

Parent/Carer Guide for Booking Appointments

Visit <https://www.mychildatschool.com/MCAS/MCSParentLogin>

or download the MCAS app

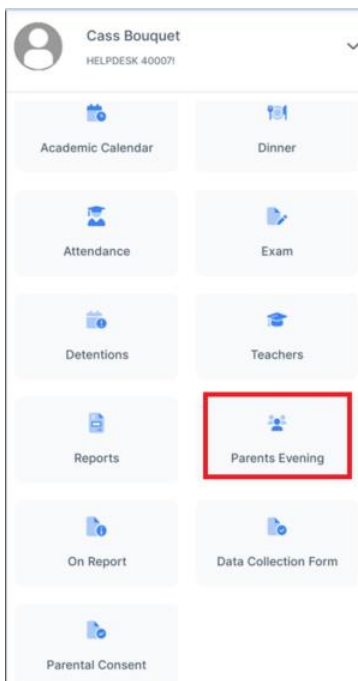
Step 1: Login

If not yet done so, please download the MCAS (MyChildAtSchool) app and ensure you have turned on your notifications in your phone settings. You will then get an alert when the booking system goes live.

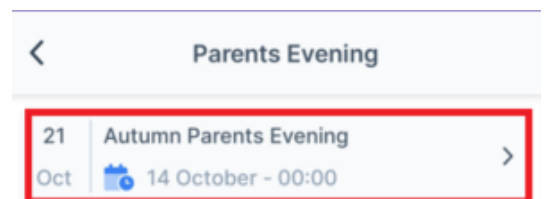


Step 2: Select Parents' Evening

Locate Parents' Evenings in the main menu



Then select the **Parents Evening** you would like to book sessions for.



Step 3: Make Appointments

To book ALL available teachers, select 'book all now' and select your appointment start time

This will then automatically allocate appointments to you based on the arrival time and teachers available slots. If there are any appointments that you are unhappy with and would like to manually review, untick them using the tick boxes to the left. Once only those appointments that you are happy with are selected, click "Confirm & Book".

The appointments will then display in green to indicate they are confirmed. Any appointments that you unticked will be available to book manually.

To book manually, you must book each teacher separately. Follow steps 1 & 2 and then instead of book all now, click “Book” next to the name of the teacher you would like to book an appointment for.

Autumn Parents Evening

Event Date	21/10/2024
Booking Deadline	14/10/2024
Event Start	15:00
Event End	23:59
Event Status	Enabled

Autumn Parents Evening

Samantha Dalton
09B Book

This will load a list of available times. Click on the slot you would like to book (a tick will appear on the right hand side to confirm your selection) once you’re happy, click “Done”.

Back Done

15:03
15:04
15:05
15:06
15:07
15:08
15:09

Your selected time will then appear in green next to the teacher.

Autumn Parents Evening

Event Date	21/10/2024
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Event Start	15:00
Event End	23:59
Event Status	Enabled

Autumn Parents Evening

Samantha Dalton
09B 15:05
Default Location

If your booking needs to be cancelled/amended, select the 3 dots on the right of the appointment time and select cancel. If you wish to amend your appointment time, you need to cancel and then re-book another available time. Booking times cannot be amended.