

### **Y3 Trinity and Y4 Durham Parent Consultations**

Dear families,

I am pleased to inform you that we have rearranged the parent consultations for Trinity and Durham class. Consultations will take place on Wednesday 15 April 3.30-6.00pm. Each slot will be 10 minutes. When you arrive for your appointment, please wait in the academy office waiting area.

Slots are available on a first-come, first-served basis and will be available to book on the My Child at School (MCAS) app from **Friday 27 March at 4pm.**

Please see below for information about how to book a parent consultation slot via the MCAS app.

- The Parents' Evening option is accessible only from the **Menu Bar**.
- The date of the Parents' Evening, a list of appointments that can 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 for your chosen slot.

**It is important that all families use the app to book the appointment.**

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

As always, thank you for your continued support.



Laura Payton  
Acting Principal

