NEW LUBBESTHORPE PRIMARY SCHOOL
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Head teacher: Miss Natalie Hackett

Dear Parents

LAUNCH OF NEW PARENT PORTAL

Thank you for your patience during the last few weeks as we have transitioned to a new Pupil database within school. I am pleased to inform you that we are now ready to roll out the next stage of the process, and invite you to sign up with My Child At School (MCAS) – our new Parent Portal. This is available via Web Browser (www.mychildatschool.com) and App (search for MyChildAtSchool in your usual app store – the App developer is Bromcom)
MCAS will replace Schoolcomms/School Gateway for online payments for School Meals, Activity Clubs, Wrap Around Care and Trips with effect from the start of the Autumn Term. Payments can be made online, or for those who prefer not to use online payment services you will have the option to pay via PayPoint at no extra cost.
Later we will activate further functionality within MCAS such as bookings for parents evenings.
As an added benefit, MCAS allows you to view some of the personal data that we hold about you (as a contact) and your child, and you will also be able to send through amendments to some of that information, such as to inform us of a change of phone number and/or address. Any change requests will be reviewed by our office staff before they are accepted into the system.
MCAS is also a communication tool, which we intend to use to send out notifications, messages and announcements. Sending messages via MCAS offers a substantial cost saving in comparison with sending Text Messages, so we would encourage you to download the App and enable notifications, to help us use as much of our funding as possible for educational purposes. We will also continue to use the School Jotter for general communication.
Provided we have an email address for you on our system **and** you are a first or second priority contact with parental responsibility for a child at the school, you will shortly receive an email containing an invitation code so that you can access and activate your account. If you do not receive an invitation code **by Friday 1st July** and believe you should, please contact the school office to confirm your email address: We are particularly aware that we do not hold email addresses for a considerable number of second priority contacts.
If you have more than one child at the school then you should be able to view details and make purchases (e.g. dinners, trips, etc) for all of your children from a single login. If you find this is not the case then please contact the office and we will check that the sibling links have been correctly activated.

Dinner Money and Wraparound care balances

During the summer holidays we will be updating dinner balances based on payments that have been received since late March. Once this is complete you should be able to monitor your child's dinner balance in real time. Wraparound care balances will also be updated over the summer.
On the following pages you will find some brief guidance notes to help you to get started. A comprehensive Parent Guide will be made available in due course, but we hope that you will find the portal intuitive and easy to use, whether you choose to access it via web browser or app.
Please contact the school office if you have any queries with regard to MCAS.

