

MCAS Parent Guide

MyChildAtSchool [MCAS]



Introduction

MyChildAtSchool [MCAS] is a portal enabling parents to view their child's academic performance in real-time via a web browser. This facility allows exclusive access to the child's **Attendance**, **Assessment** and **Behaviour** whenever the parent/carer wishes. As well as student performance data, the portal also provides general useful information about school such as the **Academic Calendar** and **Announcements**.

In summary, **MyChildAtSchool** provides:

- Access to real-time **Attendance**, **Assessment** and **Behavioural** data
- An insight to parents on their child's schoolwork (homework topics etc.)
- Communication facilities to improve contact between parents and schools
- Instant access to **Published Reports** and **Letters**
- Option to purchase **Items**, join **Clubs** or book **Trips**

Note: The information in this guide is based on all the modules being available to the school. Some options like **Behaviour** or **Assessment** may not be used by the school, therefore these will not be available on your **Home Page**.

Note: This guide will explain all of the options available to a MyChildAtSchool User. Your school may not have the modules that enable all of these options so you may not see all of them when you view MyChildAtSchool. Also some of the options are configurable and the school may not give access to all of the options for example access to staff e-mails. The school also has configuration options of Colour, Menu Titles and Sub Menu Titles so these may also differ from the images in this guide

Note: If you have any issues logging into your account, please contact the school directly and not Bromcom. Bromcom only supply the software, the school maintain User login details.

How to Access MCAS

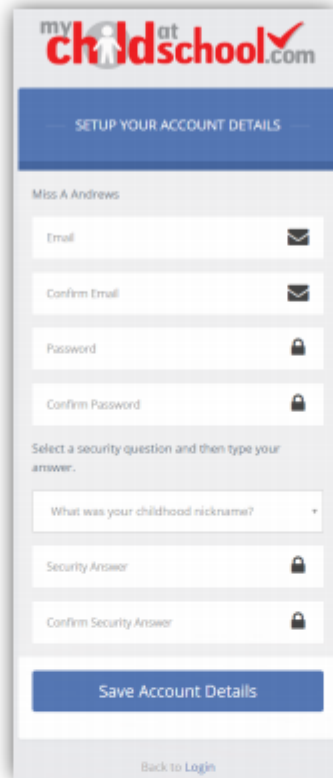
To login to the **MCAS Parent Portal** you will need to have a valid e-mail address registered with the school and an **Invitation Code** which the school would have sent to you. If you do not have an **Invitation Code** please contact the school for one, as you will **NOT** be able to access the **Parent Portal** without one.

From within your web browser type www.mychildatschool.com this will open the login page.

The image displays two side-by-side screenshots of the MyChildAtSchool.com website. The left screenshot shows the 'PARENT LOGIN' page. It features the MyChildAtSchool.com logo at the top, followed by a blue header with the text 'PARENT LOGIN'. Below this are three input fields: 'Your School ID' with a keypad icon, 'Your User Name' with a person icon, and 'Password' with a lock icon. There is a checkbox labeled 'Remember School ID and Username' and a link for 'Forgotten Login Details?'. A red box highlights a link labeled 'Redeem Invitation Code?'. At the bottom is a blue 'Login' button. The footer includes the version number 'v5.2019.7195.22715' and 'Powered by Bromcom'. The right screenshot shows the 'REDEEM YOUR INVITATION CODE' page. It has the same logo and a blue header with 'REDEEM YOUR INVITATION CODE'. Below are three input fields: 'School ID' with a keypad icon, 'Username' with a person icon, and 'Invitation Code' with an envelope icon. There is a reCAPTCHA section with an 'I'm not a robot' checkbox and a 'reCAPTCHA Privacy - Terms' link. At the bottom is a blue 'Redeem Code' button and a 'Back to Login' link.

Click on the **Redeem Invitation Code?** link and enter your **School ID**, **Username** and the **Invitation Code**, which will be a unique 10 character alphanumeric code, [which can only be used once to setup the **Account**], tick the **I'm not a robot** box and click on the **Redeem Code** button.

You will then be asked to **Setup** your **Details**, enter the required information to setup the **Login Details** and click on the **Save Account Details** button, a message will be displayed that the new **Login** setup has been successful and you will be returned to the **Login** page.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'SETUP YOUR ACCOUNT DETAILS'. The user's name 'Miss A Andrews' is displayed. The form contains several input fields: 'Email' and 'Confirm Email' (both with envelope icons), 'Password' and 'Confirm Password' (both with lock icons), and a security question section. The security question dropdown is set to 'What was your childhood nickname?'. Below this are 'Security Answer' and 'Confirm Security Answer' fields (both with lock icons). At the bottom of the form is a blue 'Save Account Details' button and a 'Back to Login' link.

An e-mail will also be sent to the e-mail address entered asking for the **Login** information to be verified, if this is not verified the you will not be able to **Recover Account Details** or change the **Password** in the future.

Dear MyChildAtSchool user,

Thank you for setting up your username and password retrieval details.

Security Question:
What was the name of your first pet?

Answer:
5****

Please click [Here](#) to validate this information – If you do not validate the details provided you will not be able to retrieve a forgotten username or password on-line.

A pop-up reminder will appear every time you log into MyChildAtSchool until you validate these details.

Please do not reply to this email as it is automatically generated.

Kind Regards
MyChildAtSchool.com

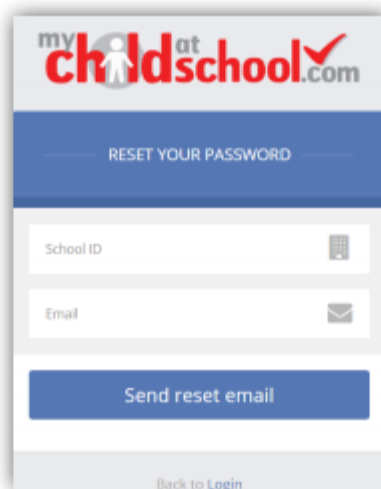
You will now be able to **Login** using your new **Login Details**.

