



12<sup>th</sup> April 2021

Re: Yr.8 Parent's Evening

Dear Parent/Carer,

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 build an even stronger bond and more fully support them during the current lockdown.

On 22<sup>nd</sup> April 2021 we are running an online Parent's Evening for Year 8 students, from 4-7pm. The appointments will be via phone. This will give tutors an opportunity to discuss Attitude to Learning (ATL) Scores, attendance this year and engagement in learning throughout this academic year. The tutor will also be able to answer any other questions you may have about your child's year so far at Meden.

You can book an appointment through My Child at School (MCAS) and 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 My Child at School contact [office@medenschool.co.uk](mailto: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 through MCAS, so 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 form group from the list and choose a time that is available. All appointments will default to a phone call but if you would prefer a video call via Teams, please email on [office@medenschool.co.uk](mailto:office@medenschool.co.uk) after you have made your booking and we will schedule a Teams video call for the time you have booked.

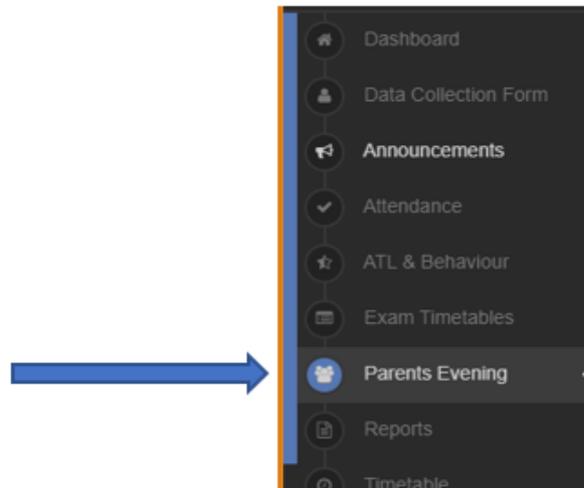
For those not familiar with video calls, as we are using Microsoft Teams there is no need for you to download any software and you can use a phone, tablet or laptop for a video call. If you choose a video call the tutor will send you an email invite to your email before the 22<sup>nd</sup> April for the time you have selected. When you accept the invitation sent via email, it will then appear on the calendar at the proposed time. You can join the Team call from there, much as the children do for their live lessons. We look forward to hearing from you.

Kind regards,

David Penman  
Assistant Headteacher Behaviour and Standards

# Booking Parents Evening Appointments in MCAS

The Parents Evening option is accessible from the Menu Bar.



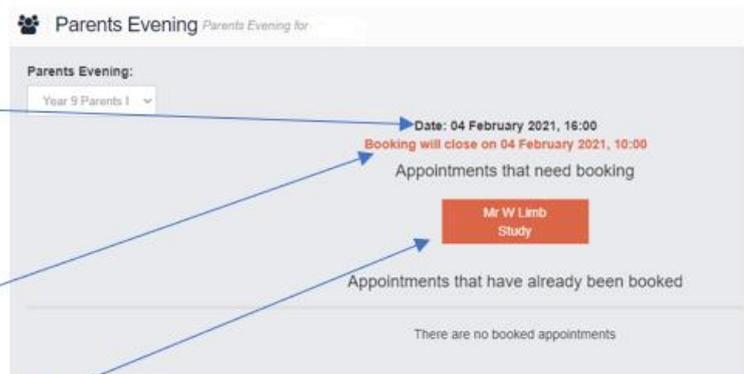
The Parents Evening option displays the information about any upcoming Parents Evening.

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.

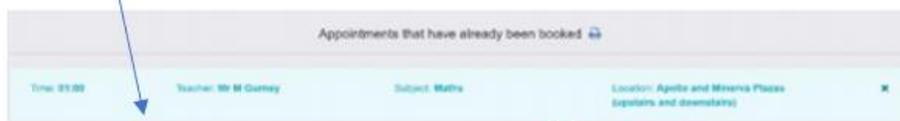
Click on the tutor's name to book an appointment time.

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](mailto:office@medenschool.co.uk) to book your appointment.

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