



Lyndhurst Infant School

MyChildAtSchool (MCAS) Parent Guide

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Introduction

MyChildAtSchool (MCAS) is Lyndhurst Infant Schools' parental engagement system. As well as enabling a parent to view their children's data, the portal also provides general useful information about school.

We use MyChildAtSchool for the following:

- Communications via email & app notifications (not text/SMS) to inform parents and carers of events and important information regarding your child at school.
- To consent and pay for school trips
- To apply for and pay for some extracurricular before and after school clubs
- To book parents evenings
- To purchase items, from the school online shop
- To review important pupil data including contact details and medical conditions

In future we may also use MCAS for other school processes that are not mentioned above. We encourage all contacts who have parental responsibility for a child to be active on MCAS so important information from the school is received in a timely manner.

MCAS is available online or as a downloadable app on Apple and Android. This guide will show you all you need to know about using MCAS and the options available to you.



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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, if you have then you would have received an Invitation Code to your inbox from the school called MCAS – Redeem Invitation Code.

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.

Once you have got the email you can either download and setup your account through the app (see below on which one) or you can setup your account through the web browser.

In that email there will be a link that says **Please click Here to redeem your invitation code** or from within your web browser type <http://www.mychildatschool.com> this will open the login page.

If you clicked the link in your email the above fields will have been populated automatically, if you accessed from the app directly click redeem invitation code and then fill out the details from the email. The email link may also open the app on your smartphone with the details already populated.



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You will then be asked to setup your security 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.

mychildat
school.com

SETUP YOUR ACCOUNT DETAILS

Miss A Andrews

Email

Confirm Email

Password

Confirm Password

Select a security question and then type your answer.

What was your childhood nickname?

Security Answer

Confirm Security Answer

Save Account Details

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 then you will not be able to recover account details or change the password in the future.

Dear MyChildAtSchool user,

Thank you for setting up your username and password retrieval details.

Security Question:

What was the name of your first pet?

Answer:

S****

Please click [Here](#) to validate this information – If you do not validate the details provided you will not be able to retrieve a forgotten username or password on-line.

A pop-up reminder will appear every time you log into MyChildatSchool until you validate these details.

Please do not reply to this email as it is automatically generated.

Kind Regards

MyChildAtSchool.com

You will now be able to login using your new 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.

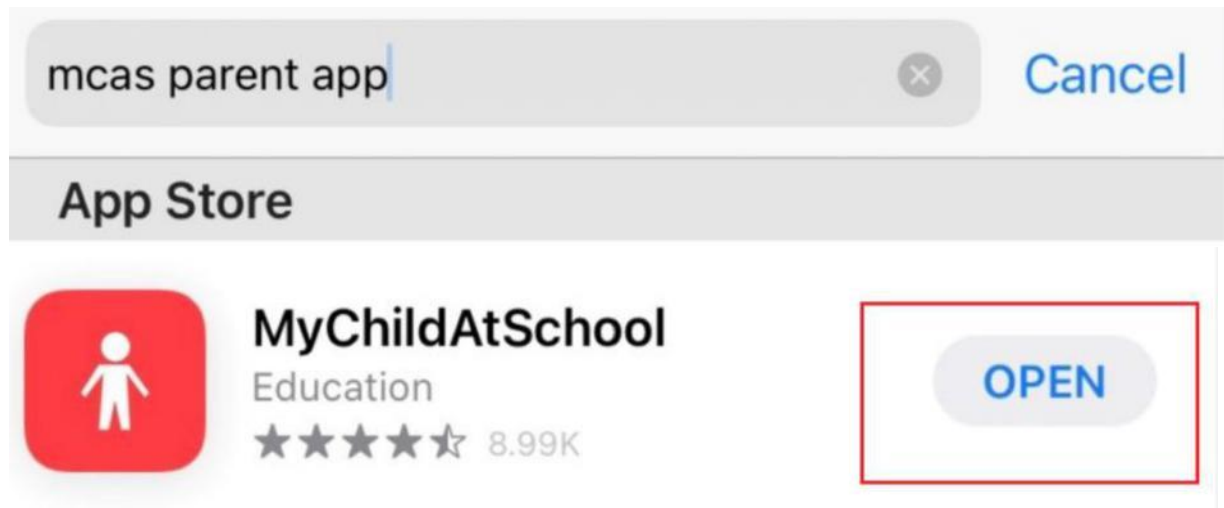


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Access and Download the MyChildAtSchool App

To download the MyChildAtSchool Parent App, search for MCAS Parent App on your respective mobile app/play store and select download.

