MCAS Parent Guide

MyChildAtSchool [MCAS]



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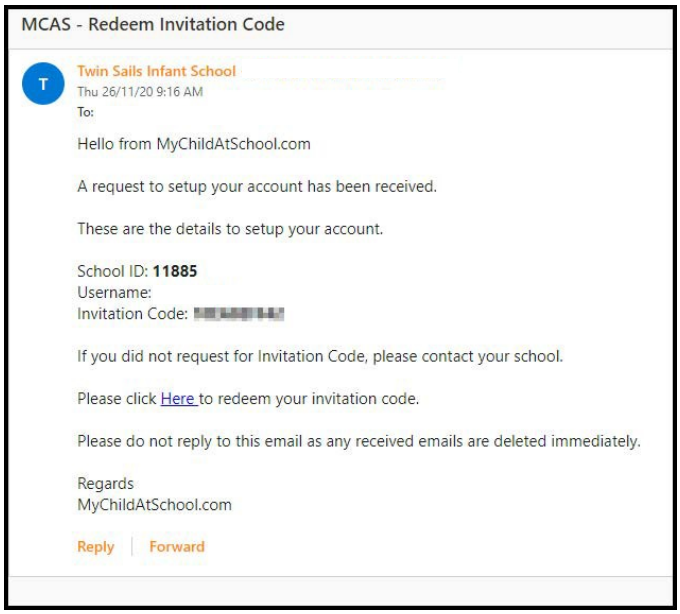
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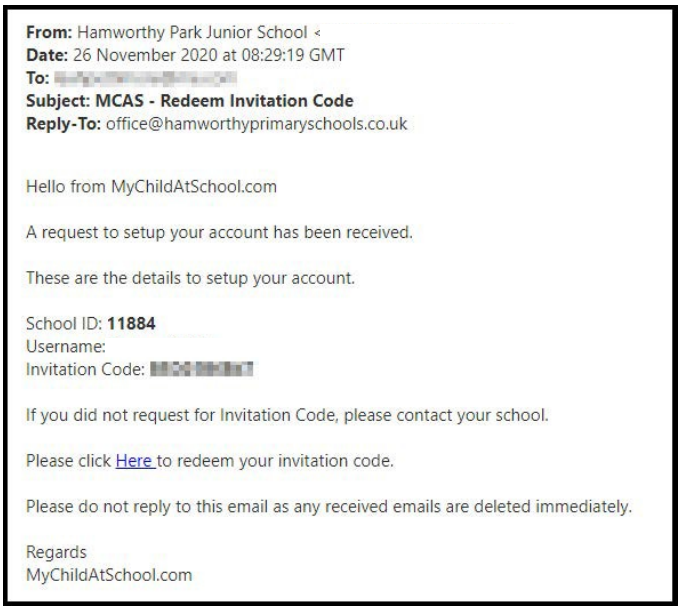
How to Redeem Invitation Code – MCAS

You will receive an email from the school with the subject: **MCAS - Redeem Invitation Code**

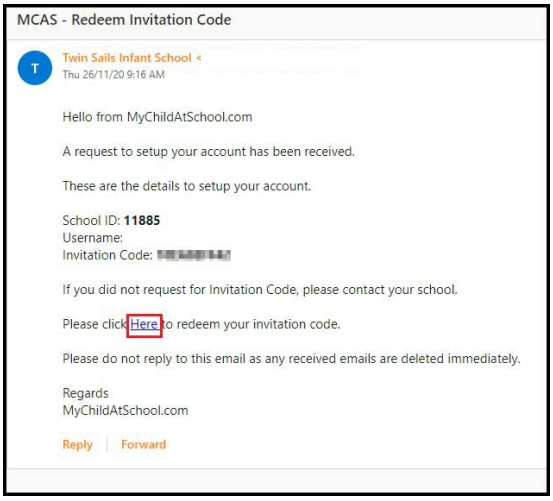
Please note – the activation needs to be completed on the web browser, before you can use the app.

Example email is shown below:

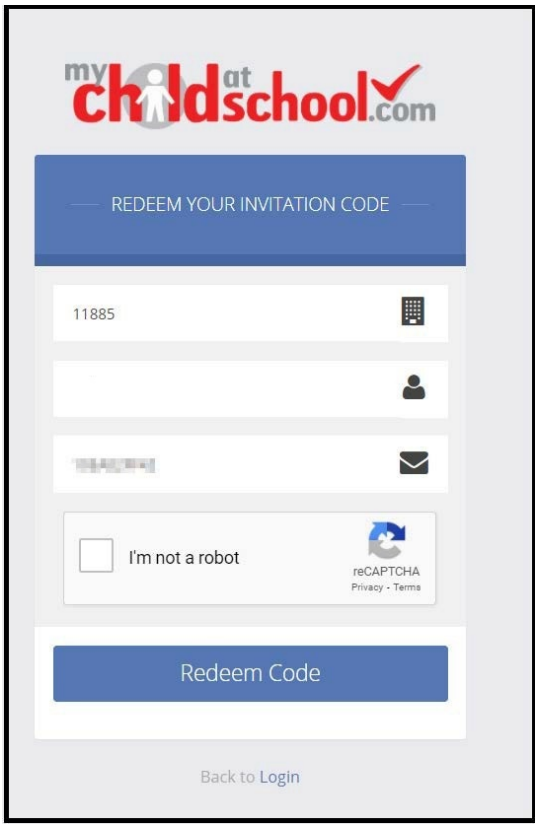




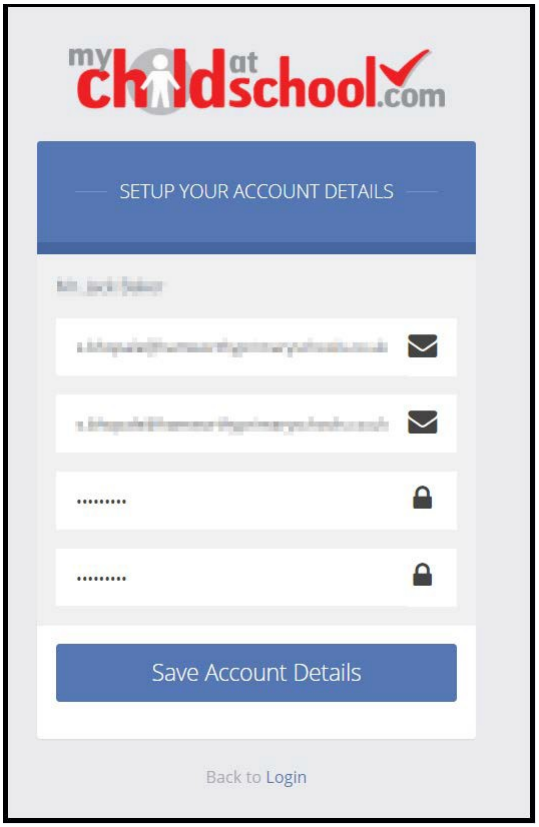
To accept invitation, you will need to click the link on the email. The link is embedded into the email as highlighted below:



Clicking on the **embedded** link will open up a web browser which will display **School ID**, **Username** and the **Invitation Code**, which will be a unique 10-character alphanumeric code, tick the **I'm not a robot** box and click on the **Redeem Code** button.



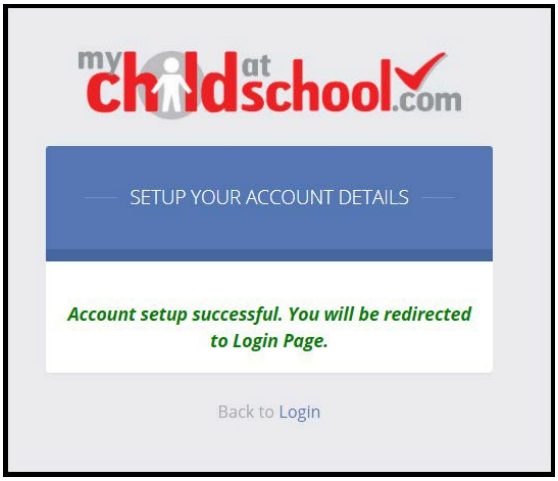
Click on Redeem code



Enter your email address and setup your password.

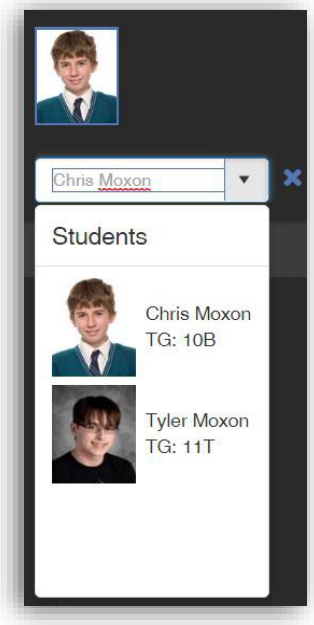
Password must have 8 or more characters. 1 uppercase character. 1 numeric character. 1 special character. 1 lowercase character

Once you've setup your password you will see the following confirmation screen



The system will redirect you to the Parent Login screen, where you'll need **School ID**, **Username** and **Password**

Multiple Students



Scenario 1: **More than 1 child in the same school**

If you have children in the same school, you'll receive separate invitations to your email inbox. The email will be sent from the school office email address.

