My Child At School (MCAS) App: Parent's How-To Guide for Monitoring Behaviour & Scheduled Reflections

Before You Begin

- **Account Activation:** Ensure you've activated your MCAS account. You should have received an invitation email from your child's school with a School ID, Username, and Invitation Code. If not, or if it's expired, contact the school office.

- **App Download:** Download the "MyChildAtSchool" app from your device's app store (Apple App Store for iOS or Google Play Store for Android).

- **Notifications:** We highly recommend enabling push notifications for the MCAS app in your phone's settings to receive real-time alerts.

Part 1: Logging In and Navigating the App

1. **Open the MCAS App:** Tap the MCAS app icon on your smartphone.

2. **Login:**
   - Enter your registered email address and password.

   - If you've forgotten your password, use the "Reset Password" link on the login screen.

   - You might be prompted to create a PIN for quick access after your initial login.

   - **Select Your Child (if applicable):** If you have multiple children at the same school linked to your account, you'll see an option to switch between their profiles. Look for a dropdown or similar selector, often near your child's name or picture.
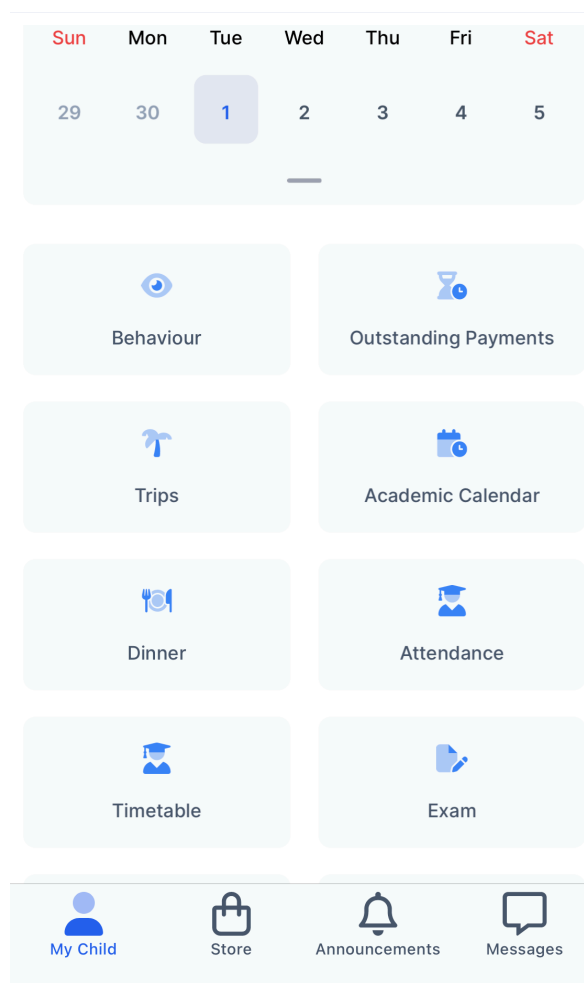
Part 2: Monitoring Behaviour

The MCAS app provides a detailed log of your child's behaviour events, which can include both positive (achievements, house points) and negative incidents entries.

1. **Access the Behaviour Section:**

   ○ On the main dashboard, look for a"Behaviour" module or widget.
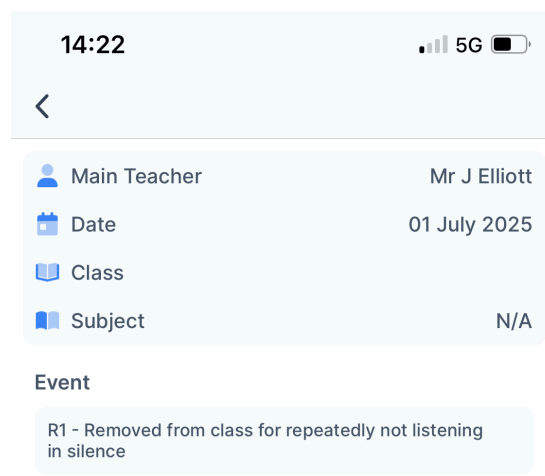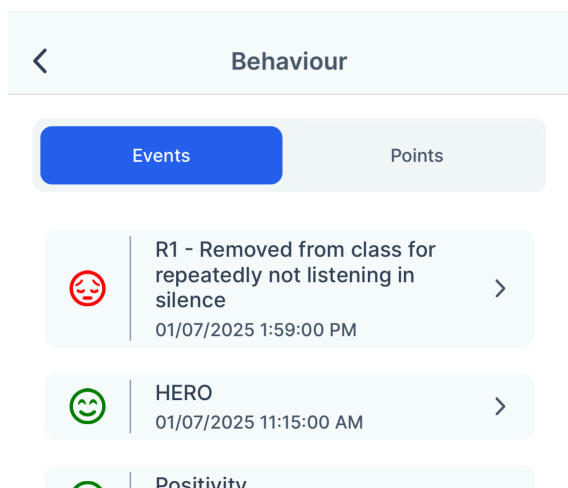
2. **View Behaviour Events:**

   ○ Once in the Behaviour section, you'll typically see a chronological list of events, with the most recent at the top.

   ○ A **green smiling face emoji** indicates positive behaviour/achievements.

   ○ A **red sad face emoji** signifies negative behaviour or an incident.

