

MyChildAtSchool Instructions

To set up your account for the first time go to www.mychildatschool.com or click on the parent portal quick link on the left side of the academy website to access the log-in page.

Click on the “redeem invitation code” link (highlighted left) to get to the redeem code screen shown right. You will then be prompted to enter the school Id (11391), your username and the invitation code.

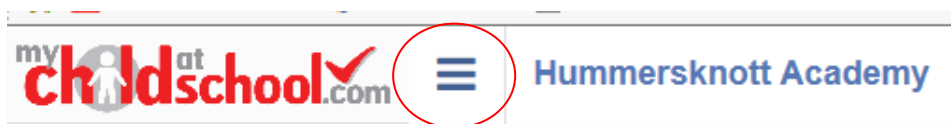
You will then be required to set up an email address, password and security question and save the account details. A message will be displayed that the new login setup has been successful and you will be returned to the login page.

An e-mail will also be sent to the e-mail address entered with a link to verify the information, if this is not verified you will not be able to recover account details or passwords in the future.

Once logged in, the home page (dashboard) contains panels with summary information and a menu down the left hand side. To access more detail you can either click on the more button on any panel or select the appropriate tab on the side bar menu. Panels can be moved around on the home page by selecting and dragging them to a new location.

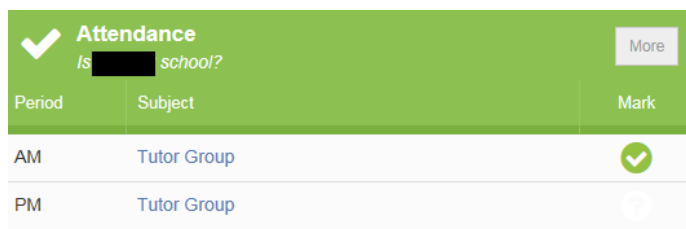
If you have more than one child at the academy you can toggle between them by clicking their name next to their photograph, this will open a selection box to swap between children. Please note that some contacts have a separate account log-in for each child.

Clicking on the three line menu icon (ringed below) minimises the menu side bar. If you cannot see the the child’s name next to their photograph then the bar is minimised and clicking the three lines will open it up again.



The MyChildAtSchool app - the app is an easy to use alternative to the web version once you have set up your account and password. It is available to download from the Apple or Google Play stores for use on iphones or Android smartphones accordingly. Simply search for mychildatschool.com and follow the instructions for installation on your phone. When you access the app for the first time you will be required to create a 5-digit PIN and complete the setup by confirming your biometric authentication settings if appropriate. You will then enter your usual MCAS details: these are the School ID (11391), your User ID and your password. Once these have been added, they will be stored securely within the app and you will only need the PIN or biometric authentication to access the app.

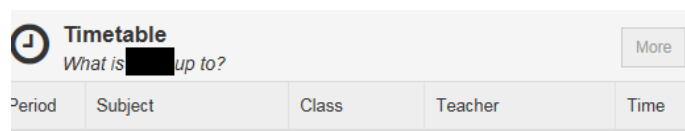
The MCAS modules that are currently available are as follows:



The screenshot shows the 'Attendance' panel with a green header. It includes a 'More' button and a table with columns for 'Period', 'Subject', and 'Mark'. The table contains two rows for 'Tutor Group' in 'AM' and 'PM' periods, with a green checkmark in the 'Mark' column for the AM row.

| Period | Subject | Mark |
|--------|-------------|------|
| AM | Tutor Group | ✓ |
| PM | Tutor Group | ? |

The panel shows today's registration marks. Clicking on more shows a calendar with any absences highlighted. The year can be changed to look at historical attendance records.



The screenshot shows the 'Timetable' panel with a grey header. It includes a 'More' button and a table with columns for 'Period', 'Subject', 'Class', 'Teacher', and 'Time'. The current lesson is highlighted.

| Period | Subject | Class | Teacher | Time |
|--------|---------|-------|---------|------|
| | | | | |

The panel shows today's timetable with the current lesson highlighted. Clicking on more shows the full timetable for the current week. Future or past weeks can be seen by clicking on Prev or Next (top left) or using the drop down selector (top right). The academic calendar (separate tab) shows the term dates.



The screenshot shows the 'Reports' panel with an orange header. It includes a 'More' button and a table with columns for 'Published' and 'Report'.

| Published | Report |
|-----------|--------|
|-----------|--------|

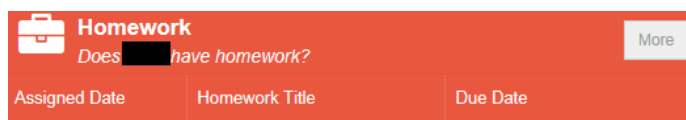
The panel shows any progress reports or documents that have been published. Clicking on more opens a preview panel where reports can be viewed without having to download them



The screenshot shows the 'Behaviour' panel with a light blue header. It includes a 'More' button and a table with columns for 'Date', 'Description', and 'Status'.

| Date | Description | Status |
|------|-------------|--------|
|------|-------------|--------|

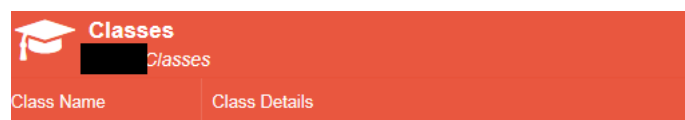
The panel shows recent behaviour events. Clicking on more shows a calendar with dates where events have occurred highlighted. Clicking on these days will give you more detail of the behaviour.



The screenshot shows the 'Homework' panel with a red header. It includes a 'More' button and a table with columns for 'Assigned Date', 'Homework Title', and 'Due Date'.

| Assigned Date | Homework Title | Due Date |
|---------------|----------------|----------|
|---------------|----------------|----------|

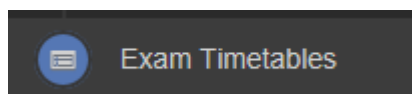
The panel shows currently active homework. Clicking on more shows a timeline of homework – the dates can be changed by using the left/right arrows or drop down week. Clicking on an item shows more detail.



The screenshot shows the 'Classes' panel with a red header. It includes a 'More' button and a table with columns for 'Class Name' and 'Class Details'.

| Class Name | Class Details |
|------------|---------------|
|------------|---------------|

The panel shows a full list of teaching groups and teachers for the current academic year



Once exam timetables have been published they can be seen by clicking on the Exams tab. The timetable is sortable by date or subject.



Reminders about parents evenings, PSHE days etc will be posted here.