In the emails - **School ID** & **Username** will be the same, only the **Invitation Code** will be different.

You only need to redeem the invite for 1 child, other children from the same school will be added automatically to your account.

Clicking on the name of the student or photograph, will open a list of other students associated with your account, this way you can access information for your children without having multiple logins.

After successfully connecting on the web browser you can use the MCAS app.

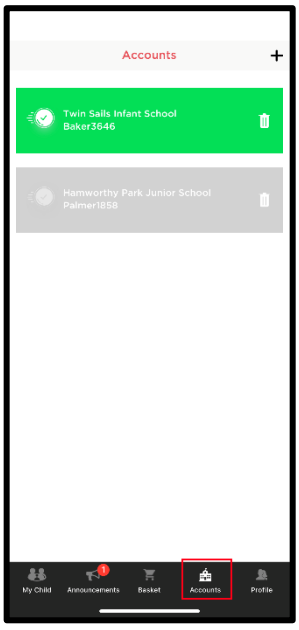
Scenario 2: **More than 1 child across Twin Sails Infant School & Hamworthy Park Junior School**

If you have children in both schools, you'll receive 2 separate invitations to your email inbox. The email will be sent from the respective school office email address.

In each email - **Username**, **School ID** and **Invitation Code** will be different.

You need to redeem invitation for each child by following the steps on Page 2 of this guide - **How to Redeem Invitation Code – MCAS**

If you're using the web browser, you'll have to login to MCAS by entering the **School ID, Username and Password** for each child. **You'll have to log out and login to access children from different schools.**



After activating your accounts on both schools, you can then proceed to use the MCAS mobile app.

You can add multiple accounts on the **MCAS app**:

You need to add child from **School A** before you can add child from **School B**.

To add another school - Tap Accounts and click on **+,** enter the **School ID, Username and Password** and then press on **Add.**

You can switch between the schools without having to log out and login if you use the MCAS app

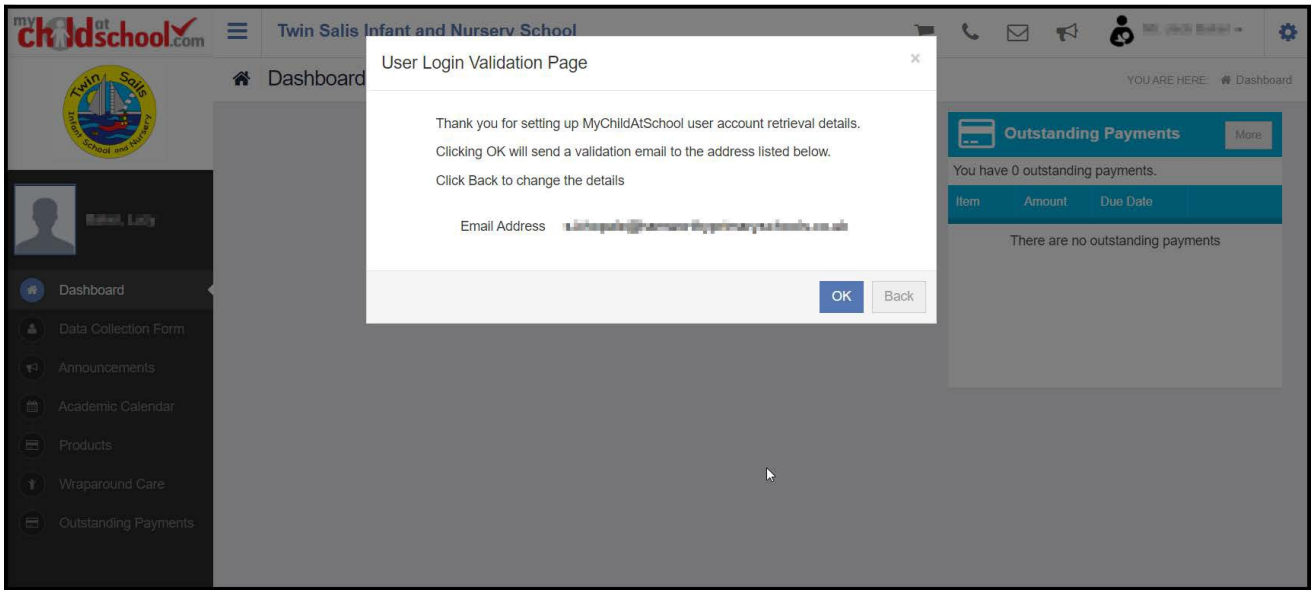
It is important that you setup MCAS app on your phone or tablet in order to view multiple children across more than one school within the app.

How to Access MCAS

From within your web browser type **www.mychildatschool.com** this will open the login page.
You can also download the companion app on Android - **https://bit.ly/3m4LIgm** and iOS - **https://apple.co/3nYZSjL**

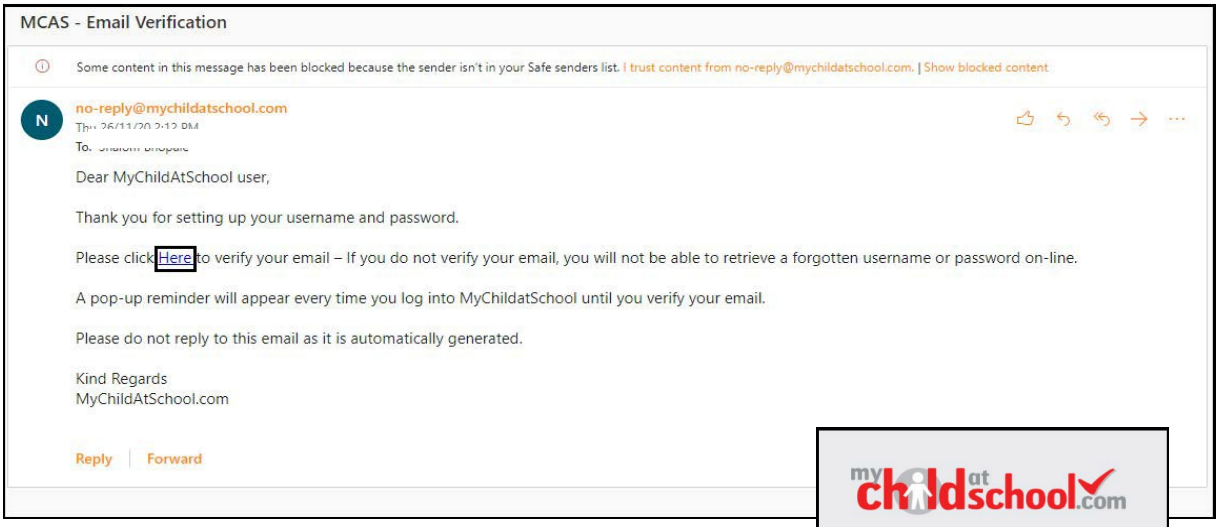
The system will redirect you to the Parent Login screen, where you'll need **School ID**, **Username** and **Password.**

Once you successfully login you will be requested to validate your email address, press OK:



An e-mail will also be sent to the e-mail address entered, if this is not verified then you will not be able to Recover Account Details or change the password in the future.

Check your personal email inbox and look out for email with subject - **MCAS - Email Verification.**
If you don't see the email in your inbox, kindly check your **Junk / Spam** folder.
The email looks like the following, click on the embedded link to verify your email address.



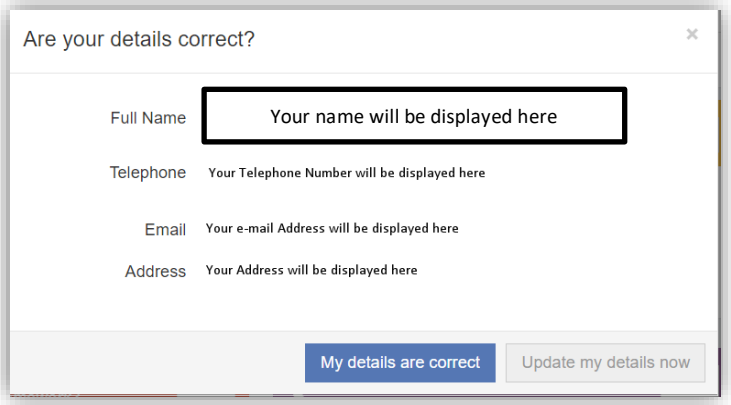
Once you click the embedded link you will be displayed with the

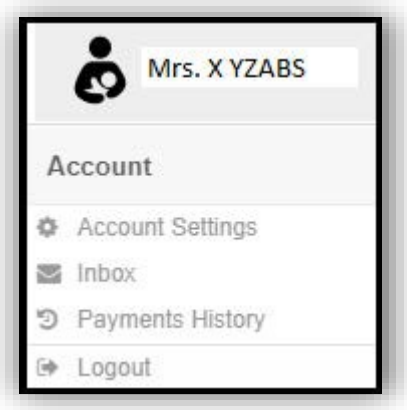


Account Options

On first login **MCAS** may request you to update your **Contact Details**, if they are correct click on the **My details are correct** button, if they are not click on the **Update my details now** button and update your **Details** and **Save** when finished.

