



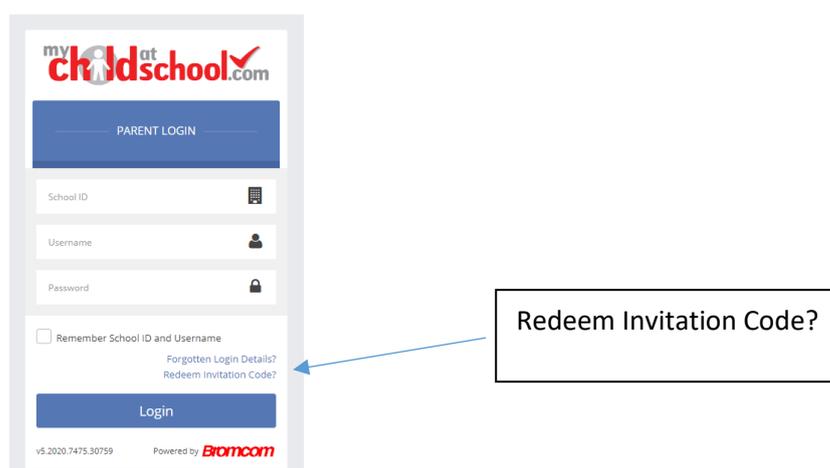
Wednesday 16th September 2020

Dear Parent/Carer

My Child At School (MCAS)

We recently moved over to a new Management Information System (MIS), namely Bromcom and are now extremely excited to roll out the next step of Bromcom with the My Child at School (MCAS) and smart phone app.

You need to first register with MCAS via a laptop or computer. **This can not be completed on a mobile device.** Please could you register by **Friday 25rd September 2020**. To register, type in <https://www.mychildatschool.com> into a search engine:



You will soon receive a text from us with your invitation code and user name.

The **first step** is to click on [Redeem Invitation Code?](#) and type in the invitation code.

Next enter the School ID which is 11886 and your user name, make a note of your user name here _____ as you will need it later. Enter your invitation code.

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www.bishopaldhelms.poole.sch.uk

Telephone: 01202 715100 Fax: 01202 307640 E-Mail: office@bishopaldhelms.poole.sch.uk

Address: Winston Avenue, Poole, Dorset, BH12 1PG

You then have to follow the 'I'm not a robot' and then redeem code.

You will now have to set up your account details. Please use the email address which you have provided the school, these **must** match. The system may allow you to set your own password at this stage or it will generate a suggested password, make a note of your password here _____ you will need it later. (If the system generates a password, once the process has been followed you will be able to change the password to something more memorable, instructions on how to do this can be found towards the end of this letter).

Set up a security question/answer then save your account details.

Re-enter the School ID (11886) and login. MCAS will then send you an email to validate. Go to your email inbox (please also check your spam/junk box) and retrieve the validation email.

Once registered, you can now download and install the app onto your mobile phone. Go to the app store and simply search MCAS or mychildatschool and install.



Once installed the MCAS logo will appear, open the app and follow the next steps

1. Allow "send notifications"
2. Enter a 5-digit pin, this is a number made up by yourself, make a note of your pin here:

3. If your phone allows you to login using your fingerprint, click "yes" to turn on biometric authentications
4. Enter the School ID (11886)
5. Enter in your user name
6. Enter your password

This app is now installed.

The first screen you see is under the heading "*behaviour*". If you click on 

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You will be taken to the main menu, which will show you Homework, Assessments, Behaviour, Class, Latest News, Reports, Timetable. Clubs, Trips and Outstanding Payments.

If you have more than one child who attends the school, there will be a V next to your child's name. This will then display your other child(ren's) name and you can switch between them.

You can now access MCAS via the app or on a laptop or computer.

Finally, if you wish to change your password to something more memorable on the app go to account settings, change password, enter the suggested password issued and then change to a password of your choice, this must be at least 8 characters and include 1 uppercase, 1 lowercase and a special character.

If your child has money sitting on Scopay, the finance team will arrange for these funds to be transferred to MCAS and these will be off set against future events or trips.

We hope that you find this new app user friendly and the features it offers will be great as it evolves. We will in the future be able to use the reporting side within MCAS and Parents Evening.

If however you do have any difficulties with the installation or using the app, please do not hesitate to contact the school office who will try to assist you.

Yours sincerely,

The Headship Team

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