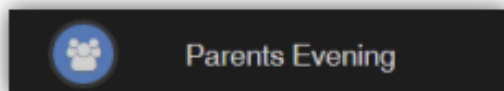


Parent Guide – Booking Parents’ Evening Appointments using the My Child at School Application (pages 30-31 of the [Parent Guide to Using MCAS](#))

Parents Evening

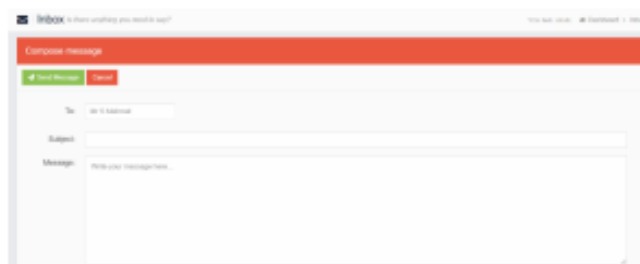
The **Parents Evening** option is accessible only from the **Menu Bar**.



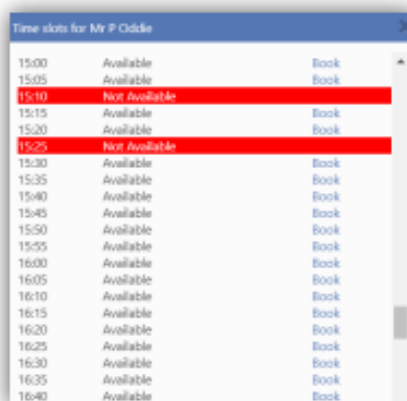
The **Parents Evening** option displays the information about any upcoming **Parents Evening** that the **Student** being viewed is associated with.



Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed. If the option to contact teaching staff is available an **Envelope** icon will display to the right of the **Teacher** name. Click on the **Envelope** icon to send a message to that **Teacher**.



Click on a **Teacher/Subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.



The **Teacher/Subject** will be removed from the **Appointments** that need booking section and will display as **Appointments that have been booked**, with the details and time.

The screenshot shows a web interface for 'Parents Evening'. At the top, it says 'Parents Evening' and 'Parents Evening for Parents'. Below this, there's a dropdown menu for 'Parents Evenings' set to 'Y10 Parents eve'. The date is '27 February 2020, 00:00' and a red warning says 'Booking will close on 26 February 2020, 00:00'. The section 'Appointments that need booking' contains five red buttons for different teachers and subjects: 'Mr C Taylor Drama', 'Mr A Obenguye Science Combi 1', 'Mrs J Janice ICT', 'Mr P Oddie PE', and 'Mr S Williams Art'. Below this is a section 'Appointments that have already been booked' with a printer icon. It contains two rows of booked appointments, each with a time, teacher, subject, location, and an 'X' icon for removal.

Appointments that have already been booked				
Time: 15:10	Teacher: Mr S Mehmet	Subject: RE	Location: Default Location	X
Time: 15:25	Teacher: Mr J Marshall	Subject: Mathematics	Location: Default Location	X

Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the **Printer** icon.

Note: this option is only available if the school have the **Diary** module.