



11th October 2021

Dear Parent/Carer,

Re: Yr.7 Tutor Information Evening

As we come to the end of your child's first half term at Meden we want to share how well they have settled into life at our school. On Wednesday 20<sup>th</sup> October 2021 we are running a Tutor Information Evening from 4-7pm. The appointments will be in school and will give you an opportunity to meet your child's Form Tutor. This will give tutors an opportunity to discuss Attitude to Learning, attendance this year and engagement in lessons during the first half term. 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)", there is a guide attached to this letter to help with this. Full instructions on how to use the portal can also 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.

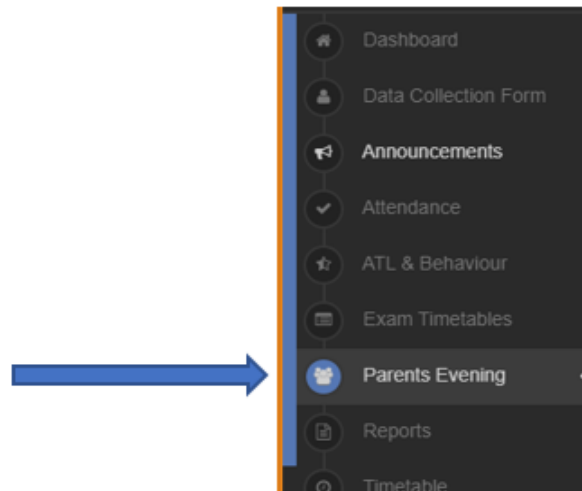
We look forward to seeing you on the 20<sup>th</sup> October and sharing all the positive things your child has accomplished so far at Meden.

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.



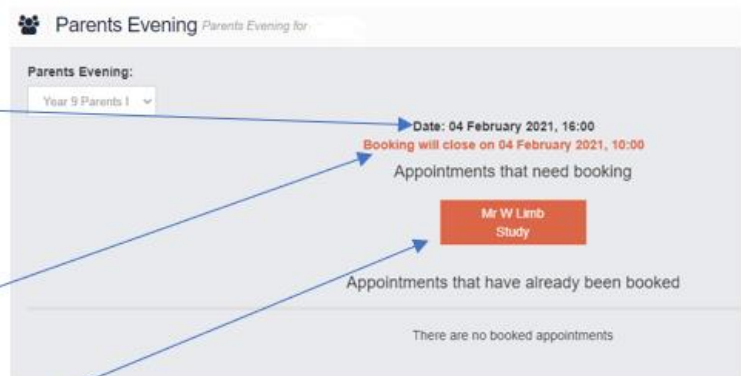
The Parents Evening option displays the information about any upcoming Parents Evening.

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](#).