



On line appointment booking instructions

Please log on to My Child at School (MCAS)

www.mychildatschool.com

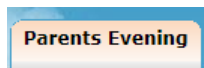
School ID 11468

User Name

Password

Emails have been sent to all students' Priority 1 contact email address held on the database. Please email louise.oakley@leighacademy.org.uk if you have not received an email with your log in details.

On arrival at Reception you will receive a folder which will include your child's Student Data Check Report, please check and update as needed and return to Reception.



Once logged on, click on

This is the area parent/carers will access in order to arrange Parents Evening appointments.

Begin by selecting the relevant Parent's Evening from the dropdown list.

Parents Evening:

Date: 22 June 2016, 16:00

Booking will close on 21 June 2016, 15:00

This will now display the Appointments that need booking and Appointments that have already been booked options.

Appointments that need booking

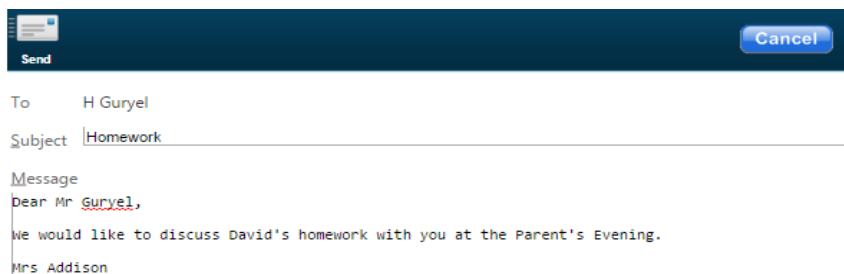
Ms A Purewal Science	Mr C Mills Mathematics	Ms D Fantham Art	Ms E Picazo-Chalmers MULTIPLE	Ms E Burton Music
Mr G Bacak ICT	Mrs H Hannam Drama	Mrs H Culling Physical Education	Ms J Wood History	Miss K Keveth Physical Education
Mrs S Thomas English Language	Miss S Smith MULTIPLE	Mrs S Sawkins Design & Technology	Mr S Warsorp Ethics	

Appointments that have already been booked

To send a message to a member of staff (if there is a specific query you need to ask), mouse over the block and click on the Envelope icon that will display.



Then fill out the message box and send, the teacher concerned will now be able to respond to the message at the meeting.



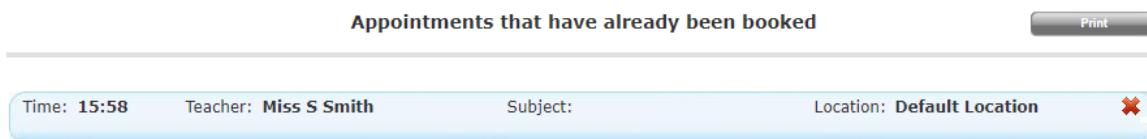
We are aware students may have more than one teacher showing for some subjects, please could you ensure that for these subjects your appointment is booked with the teacher that your child has for the majority of their lessons. This can be checked on My Child at School on the **Home Page, Classes**. The Main Teacher for the class will be shown by hovering over the i in the blue dot by the class name:



To book an appointment simply click on the blue block, the Time Slots will now be displayed, click on the word **Book** in a time slot that is available, that time slot will change to red to show it is no longer available.

Time	Available	Book
16:00		
16:13	Available	Book
16:26	Available	Book
16:39		
16:52	Available	Book
17:05	Available	Book
17:18	Available	Book

The selected block will no longer appear in the Appointments that need booking section and will now appear in the Appointments that have already been booked, with the booking information, which can also be printed.



To change an appointment, click on the **X** to the right, this appointment will now be removed from the Appointments that have already been booked section and added back to the Appointments that need booking section to be re-booked.

Please note Bromcom are scheduled to launch an updated version of MCAS on Friday 16th February 2018, a revised version of these instructions will be uploaded to our website and the announcements page of MCAS.

You will be able to book your appointments from 5:00 p.m. on Wednesday 14th February until midnight on Tuesday 27th February 2018

Please contact your child's college administrator should you be:

1. Unable to attend
2. Unable to utilise on line appointment booking

Thank you