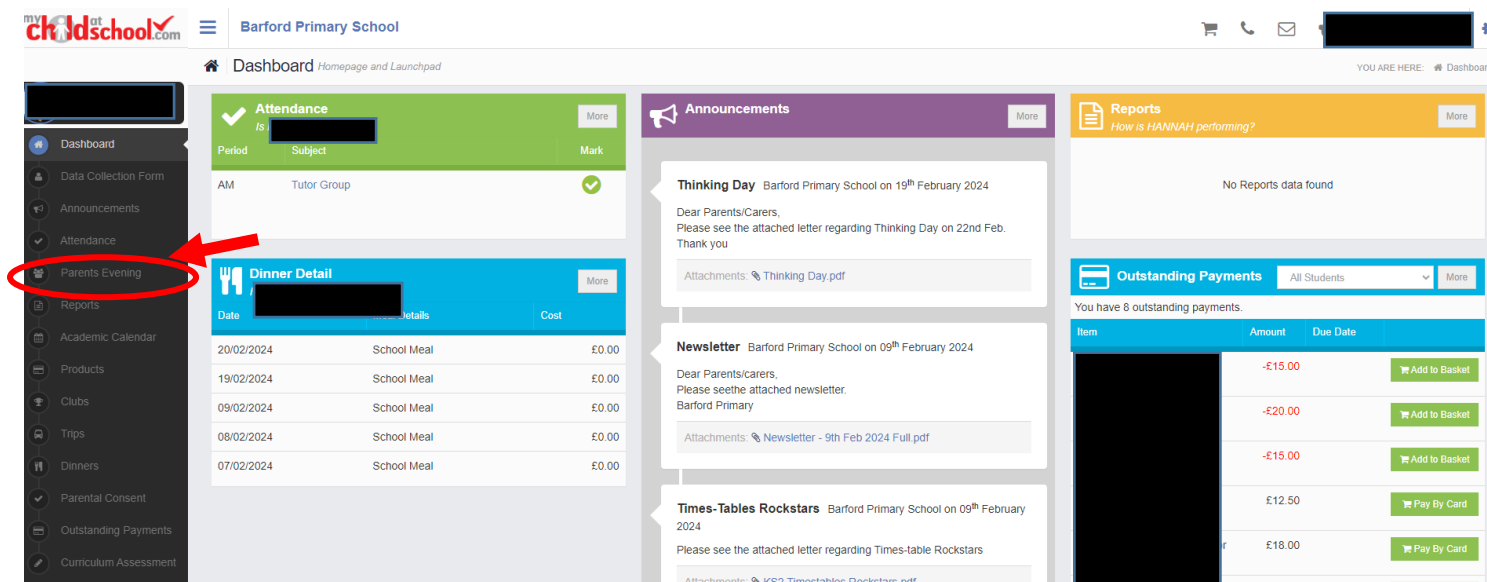


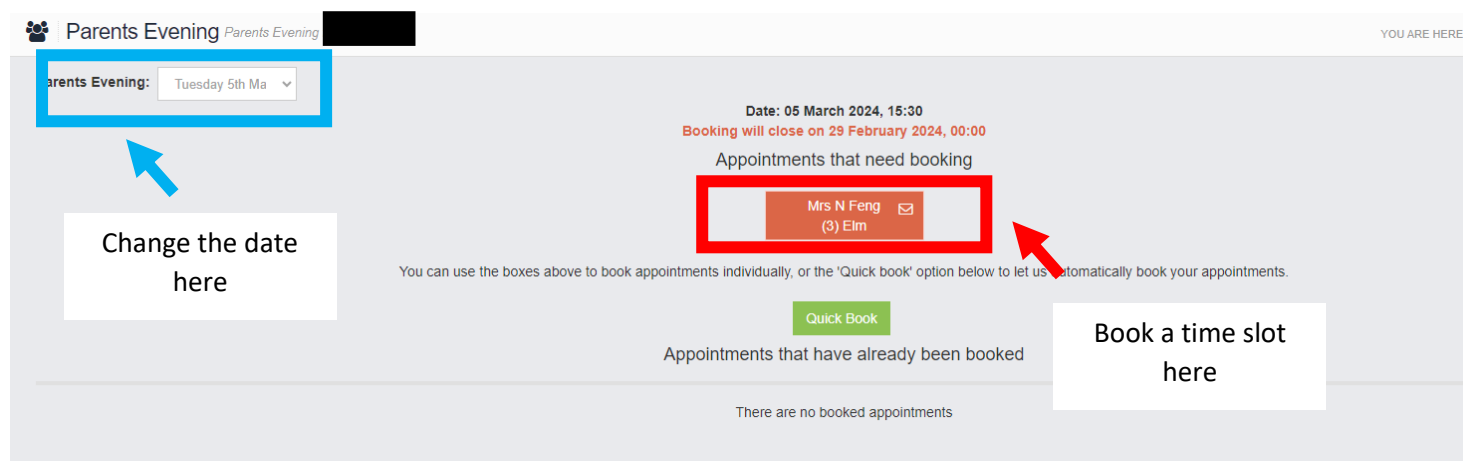
## Parent/Carer Guide

### How to book a parents evening appointment on MCAS

1. Ensure you have access the MCAS (My child at school) app. If you don't contact the main office on 0121 464 3765.
2. Once logged in, you will be automatically diverted to the 'dashboard'. Click '**Parents evening**'.



3. Here you can book an appointment with your child's class teacher by clicking on the **red box**. If you wish to change the date you can change the date in the **drop down**.



4. You will then be asked to pick a time slot.

| Time slots for C CARRINGTON |           |      |
|-----------------------------|-----------|------|
| Time                        | Available |      |
| 15:30                       | Available | Book |
| 15:40                       | Available | Book |
| 15:50                       | Available | Book |
| 16:00                       | Available | Book |
| 16:10                       | Available | Book |
| 16:20                       | Available | Book |
| 16:30                       | Available | Book |
| 16:40                       | Available | Book |
| 16:50                       | Available | Book |
| 17:00                       | Available | Book |
| 17:10                       | Available | Book |
| 17:20                       | Available | Book |

**Please ensure you book sibling appointments too.**

Please note, appointments may change. We will let you know if there are any changes to your booking times the day after the booking deadline.