

## **MCAS Online Parents Evening**

### **Information to attend your online appointment**

Parents are invited to make online appointments. Once the bookings close, the system will generate a separate link for each appointment that you have booked after the booking system closes. As such, you will receive separate emails for your appointments from each teacher individually with a link for the date and time booked.

In order to access your Tutor appointment On Tuesday, you will need to open the email from the respective Form Tutor and click on the link provided. This will take you to a Teams meeting - the platform on which the virtual meetings will take place.

You cannot access your virtual appointments via MCAS (My Child At School), the only way to access appointments is via the email links.

In order to ensure that you do not miss your appointment, we advise that you save these emails or flag them in your inbox, or you may wish to add the meeting invite to your digital calendar on your device.

Please check your junk mail if you are unable to locate the email. The email will be sent to the email address linked to MCAS only for the parent who booked the appointments.

Lastly, the Teams meeting will not time out automatically. Please be aware that teachers will notify you that there is under a minute left - at which point they will need to end the video call and start their next appointment. Appointments will run for 10 minutes.

Thank you for taking the time to read this guidance.