Once the app is downloaded, you will be able to press OPEN



The app will show either the login screen or welcome page depending on whether you have setup your account or clicked it from the link in the email.

If you have already setup your account enter the **school code of 13298** and then your username and password. If you have not setup your account, please follow the instructions above and enter the details found in your welcome e-mail.

PLEASE ENSURE THAT YOU ENABLE “PUSH” NOTIFICATIONS IN YOUR PHONE SETTINGS IN ORDER TO BE NOTIFIED OF ANY NEW MESSAGES SENT TO THE APP.



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Quick Set Up Guide for MCAS via a Web Browser

**Access key
information from
your web browser.**



Step 1: Search for MyChildAtSchool Login page.



Step 2: Select Redeem Invitation Code.



Step 3: Add the required information using the email sent to you by school.



Step 4: Select Redeem Code.



Step 5: Add the required information Click Save Account Details.



Step 6: Log into your MyChildAtSchool Account.



Step 7: Login to your email and validate your email address.



Step 8: Go back to MyChildAtSchool and log into your account to complete the process.



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Quick Set Up Guide for MCAS via the App

Access key
information on
your **mobile device**.

Bromcom



Step 1: Download
the app.



Step 2: Allow
notifications.



Step 3: Choose a
memorable pin.



Step 4: Select
Redeem Invitation
Code.



Step 5: Add the
required information
using the email sent
to you by school and
press Redeem Code.



Step 6: Add the
required information
and press Save
Account Details. You
will now be logged
into your account.



Step 7: Clicking on
the 3 bars provides a
side menu to navigate
to the different areas
of the parent portal.



Step 8: The
information
displayed in the
menu is managed by
the school.



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First Time Login

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.

Are your details correct?

Full Name

Mrs Marian Haddon

Telephone

Your Telephone Number will be displayed here

Email

Your e-mail Address will be displayed here

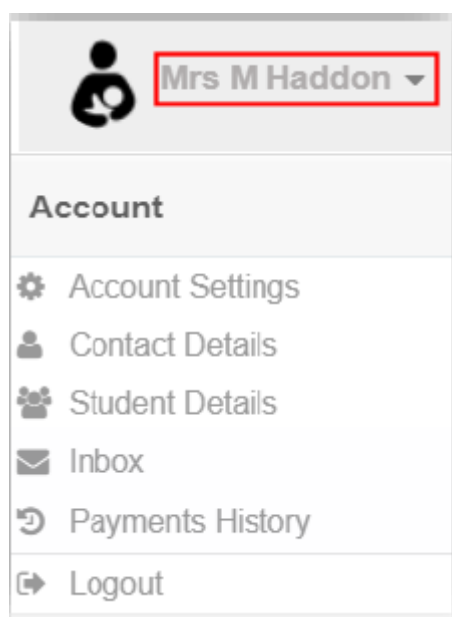
Address

Your Address will be displayed here

My details are correct

Update my details now

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.