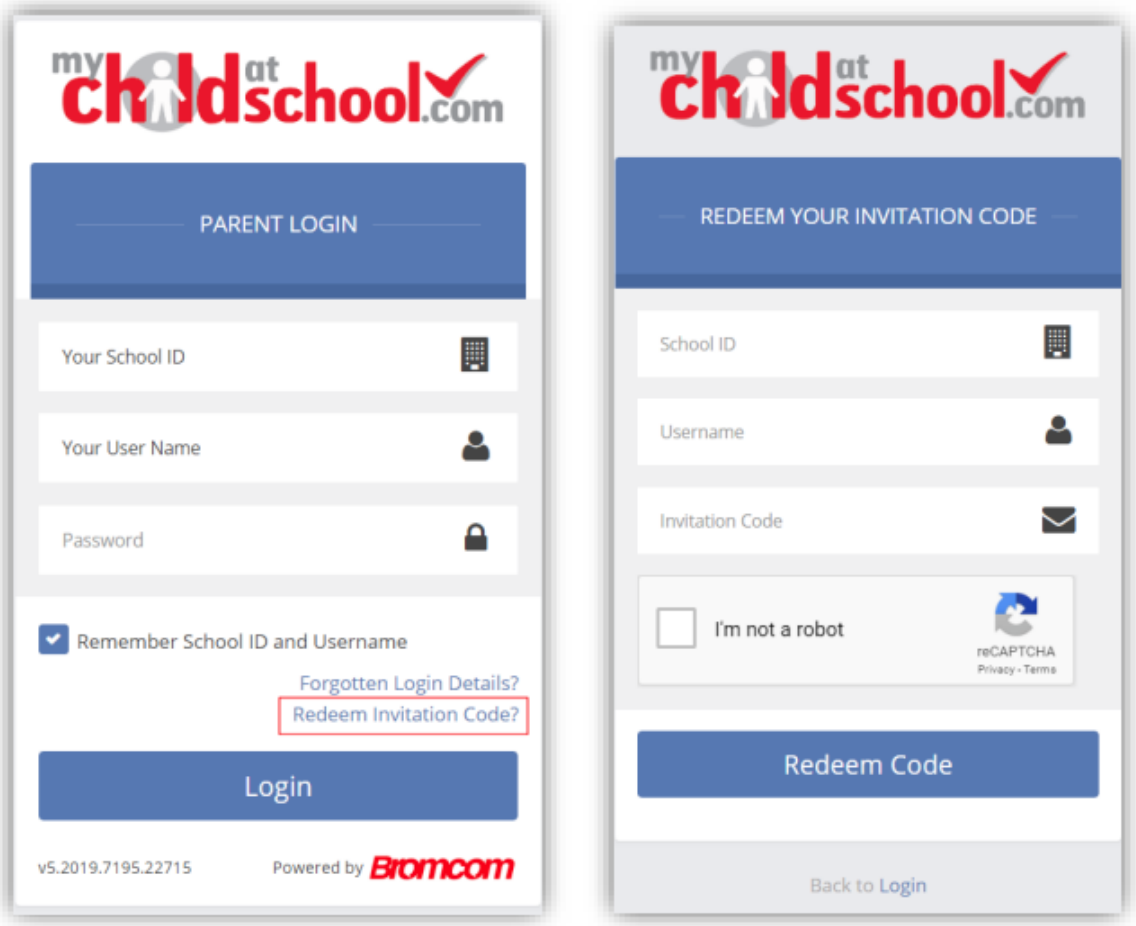
Yours sincerely

Natalie Hackett
Headteacher

How to Access MCAS

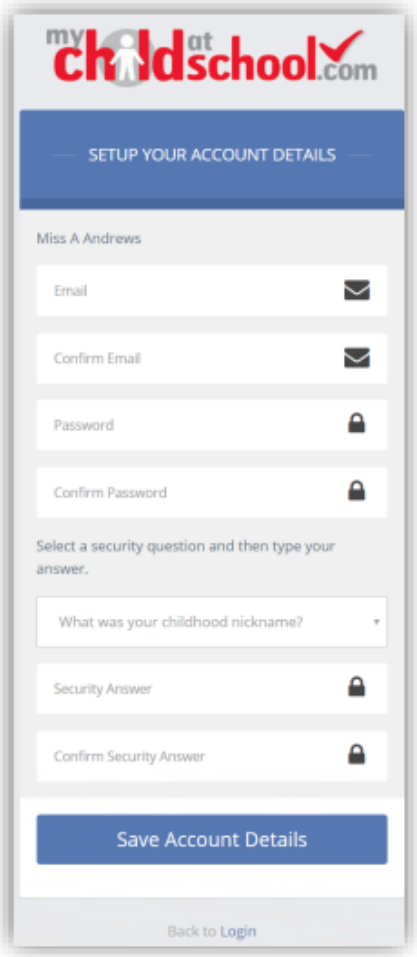
To login to the **MCAS Parent Portal** you will need to have a valid e-mail address registered with the school and an **Invitation Code** which the school would have sent to you. If you do not have an **Invitation Code** please contact the school for one, as you will **NOT** be able to access the **Parent Portal** without one.

From within your web browser type **www.mychildatschool.com** this will open the login page.



Click on the **Redeem Invitation Code?** link and enter your **School ID**, **Username** and the **Invitation Code**, which will be a unique 10 character alphanumeric code, [which can only be used once to setup the **Account**], tick the **I'm not a robot** box and click on the **Redeem Code** button.

You will then be asked to **Setup** your **Details**, enter the required information to setup the **Login Details** and click on the **Save Account Details** button, a message will be displayed that the new **Login** setup has been successful and you will be returned to the **Login** page.

