



# Bishop Aldhelm's C.E. Primary School

*Loved by God; United in Learning*

Headteacher: Scott Tait

Deputy Headteacher: Lizzie Sharpe

*Love, Unity,  
Courage  
and Inspiration*

## My Child At School (MCAS)

You need to **first register with MCAS** via a laptop or computer – this stage cannot be completed on a mobile device.

To register, type in <https://www.mychildatschool.com> into a search engine:

Redeem Invitation  
Code?

You will soon receive a text from us with your invitation code and user name.

The **first step** is to click on [Redeem Invitation Code?](#) and type in the invitation code.

**Next** enter the School ID (which is 11886) and your user name - make a note of your user name here \_\_\_\_\_ as you will need it later.

Enter your invitation code.

You then have to follow the 'I'm not a robot' and then redeem code.

You will now have to set up your account details.

Please use the email address which you have provided the school, these **must** match. The system may allow you to set your own password at this stage or it will generate a suggested password, make a note of your password here \_\_\_\_\_ you will need it later. (If the system generates a

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Bishop Aldhelm's C.E. Primary School is committed to safeguarding and promoting the welfare of all our children.  
Hamwic Education Trust. Registered address: Unit E, Mill Yard, Nursling Street, Southampton, SO16 0AJ.  
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[www.bishopaldhelms.poole.sch.uk](http://www.bishopaldhelms.poole.sch.uk)

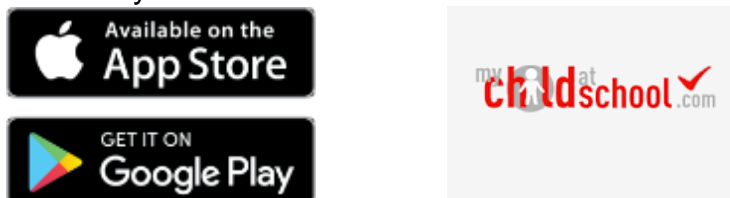
Telephone: 01202 715100 Fax: 01202 307640 E-Mail: [office@bishopaldhelms.poole.sch.uk](mailto:office@bishopaldhelms.poole.sch.uk)  
Address: Winston Avenue, Poole, Dorset, BH12 1PG

password, once the process has been followed you will be able to change the password to something more memorable, instructions on how to do this can be found towards the end of this letter).

Set up a security question/answer then save your account details.

Re-enter the School ID (11886) and login. MCAS will then send you an email to validate. Go to your email inbox (please also check your spam/junk box) and retrieve the validation email.

Once registered, you can now download and install the app onto your mobile phone. Go to the app store and simply search MCAS or mychildatschool and install.



Once installed the MCAS logo will appear, open the app and follow the next steps

1. Allow “*send notifications*”
2. Enter a 5-digit pin, this is a number made up by yourself, make a note of your pin here: \_\_\_\_\_
3. If your phone allows you to login using your fingerprint, click “yes” to turn on biometric authentications
4. Enter the School ID (11886)
5. Enter in your user name
6. Enter your password

This app is now installed.

The first screen you see is under the heading “*behaviour*”. If you click on



You will be taken to the main menu, which will show you Homework, Assessments, Behaviour, Class, Latest News, Reports, Timetable. Clubs, Trips and Outstanding Payments.

If you have more than one child who attends the school, there will be a V next to your child’s name. This will then display your other child(ren’s) name and you can switch between them.

**You can now access MCAS via the app or on a laptop or computer.**

Finally, if you wish to change your password to something more memorable on the app go to account settings, change password, enter the suggested password issued and then change to a password of your choice, this must be at least 8 characters and include 1 uppercase, 1 lowercase and a special character.

If you have any difficulties with the installation or using the app, please do not hesitate to contact the school office who will try to assist you.