If you should forget your **Login Information**, clicking on the **Forgotten Login Details?** link will allow you to reset your **Password** or **Recover Account Details**.



Reset Password

Selecting the **I need to reset my password** option will open the **Reset Password** window, where you will be asked to enter the **School ID** and **Email** address then click the **Send Reset email** button.



An e-mail will be sent to the verified e-mail address entered, click on the **Here** link.

Hello from MyChildAtSchool.com

A request for password reset has been received.

If you did not request for your password to be changed, please contact your school.

Please click [Here](#) to reset your password. This link will expire in 15 minutes.

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

Regards
MyChildAtSchool.com



The **Security Question** set previously will be asked and the **Code** from the image will need to be entered, then click the **Verify Answer** button, a new page will show that the requested changes have been made and a confirmation e-mail will be sent.

Hello from MyChildAtSchool.com

Your password has been successfully updated

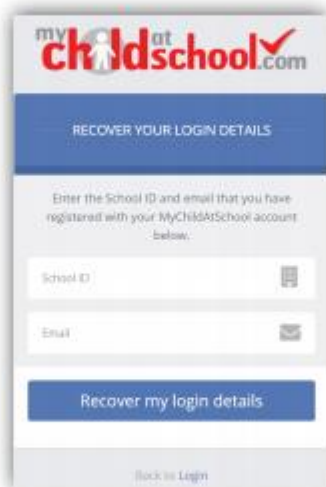
If you did not change your password, please contact your school.

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

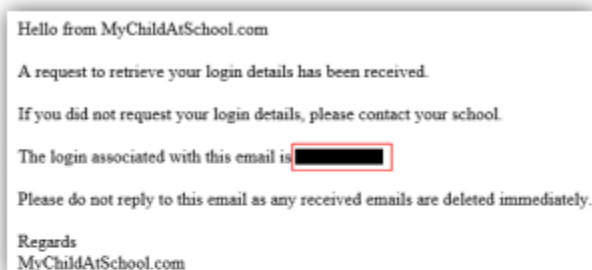
Regards
MyChildAtSchool.com

Recover Login Details

Selecting the **Recover my login details** option will open the **Recover login Details** window, where you will be asked to enter the **School ID** and **Email** address then click the **Recover my login details** button.



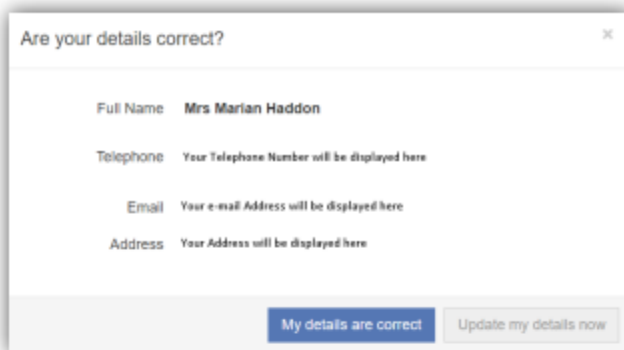
An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].



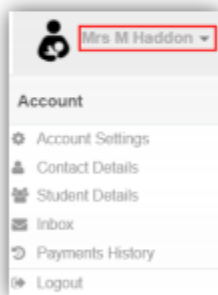
Account Options

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.



Note: What will be displayed in these options is dependent on the school. Therefore not all of these options may be visible to you.

The **Account Settings** page contains the **Reset Password**, **e-mail Address** (that will be used with **MyChildAtSchool**) and the **Security Details** options.

The screenshot shows the 'Account Settings' page with the following sections:

- Update:** A green button with a white border, highlighted with a red box.
- Reset Password:** A blue header section with the instruction: "Enter your current password, and then enter your new password twice. Click 'Update' to save your new password." It contains three input fields: "Current Password", "New Password", and "Re-enter New Password".
- Email Address:** A blue header section with the instruction: "Enter a new email address, then click 'Update' to save your email address information." It contains one input field: "Email address" with the placeholder text "Your e-mail address". Below the field is a light blue informational message: "This is the email address that MyChildAtSchool will use when you request forgotten user account details".
- Security Details:** A blue header section with the instruction: "Select a new security question and then type your answer. Click 'Update' to save your new security details." It contains two input fields: "Question" with a dropdown menu showing "What was your childhood nickname?" and "Answer" with the placeholder text "Security Answer".

Update the information and click on the **Update** button to save.

The **Contact Details** page contains the **Personal Details of the User**.

The screenshot shows a web form titled "Contact Details" with a breadcrumb trail: "YOU ARE HERE: Dashboard > Contact Details". A green "Save" button is highlighted in the top left. Below the title bar is a blue header "Personal Details". A light blue notice box contains the text: "Please note - Any amendments will first be approved by Helpdesk Test Portal administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state." The form fields are as follows:

- Legal Full Name:** A dropdown menu set to "Mrs", followed by a text input field containing "Menen", another empty text input field, and a dropdown menu set to "Haddon".
- Honours:** An empty text input field.
- Salutation:** A text input field containing "Mrs M Haddon".
- Preferred Form of Written Contact:** A dropdown menu set to "Mail".
- Member of UK Armed Forces:** An unchecked checkbox.
- Telephone Details:** A section with two rows. The first row has a text input "Your Mobile Number", a dropdown "Mobile", and a red "Delete" button. The second row has a text input "Telephone" and a dropdown "Select".
- Email Details:** A section with two rows. The first row has a text input "Your e-mail address", a dropdown "Home", and a red "Delete" button. The second row has a text input "Email address" and a dropdown "Select".
- Address Details:** A section with two rows. The first row has a text input "Your Address", a dropdown "Home", and a red "Delete" button. The second row has a text input "Postcode", a green "Find" button, another text input, and a green "Select" button.

Update the information by using the dropdown menus and the **Delete** buttons to remove out of date information and click on the **Save** button to save.