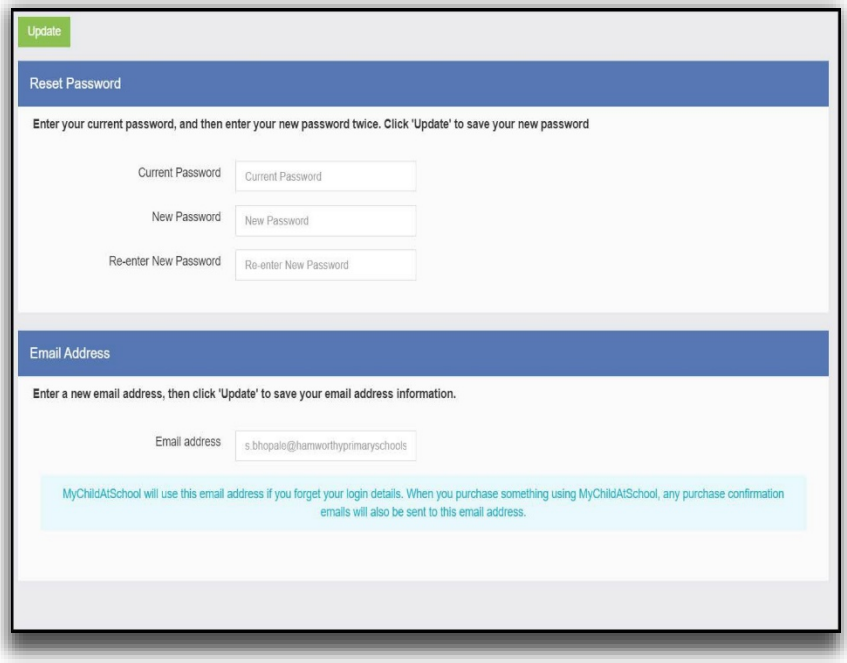
The school set the frequency this option appears, it maybe just once or every 30 or 60 days etc., allowing for new phone numbers or changes to e-mails to be updated.





These details can be updated at any time from the **Account** option, by clicking on the down arrow right of your name and selecting the option from the dropdown menu.

Kindly update your contact details regularly.

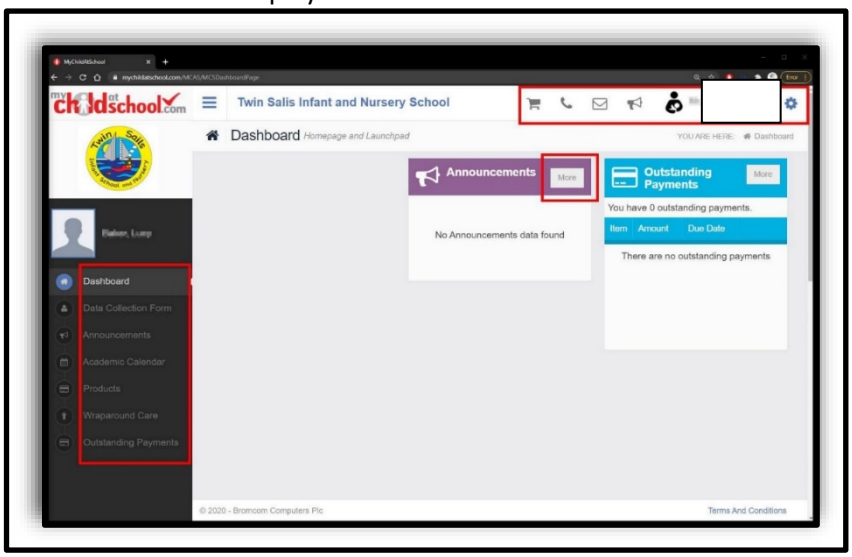


The **Account Settings** page contains the **Reset Password**, **e-mail Address** (that will be used with **MyChildAtSchool**) and the **Security Details** options.

Update the information and click on the **Update** button to save.

Selecting the MCAS Dashboard

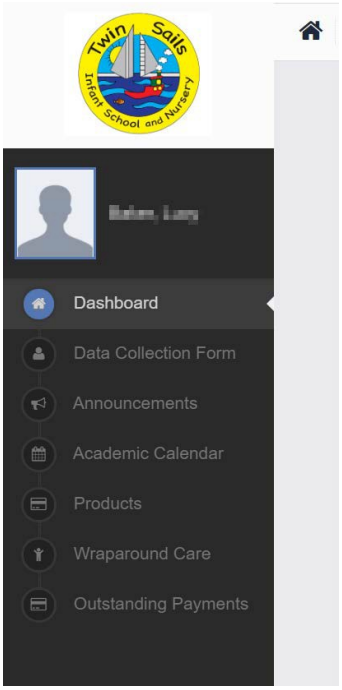
Once you have logged in the **Dashboard** will be displayed.



Announcement **Widget** will display a quick view, clicking on the More **button** will open that option, giving more detailed information. The **Widget** options can also be opened from the **Menu Bar** on the left by clicking on the option.

The **Menu Bar** also has a scrollbar to the left and can be minimised or maximised by clicking on the **Three Bar** icon.

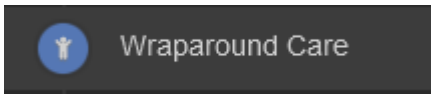




Note: Some of the options are only accessible via the **Menu Bar** and are not displayed as **Widgets**.

Wraparound Care & Clubs (Breakfast and After School Club)

The **Wraparound Care** option is accessible from the **Menu Bar** located on the left-hand side.

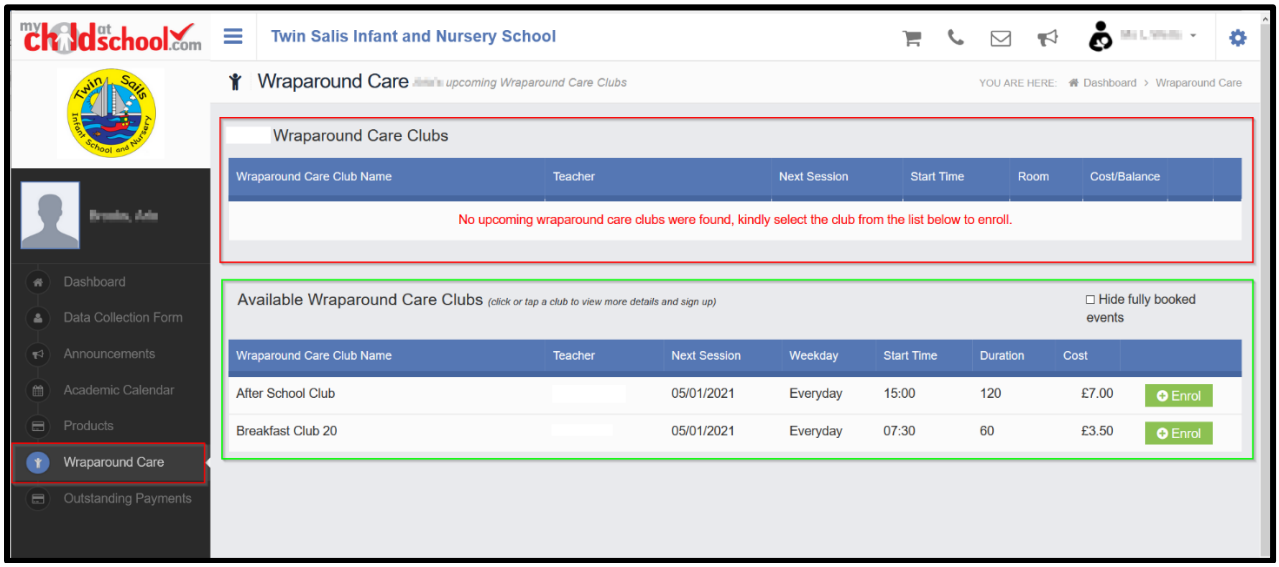


This section is split into two sections:

