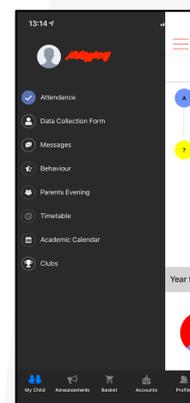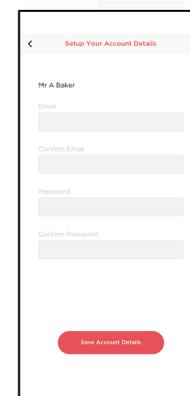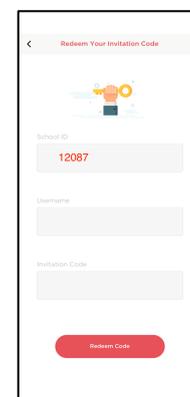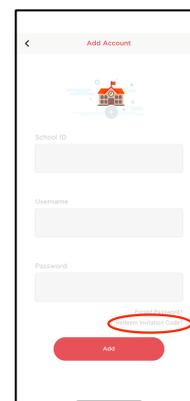# What to do… Booking a parents evening appointment

1. Download the 'My Child at School' app from Google Play or the App Store or go to www.mychildatschool.com

2. If this is the first time you have logged in click 'Redeem Invitation Code?' and go to step 3, otherwise log in and go to step 5.
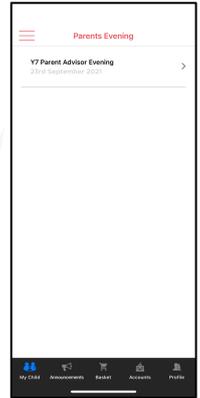
3. Enter the school ID (12087), and the username and invitation code provided in the previous letter – contact main reception if you do not have this

4. Enter your email address twice and a password, the password must be a minimum of 8 characters, contain a number, letters, an upper case character and a special character such as ! or ?
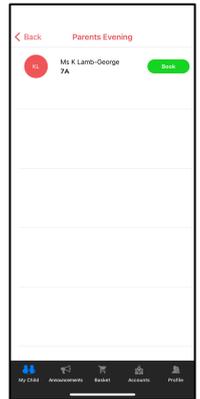
5. In the top left-hand corner, click the menu button and press 'Parents Evening'.

6. Click into the appropriate parents evening.

7. Select the teacher you would like to book an appointment with.

8. Scroll down to select a time and press book.

If you have any issues with logging in or booking an appointment, please see Main Reception.