



# HIGHFIELDS SCHOOL

Headteacher: **G Tate BA (Hons)**

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6 November 2023

Dear Parent/Carer

The Virtual Parents' Evening for Year 10 will take place on **Thursday 23<sup>rd</sup> November from 5pm – 8:30pm**. This is an important opportunity to meet your child's teachers and to receive feedback regarding their progress, attitude to learning and behaviour for learning.

We will be using the online system MCAS to allow you to book your Parents' Evening appointments. You will have received the links to sign up and I thank those of you who have already done this.

If this is not the case, could you please set this up as soon as possible. (Please check your junk folder as well as your main inbox if you have not actioned this previously) or, if you are having other technical problems, please contact us on [digitalsupport@hswv.co.uk](mailto:digitalsupport@hswv.co.uk)

Once staff have received a list of appointments booked via MCAS, a meeting for each of these will be generated via Microsoft Teams using your email address. Please note that meetings with staff will be using the live video and audio function on Teams which enables the meeting to be face to face with a member of staff, very much like a traditional Parents' Evening.

Attached is further information about the format of this Parents' Evening, including:

- A guide on how you book your appointments on MCAS, which will be available to book from **6pm on Friday 10<sup>th</sup> November to 12pm on Tuesday 14<sup>th</sup> November**.
- How to access your Parents' Evening appointments via Teams

If you need further support, please use this link [Bromcom Support](#) to visit the Bromcom Support page on the school's website.

## Science Teacher Appointments

Unfortunately, due to some Science staff teaching multiple Year 10 classes it is not possible to arrange appointments with all three teachers. If your child is in 10/CH3 separate Science, you will not be able to make appointments with Mr Butler. Please make appointments with your child's other Science teachers.

As ever, if you would like to speak to a member of Year Team in advance of, or during Parents' Evening, please contact the Middle School Team on [middleschoolstaff@hswv.co.uk](mailto:middleschoolstaff@hswv.co.uk)

Yours sincerely

**MRS J BRICKWOOD**

**ASSISTANT HEADTEACHER/HEAD OF MIDDLE SCHOOL**



**BEACON SCHOOL**  
IN HOLOCAUST EDUCATION



# Highfields Virtual Parents' Evening Parent Guide



## How to book an appointment in MCAS.

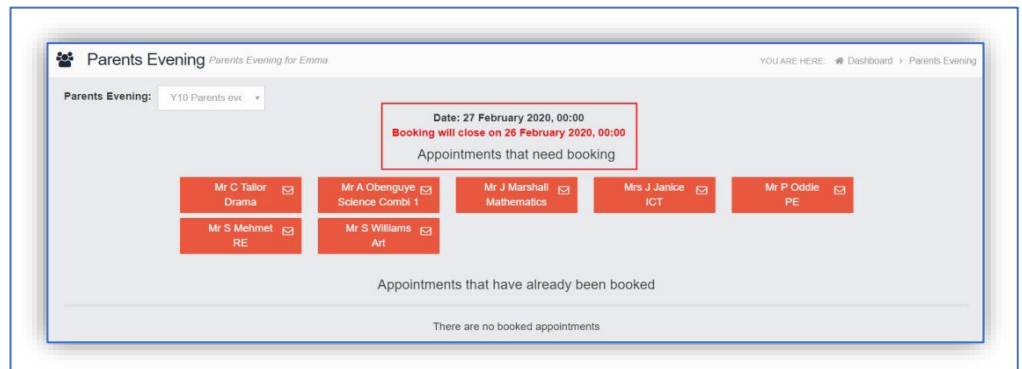
Firstly, you need to open MCAS, if you have any difficulties accessing MCAS please email [digitalsupport@hswv.co.uk](mailto:digitalsupport@hswv.co.uk)

1. The **Parents Evening** option is accessible from the **Menu Bar (left of the MCAS screen)**.

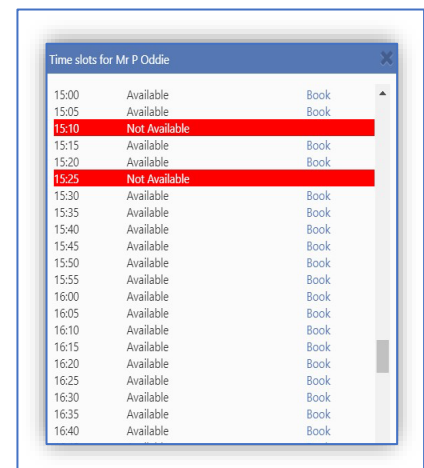


The **Parents Evening** option displays the information about any upcoming **Parents Evening** that your child/children are associated with.

2. Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed.

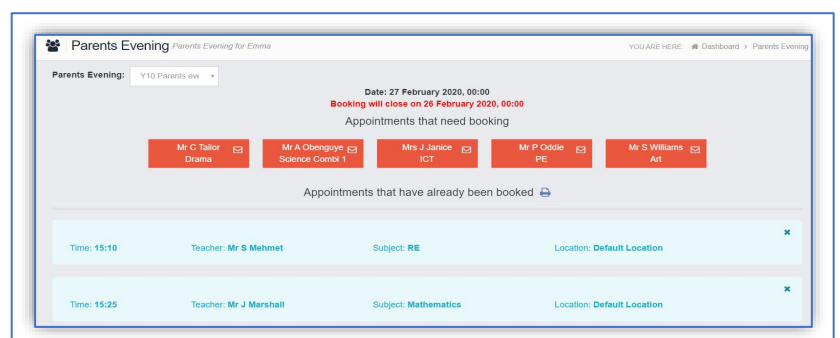


3. Click on a **Teacher/Subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.



4. The **Teacher/Subject** will be removed from the **Appointments that need booking** section and will display as **Appointments that have been booked**, with the details and time.

5. Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section.

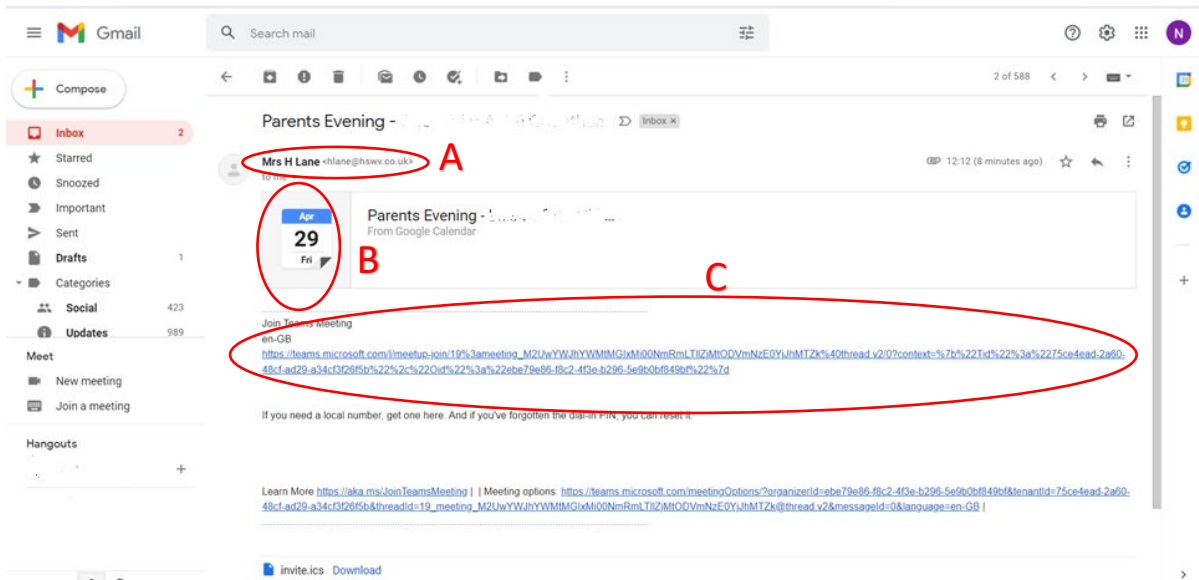


Once the booking window has closed and appointments have been booked, the system will create Teams meeting for you automatically and send them to your email address, please make sure this is correct in MCAS.

