

28th November 2025

Dear Parent/Carer,

### **Sixth Form Parents' Evening - Tuesday 16th December**

On Tuesday 16th December, you are invited to attend your child's parents' evening between 3.30 pm and 6.30 pm. This is an opportunity to discuss your child's progress with subject teachers and discuss steps to support their studies.

Following parental feedback, we have moved parents' evenings back to face to face appointments. In order to fit sufficient meeting slots into this time frame, each meeting will last for 5 minutes.

If you feel you need a longer appointment, please contact your child's teacher separately. Alternatively, if there are things you need to discuss which may be affecting your child, or concerns you may have, please contact Miss Hefford [chefford@sdcc-smhc.net](mailto:chefford@sdcc-smhc.net) to arrange a meeting.

If your child studies Triple Health and Social Care (BTEC), you will be able to find your appointments on the MCAS app. Please login to your MCAS (MyChildAtSchool) account to book your appointment in the Parents' Evening section (instructions below). The online booking system will open on Monday 1st December and will close on December 16th at 9am.

If your child studies A Level Subjects or Single BTEC please contact [datateam@sdcc.net](mailto:datateam@sdcc.net) with your preferred time for each subject and we will book your appointments for you.

Unfortunately due to the number of students studying A Level Psychology, Applied Psychology and WJEC Criminology we are prioritising Year 13s for these options at this parents evening. If you study them in Year 12 then an opportunity will be made available in the New Year. Please accept my apologies and thank you for your understanding.

This is an important time in your child's learning to ensure early feedback is shared on how well they have settled into their subjects.

Yours faithfully,



Mr Oakes  
Head of School

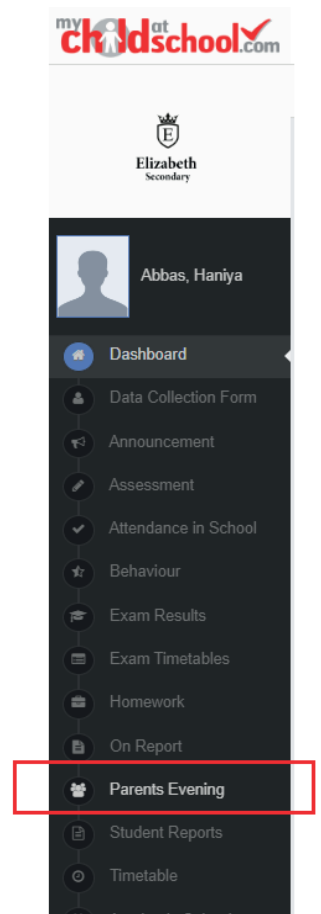
Anita Frier, Headteacher

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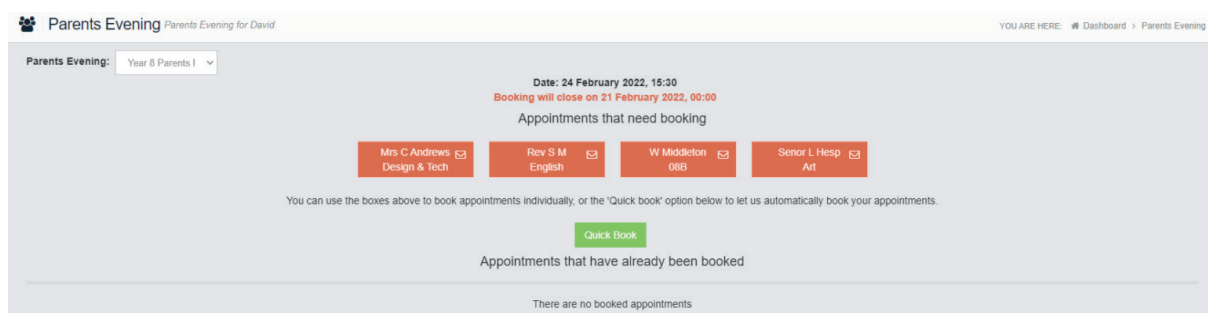
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## How to book Parents Evening appointments using MCAS

Login to the MCAS Parent Portal desktop view from <http://www.mychildatschool.com> then from the left Menu select the Parents Evening option.



This will open the Parents Evening page displaying available Appointments that can be booked in the red blocks.



## 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.

The screenshot shows a web interface for booking appointments. At the top, it displays the date and time: "Date: 24 February 2022, 15:30" and "Booking will close on 21 February 2022, 00:00". Below this, it says "Appointments that need booking". There are three red blocks representing appointments: "Rev S M English", "W Middleton 08B", and "Senior L Hesp Art". A dropdown menu is open for "Time slots for Mrs C Andrews", showing a list of times from 15:30 to 17:25. Each time slot is marked as "Available" and has a "Book" button next to it. A green "Quick Book" button is also visible. Text on the page indicates that appointments can be booked individually or via the "Quick book" option, and that some appointments may already be booked.

