



Wednesday 3rd December 2025

Dear Parents and Carers,

Re: Year 13 Parent Consultation Evening – Booking Reminder

This is just a reminder that Year 13 Parent Consultation Evening is taking place on Wednesday 10th December from 4:00pm - 6:30pm in the school hall. Using the My Child at School App you will be able to make appointments from **9:30am on 3rd December**. For steps on how to make appointments, please see this help guide: <https://docs.bromcom.com/knowledge-base/how-to-book-parents-evening-appointments-using-mcas/>

If you could please note the following when making your appointments:

1. Confirm with your child that the teachers/classes listed are correct, prior to making appointments
2. Only book one 10-minute appointment per teacher
3. If you change your mind or circumstances change, remove your appointments to free up the slot for others.
4. You may find appointments have already been scheduled with some teachers - this has been done as they are keen to speak with you and want to ensure a time slot is reserved for you. If the time slot doesn't fit for you, you can move it to an alternative time.

If you have not already got your account set up, then please visit the website (www.mychildatschool.com), or install the app and then follow these steps:

1. Click the "Forgot Password" link
2. Enter your email address (the one you received this letter on)
3. Wait for the email to arrive and then click the link it provides
4. Select your password
5. Log in to the app or website with your email address and password

As well as being able to book PCE consultations via MCAS, it is also a useful app for parents to see an overview of attendance, behaviour and progress reports, as well as maintain emergency contact details. We encourage all parents/carers to activate their access to the app. If you have any issues with gaining access to your MCAS account, please contact our IT Support team via: support@gosfordhillschool.org

Best wishes,

Mrs H Gillingham
Assistant Headteacher (Quality of Education)