



HIGHFIELDS SCHOOL

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January 2024

Dear Parent/Carer

Year 12 Progress Review – Autumn 2

Your child's second Progress Review of Year 12 has now been uploaded to the My Child at School app (MCAS).

Please take the opportunity to discuss this review with your child and encourage them to reflect on their performance. I would also encourage them to speak with their teachers to ensure they have a clear understanding of what they need to do to improve. We will also be updating our supervised private study cohorts based on the current Progress Review data.

Should you wish to discuss any issues from this review, please contact the Sixth Form Team (sixthformstaff@hswv.co.uk) and a member of the team will be able to address general concerns, or forward more specific issues to the relevant teaching staff.

Year 12 Parents' Evening

Year 12 Parents' Evening will take place on Tuesday 23rd January from 5:00pm until 8:30pm. Following with the theme of previous years, this will be a virtual event with appointments taking place via Microsoft Teams, allowing parents and carers to take part from home. Appointments will be available to book through the MCAS app from 6pm on Friday 12th January until 9am on Tuesday 16th January. I have attached a guidance document which will guide you through the process of booking appointments in MCAS. If you have any technical problems, for instance issues logging into MCAS, please email digitalsupport@hswv.co.uk and a member of the team will be able to help.

Yours sincerely

Mr S France

Deputy Headteacher – Acting Head of Sixth Form



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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

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

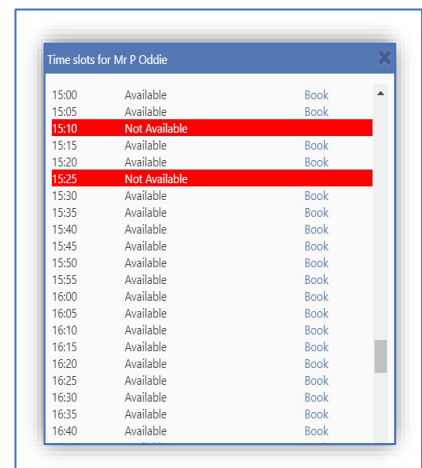


The **Parents Evening** option displays the information about any upcoming **Parents Evening** that your child/children are associated with.

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.

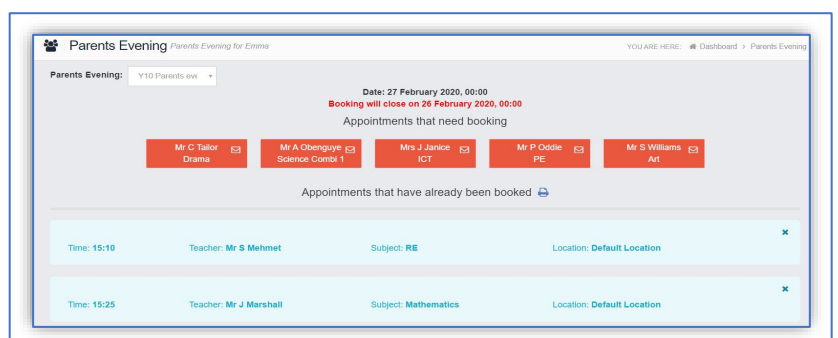


3. Click on a **Teacher/Subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.



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.

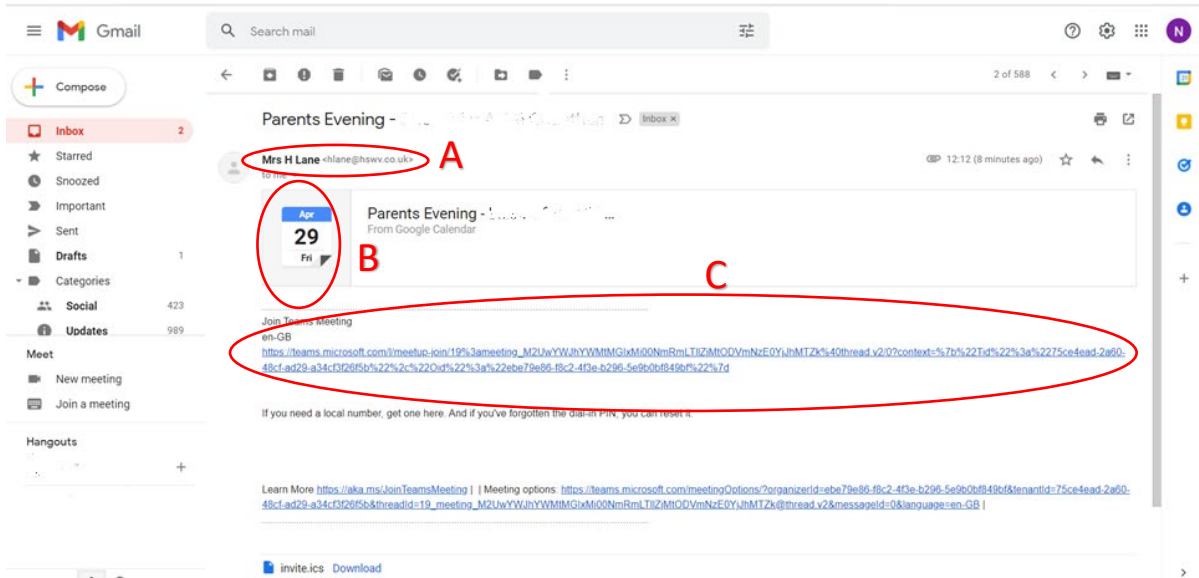


Once the booking window has closed and appointments have been booked, the system will create Teams meeting for you automatically and send them to your email address, please make sure this is correct in MCAS.

