



Tuesday 10th February 2026

Dear Parents and Carers,

Re: Year 9 Parent Consultation Evening

This is a reminder that the **online** Year 9 Parent Consultation Evening is on Wednesday 25th February. General bookings for appointments will open at 9:30am on Friday 13th February and will remain open until Friday 20th February at 11:00pm. You can access MCAS for bookings either via a mobile app or on their website – www.mychildatschool.com. 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)