Note: Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.

Note: The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

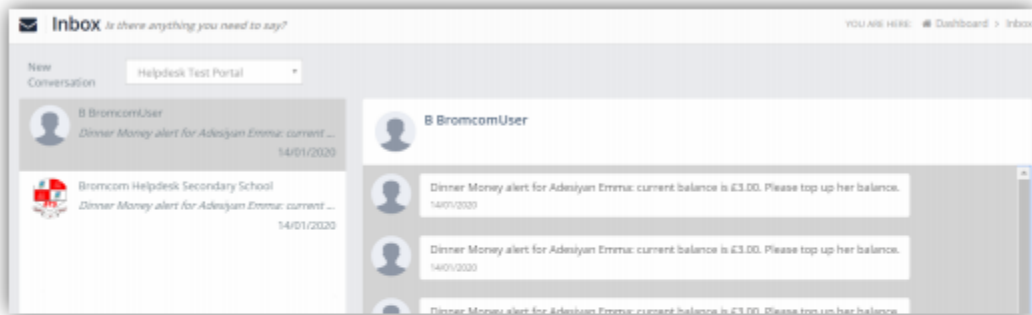
The **Student Details** page contains the **Student Details**, **SEN (Special Educational Needs)** and **Medical Information**.

Only the **Student Details** can be updated, once done click on the **Save** button to save.

Note: Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.

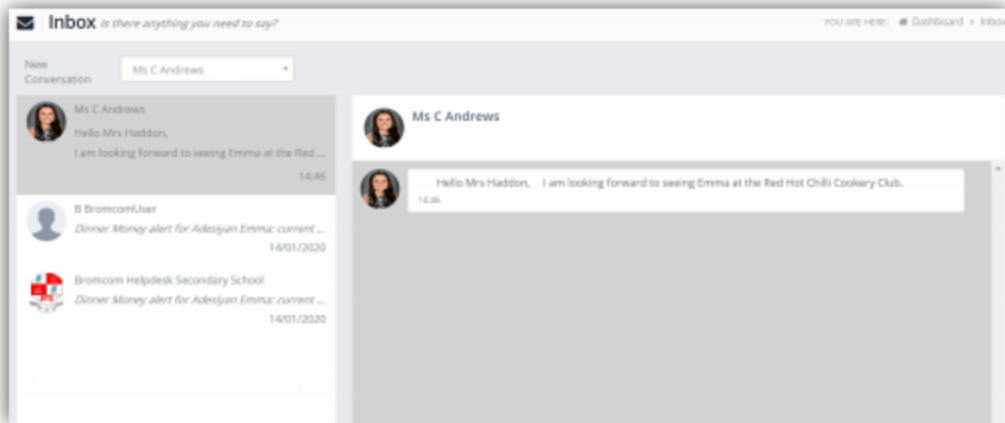
Note: The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

The **Inbox** page contains any **Conversations** between the school and the **User**.

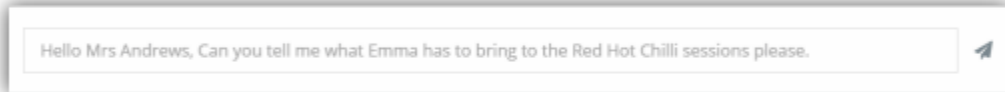


The left panel displays the latest **Conversations**, clicking on one of these will display the content of the **Conversation** in the right panel.

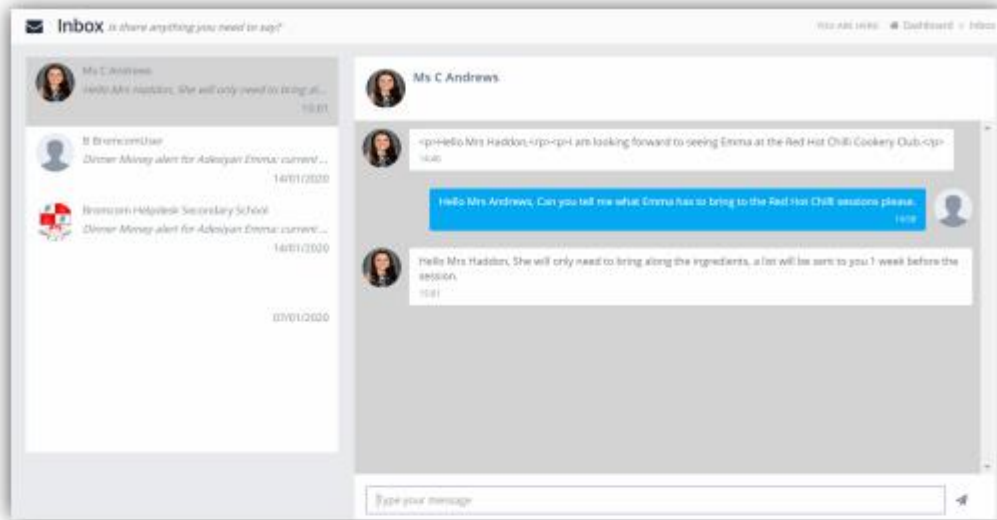
To select a **Conversation** with a particular member of staff, select them from the dropdown list.



To start a new **Conversation** with a member of staff select them from the dropdown list and enter your message at the bottom of the page and click on the **Flight** icon.



You will then be able to follow the **Conversation** and reply.



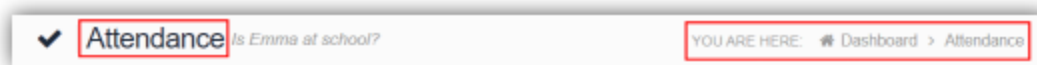
Note: The **Helpdesk Test Portal** in the dropdown list box is the name of the **Database** being used for this Guide, the name of the school would be here.

The **Payment History** page contains the last **10 Payments** made by to the **User**.