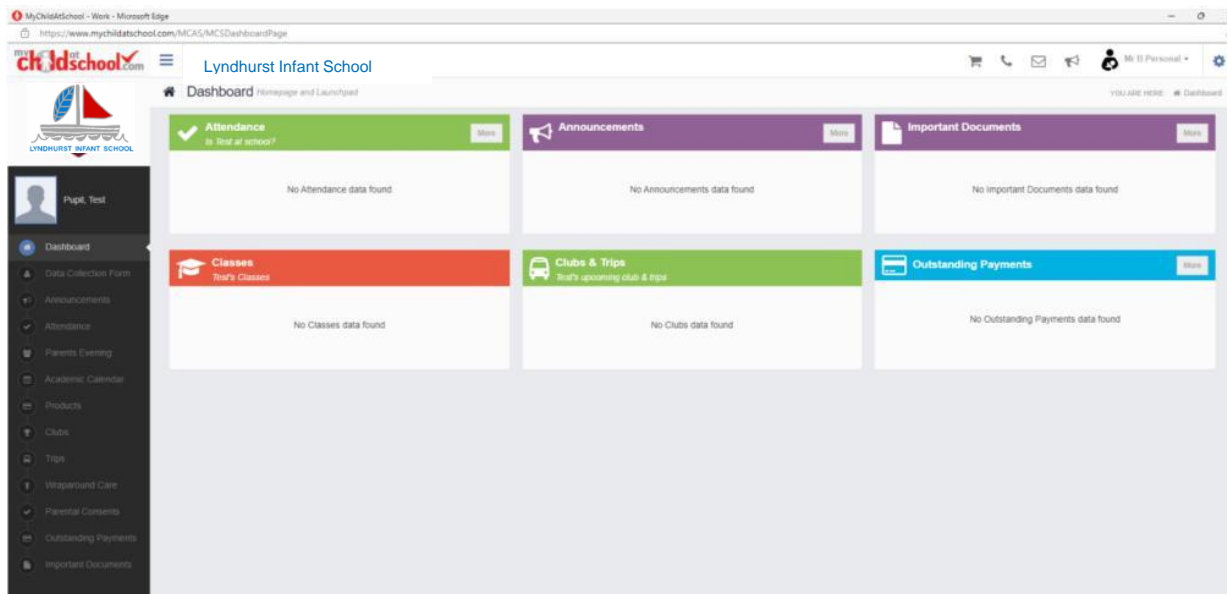




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The Dashboard

Once you have logged in the dashboard will be displayed.



On the dashboard there are several widgets which will show some information. Each widget will display a quick view, clicking on the more button will open that option, giving more detailed information.

The Menu Bar shows all the available options on the system. It also has a scrollbar to the left and can be minimised or maximised by clicking on the Three Bar icon.

Clicking each of these will take you to the corresponding section.

Multiple Pupils

Clicking on the name of the pupil, next to the photograph, will open a list of other pupils associated, this will be shown if you have multiple pupils in the school.

Click on the photograph or the text to change views. Allowing information for more than one associated pupil to be viewed without having multiple logins.



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Modules

Each module available shows different information or carries out a particular process. Some only display information and others are more interactive.

Data Collection Form

This widget displays some of the details we have on record.

The screenshot shows the 'Data Collection Form' interface. At the top, there is a header bar with a user icon, the text 'Data Collection Form', and a 'YOU ARE HERE' breadcrumb. Below the header is a green 'Submit Changes' button. A light blue banner contains a note: 'Please note - Any amendments will first be approved by Chesswood Junior School administration staff before any records are permanently updated. Amendments that are not approved will revert back to the original data.' The main content area is titled 'Student Details' and contains the following fields:

- Legal First Name: Text input field with 'Text' placeholder.
- Legal Middle Name(s): Text input field.
- Legal Last Name: Text input field with 'Pupil' placeholder.
- Preferred First Name: Text input field with 'Text' placeholder.
- Preferred Last Name: Text input field with 'Pupil' placeholder.
- Date of Birth: Text input field with '01/09/2015' value.
- Address Details: A section with a dropdown for 'United Kingdom', a 'Postcode' label, a green 'Post' button, a text input field, and a green 'Select' button.
- Gender: Text input field with 'Male' value.
- Country Of Birth: Dropdown menu with 'Not Yet Obtained' selected.
- Religious Affiliation: Dropdown menu with 'Select' selected.
- Ethnicity: Dropdown menu with 'Select' selected.
- Nationality: Dropdown menu with 'Not Yet Obtained' selected.