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.

This screenshot shows the same appointment booking interface as the previous one, but with the appointment blocks now in a "Booked" state. The text "Appointments that have already been booked" is visible. A confirmation message at the bottom of the interface reads: "Time: 16:10 Teacher: Mrs C Andrews Subject: Design & Tech Location: Exam Room Main Hall". There is a small red 'X' icon in the bottom right corner of the confirmation bar.

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 Evening for David YOU ARE HERE: # Dashboard > Parents Evening

Parents Evening: Year 8 Parents I

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

Appointments that need booking

Time slots for Rev 5 M

Time	Available	Book
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	Not Available	
16:10	Not Available	
16:15	Not Available	
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

Click 'Book' option below to let us automatically book your appointments.

Ready to be booked

Time: 16:10 Teacher: Mrs C Andrews Location: Exam Room Main Hall

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.



Parents Evening Parents Evening for David YOU ARE HERE: # Dashboard > Parents Evening

Parents Evening: Year 8 Parents I

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

Appointments that have already been booked

Time: 16:10	Teacher: Mrs C Andrews	Subject: Design & Tech	Location: Exam Room Main Hall
Time: 16:20	Teacher: W Middleton	Subject: 08B	Location: Exam Room Main Hall
Time: 16:35	Teacher: Rev 5 M	Subject: English	Location: Exam Room Main Hall
Time: 16:50	Teacher: Senor L Hesp	Subject: Art	Location: Exam Room Main Hall

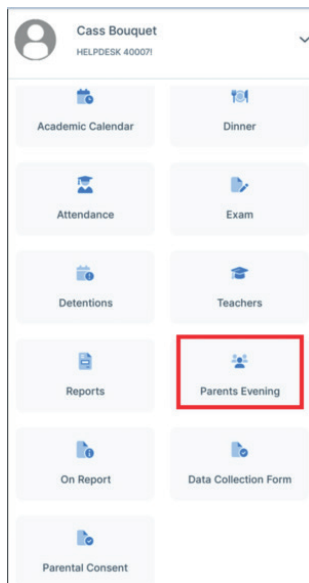
## Using the Quick Book Option

Clicking the Quick Book button allows Appointments to be Automatically Booked. When selected enter the Time you would like for your first Appointment then click the Find Bookings button. All of your Appointments will then be selected, to deselect a time untick the box, when finished click the Book Bookings button to save the Appointments, which will then be displayed.

To remove the Booking click on the X to the right. The Appointment will then display at the top ready to be Booked again using the Manual or Auto-Booking options.

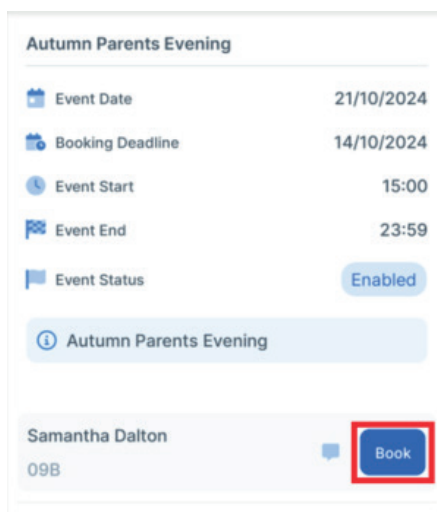
## Booking Appointments Manually with the MCAS Parent App

Select Parents Evening from the menu.

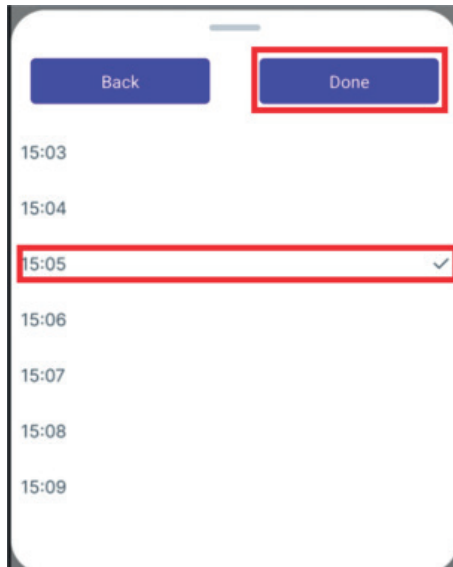


Select the Parents Evening you would like to book sessions for from the list.

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.



This will load a list of available times. Click on the slot you would like to book (a tick will appear on the right hand side to confirm your selection) once you're happy, click Done.



Your selected time will then appear in green next to the Teacher.