Order Number	Automation Code	Order Date	# of Items	Payment Method	Total Amount	Order Status
40007-0000101	3535756	18/02/2020 08:58:59	2	Card	£80.00	Paid
99997-0000100	3300627	25/01/2020 11:06:18	1	Card	£5.00	Paid
99997-0000099	3300695	25/01/2020 11:06:51	1	Card	£5.00	Paid
99997-0000095	3030035	11/12/2019 09:51:42	1	Card	£5.00	Paid
99997-0000094	3030013	11/12/2019 09:49:15	1	Card	£5.00	Paid
99997-0000093	3030223	11/12/2019 09:42:59	1	Card	£5.00	Paid
99997-0000092	3030176	11/12/2019 09:37:23	1	Card	£10.00	Paid
99995-0000090	2814961	16/10/2019 09:17:10	1	Card	£15.00	Paid
99995-0000089	2814902	16/10/2019 09:10:18	1	Card	£0.00	Refunded
99995-0000087	2953363	10/10/2019 18:22:55	1	Card	£10.00	Paid

This page can be **Searched** or **Ordered** by Columns.

You will always know where you are within the **MCAS Module**.



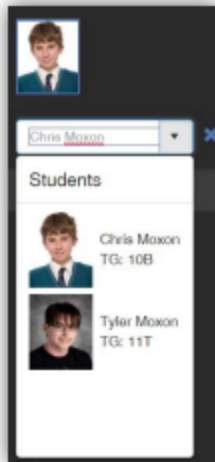
The following options are available and will only be displayed if enabled by the school:

- Academic Calendar
- Announcement
- Assessment
- Attendance
- Behaviour
- Classes
- Clubs & Trips
- Dinner Money
- Dinners
- Dinner Detail
- Exam Results
- Exam Timetables
- Homework
- On Report
- Parent Evenings
- Parental Consent
- PayPoint Balance
- Reports
- School Shop
- Timetable
- Outstanding Payments

Multiple Students

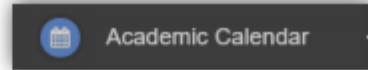
Clicking on the name of the student, next to the photograph, will open a list of other students associated with the **User**.

Click on the photograph or the text to change views. Allowing information for more than one associated **Student** to be viewed without having multiple logins.

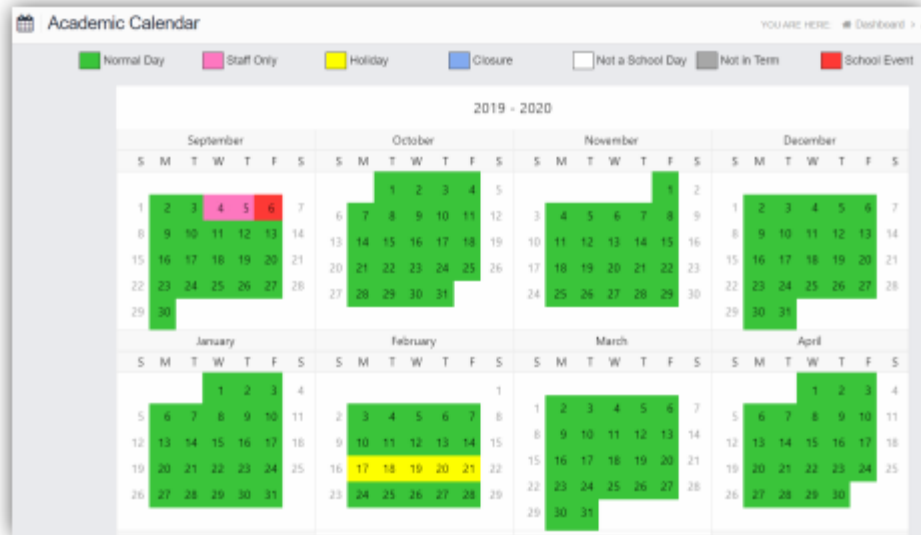


Academic Calendar

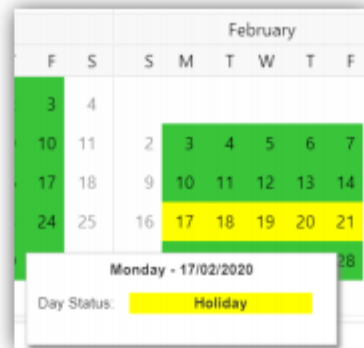
The **Academic Calendar** is accessible from the **Menu Bar** only.



It displays the school year showing school days and holidays, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image.

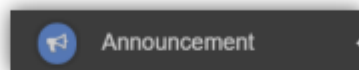


Clicking on a day will display the details for that day.

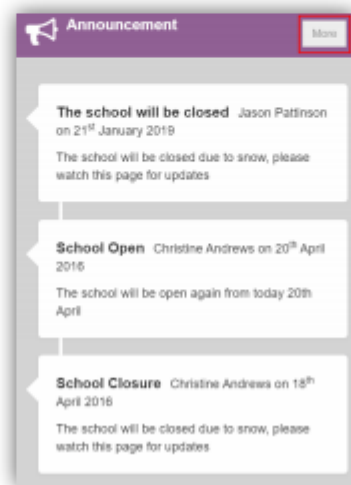


Announcements

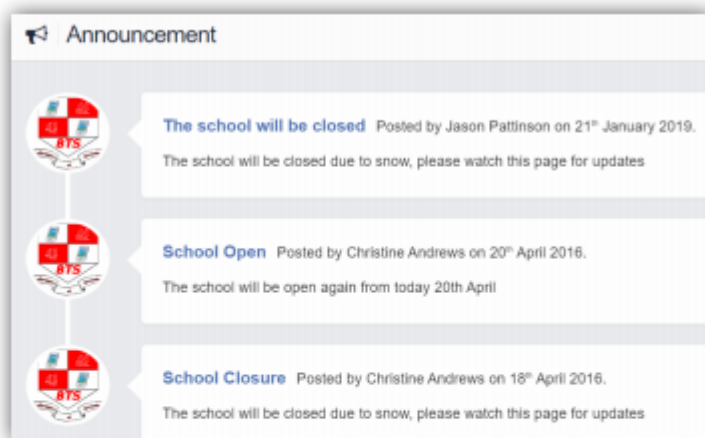
The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the latest **Announcements**, click on the **More** button to open the page.

