Letter ref: MCAS\_#1

30th September 2022

**My Child at School – Launch and Parental Guide**

Dear Parents and Carers,

As part of our desire in improve communication and move all information sharing to one place we are now ready to invite parents and carers to access their child’s record using the ‘**My Child at School**’, or **MCAS**, web portal and mobile app. The mobile app is available for both IOS and Android devices. We will be launching the student version of the app, early next week.

This system will now be the primary tool we will use to communicate with you on all school matters. **It is very important that you download the app and enable push notifications**, as this will allow us to notify you about any school announcements or important letters/documents. Using MCAS will also help to protect the school’s finances, as we will not have to pay for a separate messaging service.

It is important that you use this system to access your child’s record. The information available through it will include:

* basic information;
* your child’s timetable;
* your child’s attendance; and
* your child’s behaviour record.

We will be making further pages available to all users in the coming weeks, including exams and your child’s school reports (the first of which will be issued in November).

Together with this letter, we will have sent an email to those contacts with ‘Parental Responsibility’. It will contain a web link to the registration page for MCAS, as well as a login name and invitation code to allow the recipient to activate their account and set a password. You can find more guidance on the registration process on the reverse of this letter.

Please note, parents and carers should continue to make all payments via ParentPay and home learning will continue to be set for students via Satchel One.

If you have any questions, please contact the School Office.

Yours faithfully,

Text, letter

Description automatically generated

Mr. B. Morris

Data Manager

**Registration Guide**

The email will be delivered from our school system and it will look something like this:

Dear Parents

We are happy to confirm that we are now all systems go with MCAS.

Please find your unique credentials below, which you will need to enter along with our School ID - 13475;

Username - Name1234

Invitation Code - 2E5C64XC4A

Please go to <https://www.mychildatschool.com/MCAS/MCSRedeemInvitationCode>, enter your credentials in the correct sections and press Redeem Code. For help with any issues, please contact IT Support (KS-BLQuery@kingsmeadschool.net).

Kind regards,

Kingsmead School

* Simply click the link or type it into your browser address bar and enter the details.
* Fill in the School ID: 13475, your username and the invitation code.
* MCAS will ask you to enter an email address and password.
* You will then receive an email from the MCAS system confirming that your account is set up and requesting you to ‘click’ on a link to verify your email address. There may be a 24hr delay in receiving this confirmation, but you should be able to sign-in to the app shortly after completing registration.

An ‘How to use MCAS’ guide is accompanying this letter ([you can also access it here](https://johntaylorhighschool-my.sharepoint.com/:b:/g/personal/b_morris_kingsmeadschool_net/EbudVdUBfu5BtnrAsGfyslIBZUL5DdciA6_-Aknkgyf68w)).

If you have not received your invitation email by Wednesday 28th September, please contact the School Office to confirm that we have the correct mobile number/email address for you – this is important as we will be making use of these to contact you in the future.