

September 2022

Dear family

I hope your child has settled in well to life at Dixons Trinity Chapeltown and is looking forward to the year ahead. Over the course of this academic year, you will receive regular feedback and advice about your child's progress.

The first Year 7 Parents' Evening will take place on **Thursday 29 September from 4.30pm until 7.00pm**. This first Parents' Evening will provide you with the opportunity to speak with your child's Advisor about how they have settled in at the academy and discuss your child's overall learning, attendance and behaviour.

To book your appointment log in to the MCAS app and click into the parents evening menu from, the main menu in the top left-hand corner. Then, click into the parents evening, scroll to find an appropriate slot, and click 'book' then confirm by clicking 'book' again. There is a guide on the reverse of this letter.

If you have any issues with logging in to the MCAS app, please contact main reception who will be able to support you.

At 5pm and 6pm, there will also be a short presentation about homework, which will include how you can support at home.

We look forward to seeing you on 29 September and would like to thank you in advance for meeting our expectation that all families attend.

Yours faithfully

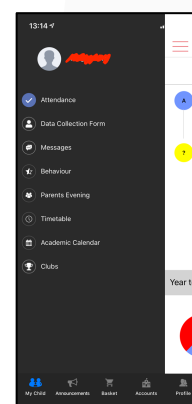


Natalie Brookshaw
Principal

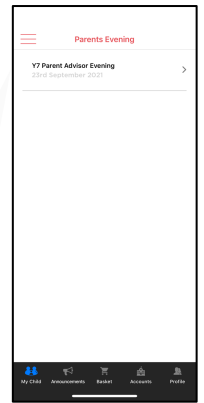


What to do... Booking a parents evening appointment

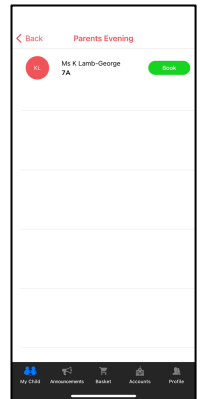
1. Download the 'My Child at School' app from Google Play or the App Store or go to www.mychildatschool.com
2. If this is the first time you have logged in click 'Redeem Invitation Code?' and go to step 3, otherwise log in and go to step 5.
3. Enter the school ID (12087), and the username and invitation 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'.

A screenshot of the 'Add Account' screen in the app. It features a school building icon at the top. Below it are input fields for 'School ID', 'Username', and 'Password'. At the bottom, there is a red button labeled 'Add'. A red circle highlights the text 'Redeem Invitation Code?' located just above the 'Add' button.A screenshot of the 'Redeem Your Invitation Code' screen. It features a school building icon at the top. Below it are input fields for 'School ID' (containing the number 12087), 'Username', and 'Invitation Code'. At the bottom, there is a red button labeled 'Redeem Code'.A screenshot of the 'Setup Your Account Details' screen. It features a profile icon at the top. Below it are input fields for 'Email', 'Confirm Email', 'Password', and 'Confirm Password'. At the bottom, there is a red button labeled 'Save Account Details'.

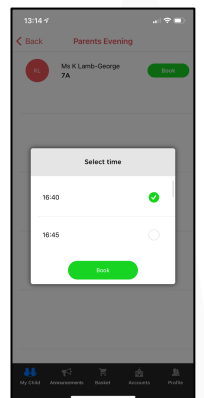
6. Click into the appropriate parents evening.



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.

