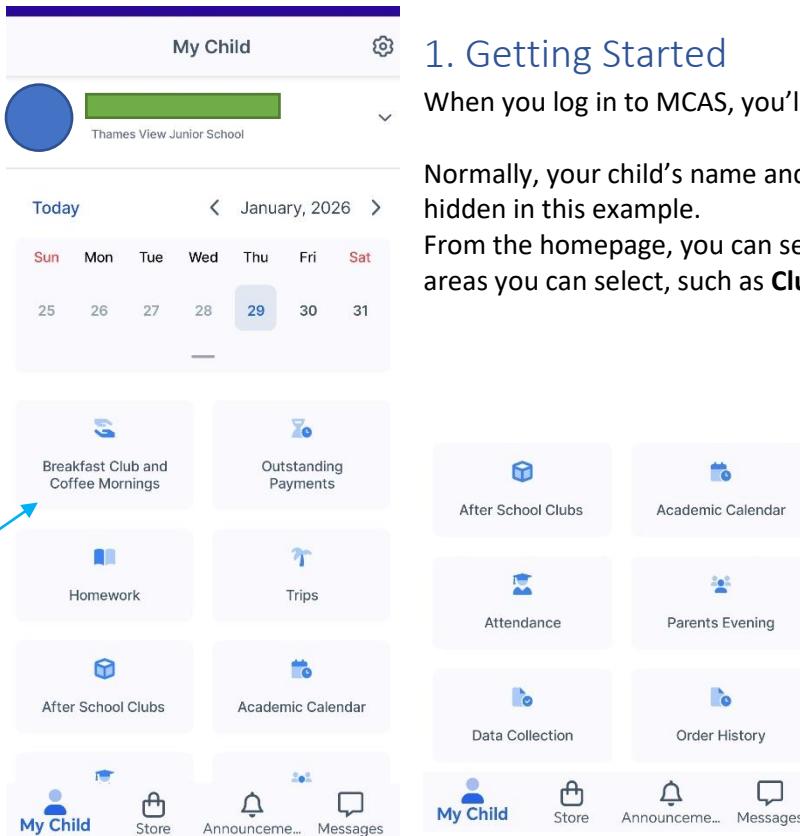


MCAS User Guide – Trips, Clubs and Coffee Mornings

Breakfast Club and Coffee Mornings



The screenshot shows the MCAS homepage. At the top, there's a navigation bar with 'My Child' and a gear icon. Below it is a blue circular profile picture and the text 'Thames View Junior School'. A date selector shows 'Today' and 'January, 2026'. A calendar for January 2026 is displayed with the 29th highlighted. The main content area has a grid of icons: 'Breakfast Club and Coffee Mornings' (highlighted with a blue arrow), 'Outstanding Payments', 'After School Clubs', 'Academic Calendar', 'Homework', 'Trips', 'Attendance', 'Parents Evening', 'After School Clubs', 'Academic Calendar', 'Data Collection', and 'Order History'. At the bottom, there are 'My Child' and 'Store' buttons, and links for 'Announcements' and 'Messages'.

1. Getting Started

When you log in to MCAS, you'll see your homepage.

Normally, your child's name and photo appear at the top. For privacy, these are hidden in this example.

From the homepage, you can see several categories — these are the different areas you can select, such as **Clubs**, **Trips**, or **Bookings**.

2. Booking Breakfast Club or Coffee Mornings

The process for booking **Breakfast Club and Coffee Mornings** is the same.

Steps to book:

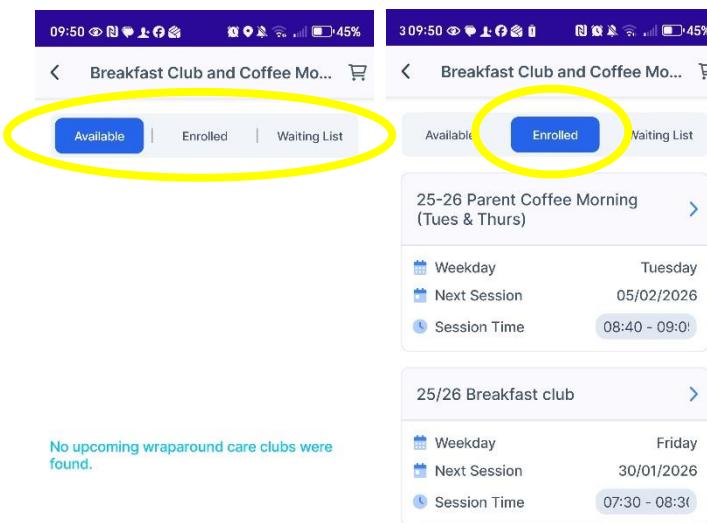
On the homepage, select the **Bookings** button.

If you've never booked before, you'll find the sessions under the **Available** tab.

If you've already enrolled, they'll appear under the **Enrolled** tab.

Choose the item you want to book (Breakfast Club or Coffee Morning).

No upcoming wraparound care clubs were found.



The screenshot shows the 'Breakfast Club and Coffee Mornings' booking interface. At the top, there are tabs for 'Available' (highlighted with a yellow circle), 'Enrolled' (highlighted with a yellow circle), and 'Waiting List'. The 'Available' tab shows a session for '25-26 Parent Coffee Morning (Tues & Thurs)'. The 'Enrolled' tab shows a session for '25/26 Breakfast club'. Both sessions provide details: Weekday (Tuesday/Friday), Next Session (05/02/2026/30/01/2026), and Session Time (08:40 - 09:00/07:30 - 08:30).