- **Available Wraparound Care Clubs**
- **Student Wraparound Care Clubs**

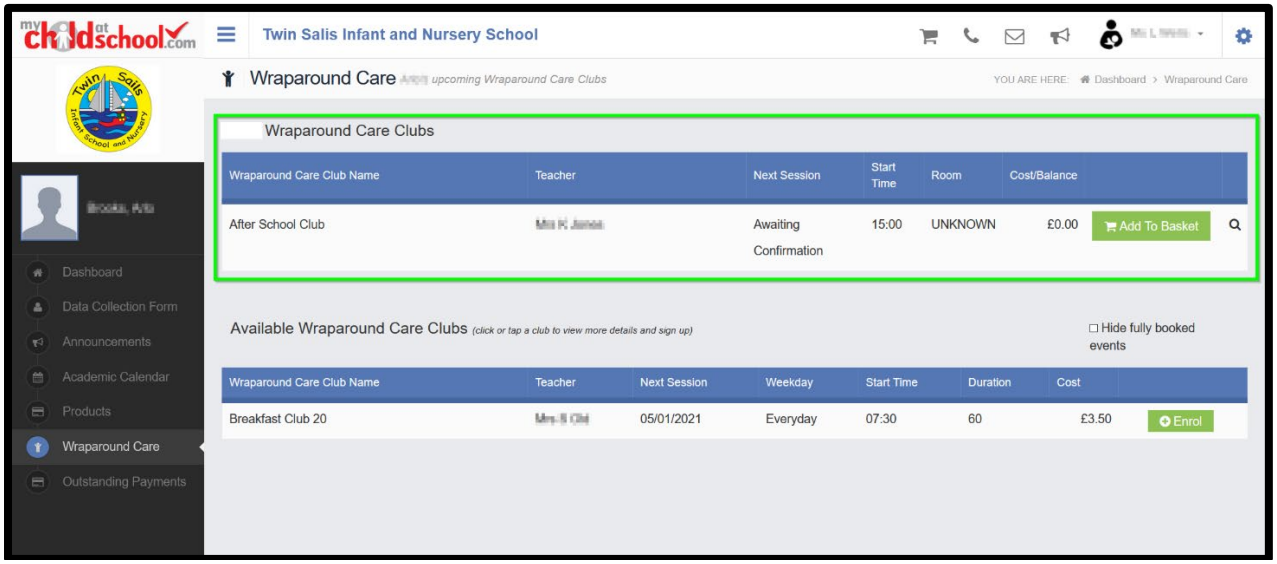
STEP 1: Enrolment

By default, students are not enrolled into any clubs. Parents/guardians need to select clubs to enrol from the list of available clubs.



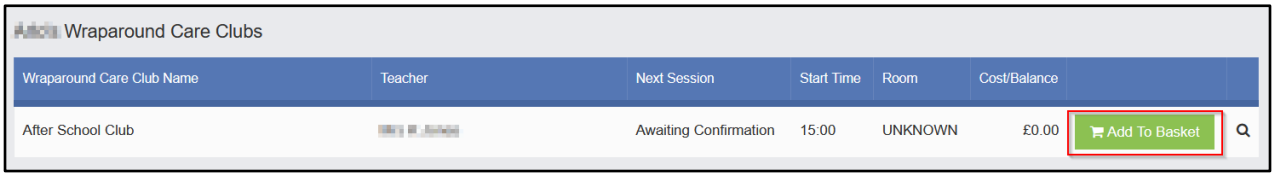
To enrol into a club, press the Enrol button.

Once you enrol in the club it now appears in the student's wraparound care club section.



STEP 2: Top-up your balance

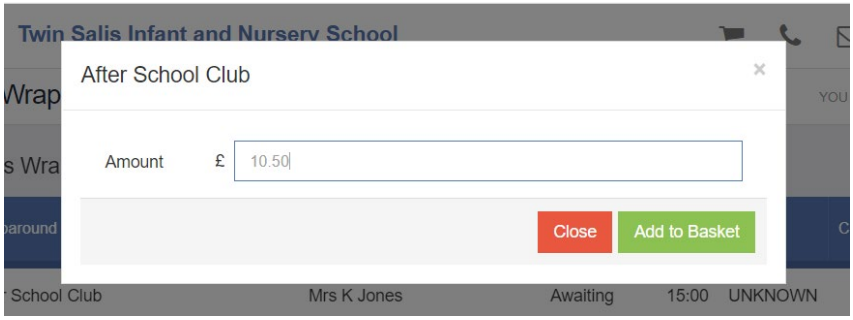
Once you **Enrol** into a club, the club will now appear in student's wraparound care clubs.



Before you can book any sessions, you need to top-up your balance – click on **Add to Basket**

If you're paying with **childcare vouchers** – please continue to make payments into the school bank account as normal, when we receive payment into the bank account the school will update your available balance, you can then skip to Step 3 – Booking Wraparound Care Sessions.

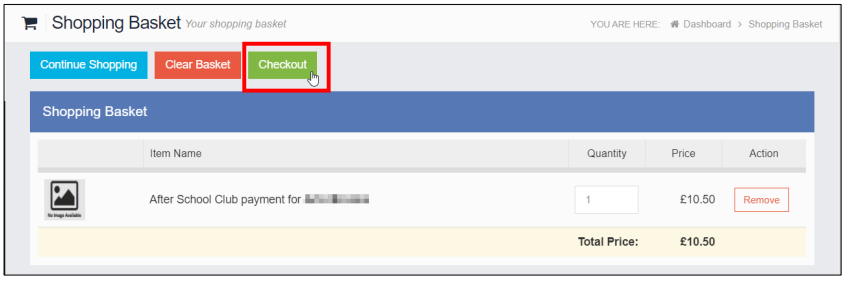
Please note you will need a separate top-up balance for each club.



Next, enter the amount that you'd like to top-up and press **Add to Basket.**



This will add the payment to your **Shopping Basket**, click on **Checkout**



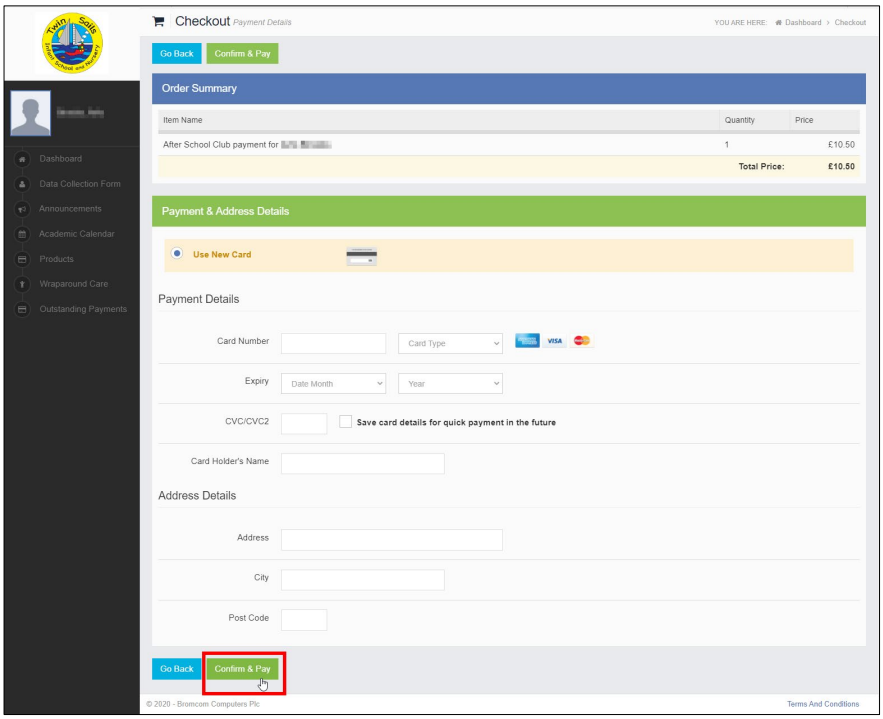
You are then greeted with the **Payment and Address** Details page – enter your card details and press **Confirm & Pay**.

NOTE – make sure you check the **Order Summary** to ensure you're paying for the desired wraparound care!

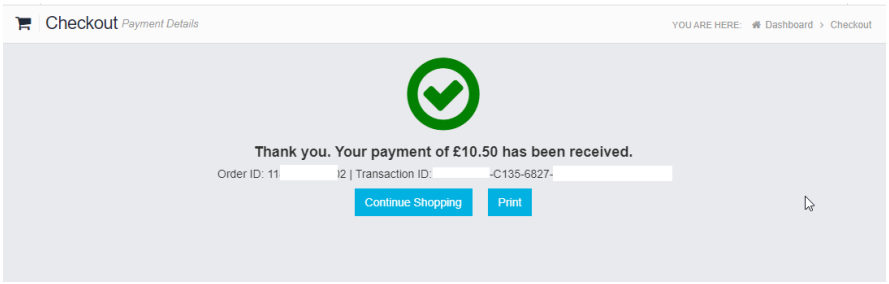
The system will not inform you the total amount to top-up, so please calculate this before making a large payment.

