	Available	Book
15:45	Available	Book
15:50	Available	Book
15:55	Available	Book
16:00	Available	Book
16:05	Available	Book
16:10	Available	Book
16:15	Available	Book
16:20	Available	Book
16:25	Available	Book
16:30	Available	Book
16:35	Available	Book
16:40	Available	Book

If you have any issues or queries with booking appointments please contact the academy office staff who will support you through the process.

As always, thank you for your continued support.

Yours faithfully,

Miss Emma Steele
Principal

Mrs Nicola Morrissey
Head of School



