

05 November 2020

Dear Parent/Carer,

Year 7 Virtual Parents Evening: Tuesday, 17 November 2020, 2.30pm – 6.30pm

Your child's Virtual Parents' Evening is on **Tuesday 17 November**. Due to the current COVID security measures in place we will not be able to hold a traditional parents evening this year. However, you will be able to speak to most of your child's subject teachers via [Zoom](#). You will discuss what they will be studying, how we have and will help them catch up on lost learning and their targets and areas for development.

Before the Virtual Parents' Evening you will need to:

- Look at **DPR** and prioritise which subject teachers you would like to see. You may not be able to see all subject teachers.
- Make appointments with the subject teacher on **'My Child At School'**
- Set up **Zoom** on your phone or other electronic device and learn how to change your screen name

Please see reverse for support with booking appointment times, setting up zoom and the zoom details for the subject teachers.

On Tuesday 17 November please:

- Use your child's first and last name as your username on zoom i.e your display name should be your child's name. Subject staff will **not** admit you to the meeting if you use a different name.
- Have a copy of the Zoom details for the subject teachers to hand.
- Arrive promptly at your appointment time on Zoom and wait patiently in the waiting room.
- Your child must attend with you.
- If you need a translator, we suggest that, wherever possible, ask a family member to be present.
- If you are unable to see some subject staff in the evening you can email them using the email provided.
- Be patient. We have never run a system such as this. We are learning and will review this after the evening putting in more events should we need to ensure you get the feedback you need to support your child.

Please book your appointment time as soon as possible, these will be made on a **'first-come, first-served'** basis and need to be made by **Monday 16 November**. **At this point we will close the appointment system.**

We look forward to seeing you, virtually, at this important event.

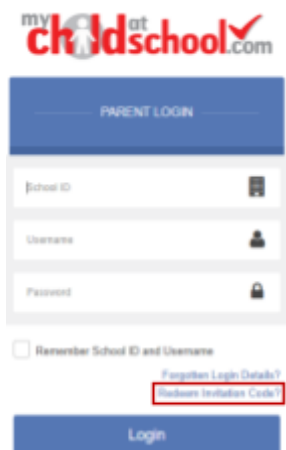
Yours sincerely

Ms Sangha
Assistant Headteacher

If you are logging in to My Child At School for the first time, please use the log-in guide to set a password:

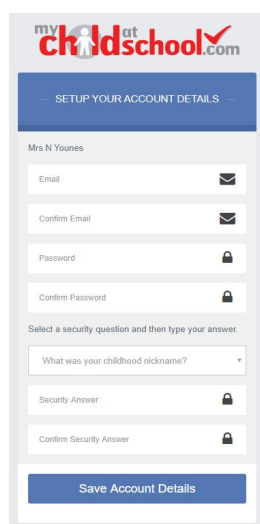
You can access My Child At School via <https://www.mychildatschool.com/MCAS/MCSParentLogin>

You will have received a text message for My Child At School, containing the School ID **11693**, your username and an invitation code.



When logging on to My Child at School for the first time, click “Redeem Invitation Code” to set a password

Please do not enter your Invitation Code in the “Password” box



Enter your email address


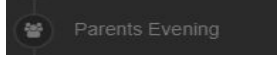
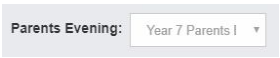


Create a password – Password must be 8 characters that include a capital letter, lowercase letter, number and a symbol (@ ! #)

Example: Heartlands@1

Choose a security question and enter the answer

Click on “Save Account Details” – This will take you back to the original logging in page. Please enter the School ID, your username and your new password.

If you have signed into My Child At School before, please log-in using your password and follow the instructions below to book your appointments:

Step 1	Step 2	Step 3	Step 4
<p>Log on to MyChildatSchool.com</p> 	<p>Choose the Parents Evening tab on the left</p>  <p>Choose Year 11 Parents Evening from the drop-down</p> 	<p>Click on individual teachers to book an appointment with them</p> 	 <p>Then download the zoom app.</p> <p>At the time of your appointment, to meet with the teachers, you will need to log into zoom using the Meeting ID and Password for each relevant teacher</p>