Example: Cost of 15 After School Club sessions?
→ 1 After School Club session costs £7.00, so 15 sessions will cost = 15 x £7.00 → £ 105.00

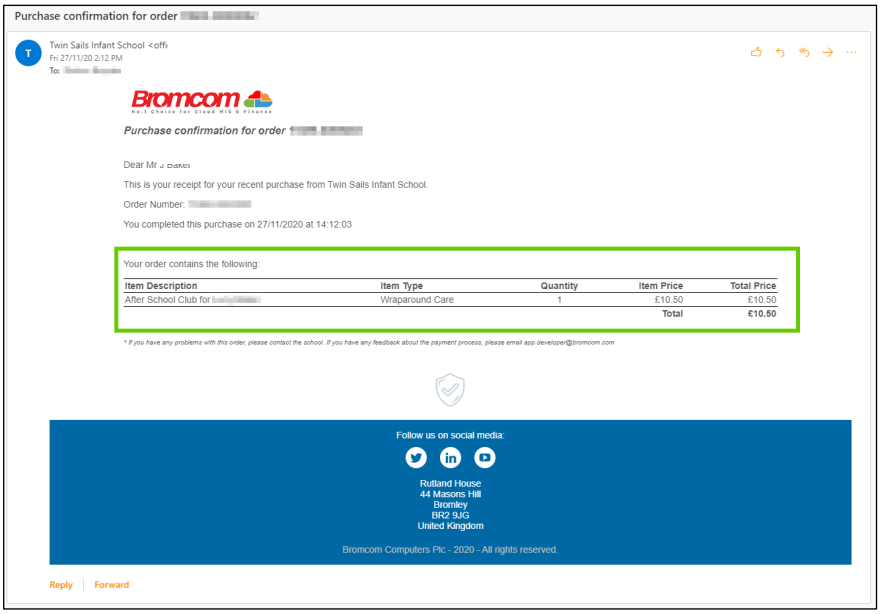
Repeat the steps for other wraparound care clubs and add the balance to each club – you can pay for both clubs at **Checkout**.

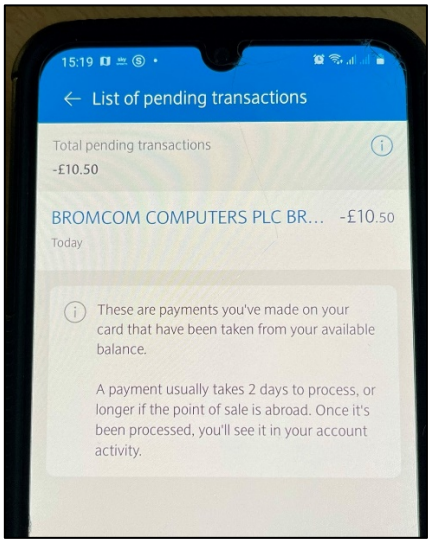


Enter your payment details and click on the **Confirm & Pay** button, the payment will go through the **Secure Payment** process and when completed a **Confirmation** message will be given.



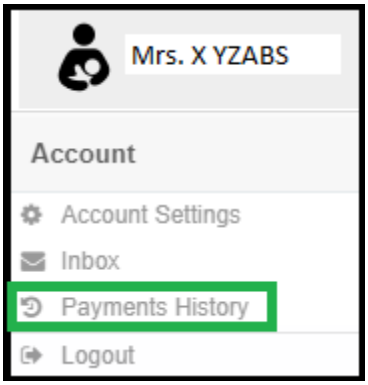
You will also receive an email confirmation to confirm your purchase:

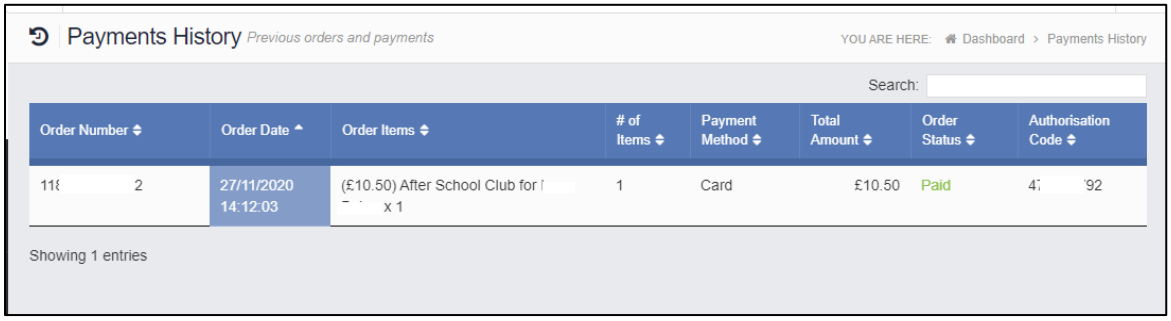




Payments made will appear on your bank statements as: **BROMCOM COMPUTERS PLC**

You can view your payment history by clicking on your name and selecting **Payment History**





The **Payment History** page contains the last **10 Payments** made by the **User**.

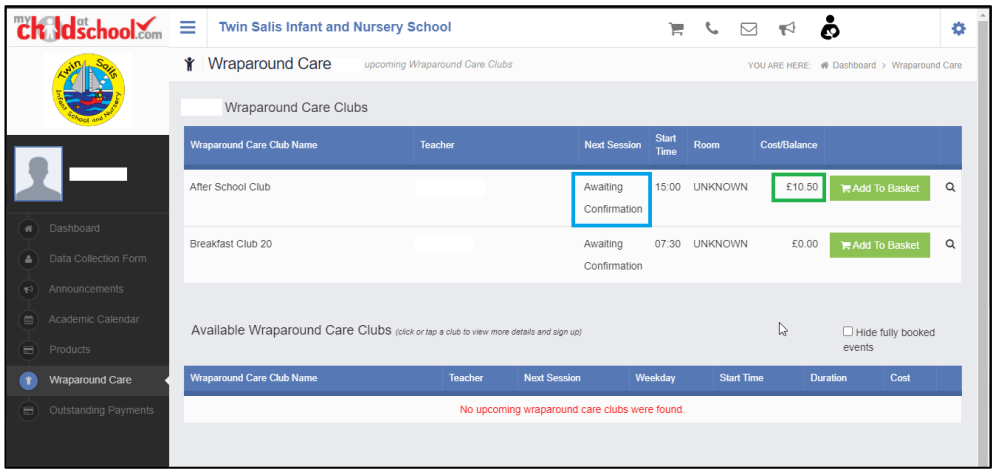
After topping up your balance, you can proceed to book sessions.

STEP 3: Booking wraparound care sessions

After completing the payment click on the **Wraparound Care** tab from the **Menu Bar.**

The balance indicates the amount you have available to book wraparound care sessions.

Click on **Awaiting Confirmation** to select your desired sessions:



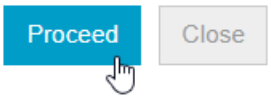
The **Club Name**, when the **Next Session** is available, **Cost Per Session** and also the colour codes which indicated the status of the sessions.
Codes indicate

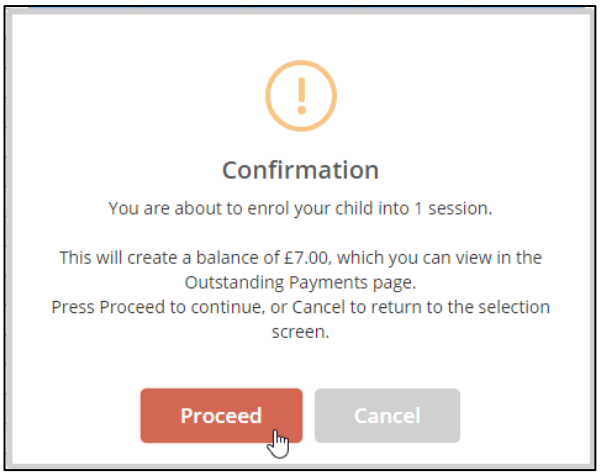
- **BLUE** - Spaces are available.
- **RED** – No more spaces available for that session.
- **GREEN** – Sessions you have booked.
- **GREY** – Holidays or dates where the club is not running.

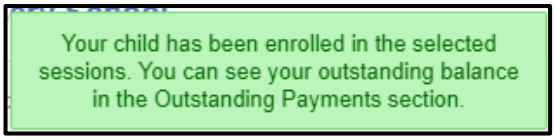
Click the desired sessions, green tick appears ✔ you can select multiple sessions at the same time on the calendar.



