Booking appointments with My Child At School online (www.mychildatschool.com)

Select Parents Evening from the left menu:



This will open the parent evening page displaying the appointments that can be booked in red blocks;

Parents Evening Parents Evening for David	YOU ARE HERE: # Dashboard > Parenta Evening
Parents Evening: Year 8 Parents	
There are no booked appointments	
Appointments that need booking	

The available appointments are displayed in red blocks, click on the red block to book your appointment. Then from the available listed times click on the word "Book" to the right:

		Bookii A	Date: 24 February 2022, 15:30 ing will close on 21 February 2022, 00:00 Appointments that need booking
Time slots fo	r Mrs C Andrews		W Middleton Senor L Hesp S 088 Art
1me 15:30 15:35 15:40 15:45 15:55 16:00 16:05 16:10 16:20 16:25 16:30 16:35	Available Available Available Available Available Available Available Available Available Available Available Available Available Available	Book Book Book Book Book Book Book Book	Illy, or the 'Quick book' option below to let us automatically book your appointment Quick Book that have already been booked are no booked appointments
16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25	Available Available Available Available Available Available Available Available Available Available	Book Book Book Book Book Book Book Book	-

The booked block will then be removed from the appointments list and displayed below as Booked. To remove the booking click on the X to the right. The appointment will then display at the top again ready to be booked again. If the time you wanted has already been booked by yourself or another parent, it will display as "Not Available" and cannot be booked.

Parents Evening Parents	ents Evening for David			YOU ARE HERE - # Dashboard > Parents Evening
Parents Evening: Year 8 Parent	iist v		Date: 24 Febru: Booking will close on 2 Appointments th	ry 2022, 15:30 1 February 2022, 00:60 at need booking
		Time slots for Rev S M		ton B Senor L Hesp B Art
	You can us	Time Available 15:00 Assilabile 15:35 Assilabile 15:40 Assilabile 15:45 Assilabile 15:50 Assilabile 15:55 Assilabile 15:50 Assilabile 15:50 Assilabile 15:50 Assilabile 15:50 Assilabile 16:50 Assilabile 16:00 Assilabile	Book Book Book Book Book Book Book Book	x book option below to let us automatically book your appointments. a eady been booked eady been booked ●
Time: 16:10	Teacher: Mrs C Andr	16:10 Not Available 16:15 Not Available 16:20 Available 16:25 Available 16:30 Available 16:35 Available	Book Book Book Book	K Location: Exam Room Main Hall
		Texto Ansitable 1645 Ansitable 1646 Ansitable 1657 Ansitable 1700 Ansitable 1710 Ansitable 17110 Ansitable 17120 Ansitable 1720 Ansitable 1720 Ansitable 1720 Ansitable	Book Book Book Book Book Book Book Book	

When all of the appointments have been booked there will be no red blocks displayed and the bookings will be listed. Clicking the "Print" icon will allow you the print all of the booked appointments.

Booking appointments with the My Child At School (MCAS) app

Select Parents Evening from the menu

Cass Bouquet HELPDESK 400071	~
to Academic Calendar	tel Dinner
Attendance	Exam
Detentions	Teachers
Reports	Parents Evening
Con Report	Data Collection Form
Parental Consent	

Select the parents evening you would like to book sessions for from the list (There should only be one called "Year 11 Progress Evening")

This will display a list of all the teachers you are able to book sessions with. Click Book next to the name of the teacher you would like to book an appointment for

💼 Event Date	21/10/2024
📸 Booking Deadline	14/10/2024
C Event Start	15:00
🟁 Event End	23:59
Event Status	Enabled
(i) 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 have 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		
📸 Booking Deadline	14/10/2024		
S Event Start	15:00		
🟁 Event End	23:59		
Event Status	Enabled		
(i) Autumn Parents Evening			
Samantha Dalton 09B Default Location	₿ 15:05 :		

There is an option within the MCAS app to automatically allocate all your bookings. Once you have clicked on "Parents Evening" from the main menu and selected the Yr11 Progress Evening session, you will see a list of all the teachers you are able to book sessions with. Click the Book All Now button at the bottom of the screen.



This will open a time picker, select the time that you will be arriving for the parents evening and click Done

		_		
	Back		Done	
16:00				
16:15				~
16:30				
16:45				
17:00				
17:15				
17:30				
17:45				

This will then automatically allocate appointments to you based on the systems booking rules. 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.

0	Denver Adams Chemistry Default Location	☑ 16:15	:
0	John Ferguson Biology Default Location	₫ 16:30	:
0	Colleen O'Sullivan English Default Location	₫ 16:45	1