Little Hill Primary School

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Part of the OWLS Academy Trust

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Dear Parent/Carer

EYFS - MCAS PARENT PORTAL

At Little Hill we use a parent portal called My Child At School (MCAS) and would like to invite you to sign up. This is available via Web Browser (www.mychildatschool.com) and App (search for MyChildAtSchool in your usual app store – the App developer is Bromcom)

MCAS will be needed to make online payments for School Meals, Activity Clubs, and Trips effective immediately. Please note that children in Foundation, Years 1 and 2 will receive a free school meal under the Infant Universal Scheme. Payments can be made online, or for those who prefer not to use online payment services you will have the option to pay via PayPoint at no extra cost.

As an added benefit, MCAS allows you to view some of the personal data that we hold about you (as a contact) and your child, and you will also be able to send through amendments to some of that information, such as to inform us of a change of phone number and/or address. Any change requests will be reviewed by our office staff before they are accepted into the system.

MCAS is also a communication tool, which we intend to use to send out notifications, messages and announcements.

Provided we have an email address for you on our system **and** you are a first or second priority contact with parental responsibility for a child at the school, you will shortly receive an email containing an invitation code so that you can access and activate your account. If you do not receive an invitation code **by Friday 14th September** and believe you should, please contact the school office to provide/confirm your email address.

If you have more than one child at the school then you should be able to view details and make purchases (e.g. dinners, trips, etc) for all of your children from a single login. If you find this is not the case then please contact the office and we will check that the sibling links have been correctly activated.

On the following pages you will find some brief guidance notes to help you to get started. A comprehensive Parent Guide will be made available in due course, but we hope that you will find the portal intuitive and easy to use, whether you choose to access it via web browser or app.

Please contact the school office if you have any queries with regard to MCAS.

Yours sincerely

Mrs V Pankhania
Headteacher

New Parent Accounts

The **MCAS Login** process allows parents to log into the **MCAS** online portal using their **Email Address** and **Password**. Parents can view multiple **Student MCAS** accounts in one place.

o Schools will create a new **User Account** and click on the **Send Generate Password Email** button.

o Parents will receive an email from the school with a link to the **Parent Login** screen.

Below is an **example email:**

Hello from MyChildAtSchool.com

A request to setup your MCAS account has been received.

Below are the details to setup your account.

Email - sravani.konidala@bromcom.com

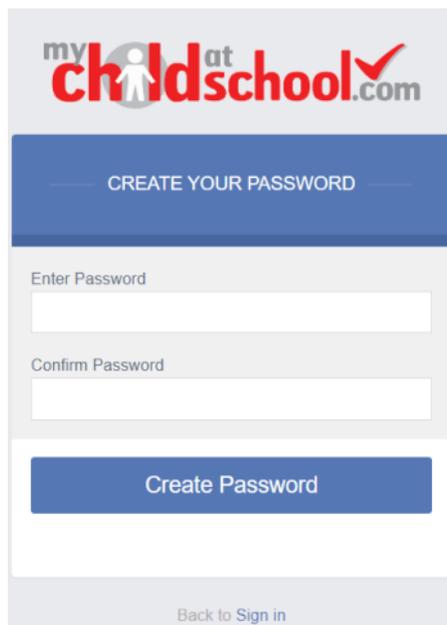Password - Please click Here to create your login password.   .

If you did not request these details, please contact your school.

Please do not reply to this email as any received emails are deleted immediately.

Regards
MyChildAtSchool.com

o Parents will **Enter Password** and **Confirm Password**.
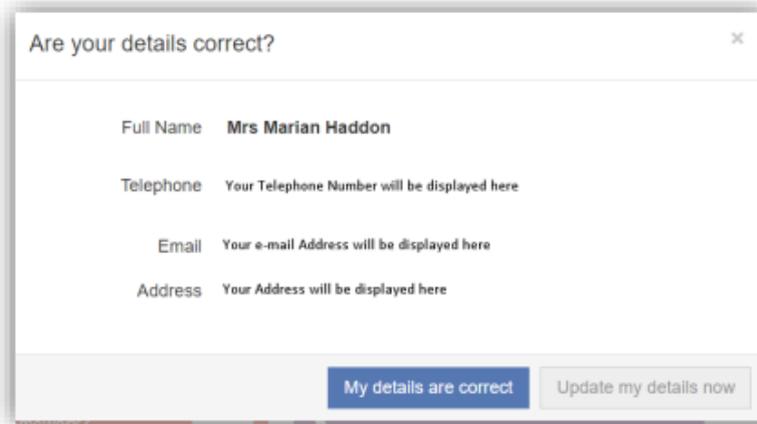o Parents will then click **Create Password**.

