

Springfield Primary Academy

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Principal: Mr A Willett



Care, Collaboration, Challenge

4th October 2021

Dear Parent/Carer,

Change of School System

The Enquire Learning Trust (ELT) has recently moved our school information management system from SIMS to Bromcom. After half term the online payment system, Parent Pay and texting system, Teachers2Parents will be **replaced** by **My Child at School (MCaS)** on Bromcom. This will ensure that you are able to access everything for your child from one place.

MCaS will enable you to book your child's meal options, breakfast club, after school club, clubs, pay for school lunches, school visits, see your child's attendance, update your contact details and much more. It will also enable us to communicate with you via text, email and the MCaS app. **It is extremely important that your email and phone numbers are up-to-date as they will be used to set up login and contact details on the new system. Contacts 1 and 2 with parental responsibility will receive log on details if we hold the correct information. Please call the school office by Wednesday if you believe your details may need updating. Currently we do not hold many emails for Contact 2's.**

ParentPay

Please note that **NO** payments should be made on ParentPay after 23rd October. If you hold any balances in your ParentPay account after this date then you will be able to request a refund back to your original payment source. Please ensure any money still owed on ParentPay is paid before the 23rd October also.

Your log on details will be emailed to you shortly. We will confirm by text when this has been done, please inform the office if you do not receive your activation email. In the meantime, please feel free to download the MCaS app on your smart phone.

Please activate your account as soon as possible to ensure that you do not miss out on any vital information.

Further information on how to book meals, breakfast club and after school club on MCaS will be shared soon.

Yours Sincerely

A Willett

Principal