

9 September 2022

Dear families

Settling-in 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 settling-in slot via the My Child At School app.

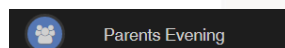
The slots are 10 minutes each and will take place on the evenings of **Monday 26 September and Tuesday 27 September 2022** and will take place at the academy.

The slots for parents / carers of students in Year 3 **Trinity Class** (Miss Southworth) will be on **Monday 3 October and Tuesday 4 October**.

The slots for parents / carers of students in Year 2 **Leeds Beckett Class** (Miss Bi) will be on **Thursday 29 September, Thursday 6 October and Thursday 13 October** between 3:50pm and 5:30pm.

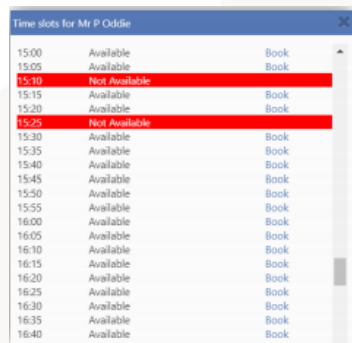
The slots are available on a first-come, first-served basis and will available to book from 9am on **Monday 12 September** until **Friday 16 September at 9am**.

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.

Best wishes



Mr Robbins-Ross
Principal

