

Year 11 Chromebook collection

Wednesday 30th September 2020 from 14:30 to 18:30
or Thursday 1st October 2020 from 15:30 to 17:30



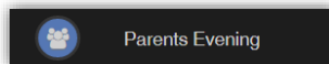
On line appointment booking instructions

Please log on to My Child at School (MCAS) - www.mychildatschool.com School ID 11468 with your User Name and Password

Please email gemma.sharp@leighacademy.org.uk if you need your log in details sent again.

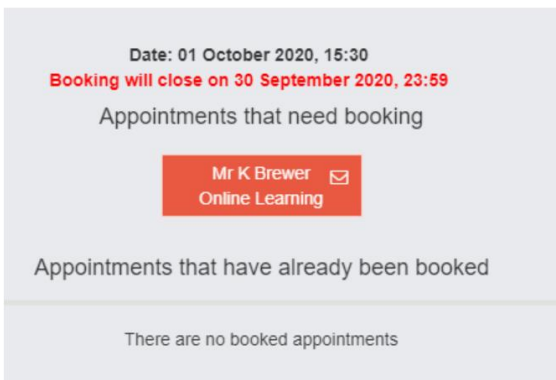
You will be able to book your appointment from noon on Friday 25th September until 23:59 on Tuesday 29th September for appointments on Wednesday 30th September or 23:59 on Wednesday 30th September for appointments on Thursday 1st October 2020.

The **Parents Evening** option is accessible only from the **Menu Bar**.



Once logged on, click on:

The information about any upcoming event that the student being viewed is associated with will be displayed:



Click on a **teacher/subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.



The teacher/subject will be removed from the **Appointments that need booking** and will display as **Appointments that have been booked**, with the details and time.

Your appointment can be changed, before booking is closed, by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to **Appointments that need booking**. Clicking on the Printer icon will generate an appointment list for printing.