

## Parents' Guide to MCAS

My Child At School (MCAS) is an online platform that helps parents engage more with their children's education. At present, we will be using MCAS to give you immediate access to information relating to your child's timetable, attendance and academic calendar. In addition, you can use it to update the information we hold on record about you child, report an absence, confirm the parental consents that you have given and book and pay for school trips. New features will be added as the system continues to become more embedded.

**IMPORTANT:** By using the MCAS app, you will receive immediate push notification messages from the school. This will avoid you having to log in regularly to view this information and represents an important method of communication used by the school. **Please ensure someone with parental responsibility for your child has logged into the MCAS app in order to receive these push notifications.**

If you need any support with MCAS, please follow the instructions in this guide as a first resort. If this does not help, please contact the school office where they will be pleased to assist you.

**If you forget your password or it stops working for any reason, please click on the Reset Password link on the login page.**

### Registering on MCAS

There are two ways to access MCAS: via the website from any PC, laptop or handheld device, and via the iOS/Android app.



If you wish to use the app:

- Download the MCAS app from your app store (search for **mychildatschool**)
- The MCAS app is called "MyChildAtSchool – Parent App"



If you wish to use the website:

- Go to **mychildatschool.com**

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If you have already registered, enter your email and password and tap **Login**. If you need to register:

- If you have not yet registered, click **Activate**
- Enter **OX14 1RF** or the school ID **14428**
- Enter your primary email address held by the school and click **Sign up**
- Enter your one time passcode sent to your email address and click **Verify**
- Create a password
- Go back to **Login** and use your email address and new password

If you have forgotten your password, click on **Reset Password** and follow the instructions given.

Please note that you can only access MCAS if we have you added as a parent. If your email address is not recognised, please contact the school office.

Notifications should be on by default but, if you experience difficulties, you may wish to check this in your device's settings. **Please leave yourself logged into the app to ensure you continue to receive push notifications.**


#### Parents who already have an MCAS account

If you already have an MCAS account for a child at another school, all of your children can be added to and accessed from the same MCAS account. To achieve this you have two options:

##### **Setting up children from different schools using mychildatschool.com (easiest)**

The easiest way to combine accounts is by using the website version of MCAS (**mychildatschool.com**). Using this method will also add the child to your mobile app. Access **mychildatschool.com** and activate your child's account using the instructions above. When setting up your MCAS account, use the same email and password used for your existing account and the two will synchronise automatically, both when using the website and the mobile app.

##### **Setting up children from different schools using the mobile app (harder)**

If you wish to add your child's account solely using the mobile app, log in, click on the settings cog (top right) and select "Account Settings". Click on the add student icon (top right ) and re-enter your email address and MCAS password. Click "Activate" and follow the onscreen instructions, using the school code above, and entering your email and current MCAS password each time you are prompted.

If you have any difficulties, please try the website method above and, if still required, contact the school office for further support.

## Dashboard

The **Dashboard** gives you quick access and snapshot information relating to your child's attendance, timetable and messages (envelope icon). More detailed information can be accessed by clicking **More** or navigating using the menu on the left hand side of the screen.

You can also click on the **Report an Absence** button on the attendance window to make the school aware of a day (or part day) absence for your child, avoiding the need to phone the school.

## Data Collection Form

The **Data Collection Form** allows you to see the information we have on record for your child and for you (click on **View your Personal Details**). If you wish to update any details, please do so and click **Submit Changes**. Any amendments will first be approved by the school before any records are permanently updated. If you need to make multiple changes, please do so in one go, as the most recent request will overwrite any previous unapproved requests.

## Attendance

**Attendance** is shown on a whole year calendar. Attendance in previous years can be viewed using the dropdown menu at the top of the screen. The button at the top of the page allows you to **Report an Absence** to make the school aware of a day (or part day) absence for your child and avoid the need to phone the school. The Department for Education and Larkmead School recognise the importance of attendance on every student's education and now view any student with a sustained attendance rate of under 95% as a serious concern.

## Reports

Your child's tracking **Reports** will be available to view here. This is a new feature that will be introduced over the course of the year.

## Timetable

Your child's **Timetable** for the current week can be viewed. The options at the top of the screen, also allow you to view the timetable for other weeks. Please remember that the school operates a two week timetable so Week A and Week B lessons are likely to be different.

## Academic Calendar

The Academic Calendar is useful to confirm when the school is open/closed to students. Please ensure that all holidays are booked in periods of holiday, when the school is closed to students.

## Trips

Any school **Trips** on which your child is invited to take part will be listed here. You will be able to book places on these trips by following the instructions given.

## Parental Consent

**Parental Consent** is required for Medical purposes and for School Visits and Trips. It is also requested for Photographs and Images. Full details of these consents are described in this section. Please call the school or visit reception to revoke any parental consent.

## Features to come



As MCAS is embedded we will be able to use it to do much more. This includes:

- Reports online
- Announcements to parents
- Signing up to clubs
- Year 6 Admissions

**MCAS is a great tool for communication, helping students, parents and carers to stay involved and share success at Larkmead School.**