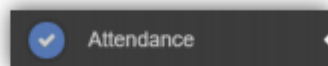


If there are any previous **Announcements** they will also be displayed.



Attendance

The **Attendance** option is accessible from both the **Menu Bar** and a **Widget**.

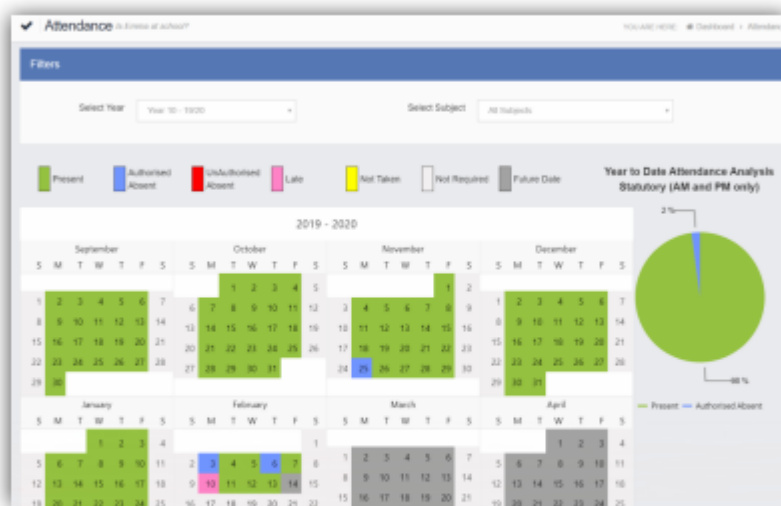


The **Widget** displays the **Attendance** for the current day. Clicking on a subject will open the **Attendance** page with a **Summary Pie Chart** for the year to date for that subject. Click on the **More** button to open the **Attendance** page.

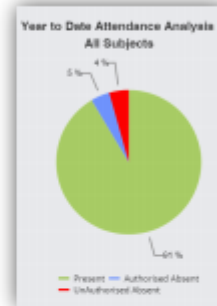
A screenshot of the Attendance widget. At the top, it says "Attendance" with a checkmark and "Is Emma at school?". There is a "More" button in the top right. Below is a table with columns "Period", "Subject", and "Mark".

Period	Subject	Mark
AM	Tutor Group	✓
1	HE10/X20B	✓
2	Science Combi 1	✓
PM	Tutor Group	?
4	Mathematics	?
5	English	?

This displays the school year showing school days with the student marks, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image. The displayed colour for each day is taken from the highest priority recorded for that day with **Unauthorised Absence** being the highest i.e. any recorded **Unauthorised Absence** will result in that day being highlighted in red or the schools chosen colour, even if it is only for 1 period.



The school also configures the data to be displayed and it may be set to display the **Year to date AM/PM** statutory marks or the **Year to date AM/PM and All Subject** marks.



The **Attendance** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.

Clicking on any day in the **Calendar** will display the timetabled periods for the student for that day and the registered marks.

Period	Attendance	Subject
08:45 AM	Present	Tutor
09:05 1	Present	PE
10:10 2	Present	Science Combi 1
11:11 3	Present	PE
12:45 PM	Present	Tutor
13:00 4	5 min Late	Mathematics
13:55 5	Present	English

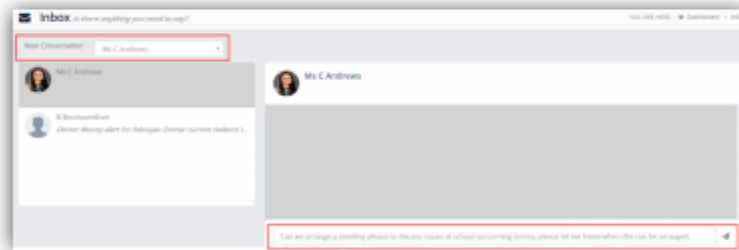
Classes

The **Classes** option is accessible only as a **Widget**.

Class Name	Class Details	Attendance
15A	Tutor Group Mr C Andrews mrs@mcandrews@ironcom.com	100%
Ar10X10A	Art Mr S Williams	100%
DR10X10B	Drama Mr C Talor chad.talor@ironcom.com	100%
EN10A1	English	100%
H10X20B	History Mr W Cranston	74%
IT10A1	ICT Mrs J Jenice	100%
MA10A1	Mathematics Mr J Marshall	100%
PE10A1	PE Mr P Oddie	100%
Re10A1	RE Mr S Skelton	100%
SC10A1	Science Comb 1 Mr A Obengye	100%

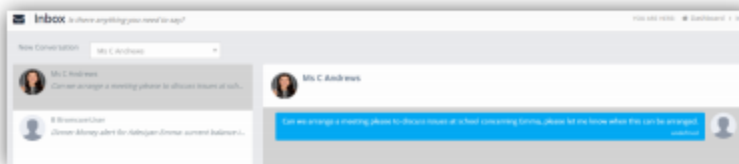
The **Widget** displays the all the **Classes** the student attends with a percentage for the **Attendance** within each. The school can set colours to show **Attendance** between certain percentages, in this example red denotes **Attendance** between 0 to 74% and green 90 to 100%.

Note: The school have the option to display the e-mail address of the teacher and to give an option to e-mail directly to that member of staff. Clicking on the e-mail address will open the e-mail function on the **User's** computer to send an e-mail. Clicking on the **Envelope** icon will open a separate page where a **Conversation** can be started.