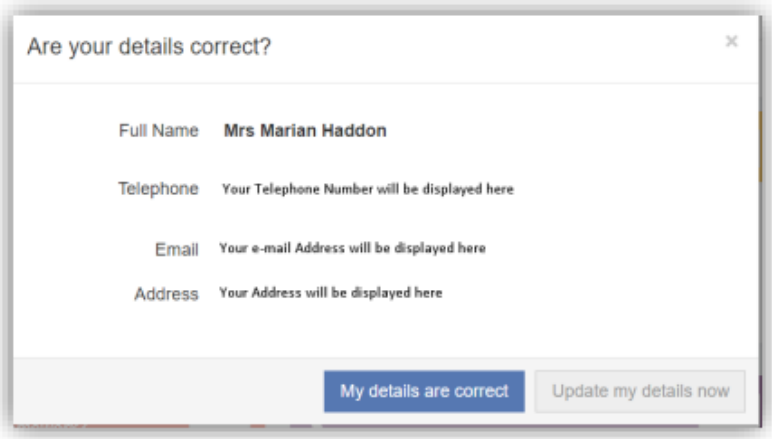


An e-mail will also be sent to the e-mail address entered asking for the **Login** information to be verified, if this is not verified the you will not be able to **Recover Account Details** or change the **Password** in the future.

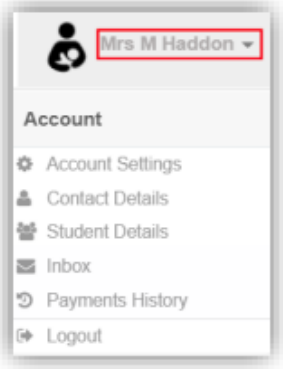
Account Options

On first login to **MCAS** your **Contact Details** will be displayed, 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.



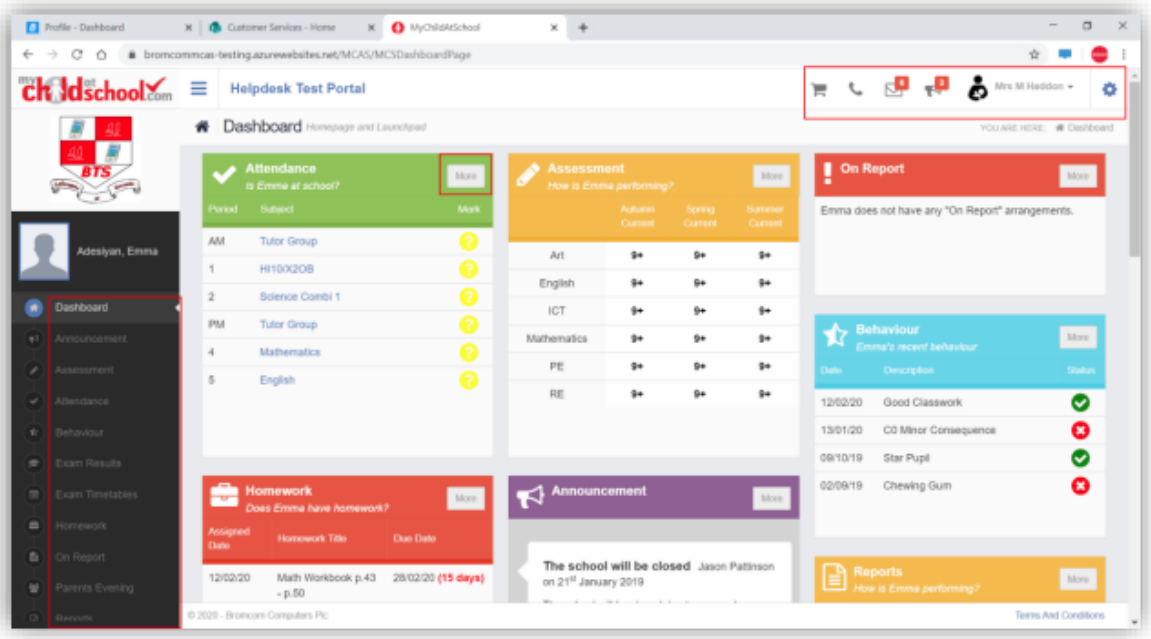
These details can be updated at any time from the **Account** option, by clicking on the down arrow right of your name and selecting the option from the dropdown menu.



The Contact Details page contains the personal details of the user.
The Student Details page contains the student details.

Selecting the MCAS Dashboard

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



Please Note: What is displayed here is enabled by the school, who may **NOT** use all of the available options. The school also has configuration options of **Colour**, **Menu Titles** and **Sub Menu Titles** so may differ from the images in this **Guide**.

Each **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 image above represents the web portal, but the App is very similar in respect to different functions being accessed via widget.