



22 February 2021

Re: Yr12 Parents Evening

Dear Parent/Carer,

We hope that you and your families are all as well as can be. Although the current situation means we must do things differently, it is still vitally important that we share your child's progress with you, in order to continue to support them fully, during the current lockdown.

On the 4th March 2021, there will be a remote Parents Evening, for Year 12 students, from 4 - 7pm. The appointments will be via phone or Microsoft Teams. This will give teachers an opportunity to discuss your child's 'Attitude to Learning' (ATL) scores, and their engagement in lessons during lockdown. The teacher will also be able to answer any other questions you may have about your child's year so far in that subject.

You can book an appointment through, 'My Child at School' (MCAS – there is a guide attached to this letter). Full instructions on how to use the portal can be found on the school website by [clicking this link](#). If you do not have a 'My Child at School' account, please contact office@medenschool.co.uk and we can either supply you with log on details or book an appointment on your behalf. Please be mindful when emailing school that your selected time may already have been booked by someone else; if this happens, we will contact you with an alternative time as close to your original request as possible.

When booking an appointment, please select your child's teacher for each subject. If your child has two teachers, you will only need to select one of them and they will discuss progress within the subject as a whole. Please then choose an available time. All appointments will default to a phone call but if you would prefer a video call via Teams, please email office@medenschool.co.uk after you have made your booking and we will schedule a Teams video call for the time you have booked.

For those not familiar with video calls, as we are using Microsoft Teams, there is no need for you to download any software and you can use a phone, tablet or laptop. If you choose a video call, the teacher will send you an email invite; once you accept the invitation sent via email, it will appear on your calendar at the proposed time.

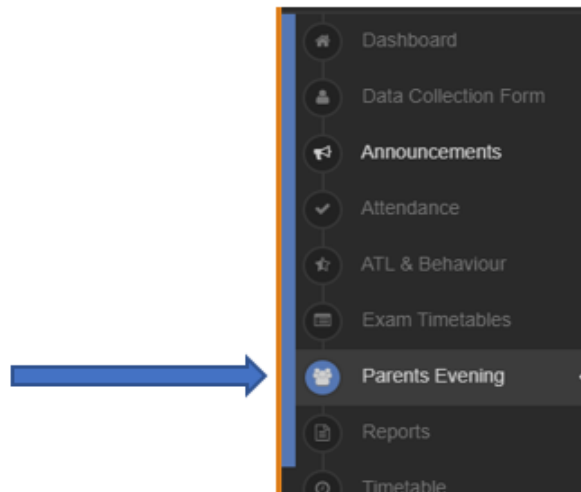
Wishing you all the very best.

Kind Regards,

Mrs Louisa Brett
Deputy Headteacher

Booking Parents Evening Appointments in MCAS

The Parents Evening option is accessible from the Menu Bar.



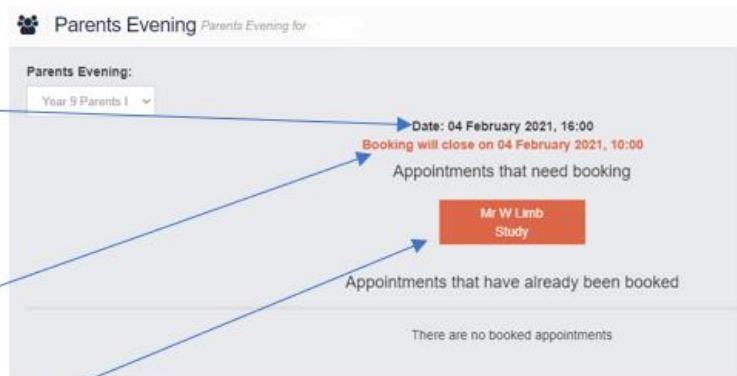
The Parents Evening option displays the information about any upcoming Parents Evening.

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 the tutor's name to book an appointment time.

Click on the 'book' option, slots that are not available will be blocked out.

The page will then display the appointment that you have booked with your child's tutor.



Time	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
16:45	Available	Book
16:50	Available	Book
16:55	Available	Book
17:00	Available	Book
17:05	Available	Book
17:10	Available	Book
17:15	Available	Book
17:20	Available	Book
17:25	Available	Book
17:30	Available	Book



If you are unable to access MCAS please email office@medenschool.co.uk to book your appointment.

To access MCAS go to www.mychildatschool.com or download the [MyChildAtSchool – MCAS App](#).