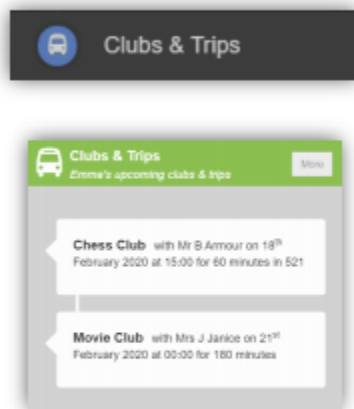
Select the **Teacher** from the dropdown list and enter the message at the bottom of the page, clicking the **Flight** icon on the right to send the message.

The **Teacher** will now be listed in the left panel and the **Conversation** in the right panel.

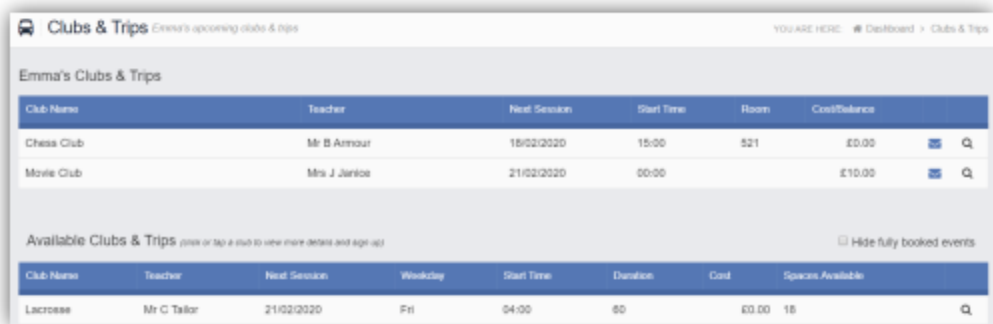


Clubs & Trips

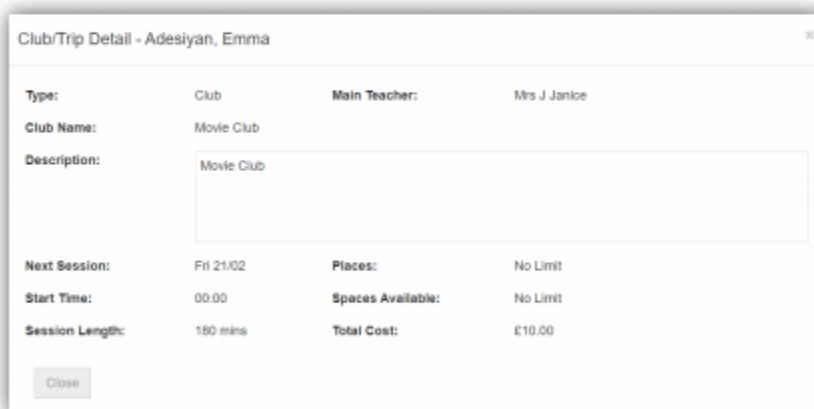
The **Clubs & Trips** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the current **Clubs & Trips** for the **Student** and any that are available to be booked.



Clicking on a **Club** in which the **Student** is already a member will display the details for that **Club**.



Clicking on a **Club** that is available will open the booking details

Club/Trip Detail - Adeslyan, Emma

Type: Club **Main Teacher:** Mr C Taylor

Club Name: Lacrosse

Description:

Lacrosse

Next Session: Fri 21/02 **Places:** 20

Start Time: 04:00 **Spaces Available:** 17

Session Length: 60 mins **Total Cost:** Free

Click on the **Enrol Now** button, if this is a **Free Club** the student will be enrolled and this **Club** added to the current **Clubs** list. If the **Club** is to be paid for the amount due will be displayed with an **Add to Basket** option.

Some **Clubs** will give the option to select preferred days, to do this click on the days the **Student** is to attend the sessions, these will display as a green tick in a circle, when finished click on the **Enrol** button.

Type: Club **Main Teacher:** Mr C Andrews

Club Name: Red Hot Chili Club

Description:

Spicy Cookery

Next Session: Wed 04/03 **Places:** 10

Start Time: 16:30 **Spaces Available:** 10

Session Length: 120 mins **Cost Per Session:** £5.00

Sessions:
 Spaces Available
 Session Full
 Enrolled/Booked Sessions
 Unavailable

Use the grid below to select each session you would like your child to attend. When you click 'Enrol', your child will be enrolled into all the sessions you have chosen.

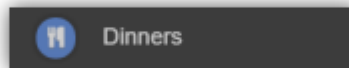
Week Beginning	Wednesday	Thursday
11/02		
24/02		
03/03		⊙
09/03		⊙
16/03		
23/03		
30/03	⊙	
06/04	⊙	
13/04		
20/04		
27/04		⊙
04/05		⊙
11/05		
18/05	⊙	
25/05	⊙	
01/06	⊙	
08/06		
15/06		
22/06		⊙
29/06		⊙
06/07		
13/07	⊙	
20/07	⊙	

A **Confirmation** message will be given, click on the **Proceed** button to continue, the **Club** will then be added to the current **Clubs** section with the amount to be paid. Click on the **Add to Basket** button and pay for this in the normal way.

Club Name	Teacher	Next Session	Start Time	Room	Cost/Balance	
Chess Club	Mr B Armour	16/02/2020	15:00	521	£0.00	🗑️ 🔍
Lacrosse	Mr C Taylor	21/02/2020	04:00		£0.00	🗑️ 🔍
Movie Club	Mrs J Janica	21/02/2020	00:00		£10.00	🗑️ 🔍
Red Hot Chili Club	Ms C Andrews	04/03/2020	16:30	N50	-£55.00	🛒 Add To Basket 🗑️ 🔍

Dinners

The **Dinners** option is accessible from both the **Menu Bar** and a **Widget**.



The **Dinner Detail Widget**, displays the last **Meals** that have been taken.

Date	Meal Details	Cost
07/02/2020	Vegetarian	£0.00

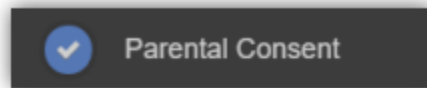
Clicking on the **More** button will display the last **Meals** taken and the **Dinner Money Payment Details**.