## Joining The Teams meetings

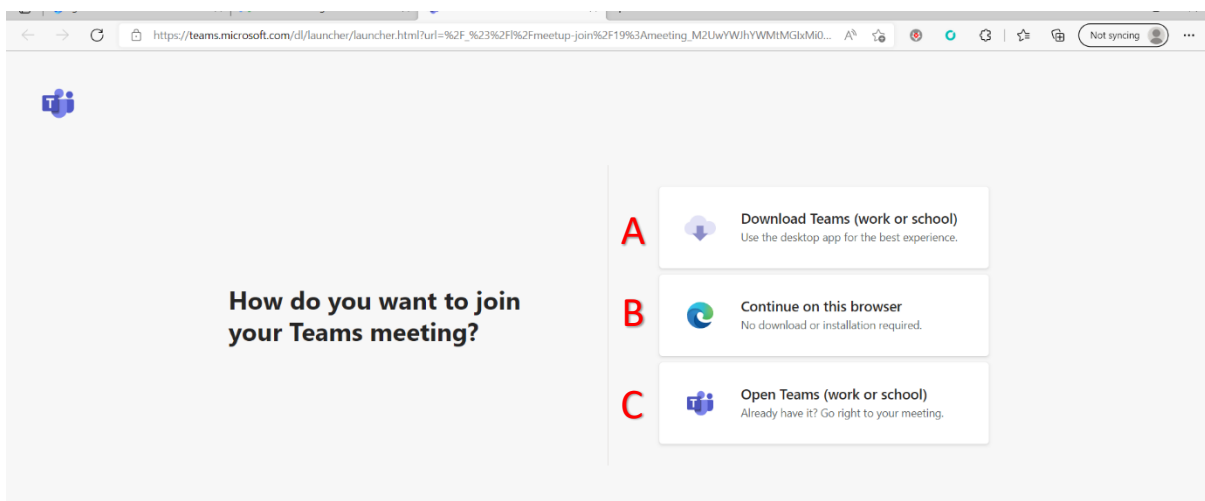
1. You will have received invitations to the upcoming parents evening appointments. The key information for this email is highlighted, as below:

*The email may appear slightly different, depending on your email provider – this is an example of a gmail account.*



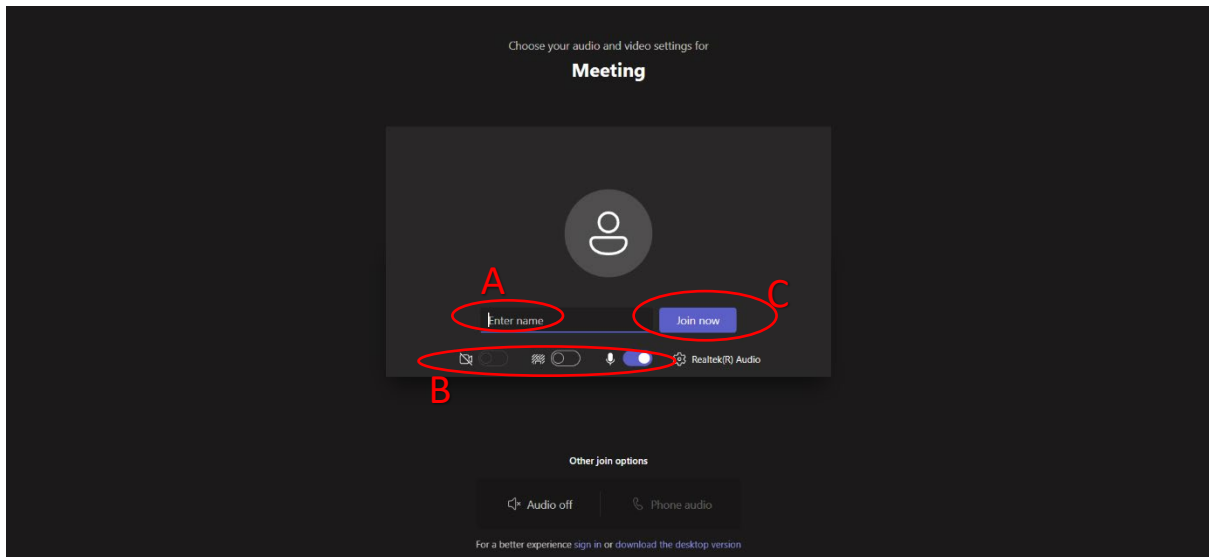
- A. Name and email address of the teacher who the appointment is with.
- B. Date of appointment.
- C. Link to the meeting.

2. You can accept the meeting invitation at any time, to add it to your calendar. **On the day**, you will need to access the meeting from your calendar and click on the link, which will take you to the following screen:



- A. If you want to install Teams app, if you have a log on: **not recommended**.
- B. If you do not have Teams, click here: **recommended action**.
- C. If you already have Teams installed, click this option.

3. After selecting Continue on Browser, you will be asked to enter your name and join the meeting



- A. Enter your name.
- B. Turn on camera and microphone.
- C. When ready, join the meeting.