

Parents Evening via MCAS Guide for Parents

Open your app and click on Parents Evening.

Your child's teachers will be available to view in range boxes at the top.

The screenshot shows the 'Parents Evening' booking interface for Lincroft Academy. At the top, the date is 12 November 2024, 15:30, and booking closes on 11 November 2024, 10:00. A dropdown menu for 'Parents Evening' is set to 'Year 10 Subject'. Below this, a section titled 'Appointments that need booking' displays a grid of teacher boxes. Each box contains the teacher's name and subject. To the right of each box is a checkbox for booking. Below the grid, a green 'Quick Book' button is visible. A section for 'Appointments that have already been booked' shows 'There are no booked appointments'. A left-hand sidebar contains a menu with options like Dashboard, Data Collection Form, Announcements, Attendance, Behaviour and Achievement, Exam Timetables, Homework, Parents Evening (selected), Letters & Reports, Timetable, Academic Calendar, Clubs, and Curriculum Assessment.

Appointments that need booking	
Ms S Pattison Maths	<input type="checkbox"/>
Mr P Perrins Media Studies	<input type="checkbox"/>
Mr R Alder Physical Education	<input type="checkbox"/>
Mr R Alder Sports Studies - GCSE	<input type="checkbox"/>
Miss M Alayu Sociology	<input type="checkbox"/>
Mr B Barry Biology	<input type="checkbox"/>
Mr A Reast History	<input type="checkbox"/>
Miss L Moffat English	<input type="checkbox"/>

[Quick Book](#)

Appointments that have already been booked

There are no booked appointments

Use the Quick Book button in green.

Enter the time you are able to attend from. Please note appointments will only be made after the time you enter into the dropdown box. If this does not allow sufficient time for all appointments to be booked, it will show some of them as unavailable.

Tick the box on the right hand side of each teacher that you would like to make an appointment with.

Press the green button to confirm the booking of your appointments.