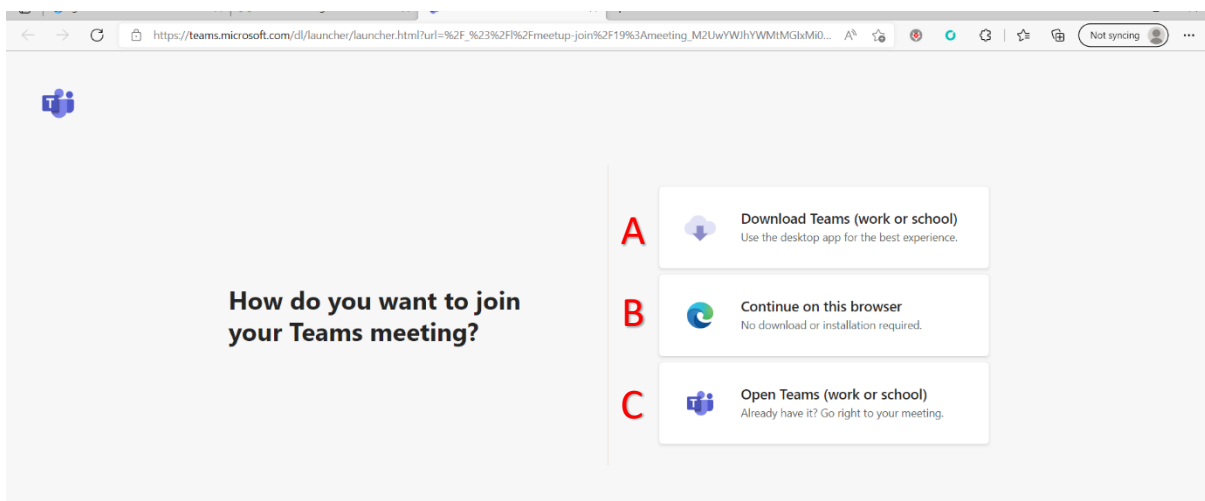
Joining The Teams meetings

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.

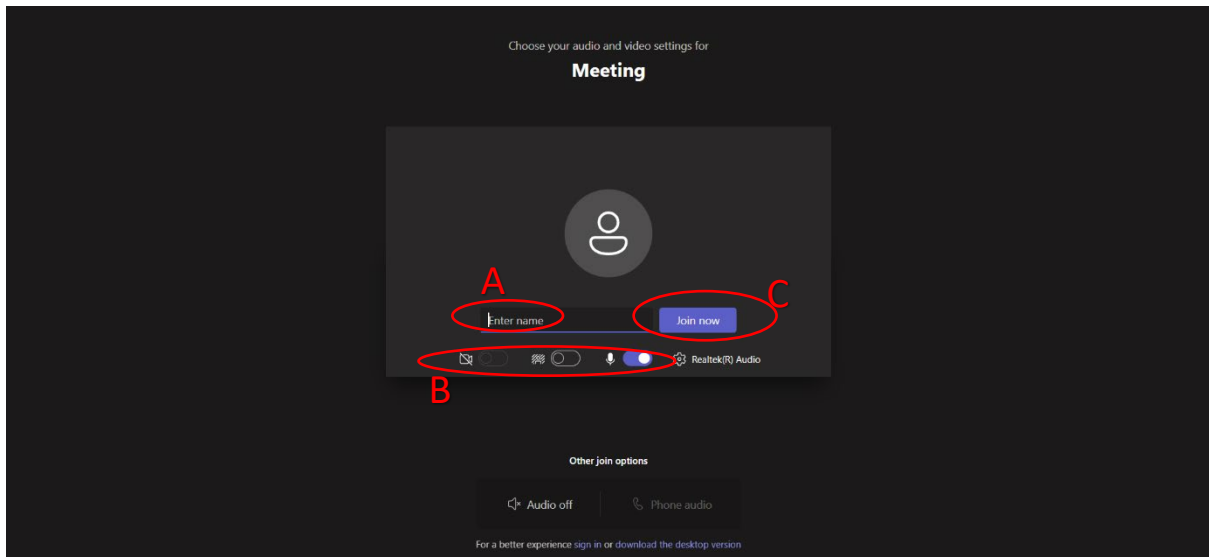


- A. Name and email address of the teacher who the appointment is with.
B. Date of appointment.
C. Link to the meeting.
2. You can accept the meeting invitation at any time, to add it to your calendar.
On the day, you will need to access the meeting from your calendar and click on the link, which will 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.