Dinner Date	Meal Detail	Cost
07/02/2020	Vegetarian	£0.00

Payment Date	Payment Detail	Amount
21/01/2020 11:09:18	Dinner Money Deposit for Emma Adeslyan	£5.00
21/01/2020 11:06:51	Dinner Money Deposit for Adeslyan Emma	£5.00

Parental Consent

The **Parental Consent** option is accessible only from the **Menu Bar**.



It displays the **Parental Consent** options for the **Student**. Tick the radio buttons to give or not to give **Consent** for information or images of the **Student** to be used within each of the options.

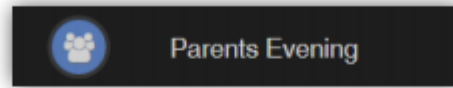
The screenshot shows a web form titled "Parental Consent" with a "Save" button. The form contains a table with three columns: "Parental Consent", "YES, I give consent", and "NO, I do not give consent". The table has three rows of consent options, each with a "Parental Consent" label and a sub-label. All radio buttons are currently unselected.

Parental Consent	YES, I give consent	NO, I do not give consent
School Displays School Displays	<input type="radio"/>	<input type="radio"/>
School Magazine School Magazine	<input type="radio"/>	<input type="radio"/>
School Website School Website	<input type="radio"/>	<input type="radio"/>

*Please call the school or visit reception to revoke any parental consent.

Parents Evening

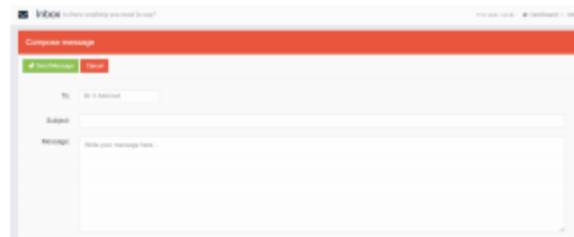
The **Parents Evening** option is accessible only from the **Menu Bar**.



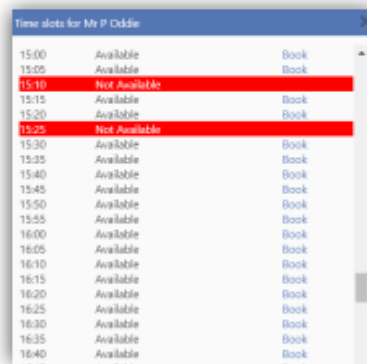
The **Parents Evening** option displays the information about any upcoming **Parents Evening** that the **Student** being viewed is associated with.



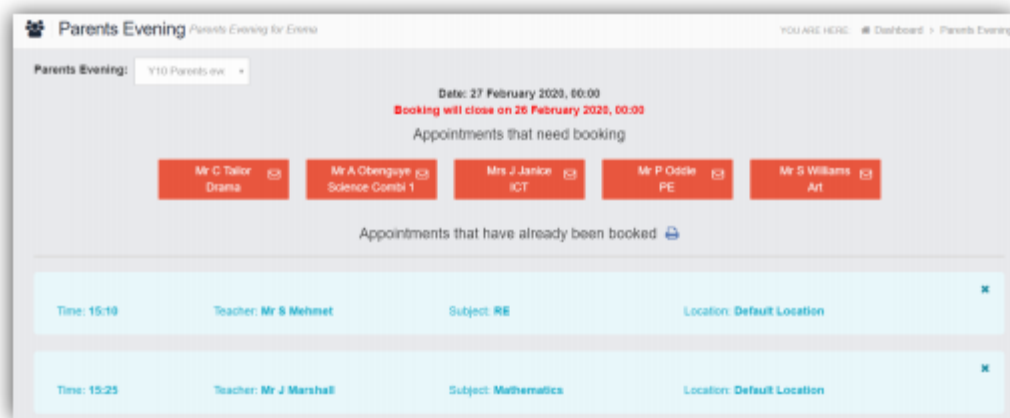
Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed. If the option to contact teaching staff is available an **Envelope** icon will display to the right of the **Teacher** name. Click on the **Envelope** icon to send a message to that **Teacher**.



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.



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.

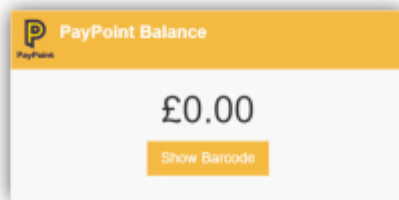


Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the **Printer** icon.

Note: this option is only available if the school have the **Diary** module.

PayPoint

The **PayPoint** option is accessible only as a **Widget**.

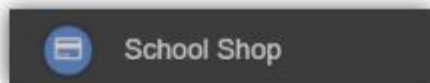


The **Widget** displays the current **PayPoint Balance**, clicking on the **Show Barcode** button will display the **Barcode** allowing this option to be setup and used by **PayPoint Users**.

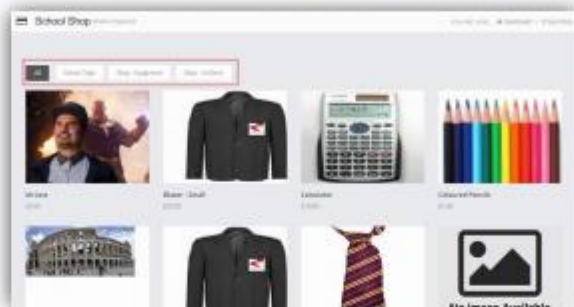


School Shop

The **School Shop** option is accessible only from the **Menu Bar**.

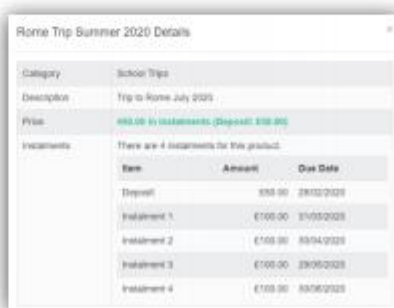


This is an **Online School Shop** and will display the items the school currently have available for you to purchase, what appears on this page is determined by the school, so the following information is just an example.