In addition to the core details, it also displays any medical and SEN information. You can edit or add any additional details if anything is incorrect and then submit this to the school. The school will always review and changes before changing the school record. If something is wrong that cannot be changed please contact the school office.

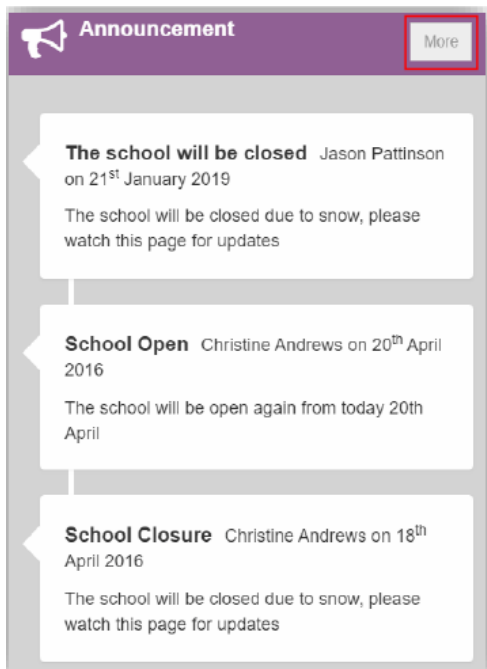


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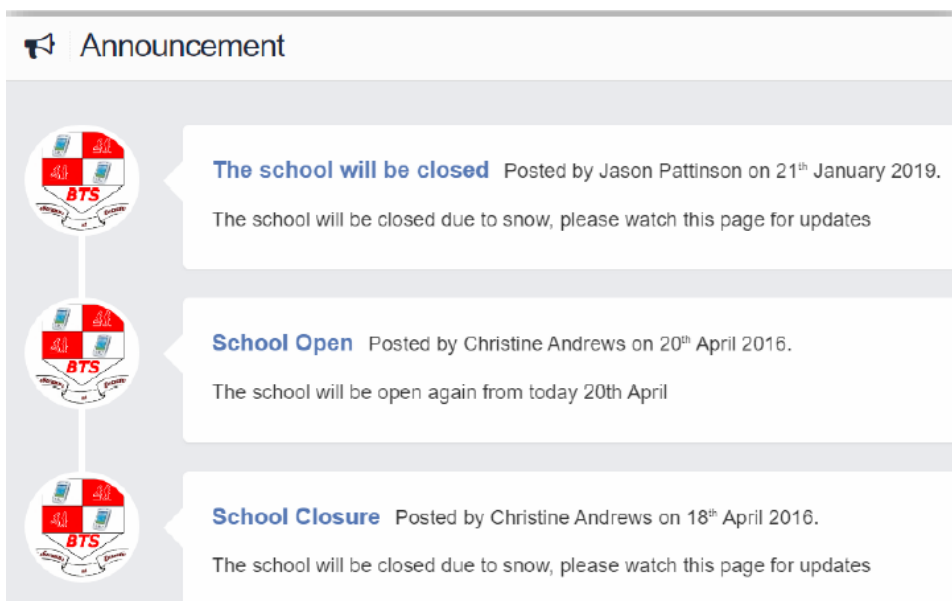
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Announcements

The Widget displays the latest Announcements, click on the More button to open the page. The school will use the announcements page to deliver app notifications and information to you.



