

18 September 2023

Dear families

'Settling-In Evening' 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.

It is important that all parents and carers use the app to book the appointment. We have included your login details below as a reminder for families. For some families it may be the first time you have downloaded the app so please follow the instructions in the Parent Guide carefully via the academy website (see link below).

MCAS can be accessed via a web browser but is also an App that can be downloaded to any smartphone. Once you have downloaded the App or logged in via the webpage using the details below, the academy will be made aware that you have started to use the software.

Name of student:

Class:

MCAS Username:

Invitation Code:

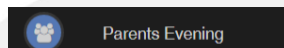
School Code:

If you have any questions or are struggling to use the software, a guide for the App and the software can be found by navigating to the following webpage on our academy's website: <https://www.dixonsmp.com/about/my-child-at-school>

The parent consultation slots are 15 minutes each and will take place on the evenings of **Monday 25 September** and **Tuesday 26 September 2023** and will take place at the academy.

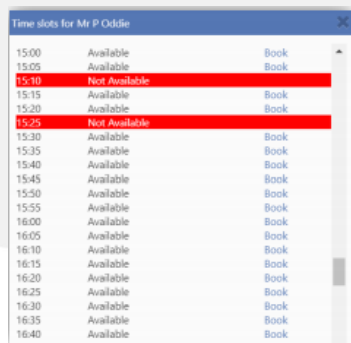
The slots are available on a first-come, first-served basis and will available to book from **4.30pm on Monday 18 September 2023 until Friday 22 September 2023 at 10am**.

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

Mrs Morrissey
Head of School

Miss Steele
Principal