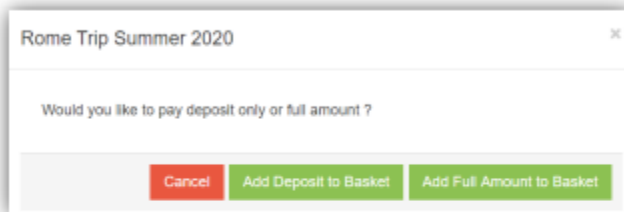


The school have the option to create **Categories**, here we have created **School Trips**, **Shop – Equipment** and **Shop-Uniform**. Clicking on either of these buttons will display just those items or click on **All** to display everything available.

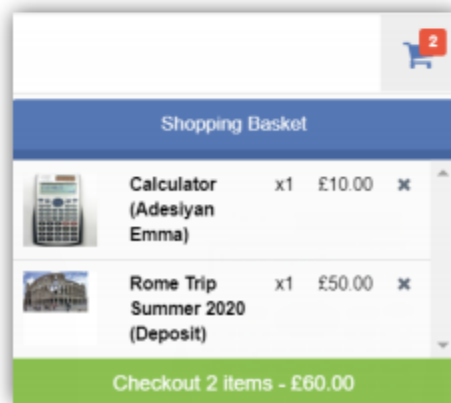
To find out more about an item simply mouse over and click on the **More Info** button, this will display the information the school have created for the item.



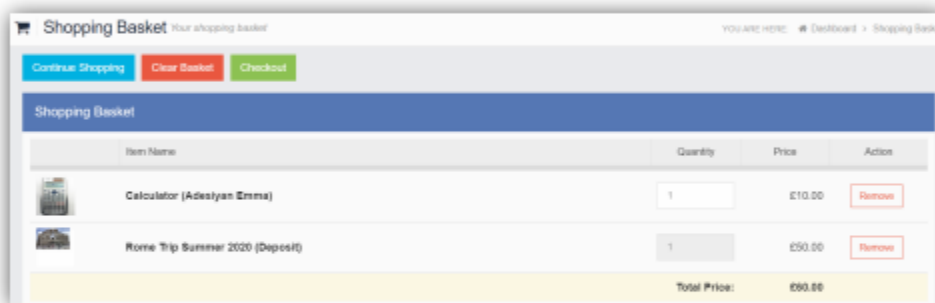
If you want to purchase an item it is just like any Online Shopping page, just click on the **Add to Basket** button on the item/s you wish to buy. If the item to be purchased has the option for payment by **Instalments** you will be asked at this point how you want to pay this. Click on the **Add Deposit to Basket** or the **Add Full Amount to Basket** button.



The **Shopping Basket** icon will show the number of items in the **Basket**, click on the **Basket** icon to display the items in it.



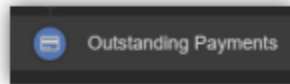
To remove items click on the **X** to the right of the item, to continue and make the **Purchase** click on the green **Checkout** button at the bottom. The items will be displayed again along with the **Student** name, if buying for siblings both names will be displayed.



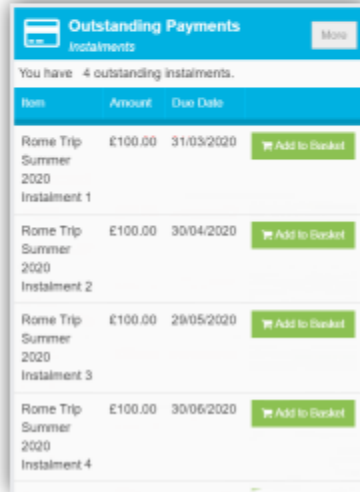
To continue shopping click on the **Continue Shopping** button, to clear the **Basket** and start again click on the **Clear Basket** button, to make the **Purchase** click on the **Checkout** button. Items can still be removed at this point by clicking on the **Remove** button to the right of the item.

Outstanding Payments

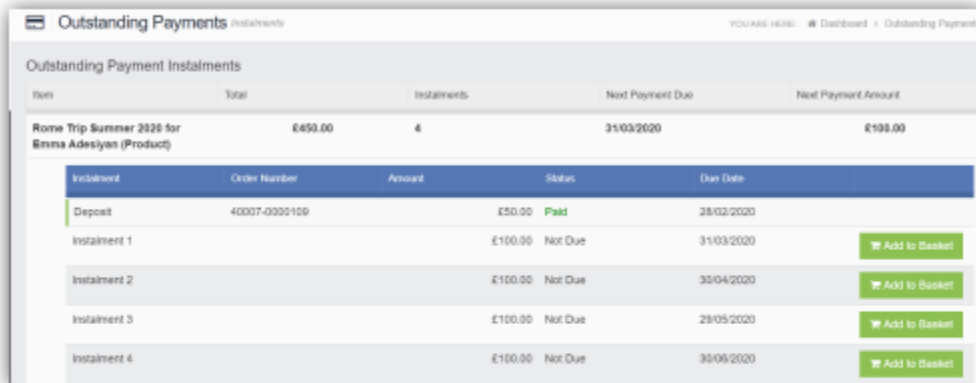
The **Outstanding Payments** option is accessible only from the **Menu Bar** and a **Widget**.



When items have been purchased from the **School Shop** and there is an outstanding amount, for instance a payment in **Instalments**, this will be displayed on the **Outstanding Payments Widget**.



Clicking on the **More** button will display the full details. An **Instalment** can be paid by clicking on the **Add to Basket** button on either page, this can then be paid in the normal way.



Help and Support

We hope you find this guide useful and informative, if you have any queries please contact the school via our dedicated MCAS support email – mcas@talbot.poole.sch.uk

For telephone enquires please call:

Talbot Primary School 01202 513981

Phone lines are open from 8:00 AM to 4:00 PM (Monday to Friday)