

Ref: PCA/DS

18 April 2024

Dear Parents and Carers

RE: Year 7 Parent Consultation Evening

You are invited to attend the Year 7 Parent Consultation Evening which will take place at the academy on Thursday 25 April from 4.00pm to 7.00pm. This is the perfect opportunity for you to meet your child's teacher to discuss their progress and how they are settling into Year 7.

Please follow the instructions overleaf and book an appointment with each of your child's teachers using the 'My Child At School' online portal or App. Appointments will go live on 18 April at 6.00 pm and must be made via the online booking system which will close on Tuesday 23 April at 12.00 pm.

Appointments are scheduled to be 5 minutes long and for the evening to run smoothly, teachers and parents must stick to the appointment times. Please note, it may not be possible to see all of your child's teachers due to the high number of pupils in Year 7, however if this occurs, speak with the members of staff who are signing you in and we will arrange an update for you on your child's progress in that subject area.

Please make the most of this opportunity to come along with your child, meet staff and discuss how we can work together to ensure the success of your child.

Should you have any problems booking appointments or require any further assistance, please email info@dartonacademy.org.uk or call 01226 232306 and we will be happy to guide you through the process.

I look forward to seeing you on the evening.

Yours sincerely



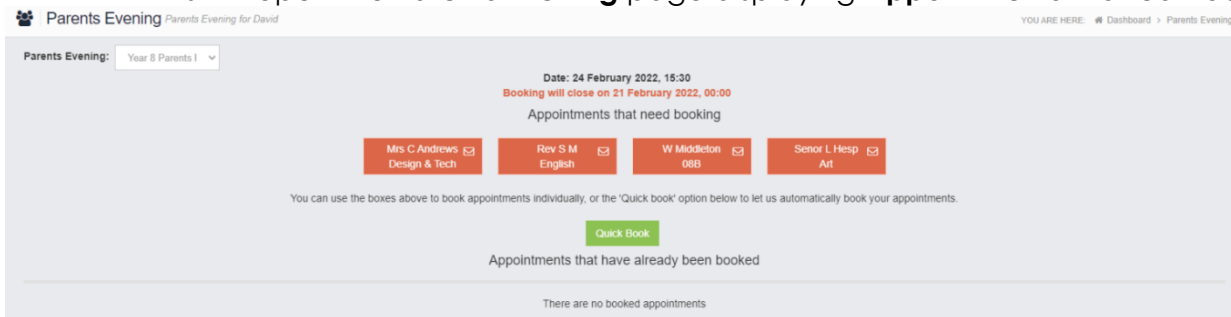
Mr Paul Carmody
Assistant Principal

'My Child At School' – How to book appointments for the Year 7 Parent Consultation Evening

You can book your appointments by using either the online portal: [MyChildAtSchool - Login](#) or by using the MCAS App.

MCAS Portal (online):

1. Login to the **MCAS Parent Portal**, from the left **Menu** select the **Parents Evening** option. This will open the **Parents Evening** page displaying **Appointments** that can be booked.



Parents Evening Parents Evening for David YOU ARE HERE: Dashboard > Parents Evening

Parents Evening: Year 6 Parents 1

Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00

Appointments that need booking

Mrs C Andrews Design & Tech Rev S M English W Middleton 08B Senior L Hesp Art

You can use the boxes above to book appointments individually, or the 'Quick book' option below to let us automatically book your appointments.

Quick Book

Appointments that have already been booked

There are no booked appointments

2. The available **Appointments** are displayed in red **Blocks**, click on a **Block** to **Book** your Appointment. Then from the listed **Times** click on the word **Book** to the right.



Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00

Appointments that need booking

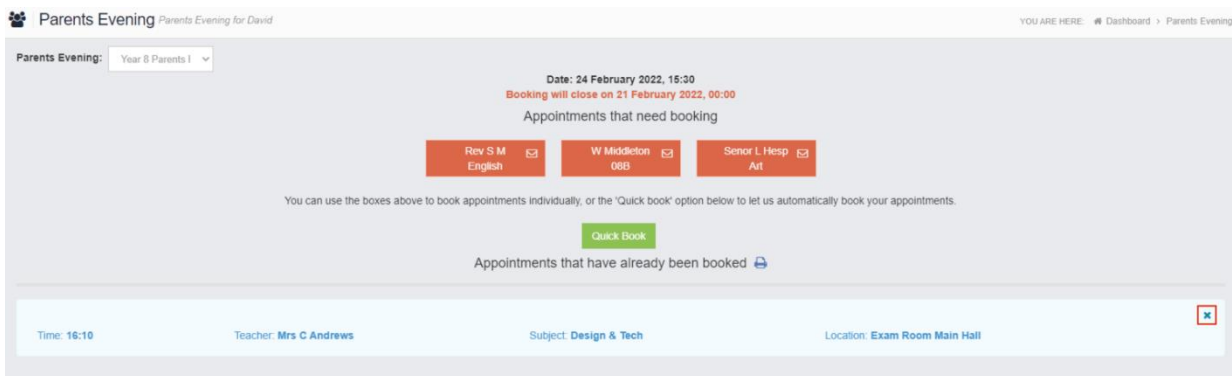
Time slots for Mrs C Andrews

Time	Available	Book
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

Quick Book

Appointments that have already been booked

3. The **Booked Block** will then be removed from the **Appointments** list and displayed below as **Booked**. To remove the **Booking** click on the **X** to the right. The **Appointment** will then display at the top again ready to be **Booked** again.



Parents Evening Parents Evening for David

YOU ARE HERE: Dashboard > Parents Evening

Parents Evening: Year 8 Parents I

Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00

Appointments that need booking

Rev S M English W Middleton OGB Senior L Hesp Art

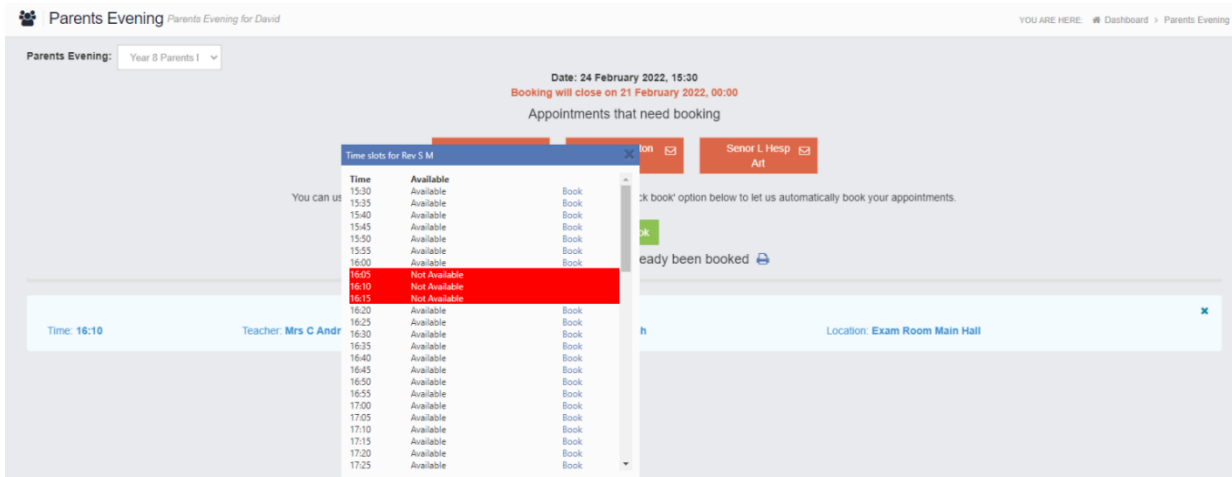
You can use the boxes above to book appointments individually, or the 'Quick book' option below to let us automatically book your appointments.

Quick Book

Appointments that have already been booked

Time: 16:10 Teacher: Mrs C Andrews Subject: Design & Tech Location: Exam Room Main Hall

4. If the Time you wanted has already been **Booked** by yourself or another **Parent**, it will display as **Not Available** and cannot be **Booked**.



Parents Evening Parents Evening for David

YOU ARE HERE: Dashboard > Parents Evening

Parents Evening: Year 8 Parents I

Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00

Appointments that need booking

Rev S M English W Middleton OGB Senior L Hesp Art

You can use the boxes above to book appointments individually, or the 'Quick book' option below to let us automatically book your appointments.

