

21st November 2022

Dear Parent/Carer

Achievement for All Day: Friday 9th December 2022, 8:15am - 3:00pm

Friday 9th December is our AFA Day. This is an exciting day where you have the opportunity to discuss your child's overall progress with their tutor. We understand that as parents/carers you have a vital role in supporting your child's achievement at Heartlands.

Before AFA day you will need to:

- Make one appointment with your child's tutor on [My Child At School](#). Please see below for support with booking appointment times.

On Friday 9th December, please note:

- Arrive promptly at your appointment time and wait patiently in the waiting room
- Your child must attend with you and wear their school uniform
- There are no lessons on this day. Please do not send your child to school
- If you need a translator we suggest that, wherever possible you ask a family member to be present
- After attending your appointment, your child should complete all the home learning tasks on DPR

Please book your appointment time as soon as possible, these will be made on a **'first-come, first-served'** basis and need to be made by **Thursday 8th December 2022. At this point we will close the appointment system.**

We look forward to seeing you at this important event.

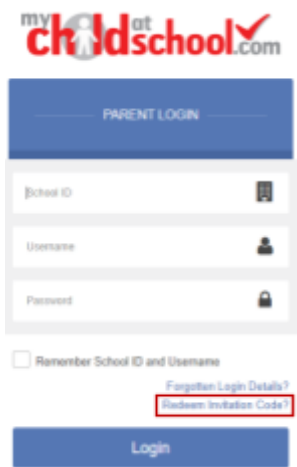
Yours sincerely

Ms Sangha
Assistant Headteacher

Please see below for support with booking appointment times via My Child At School

If you are logging in to My Child At School for the first time, please use the log-in guide to set a password:

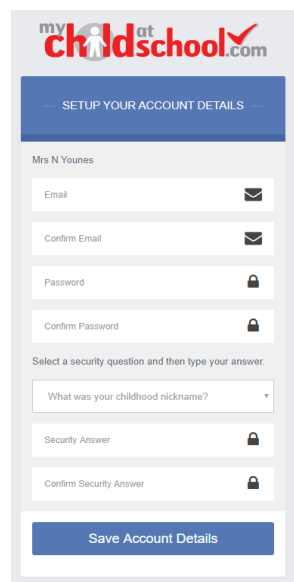
You can access My Child At School via <https://www.mychildatschool.com/MCAS/MCSParentLogin>



You will have received a text message for My Child At School, containing the School ID **11693**, your username and an invitation code.

When logging on to My Child at School for the first time, click “Redeem Invitation Code” to set a password

Please do not enter your Invitation Code in the “Password” box



Enter your email address


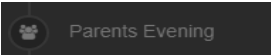
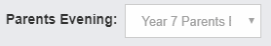
Create a password – Password must be 8 characters that include a capital letter, lowercase letter, number and a symbol (@ ! #)

Example: Heartlands@1

Choose a security question and enter the answer

Click on “Save Account Details” – This will take you back to the original logging in page. Please enter the School ID, your username and your new password.

If you have signed into My Child At School before, please log-in using your password and follow the instructions below to book your appointments:

Step 1	Step 2	Step 3
<p>Log on to MyChildatSchool.com</p> 	<p>Choose the Parents Evening tab on the left</p>  <p>Choose AFA Day from the drop-down</p> 	<p>Click on your child’s tutor to book an appointment with them</p>