Click on **Proceed** to confirm the sessions

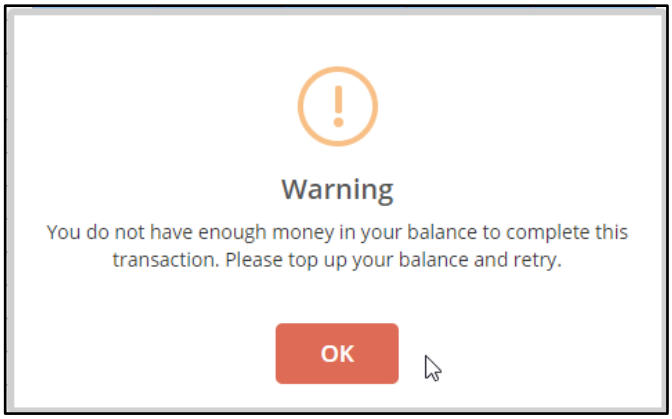




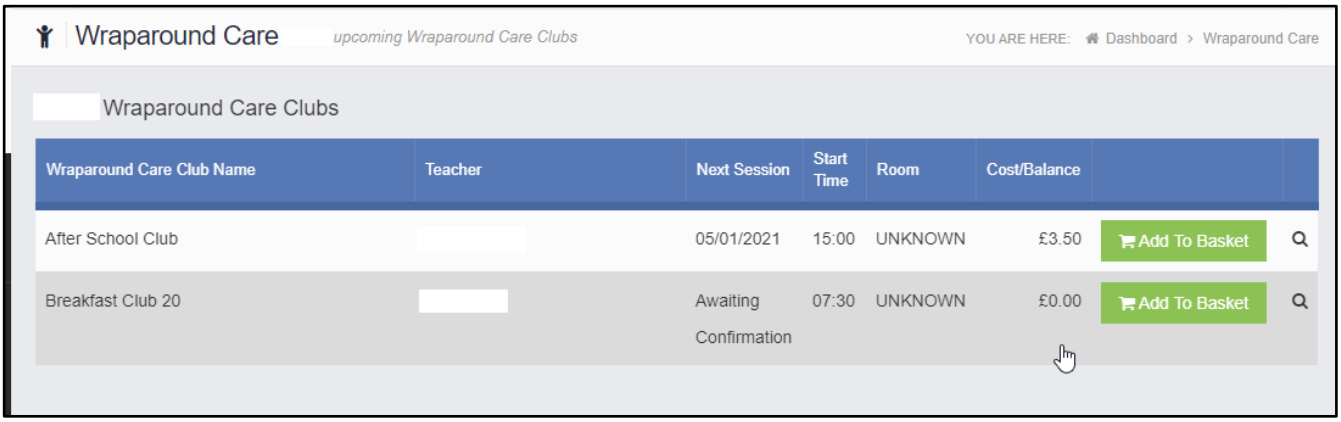


You will see the above message to confirm the selection, press **Proceed** to book the sessions.

If you do not have enough balance in your account then you won't be able to complete the transaction, please check the number of sessions - to remove a session from your selection, click on the box and the green tick will be removed.

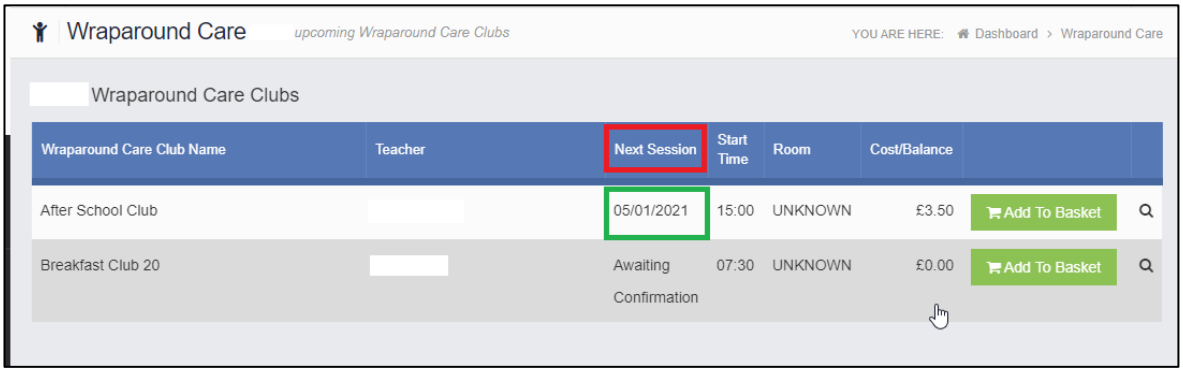


Your balance will be updated after booking session/s you can view this by clicking on the **Wraparound Care** tab from the **Menu Bar**



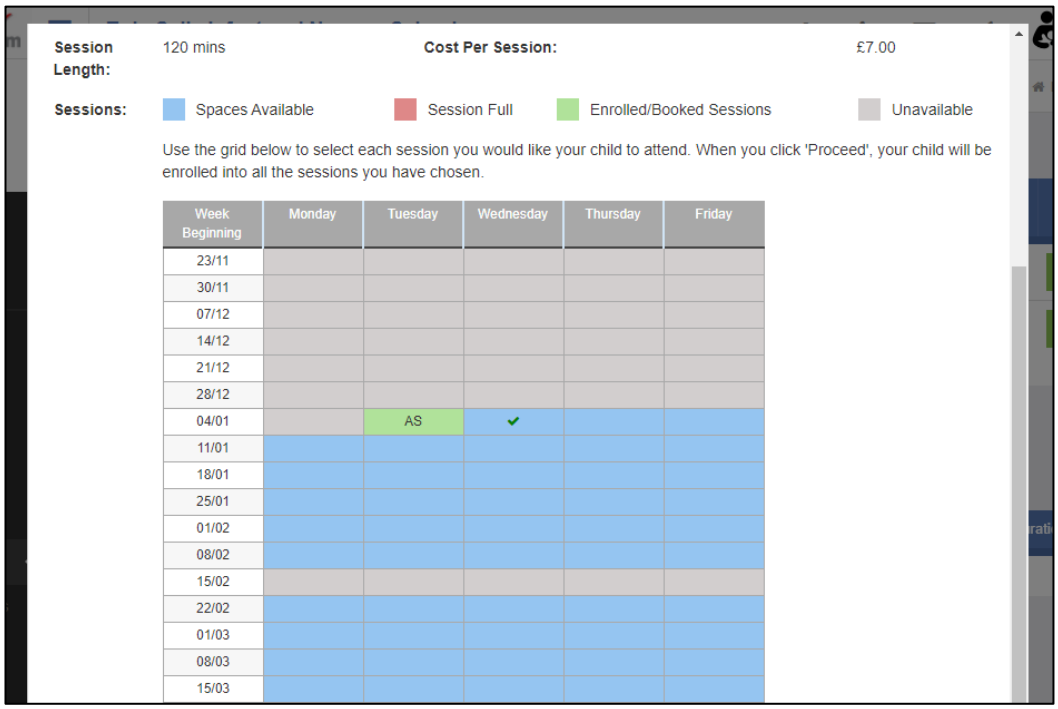
STEP 4: View booked wraparound care sessions

To view your booked sessions, click on the **Wraparound Care** tab from the **Menu Bar.**



The system indicates when the students **next session** is booked.

You can view all booked sessions by clicking on the specific club, this opens the calendar for that club:



Booked sessions are highlighted with a code such as **AS** (After School) & **BC** (Breakfast Club)

You can also book additional sessions from this calendar, please view Step 3 for detailed instructions.

STEP 5: Cancel booked wraparound care sessions

As per the school's wraparound care policy, **parents are allowed to cancel bookings 14 calendar days in advance**.

When you cancel a booking, the fund is not refunded to your bank account, the funds are added back to your club's balance.

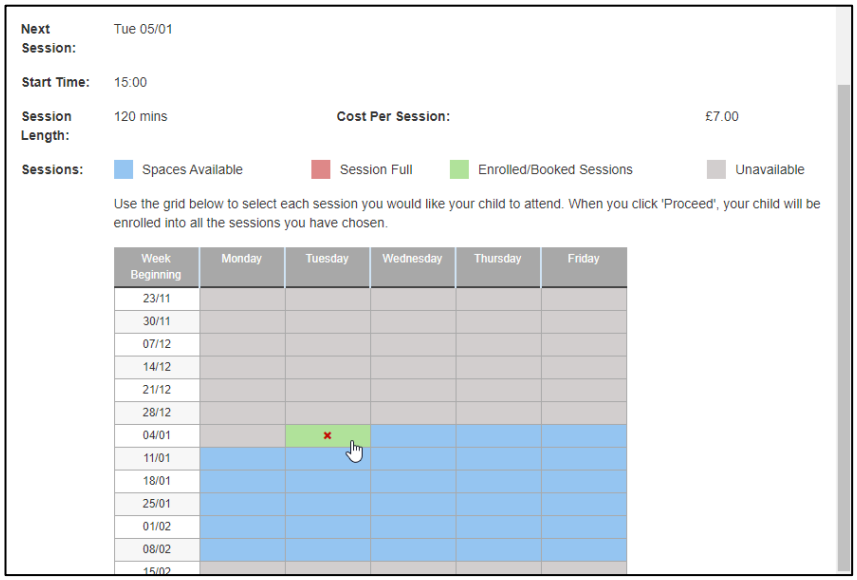
You can use this balance to re-book another session or keep into the club's balance which will be available when the child moves up to the next year group.