3. **View Details of an Event:**

Tap on an individual behaviour event to see more detailed information. This may include:

- **Date and Time:** When the event occurred.
- **Type of Event:** E.g., "Positivity" Housepoint "Opportunity 2," "R1," "Reset."
- **Description:** A brief explanation of the behaviour.
- **Points:** Some schools use a points system for behaviour.
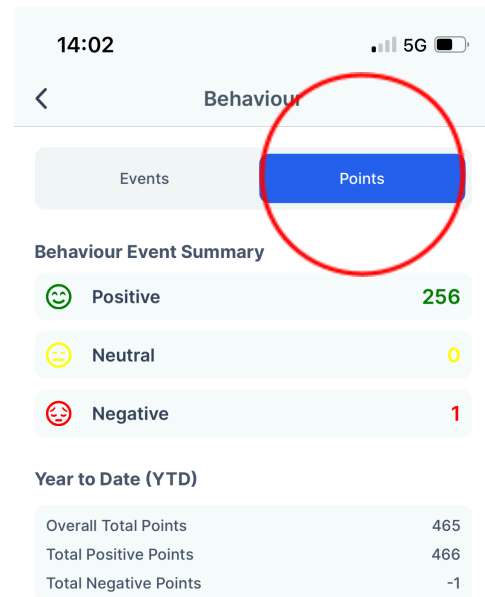- **Consequence (if any):** If a negative behaviour resulted in a consequence

2. **Behaviour Event Summary:**

You can view a summary of behaviour events by clicking on the 'Points' section within the Behaviour category.

Real-time Updates: Behaviour events are often added in real-time by school staff, allowing for prompt monitoring.

Contacting the School: If you have concerns or wish to discuss a specific behaviour event, please contact the
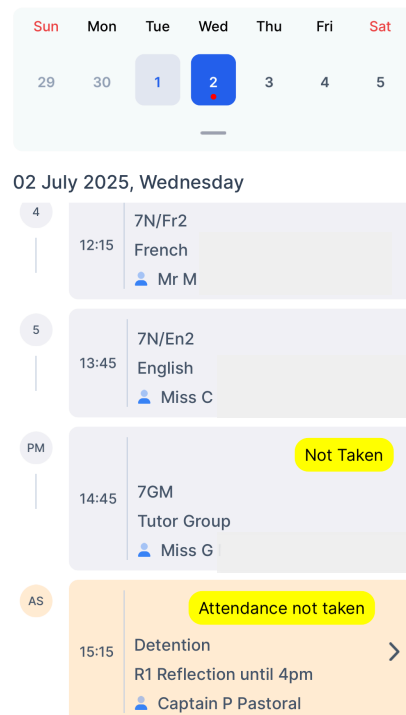

Part 3: Seeing Scheduled Reflections (e.g. Detentions)

Scheduled reflections, such as detentions or specific appointments related to behaviour follow-up, are visible within the app, linked to the "Timetable" and also a dedicated "Reflections" module.

Check the Timetable:

- ○ From the main dashboard, locate the "Timetable" module.

- ○ The red dot under the date indicates a reflection is scheduled for later in the week

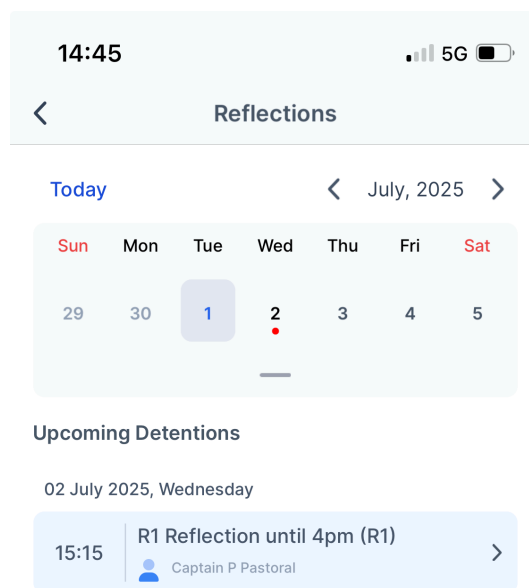- ○ Tap on the relevant date in the calendar view.

Look for the "Reflections" Module:

We also have a dedicated section for "Reflections" within the app's modules list (accessed from the dashboard).

Within this section, you should see details of any upcoming or past detentions, including:

- ■ **Date and Time:** When the reflection/detention is scheduled.
- ■ **Location:** Where it will take place.
- ■ **Reason:** The reason for the detention or reflection.
- ■ **Type:** The type of detention (e.g., break time, after school).

Part 4: General Tips for Using MCAS

- ● **Explore All Modules:** Take some time to tap through all the available modules in the app (e.g., Attendance, Homework, Reports, Announcements, Payments) to familiarize yourself with the full range of information available.
- ● **Update the App:** Ensure your MCAS app is always updated to the latest version to access new features and improvements.
- ● **Troubleshooting:** If you encounter any technical issues with the app (e.g., login problems, data not displaying correctly), contact your child's school office. They can often provide specific guidance or escalate the issue with their IT support.
- ● **Privacy:** Remember that the information on MCAS is confidential. Keep your login details secure.

By following this guide, you should be well-equipped to use the My Child At School (MCAS) app to effectively monitor your child's behaviour and stay informed about any scheduled reflections.