Account Options

On first login to **MCAS** your **Contact Details** will be displayed, if they are correct click on the **My details are correct** button, if they are not click on the **Update my details now** button and update your **Details** and **Save** when finished.

The school set the frequency this option appears, it maybe just once or every 30 or 60 days etc., allowing for new phone numbers or changes to e-mails to be updated.

These details can be updated at any time from the **Account** option, by clicking on the down arrow right of your name and selecting the option from the dropdown menu.
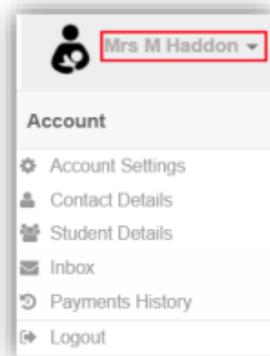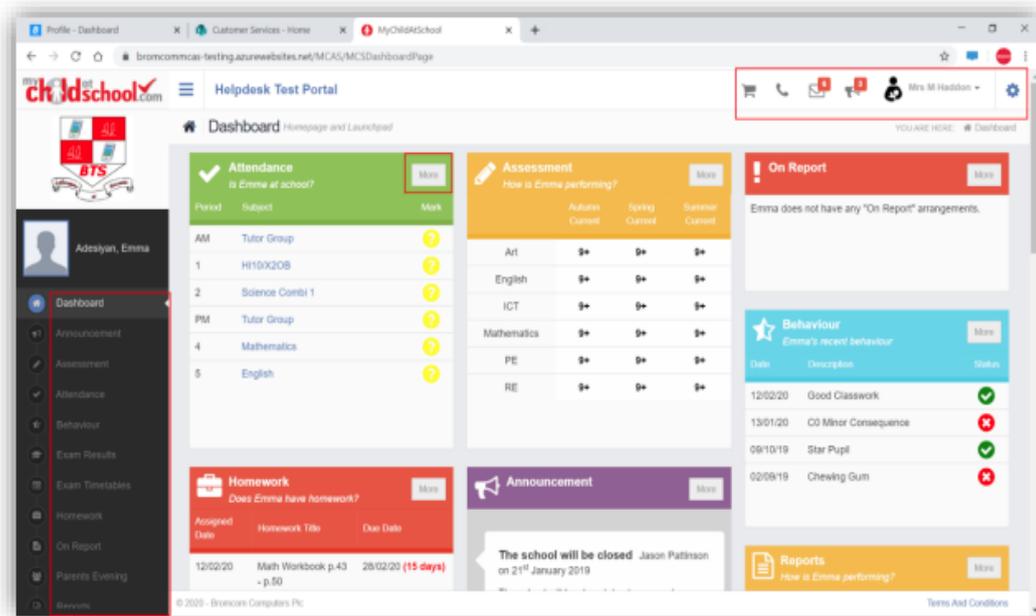

The Contact Details page contains the personal details of the user.

The Student Details page contains the student details.

Selecting the MCAS Dashboard

Once you have logged in the **Dashboard** will be displayed.

Please Note: What is displayed here is enabled by the school, who may **NOT** use all of the available options. The school also has configuration options of **Colour**, **Menu Titles** and **Sub Menu Titles** so may differ from the images in this **Guide**.

Each **Widget** will display a quick view, clicking on the **More** button will open that option, giving more detailed information. The **Widget** options can also be opened from the **Menu Bar** on the left by clicking on the option.

The image above represents the web portal, but the App is very similar in respect to different functions being accessed via widget.