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

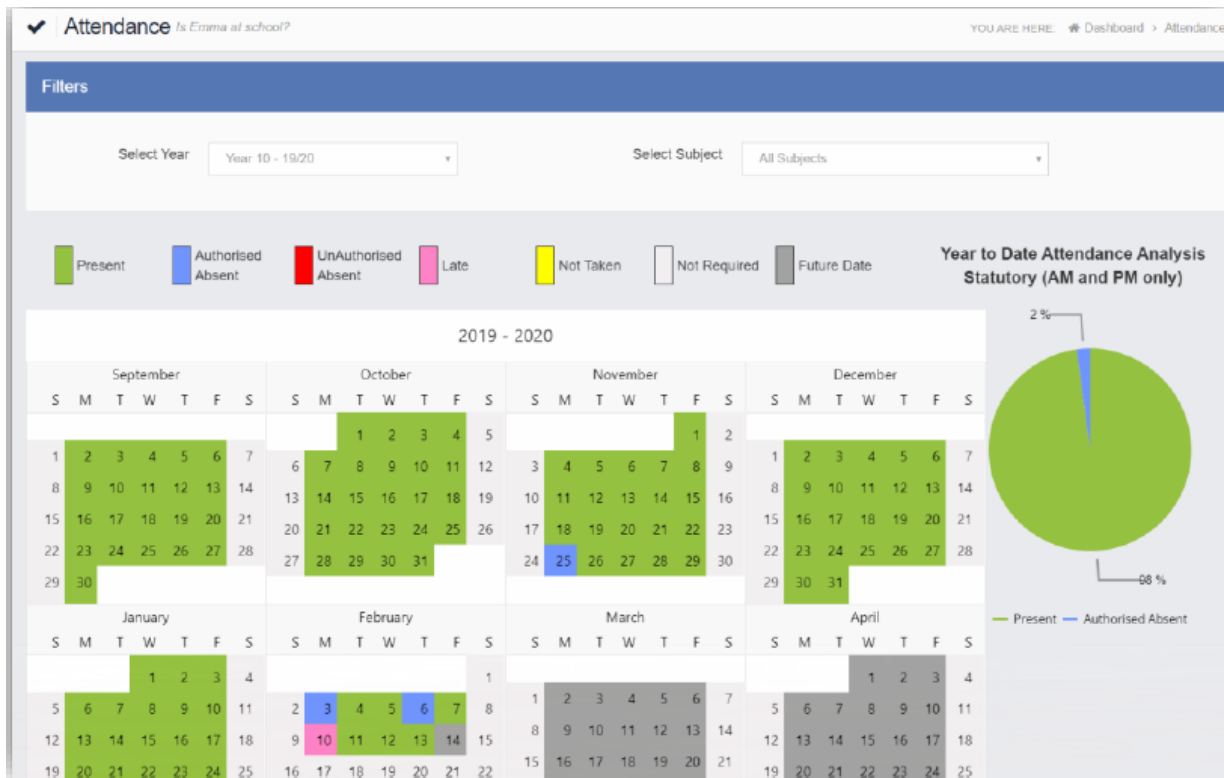




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Attendance

The Widget displays the Attendance for the current day. Clicking on the menu bar will open the Attendance page with a Summary Pie Chart for the year to date for your child.



This displays the school year showing school days with the pupil marks, there is a legend which explains the colour coding. This is updated live from the school system, it will also show any future dates which have been authorised for your child by the school.



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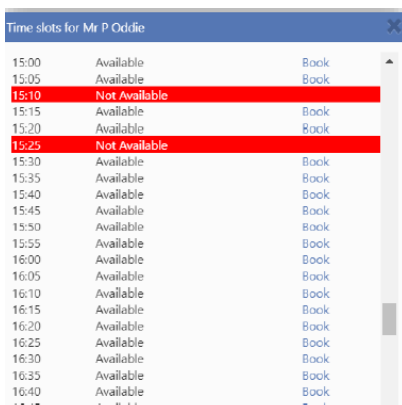
Parents Evening

The Parents Evening option displays the information about any upcoming Parents Evening.

