



Wednesday 01 March 2023

Dear Parents and Carers,

Year 7 Parent Meetings are scheduled for **Thursday 9 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.
- Art, Drama, Music, DT, Food and ICT appointments will be for the lessons they had prior to Monday 27 February (previous rotation).
- 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.

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 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 Thursday 9 March.

Yours faithfully,



Joel Tomasevic
Assistant Headteacher