You can cancel a session by clicking on the **Wraparound Care** tab from the **Menu Bar.**

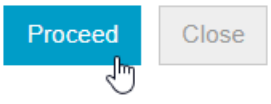
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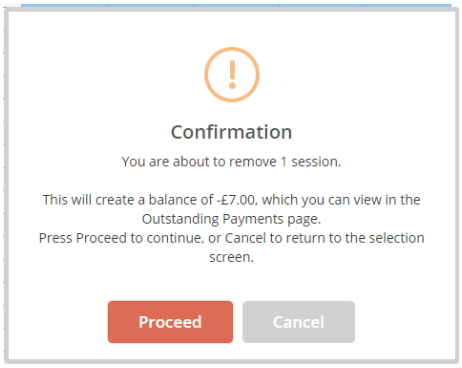
Booked sessions are highlighted with a code such AS (After School) & BC (Breakfast Club)

To cancel a specific session, click on the green box (your booked session) this will replace **AS** or **BC** with a ✕



Click on **Proceed** to confirm the cancellation





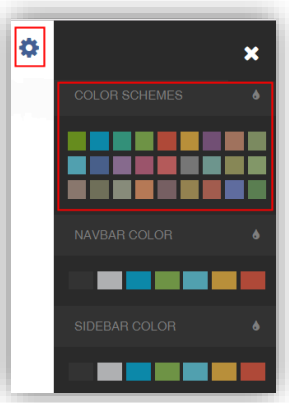
Confirmation message is displayed informing you that you are cancelling a session. The funds will be added back to the club's balance.

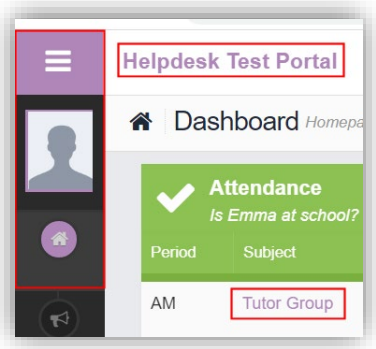
Click on Proceed.

Customising the Pages

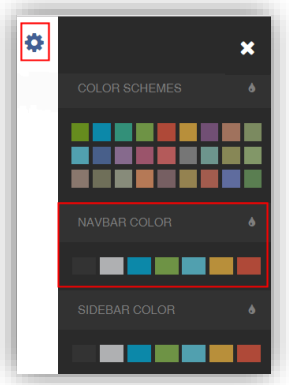
The **Colour Scheme** option allows the **Homepage** to be customised.

Selecting a colour from the **Colour Schemes** section will change the colour of the header bars and the text.



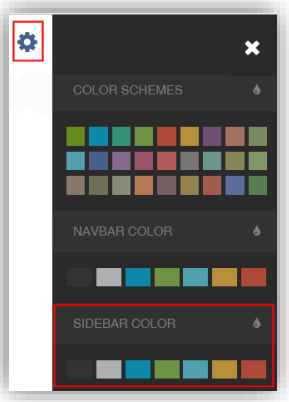


The **Navbar Colour** option will change the background colour of the **Navbar**.





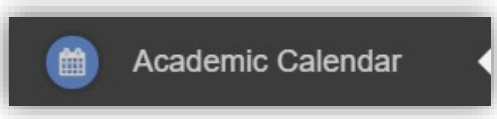
The **Sidebar Colour** option will change the colour of the **Menu Bar**.





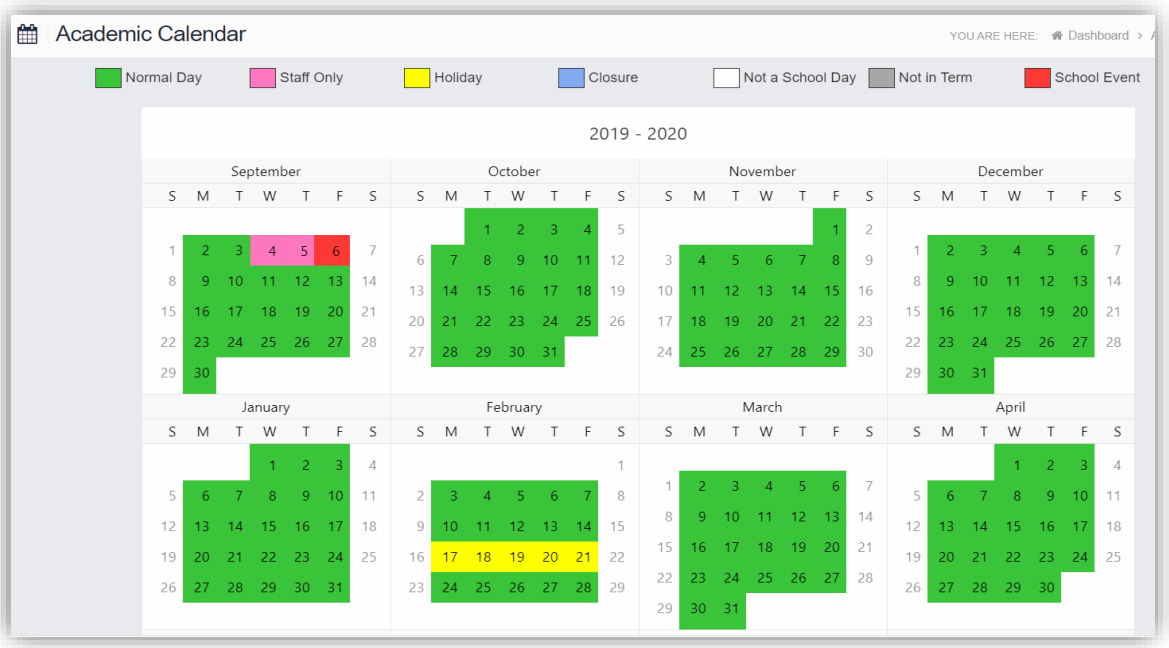
Academic Calendar

The **Academic Calendar** is accessible from the **Menu Bar** only.

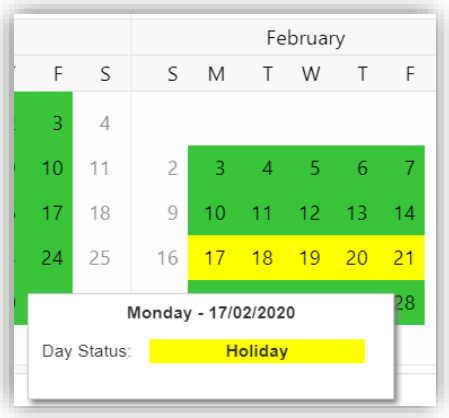


The calendar will be updated by the school in due course.

It displays the school year showing school days and holidays, there is a legend which explains the colour coding.

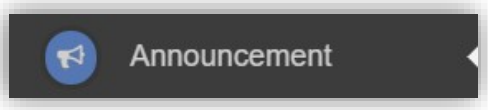


Clicking on a day will display the details for that day.

