



Tuesday 3rd February 2026

Dear Parents and Carers,

Re: Year 9 Parent Consultation Evening

Year 9 Parent Consultation Evening is fast approaching (Wednesday 25th February) and in preparation for this we want to ensure as many parents and carers as possible are set up and ready to make their appointments via My Child at School. **This year the Year 9 PCE meetings with teachers will be online**, each appointment lasting 5 minutes. We would very much encourage students to attend the online meeting with their parents/carers.

In order to ensure that every family has the opportunity to engage fully with teachers and discuss their child's progress, the booking system will be opened in two stages

- The first stage, from 9:30am on Tuesday 10th February, will give priority access to families of some of our most vulnerable students, including those eligible for **Pupil Premium**, students with **Special Educational Needs and Disabilities (SEND)**, and those with **English as an Additional Language (EAL)**.
- The second stage of booking will then open to all other families at 9:30am on Friday 13th February and will remain open until Friday 20th February at 11:00pm.

You can access MCAS either via a mobile app or on their website – www.mychildatschool.com

If you have an account already, then you need to take no action at this time. This letter is simply to provide advance warning that the Parent Consultation Evening is coming soon, and to provide an opportunity to iron out any potential setup issues.

If you have not already got your account set up, then please visit the website, 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.



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 5 minute appointment per teacher
3. If you change your mind or circumstances change, remove your appointments to free up the slot for others.

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)