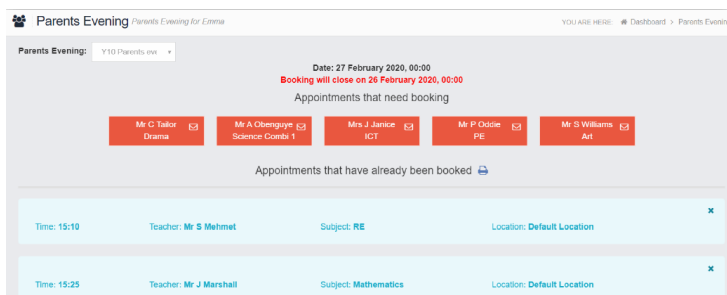


Along with the date of the Parents Evening a list of appointments that need to be booked and a closing date for making bookings will be displayed. If the option to contact teaching staff is available an Envelope icon will display to the right of the Teacher name.

Click on a Teacher/Subject to book an appointment time, slots that are not available will be blocked out. Click on the Book option and that appointment will be booked.



The Teacher/Subject will be removed from the Appointments that need booking section and will display as Appointments that have been booked, with the details and time.



Appointments can be changed by clicking on the X to the right of the booked appointment, this will remove the appointment and return it to the Appointments that need booking section.

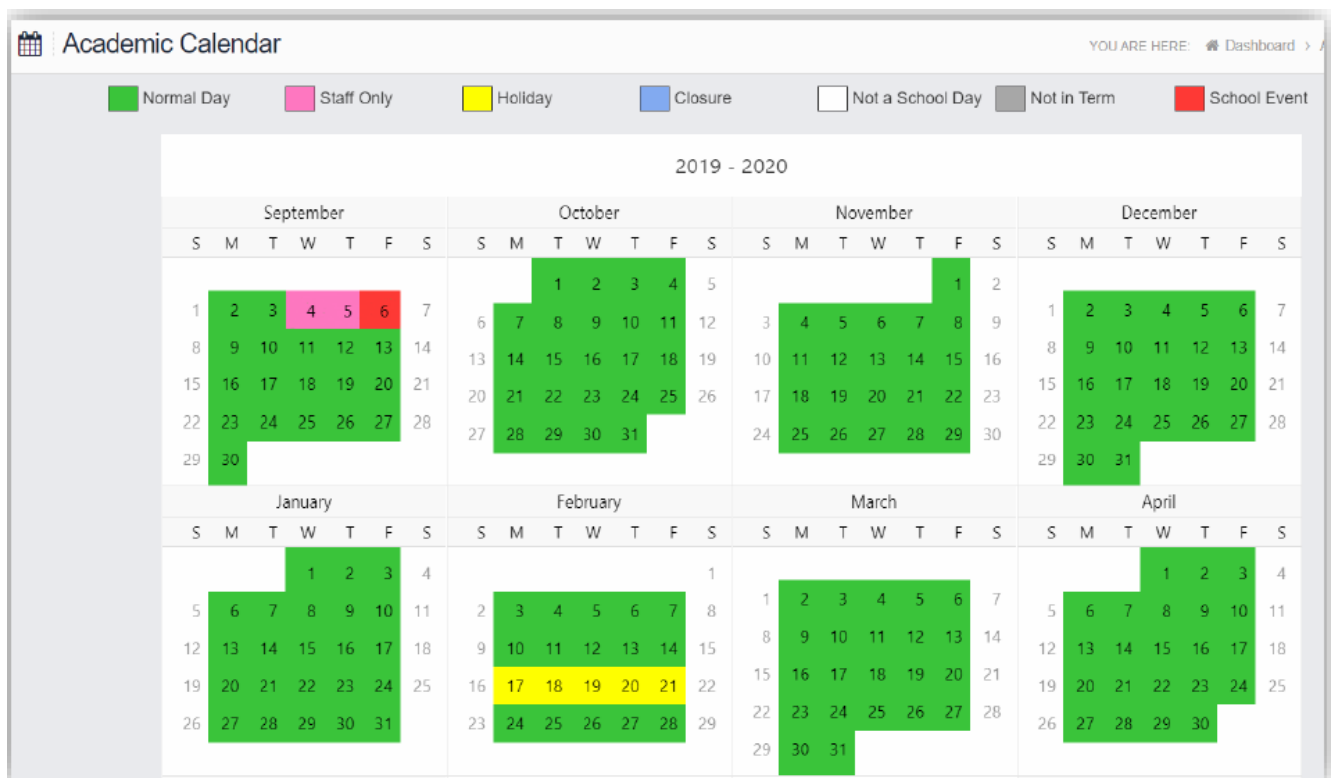


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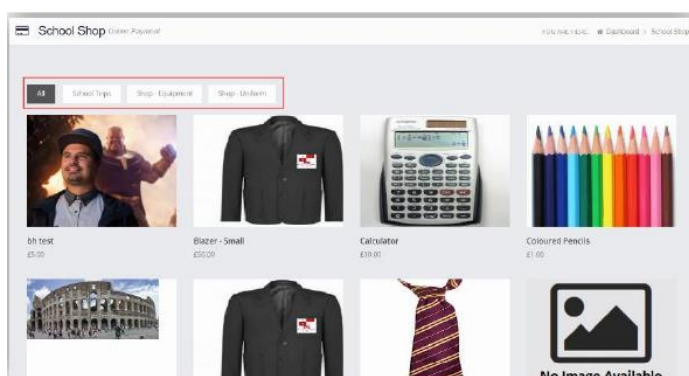
Academic Calendar

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



School Shop

This is an Online School Shop and will display the items the school currently have available for you to purchase, what appears on this page is determined by the school and may not contain anything.





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Breakfast Club, After School Clubs & Trips

The Clubs & Trips widget displays the current Clubs & Trips booked for the pupil and any that are available to be booked. On the menu the school has 3 separate sections to book the available events.

Breakfast Club: To book the breakfast club.

After School Clubs: This is where you will apply for the Extracurricular Clubs, this could be dance, Lego, art, football, multisports, or any other extracurricular club the school runs

