

Year 10 & 12 Teacher Afternoon Wednesday 9th December 2020 from 14:30 to 19:00



On line appointment booking instructions

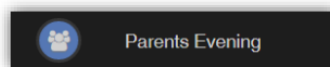
Please log on to My Child at School (MCAS) - www.mychildatschool.com

School ID 11468, User Name, Password

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

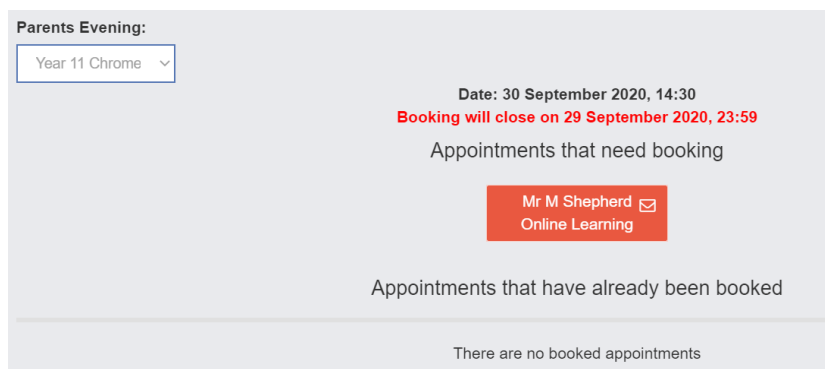
You will be able to book your appointments from noon on Thursday 3rd December until noon on Tuesday 8th December 2020

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



Once logged on, click on:

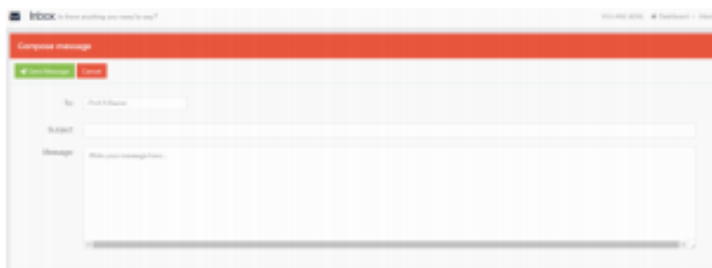
Select the event you would like to book appointments for by clicking on the drop down, top left hand corner.



It displays the information about any upcoming **Parents Evening** that the student being viewed is associated with.



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. If the option to contact teaching staff is available an **Envelope** icon will display to the right of the teacher name. Click on the **Envelope** icon to send a message to that teacher.



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** section and will display as **Appointments that have been booked**, with the details and time.



Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the **Printer** icon.

Subjects with more than one teacher - We are aware students may have more than one teacher for some subjects, your appointment will be booked with their Main Teacher.

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

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

Thank you