



Dear Parents / Carers,

I hope this letter finds you well. We are writing to extend a warm invitation to our Year 11 Parents' Evening, which will take place on **Thursday, 15th January 2026**, between **4.00pm and 7.00pm** in the **Performing Hall**.

This evening is an invaluable opportunity to discuss your child's progress, celebrate their achievements, and address any concerns or areas for development as they journey through this crucial stage of their education.

Bookings for Parents' Evening will go live on **Tuesday 6th January at 5.00pm** via '**My Child at School**'. You will find all instructions on how to book your appointments in the remainder of this letter.

The importance of attending Parents' Evening

Parents' Evening is much more than a chance to meet with your child's teachers; it is a partnership-building moment. Research consistently shows that parental involvement in education is a key factor in a student's success. By attending, you demonstrate to your child the importance of their education and your interest in their growth, which can be profoundly motivating for them.

At Parents' Evening, you will have the opportunity to:

- **Receive detailed feedback** on your child's performance, engagement and progress in each subject.
- **Discuss strategies** to support their learning at home, tailored to their unique needs and aspirations.
- **Collaborate with teachers** to identify and address any challenges to ensure your child can succeed.
- **Understand curriculum expectations** and key milestones for the remainder of the year.

We truly value your partnership and support in nurturing your child's growth. Your presence at this Parents' Evening would mean a great deal to us, and, most importantly, to your child. Together, we can ensure that our Year 11 students finish their year with progress, confidence, and success.

Our Careers Evening is on the same night, taking place in the Sports Hall. We hope that you will be able to participate in both events to get the most out of attending. More information on our Careers Evening will be shared in due course.

Thank you for your continued support, and we look forward to welcoming you on the evening.

Best wishes,

Matthew Morris
Head of School

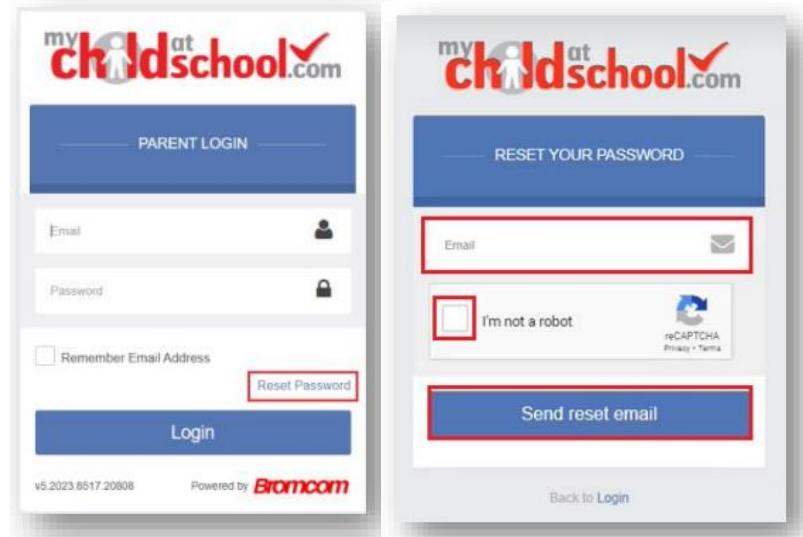
Rowena Williams
Director of Studies

Step 1 – Create your account on MyChildAtSchool

Your account has already been created for you. However, some parents have not received the sign-up email and it has not appeared in their Junk Folder either.

Please follow these instructions in order to access your account.

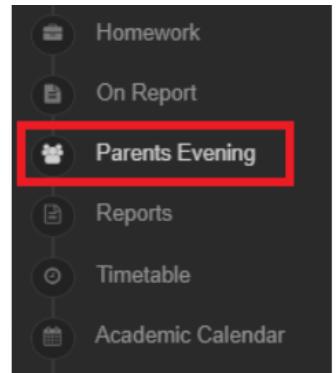
- From within the web browser, type www.mychildatschool.com or access the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.
- Click on the **Rest Password** link.
- Enter the **Email Address**. This must be the **Email Address** that the school uses to contact you.
- Tick the **reCAPTCHA** box.
- Click on the **Send rest email** button.
- You will then receive an **Email** containing a **Reset Password** link.
- Click on the **Here** link in the email to reset the **Password**.

Here to reset your password. This link will expire in 4 hours. Please do not reply to this email as any received emails are deleted immediately.' It ends with 'Regards, MyChildAtSchool.com'." data-bbox="69 494 658 684"/>

- You will then be asked to **Reset your Password** of at least eight characters.
- **Enter a new password**, then **Confirm Password** and then click the **Update Password button**.
- You will now be able to **login** using your **Email Address** and new **Password**.

Step 2 – Book your Parents' Evening appointments

- When you are on MCAS, you need to select **Parents Evening** from the side menu.
- This will then provide you with either a **Manual** or **Quick Book** option to secure your Parents' Evening **appointment**.
- To select a slot manually, you would click on the **Teacher** you would like to book an appointment with and then select **Book** next to the slot you would like to select.



A screenshot of a software window titled 'Time slots for Mem Kutlay'. The window shows a list of time slots from 15:00 to 15:22. Each row has three columns: 'Time', 'Available', and 'Book'. The 'Available' column shows 'Available' for most slots, except for 15:05 which is 'Booked'. The 'Book' column contains a green 'Book' button for each slot. A tooltip for the 'Book' button says 'Click book' option below to let us automatically book this slot'. The right side of the window shows a list of 'Booked' appointments.

- To use **Quick Book**, you would select the time you will be arriving for the **Parents' Evening** from the drop-down menu, and then click **Find Bookings**. The system will then display the appointments it has selected for you. If any are unsuitable, you can deselect them using the tick boxes on the right hand side, otherwise you would select **Book Appointments**.

A screenshot of a software window titled 'Parents' Evening - Quick Book'. It says 'We have found the following appointments for you. You can uncheck any that you are not happy with.' Below is a table with four columns: Time, Teacher, Subject, and Location. The table has three rows: 15:00 Mem Kutlay, Design & Tech, Default Location; 15:01 Christine Andrews, Art, Default Location; 15:02 Oliver Coales, English, Default Location. To the right of the table, there is a column of three checkboxes, all of which are checked and highlighted with a red box. At the bottom are two buttons: 'Book Appointments' (highlighted with a red box) and 'Cancel'.

- You will then receive confirmation at the top of the screen that the appointments have been booked successfully.