Trips: For all the schools' trips, for example Ice Skating, Worthing Museum etc. The booking process for all of the above is very similar. Once the menu item is clicked it displays the current Clubs & Trips for the pupil and any that are available to be booked.

Clubs & Trips

Emma's upcoming clubs & trips

YOU ARE HERE:

Dashboard

> Clubs & Trips

Emma's Clubs & Trips

Club Name	Teacher	Next Session	Start Time	Room	Cost/Balance			
Chess Club	Mr B Armour	18/02/2020	15:00	521	£0.00			
Movie Club	Mrs J Janice	21/02/2020	00:00		£10.00			

Available Clubs & Trips

(click or tap a club to view more details and sign up)

☐ Hide fully booked events

Club Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	Spaces Available	
Lacrosse	Mr C Tailor	21/02/2020	Fri	04:00	60	£0.00	18	

Club/Trip Detail - Adesiyan, Emma

Type:	Club	Main Teacher:	Mrs J Janice
Club Name:	Movie Club		
Description:	Movie Club		
Next Session:	Fri 21/02	Places:	No Limit
Start Time:	00:00	Spaces Available:	No Limit
Session Length:	180 mins	Total Cost:	£10.00
Close			

Clicking on a Club in which the pupil is already a member will display the details for that Club.

Club/Trip Detail - Adesiyan, Emma

Type:	Club	Main Teacher:	Mr C Tailor
Club Name:	Lacrosse		
Description:	Lacrosse		
Next Session:	Fri 21/02	Places:	20
Start Time:	04:00	Spaces Available:	17
Session Length:	60 mins	Total Cost:	Free
Enrol Now Close			

Clicking on a Club that is available will open the booking details.



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Click on the Enrol Now button, if this is a Free Club the pupil will be enrolled, and this Club added to the current Clubs list. If the Club is to be paid for the amount due will be displayed with an Add to Basket option.

Some Clubs will give the option to select preferred days, to do this click on the days the pupil is to attend the sessions, these will display as a green tick in a circle, when finished click on the Enrol button.

