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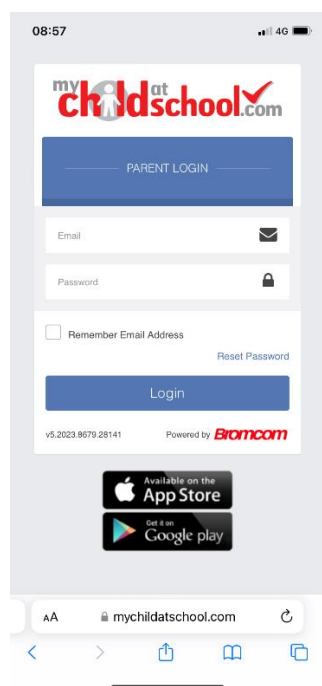
LAUNCH OF THE 'MY CHILD AT SCHOOL' PORTAL

We will be launching the MyChildAtSchool [MCAS] portal next week enabling you to view your child's Attendance and other information in real-time via a web browser and App. **This will replace the e-Schools app that is currently used to send messages and letters.**

To login to the MCAS Parent Portal you will need to have a **valid e-mail address** registered with the school. An email will be sent to all parents/carers who are listed as being a **Priority 1 or 2** contact and who are legally entitled to see this information. This email will provide the details of how to securely log in and set a password and security information.

Please email the school office if you need to update your email address or make any changes to the Priority 1 or 2 contacts for your child.

Web Browser



App



A link to an introductory video providing a step by step guide to logging in and using your account is provided here. Additional guidance documents are available at: <https://docs.bromcom.com/article-categories/for-parents/>



FREQUENTLY ASKED QUESTIONS

What is My Child at School?

MCAS (my child at school) is a web portal and app that provides:

- Access to real-time Attendance data
- Ability to view and amend contact details
- Access to communications between parents and school e.g. letters home, newsletters, reports
- Facility to send messages to the school office via the Inbox page
- Instant access to documents such as Term Dates and Privacy Notice
- Ability to view and amend Parental permissions

Why do I need the MCAS portal?

- All communications between school and parents/carers will be sent via MCAS in the future
- *E-schools will no longer be used*
- Medical notifications will still be sent directly to parents/carers email addresses

Who will have access to MCAS for my child?

Anyone who is listed as being the Priority 1 and Priority 2 contact for a pupil and who has parental responsibility will be given access unless they are not legally entitled to see this information. Only your child's data and your own personal data will be visible to you - you will not be able to see data relating to the other responsible parent.

How do I log in?

You can use a mobile phone or iPad to activate your account. The school will introduce the portal in phases, class by class - please look out for the invitation email. There will be a link within the email that will take you to the log in page. Please see the link to the introductory video above.

What happens when I first log in?

On first login, your contact details will be displayed and you will be asked to confirm that these are correct. If they are not, there is an 'update my details now' option. The school has set up an automatic reminder on log in every 60 days for you to confirm that your details are correct.

You can update your account settings at any time by clicking on the down arrow right of your name and selecting the option from the dropdown menu.

Once you have logged in, a dashboard will be displayed showing your child's attendance data, important documents and any announcements. There is a menu to the left hand side that also allows you to view and amend parental consents and update your details via the data collection form.

What happens if I have more than one child at school?

If you have more than one child at school, you will be able to access both their records from your account. You will be able to move between the accounts by clicking on the name of the student at the left hand side of the screen. This will produce a dropdown list of all connected pupils.

What do I do if I've forgotten my email address or I have problems logging into or using my account?

Please contact the school office.

What do I do if I've forgotten my password?

Click the reset password link from the login page

What should I do if the email address for an account is incorrect or one of the parent profiles needs to be changed or removed?

Please contact the school office.