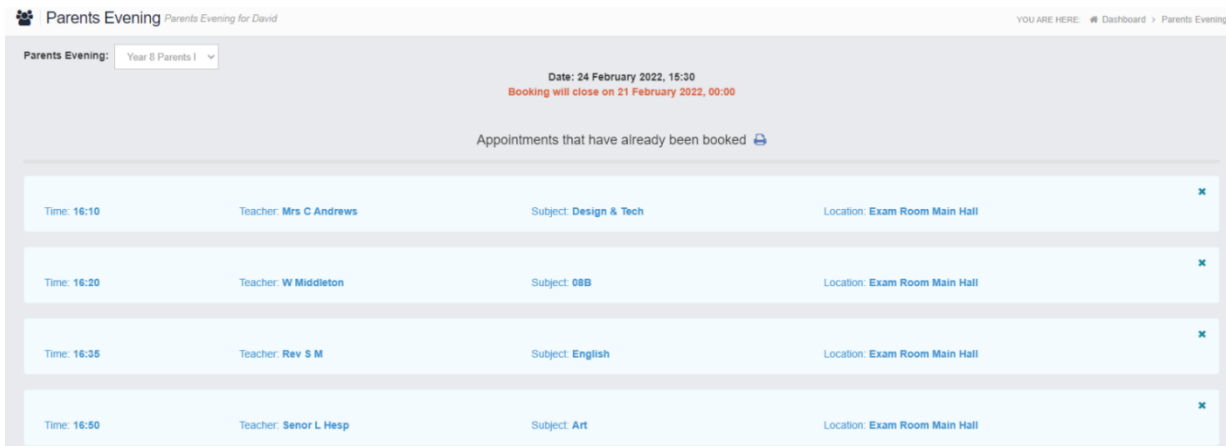
Quick Book

Appointments that have already been booked

Time: 16:10 Teacher: Mrs C Andrews Subject: Design & Tech Location: Exam Room Main Hall

Time	Available	Book
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	Not Available	
16:10	Not Available	
16:15	Not Available	
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

- When all of the **Appointments** have been **Booked** there will be no red **Blocks** displayed and the **Bookings** will be listed.



The screenshot shows a web interface for booking parents' evenings. At the top, it says "Parents Evening" and "Parents Evening for David". There is a dropdown menu for "Parents Evening" set to "Year 8 Parents I". The date is "24 February 2022, 15:30" and a red warning says "Booking will close on 21 February 2022, 00:00". Below this, it says "Appointments that have already been booked". A table lists four appointments, each with a close button (X):

Time	Teacher	Subject	Location
16:10	Mrs C Andrews	Design & Tech	Exam Room Main Hall
16:20	W Middleton	GBB	Exam Room Main Hall
16:35	Rev S M	English	Exam Room Main Hall
16:50	Senor L Hesp	Art	Exam Room Main Hall

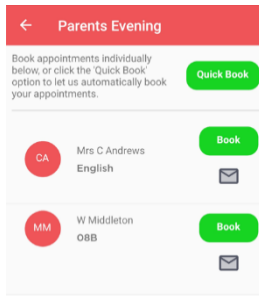
- Using the Quick Book Option

Clicking the Quick Book button allows Appointments to be Automatically Booked. When selected enter the Time you would like for your first Appointment then click the Find Bookings button. All of your Appointments will then be selected, to deselect a time untick the box, when finished click the Book Bookings button to save the Appointments, which will then be displayed.

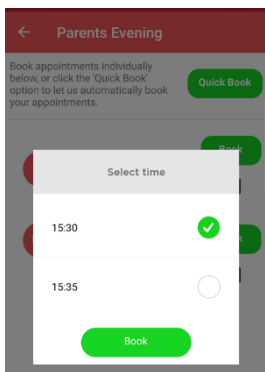
Please see below if you would like to book appointments using the App.

MCAS App:

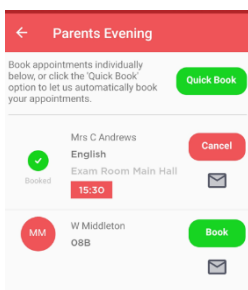
- Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**, this will show a list of those available to you, select the one you wish to **Book** and click the **Book** button.



- Then select the **Time** and click the **Book** button. A message will be displayed **Evening booked successfully**, click **OK**.



- The selected **Appointment** will now display as **booked**, with the selected **Time**, you can **Cancel** it by clicking the **Cancel** button.



4. Log into the **MCAS Parent App** and from the **Menu** select **Parents Evening**, this will show a list of those available to you. Clicking the **Quick Book** button allows **Appointments** to be **Automatically Booked**.