Type: Club Main Teacher: Ms C Andrews

Club Name: Red Hot Chilli Club

Description: Spicy Cookery

Next Session: Wed 04/03 Places: 10

Start Time: 16:30 Spaces Available: 10

Session Length: 120 mins Cost Per Session: £5.00

Sessions: ■ Spaces Available ■ Session Full ■ Enrolled/Booked Sessions ■ Unavailable

Use the grid below to select each session you would like your child to attend. When you click 'Enrol', your child will be enrolled into all the sessions you have chosen.

Week Beginning	Wednesday	Thursday
17/02		
24/02		
02/03		⊙
09/03		⊙
16/03		
23/03		
30/03	⊙	
06/04	⊙	
13/04		
20/04		
27/04		⊙
04/05		⊙
11/05		
18/05	⊙	
25/05	⊙	
01/06	⊙	
08/06		
15/06		
22/06		⊙
29/06		⊙
06/07		
13/07	⊙	
20/07	⊙	

A Confirmation message will be given, click on the Proceed button to continue, the Club will then be added to the current Clubs section with the amount to be paid. Click on the Add to Basket button and pay for this in the normal way.

Clubs & Trips

Emma's upcoming clubs & trips

YOU ARE HERE:

Dashboard > Clubs & Trips

Emma's Clubs & Trips

Club Name	Teacher	Next Session	Start Time	Room	Cost/Balance		
Chess Club	Mr B Armour	18/02/2020	15:00	521	£0.00	<div><div></div></div>	<div><div></div></div>
Lacrosse	Mr C Tallor	21/02/2020	04:00		£0.00	<div><div></div></div>	<div><div></div></div>
Movie Club	Mrs J Janice	21/02/2020	00:00		£10.00	<div><div></div></div>	<div><div></div></div>
Red Hot Chilli Club	Ms C Andrews	04/03/2020	16:30	N50	-£65.00	<div><div></div></div>	<div><div></div></div>



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Parental Consents

This section displays the Parental Consent options for the pupil. These consents are very important, and you must make sure they have been completed and are correct. Tick the radio buttons to give or not to give Consent for information or images of the pupils to be used within each of the options.

✓ Parental Consent

YOU ARE HERE: Dashboard > Parental Consent

Save

Parental Consent

	YES, I give consent	NO, I do not give consent
School Displays	<input type="radio"/>	<input type="radio"/>
School Magazine	<input type="radio"/>	<input type="radio"/>
School Website	<input type="radio"/>	<input type="radio"/>

*Please call the school or visit reception to revoke any parental consent.

Outstanding Payments

When items have been purchased from the School Shop or clubs and there is an outstanding amount, for instance a payment in Instalments, this will be displayed on the Outstanding Payments Widget.

Clicking on the More button will display the full details. An Instalment can be paid by clicking on the Add to Basket button on either page, this can then be paid in the normal way.

Outstanding Payments			
Instalments			
You have: 4 outstanding instalments.			
Item	Amount	Due Date	
Rome Trip Summer 2020 Instalment 1	£100.00	31/03/2020	Add to Basket
Rome Trip Summer 2020 Instalment 2	£100.00	30/04/2020	Add to Basket
Rome Trip Summer 2020 Instalment 3	£100.00	29/05/2020	Add to Basket
Rome Trip Summer 2020 Instalment 4	£100.00	30/06/2020	Add to Basket

Outstanding Payments				
Instalments				
YOU ARE HERE: Dashboard > Outstanding Payment				
Outstanding Payment Instalments				
Item	Total	Instalments	Next Payment Due	Next Payment Amount
Rome Trip Summer 2020 for Emma Adesiyen (Product)	£450.00	4	31/03/2020	£100.00
Instalment	Order Number	Amount	Status	Due Date
Deposit	40007-0000109	£50.00	Paid	28/02/2020
Instalment 1		£100.00	Not Due	31/03/2020
Instalment 2		£100.00	Not Due	30/04/2020
Instalment 3		£100.00	Not Due	29/05/2020
Instalment 4		£100.00	Not Due	30/06/2020

Important Documents

From time to time the school will publish important documents to the system to enable quick viewing. This could be the updated snow protocol policy during winter or times of