



Tuesday 21 March 2023

Dear Parents and Carers,

The **second and final Year 11 Parent Meetings** are scheduled for **Tuesday 28 March**. These meetings offer an invaluable opportunity to discuss your child's progress with subject teachers. This event is also a great way for you to work with our school, to ensure your child reaches their potential. Here are some answers to important questions about the event:

**Where are the meetings taking place and at what times?**

- Parent Meetings will happen **in the school building**.
- Appointments can be made **between 4:00pm and 7:00pm**, with most teachers.

**How do I book appointments?**

- Booking is through the **My Child At School (MCAS) app**.
- Please select your child's profile and then click the Parents Evening option from the side menu. A Manual or Quick Book option will be available.
- Here is a booking **support guide**: <https://docs.bromcom.com/knowledge-base/how-to-book-parents-evening-appointments-using-mychildatschool/>
- For parents/carers with multiple children at our school, you can make individual appointments for each child by switching between profiles.

**How are appointments allocated?**

- Appointments are allocated on a 'first come, first served' basis, as teachers have a limited number of available slots.
- We ask that you respect any limitations to availability, as your child's teacher may have a very busy timetable of parents to see. Any unavailability or restricted number of available appointment slots will be identified on the booking system.
- If you are unable to book an appointment with a teacher and still require feedback, teachers are contactable by email or phone.

**Should I bring my child to the meeting?**

- Yes, we do recommend this!
- Students can wear non-uniform, and should bring their planner to jot down notes and targets.

**What if I am having difficulty booking appointments?**

- If you have any difficulties accessing the booking platform please contact the main school office ([contact@nottinghamfreeschool.co.uk](mailto:contact@nottinghamfreeschool.co.uk) or 01158 96 49 49).

**What other services are on offer at the Parent Meetings event?**

- We now offer pre-loved uniform exchange shop. This is a service to donate, exchange and acquire free pre-owned uniform (please see attached poster).
- The Mental Health Support Team (MHST) will also have a stall, with team members available to offer information and advice on mental health and emotional wellbeing

Thank you for your support and we look forward to seeing you on Tuesday 28 March.

Yours faithfully,



Joel Tomasevic  
Assistant Headteacher