



07 October 2026

Dear Parents/Carers,

Parents Evening Infant School – On-Line Booking System

Parent – Teacher consultations for our **Infant School** children will take place on Tuesday 20 October and Thursday 22 October from 3:30pm until 6:30pm. These appointments will take place as a 'face to face' meeting with your child's teacher. Please see the arrangements detail below;

- Each teacher will undertake their consultations, in their classrooms. Please note, the appointment time you book will be your allotted time with the class teacher.
- Reception parents/carers must access the building via the external classroom door.
- Key Stage 1 parents/carers must access the building via the entrance between Year 1 & Year 2 (Robins classroom door), parents/carers of children from Otters will enter via their classroom door.
- Parents/carers only to attend the appointment.

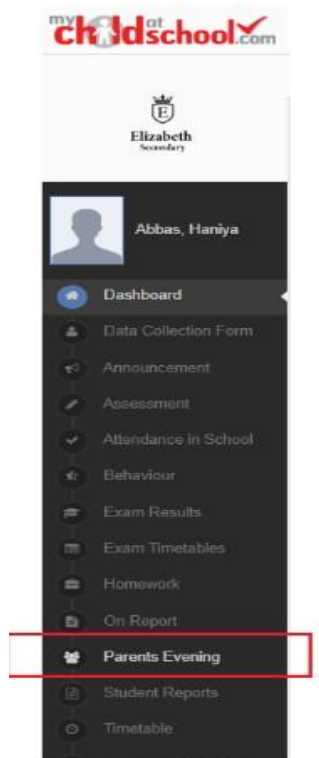
The on-line booking system will be available to all parents/carers from Friday 09 October at 5:55am until 20 October at 09:30am.

Bookings should be made via 'My Child at School' (MCAS). Please use the instructions detailed within this letter to access the system and secure your booking.

Please contact the school office if you do not yet have access to MCAS.

Yours sincerely
Mrs Rebecca Sawford
Headteacher





Steps to Book Appointments via MCAS App:

- **Log In:** Open the MCAS app and log in using your credentials. If you have not set up an account, you will need to use the invitation code provided by the school.
- **Navigate to Parents Evening:** From the dashboard or main menu, tap on the "Parents Evening" option.
- **Select Event:** A list of available parent evenings will appear. Select the one you wish to book.
- **Book Appointments:** Click on the teacher(s) you wish to see. A list of available time slots will appear.
- **Confirm:** Select your preferred time slot and click the "Book" button. You should receive a "successfully booked" confirmation.
- **Alternative Method (Auto):** Some versions allow you to click "Book All Now," which automatically allocates slots based on availability. [Bromcom – Documentation Centre +4](#)

Important Tips:

- If you cannot select a time, the teacher may not have set up availability, or bookings might not be open yet.
- Ensure your contact details are up to date to avoid login issues.

Booking Appointments Manually

The available **Appointments** are displayed in red **Blocks**, click on a **Red Block** to **Book** your **Appointment**. Then from the available listed **Times** click on the word **Book** to the right.

Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00

Appointments that need booking

Time slots for Mrs C Andrews		
15:30	Available	Book
15:35	Available	Book
15:40	Available	Book
15:45	Available	Book
15:50	Available	Book
15:55	Available	Book
16:00	Available	Book
16:05	Available	Book
16:10	Available	Book
16:15	Available	Book
16:20	Available	Book
16:25	Available	Book
16:30	Available	Book
16:35	Available	Book
16:40	Available	Book
16:45	Available	Book
16:50	Available	Book
16:55	Available	Book
17:00	Available	Book
17:05	Available	Book
17:10	Available	Book
17:15	Available	Book
17:20	Available	Book
17:25	Available	Book

or the 'Quick book' option below to let us automatically book your appointments.

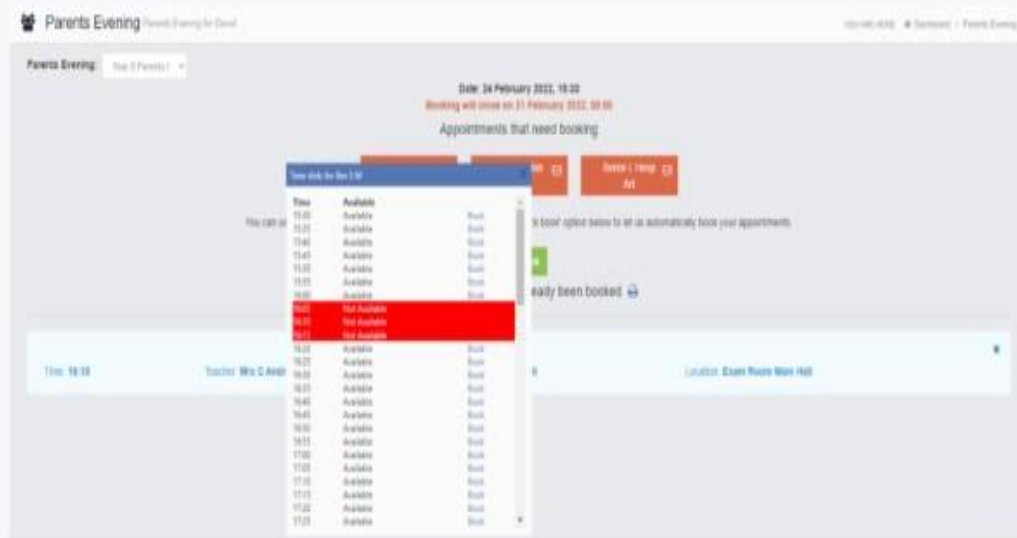
[Quick Book](#)

that have already been booked

are no booked appointments

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**.



Not available

When all of the **Appointments** have been **Booked** there will be no red **Blocks** displayed and the **Bookings** will be listed.

Clicking on the **Print** icon will allow you to **Print** all of the **Booked Appointments**.

