



Tuesday 14 March 2023

Dear Parents and Carers,

Year 12 and 13 Parent Meetings are scheduled for **Thursday 23 March**. These meetings offer an invaluable opportunity to discuss your child's progress with subject teachers. This event is also a great way for families 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.
- Any teachers that are unavailable or have a restricted number of slots will be identified on the booking system.

Should I bring my child to the meeting?

- Yes, we do recommend this and should bring their diary or notebook to jot down notes and targets.

What if I am having difficulty booking appointments?

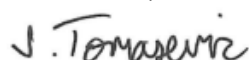
- If you have any difficulties accessing the booking platform please contact the main school office (contact@nottinghamfreeschool.co.uk or 0115 896 4949).

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 Thursday 23 March.

Yours faithfully,



Joel Tomasevic
Assistant Headteacher