



Session 3 – 2023/24

Information for Parents and Students

Information for ALL students

- Session 3 runs on Tuesday, Wednesday and Thursday and will begin on Tuesday 17 September.
- The Session 3 timetable runs for each half term. The timetable for the first term will be available from Wednesday 6 September.
- All students are expected to attend at least one Session 3 per week.
- All Session 3 clubs require a commitment of attendance over the course of the half term. Therefore if students attend in Week 1 they should continue to attend the same Session 3 for the rest of that half term.
- Sessions marked with an asterisk* are by invite only. Students selected for these will be required to attend at the request of the department. Unlike other Session 3 these sessions are not optional and if your attendance is requested you must attend.
- Students are encouraged to attend the Academy Production and Sporting team trials in the first week of Session 3. If they are not successful in these trials, they are free to join another Session 3 the following week.
- In the event of a student having a clash of Session 3 (for example students attending a compulsory Session 3 that clashes with Music School, or students who regularly attend a Session 3 and one week have a sporting fixture for the Academy), students should in the first instance inform their PT who can liaise with and inform the relevant members of staff. In these instances, Academy Production rehearsals, Academy sporting fixtures and Music School take precedence.
- Session 3 involvement will be recorded and reported on in the Module Report sent home to parents.

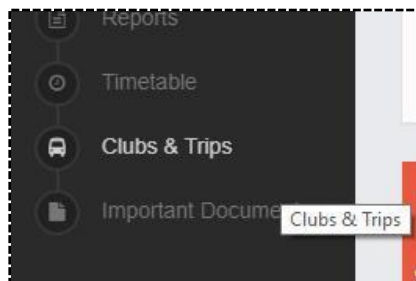
Year 7

For students in Year 7, during the first half term there are no compulsory Session 3s and all sessions are optional. Students should discuss which Session 3 they would like attend with their PT during the first week of term.

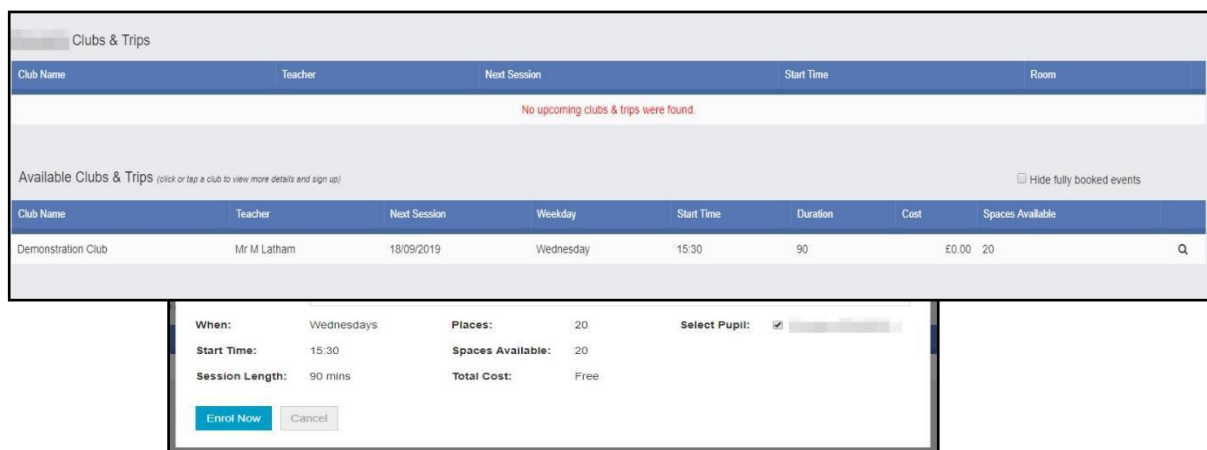
How to sign up for a Session 3 Activity

Signing up to Session 3 activities/ clubs in MCAS is simple. MCAS uses the term “Club” to refer to the different activities Sandwell Academy offers.

Logging into MCAS, you should now see a section called “Clubs and Trips”.



You will be then greeted by a list of available clubs that your child can join. There will also be an indication of how many spaces are available.



The screenshot shows the 'Clubs & Trips' page. At the top, there is a header 'Clubs & Trips'. Below it is a table with columns: Club Name, Teacher, Next Session, Start Time, and Room. A message states 'No upcoming clubs & trips were found.' Below this is a section for 'Available Clubs & Trips' with a 'Hide fully booked events' checkbox. A table lists available clubs:

Club Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	Spaces Available
Demonstration Club	Mr M Latham	18/09/2019	Wednesday	15:30	90	£0.00	20

Below the table is a detailed view of the 'Demonstration Club' with the following information:

When:	Wednesdays	Places:	20	Select Pupil:	<input checked="" type="checkbox"/>
Start Time:	15:30	Spaces Available:	20		
Session Length:	90 mins	Total Cost:	Free		

At the bottom of the detailed view are two buttons: 'Enrol Now' and 'Cancel'.

Clicking on the club brings up the following screen, giving you more information on the activity.

Clicking on **Enrol Now** will book your child a place in the Session.

You will now see the club booking in the upper part of the club listing.



The screenshot shows the 'Clubs & Trips' page after booking. The table at the top now shows the 'Demonstration Club' with a booking icon (a blue square with a white 'X') in the 'Room' column. The 'Available Clubs & Trips' section below it is empty, with a message 'No upcoming clubs & trips were found.'