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25/26 Breakfast club	Club Options	Club Options																																																																																				
<p> Main Teacher Miss R Deativo</p> <p> Weekday Mon, Tue, Wed, Thu, Fri</p> <p> Next Session 30/01/2026</p> <p> Session Time 07:30 - 08:30</p>	<p><input checked="" type="radio"/> standard (NPP) £1.50</p> <p>Choose Attendance Dates Please select the applicable days from the calendar.</p> <p>Today < January, 2026 ></p> <table border="1"> <tr> <td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td> </tr> <tr> <td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> </table> <p> <input type="radio"/> Unavailable <input checked="" type="radio"/> Full <input checked="" type="radio"/> Selected/Booked <input type="radio"/> Available </p>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p><input checked="" type="radio"/> standard (NPP) £1.50</p> <p>Choose Attendance Dates Please select the applicable days from the calendar.</p> <p>Today < January, 2026 ></p> <table border="1"> <tr> <td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td> </tr> <tr> <td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td> </tr> </table> <p> <input type="radio"/> Unavailable <input checked="" type="radio"/> Full <input checked="" type="radio"/> Selected/Booked <input type="radio"/> Available </p>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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<p>Description</p> <p>This is for breakfast club, running from 07:30-08:30am with latest admission at 08:15am</p>		<p><input type="checkbox"/> Top Up Balance</p> <p>Number Of Sessions 97</p> <p>Total Cost £ 145.50</p> <p>Payment Received £ 145.50</p> <p>Current Balance £ 0</p>																																																																																				
<p>Club Options</p> <p><input checked="" type="radio"/> standard (NPP) £1.50</p>		<p>Proceed</p> <p>Proceed</p>																																																																																				

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You'll then see:

- Your **balance**
- A **calendar** showing available days (in blue)

To book days:

- Click on the days you want — they will turn **green**.
- Add the appropriate code (e.g., PP/NPP/S).
- Click **Proceed**.

You must complete the payment process, even if the session is free (you'll confirm a £0.00 payment).

Once payment is complete, return to the bookings page to confirm your days are booked.

If you don't confirm, you might be charged a **late booking fee**.

To cancel a booking:

1. Go back to the bookings page.
2. Select the day(s) you want to cancel — they'll change to a **red X**.
3. Click **Proceed** to confirm the cancellation.

If it was a paid booking, you'll see the updated balance in the balance details box.

3. Booking Afterschool Clubs and Trips

The screenshot shows the 'My Child' tab selected. At the top, there's a profile picture placeholder for 'Thames View Junior School'. Below it is a calendar for January 2026, with the 29th highlighted. To the right of the calendar are four categories: 'Breakfast Club and Coffee Mornings', 'Outstanding Payments', 'Homework', and 'Trips'. A blue arrow points to the 'Trips' category. Below these are 'After School Clubs' and 'Academic Calendar' buttons. At the bottom of the screen is a navigation bar with icons for 'My Child', 'Store', 'Announcements', and 'Messages', and a battery level of 45%.

To book a club or trip:

1. Select the category you need (Clubs or Trips).
2. Under the Available tab, you'll see a list of options.
3. Click on an item to view more details.

If the item requires payment:

- Click **Add to Basket**.
- You can either:
 - Proceed to payment immediately, or
 - Continue browsing (items stay in your basket for 5 minutes).
- When ready, click the **trolley icon** to complete your purchase.

If the item is free:

Simply click **Enrol** — no payment is needed.

The screenshot shows the 'Available' tab selected for the 'Spr - Basketball Club - Friday' session. The session details are: Weekday (Friday), Next Session (30/01/2026), Session Time (15:10 - 16:10), and Price (£18.00). A 'View Detail' button is at the bottom. Below this is another session: 'Spr - Board Games Club - Thursday'.

Session	Day	Time	Price
Spr - Basketball Club - Friday	Fri	15:10 - 16:10	£18.00
Spr - Board Games Club - Thursday	Thu	15:10 - 16:10	£18.00

The screenshot shows the details for the 'Spr - Basketball Club - Friday' session. It includes the main teacher (Ms J Hye), session days (Weekday, Friday), session times (Next Session: 30/01/2026, Session Time: 15:10 - 16:10), total spaces (24), and available spaces (5). A note states: 'Spring term's Basketball club, this club runs for 10 weeks. Note: No refunds are given'.

Payment Options

Spr - Basketball Club - Friday

£18.00

Add to Basket

4. One-off Purchases



Product	Price
Ad-Hoc Homework Club Placement	£2.50
Administration Fees	£10.00
Late Collection Fees	£5.00
Replacement Ambassador Badge	£3.00

If you need your child to stay for **just one day** (for example, if you have an appointment or clubs haven't started yet):

Go to the **Store** section on your homepage.

Purchase a **one-off club day**.

After purchasing, call the **school reception** to confirm which day your child will stay until 4:10 pm.



5. Notifications

If you have **push notifications** turned on, you'll receive messages here about:

- Donations
- Updates
- Other important information

Tips for Parents

- Always double-check your bookings after payment.
- Keep an eye on your balance and booking confirmations.
- Contact the school office if you have any issues with bookings or payments.