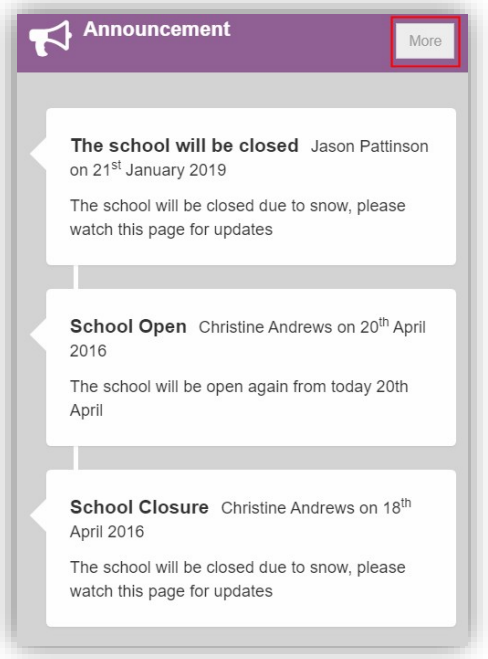


Announcements

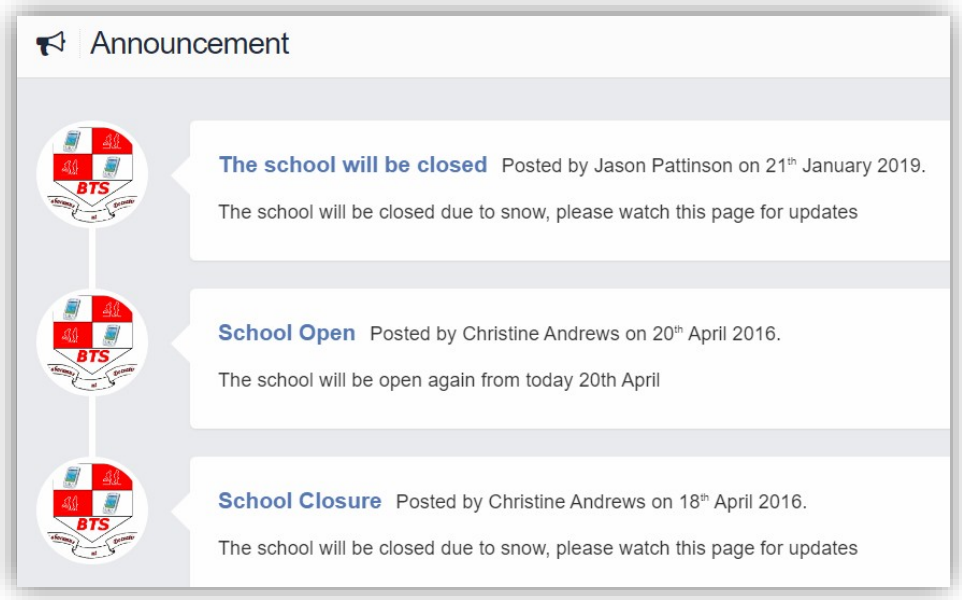
The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the latest **Announcements**, click on the **More** button to open the page.



If there are any previous **Announcements** they will also be displayed.



Currently there are no announcements displayed, these will show up as we roll out MCAS from January 2021.

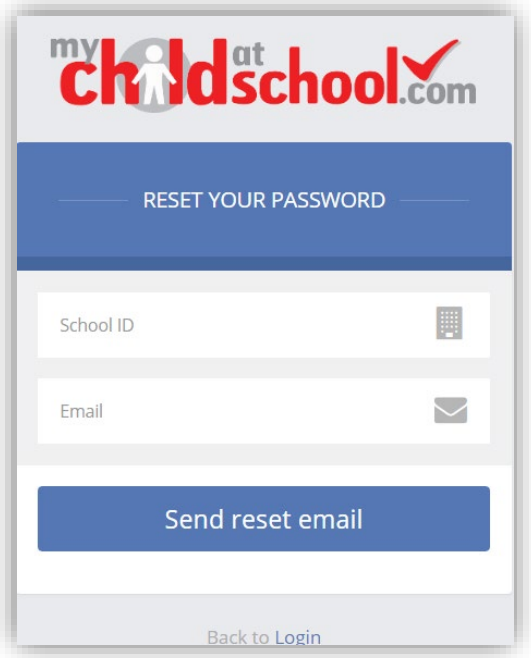
Password Reset and Recovering Login Details

If you should forget your **Login Information**, clicking on the **Forgotten Login Details**? link will allow you to reset your **Password** or **Recover Account Details**.

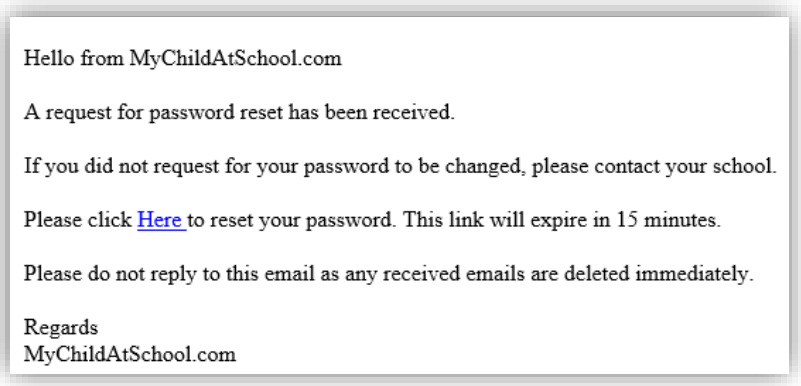


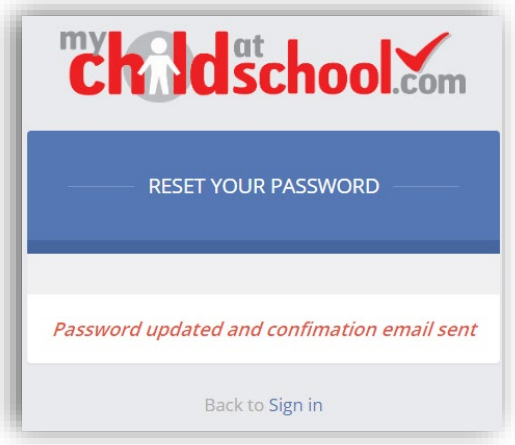
Reset Password

Selecting the **I need to reset my password** option will open the **Reset Password** window, where you will be asked to enter the **School ID** and **Email** address then click the **Send Reset email** button.



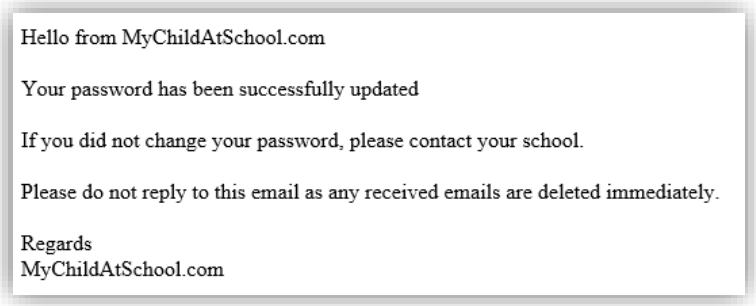
An e-mail will be sent to the verified e-mail address entered, click on the **Here** link.







Enter your new password and confirm the password again - press **Update Password**, a new page will show that the requested changes have been made and a confirmation e-mail will be sent.


Hello from MyChildAtSchool.com

Your password has been successfully updated

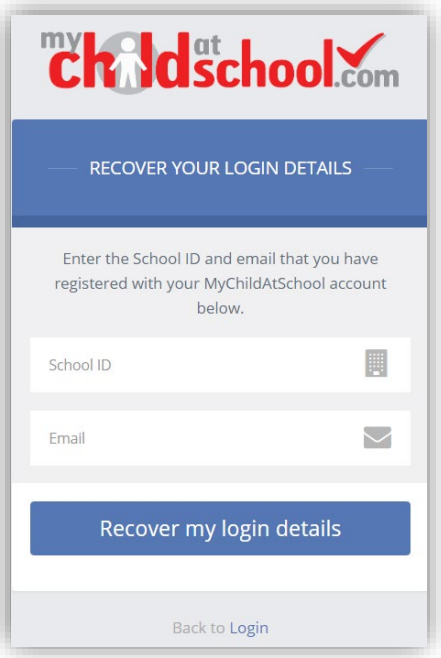
If you did not change your password, please contact your school.

Please do not reply to this email as any received emails are deleted immediately.

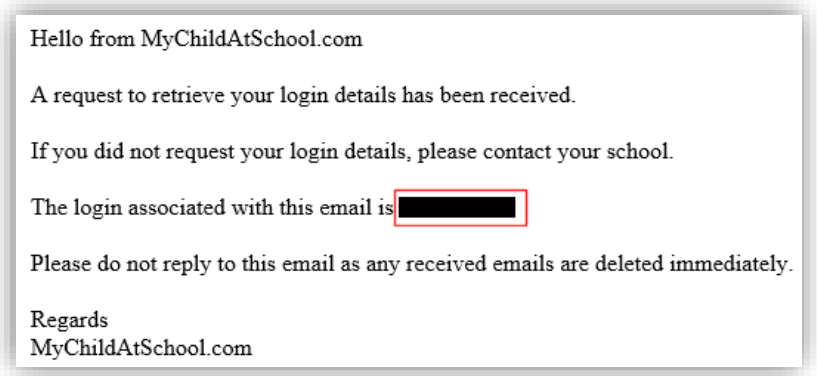
Regards
MyChildAtSchool.com

Recover Login Details

Selecting the **Recover my login details** option will open the **Recover login Details** window, where you will be asked to enter the **School ID** and **Email** address then click the **Recover my login details** button.



An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].


Hello from MyChildAtSchool.com

A request to retrieve your login details has been received.

If you did not request your login details, please contact your school.

The login associated with this email is [redacted]

Please do not reply to this email as any received emails are deleted immediately.

Regards
MyChildAtSchool.com

Help and Support

We hope you find this guide useful and informative, if you have any queries please contact the school via our dedicated MCAS support email– **mcas@hamworthyprimaryschools.co.uk**

For telephone enquires please call:

Twin Sails Infant School - 01202 672 377 (Number 5)
Hamworthy Park Junior School - 01202 677 870 (Number 5)

Press Number 5 on the keypad as soon as you hear the automatic greeting, you'll be connected to our Admin Department.
Phone lines are open from 8:30 AM to 3:30 PM (Monday to Friday)