

My Child at School

Parent/Carer Information Booklet

MyChildAtSchool

My Child at School is an online portal for parents/carers that enables you to view your child's performance at school in real-time via the web or using the mobile app. The facility allows instant access to.....

- *Lesson Timetables*
- *Student Behaviour*
- *Attendance*
- *Important Documents*
- *Student Reports and much more...*

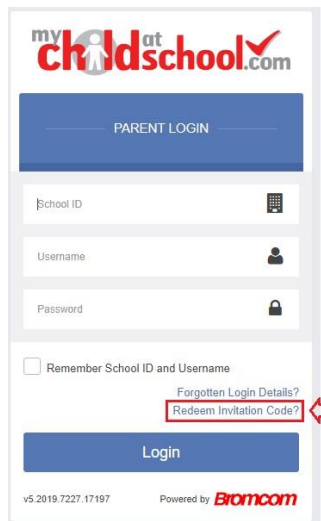
Please log on to: www.mychildatschool.com

Your log in details have will be sent via e-mail

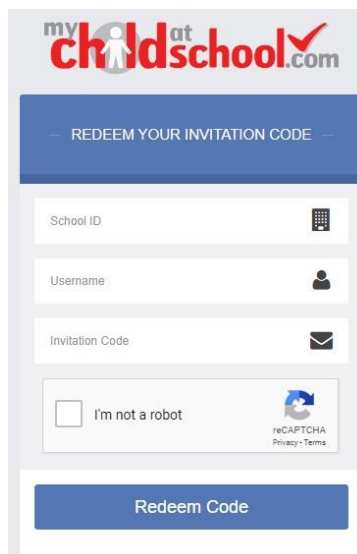
School ID: 11678

MyChildAtSchool Instructions

1. To set up your account for the first time go to www.mychildatschool.com
2. Click on the “redeem invitation code” link (highlighted below) to get to the redeem code screen shown below.

A screenshot of the "PARENT LOGIN" page on the my child at school.com website. The page has a blue header with the site logo and the text "PARENT LOGIN". Below the header are three input fields: "School ID" with a calendar icon, "Username" with a person icon, and "Password" with a lock icon. There is a checkbox labeled "Remember School ID and Username". Below the checkbox are two links: "Forgotten Login Details?" and "Redeem Invitation Code?". The "Redeem Invitation Code?" link is highlighted with a red box and a red arrow pointing to it. At the bottom of the form is a blue "Login" button. The footer contains the text "v5.2019.7227.17197" and "Powered by Bromcom".

3. You will then be prompted to enter the school ID(11678), your username and the invitation code (sent via email).

A screenshot of the "REDEEM YOUR INVITATION CODE" page on the my child at school.com website. The page has a blue header with the site logo and the text "REDEEM YOUR INVITATION CODE". Below the header are three input fields: "School ID" with a calendar icon, "Username" with a person icon, and "Invitation Code" with an envelope icon. There is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo. At the bottom of the form is a blue "Redeem Code" button.

4. 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.
5. 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.**

MyChildAtSchool Homepage

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 in the side bar menu. Panels can be moved around on the home page by selecting and dragging them to a new location.

The screenshot shows the MyChildAtSchool dashboard. On the left is a dark sidebar menu with options: Dashboard, Announcements, Attendance, Behaviour, Reports, Timetable, Academic Calendar, GDPR Consent, and Important Documents. The main content area has a header with the logo and navigation icons. Below the header are three main panels:

- Important Documents:** Contains 'Term Dates 2019-2020' (published 21st Nov 2019) and 'End of Term Letter' (published 21st Nov 2019). Both have PDF attachments.
- Attendance:** A table showing attendance for Tutor Group in AM and PM periods, both marked with green checkmarks.
- Behaviour:** A table showing behaviour reports for H5 and H1, all marked with green checkmarks.

At the bottom of the dashboard, there is a 'Reports' panel and a footer with the URL <https://www.mychildatschool.com/MCAS/MCSDashboardPage.aspx> and 'Terms And Conditions'.

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.

Updating Contact Details

You can update your contact telephone number and email address by clicking on the down arrow next to your name in the top right-hand side of the screen by clicking contact details.

This close-up screenshot shows the user profile area in the top right corner of the dashboard. A dropdown menu is open, listing the following options: Account Settings, Contact Details, Student Details, and Logout. An arrow points from the text above to the 'Contact Details' option in the menu.

MyChildAtSchool Parent App

The App is an easy-to-use alternative to the website once you have set up your account and password.

It is available to download from the Apple or Google Play stores.



The App icon will look like this:

1. Simply search for mychildatschool.com and follow the instructions for installation on your phone.
2. When you access the app for the first time you will be required to create a 5-digit PIN.
3. You will then need to enter your usual MCAS details:

School ID (11678) 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 to access the app.

When you access the App for the first time, you will be required to create a 5-digit PIN as your password and complete the setup by confirming your biometric authentication settings (if you want to use face or fingerprint recognition to sign in).


Widgets

MCAS widgets currently available are listed below. In the future other information will become available for you to view.

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.

 Attendance <i>Is [redacted] school?</i> More		
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 for your child.

 Timetable <i>What is [redacted] up to?</i> More				
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.

 Reports <i>How is [redacted] performing?</i> More		
Published	Report	


The panel shows your child's most recent progress report.

 Behaviour <i>[redacted] recent behaviour</i> More		
Date	Description	Status

The panel shows recent negative and positive behaviour events. Clicking on “More” shows a calendar with dates where events have occurred. Clicking on these days will give you more details of the behaviour event.

 Announcements More	
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Reminders about parents evenings and other events will be published here.

 Important Documents More	
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Important Academy documents can be viewed from here including Academy term dates, end of term letters etc.

Other Options

There are other options available at the top right of the page.

The “**Telephone**” icon will open the Academy’s contact details.

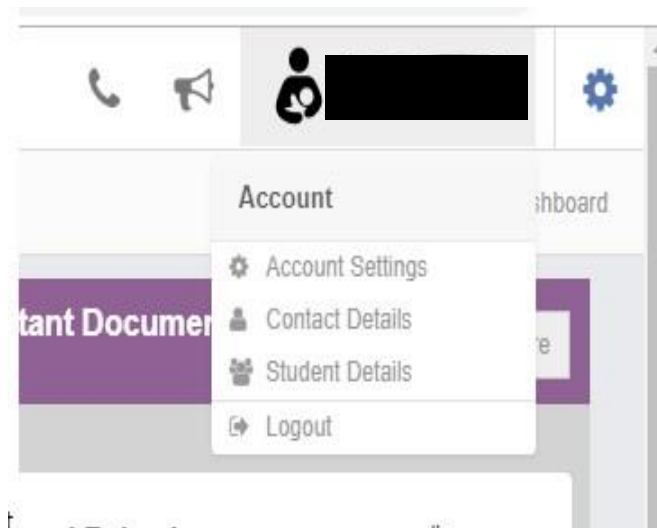
Clicking on the “**Envelope**” opens the Message option, allowing messages to be received from the Academy.

If a red flag shows on the “**Announcement**” icon, it shows there is an announcement from the Academy for you to read.

From the dropdowns under your “**Username**”, you can update your “**Account Settings**”, your “**Contact details**” and “**Student Details**”.

Information related to your “Contact Details” or “Student Details”, is linked to the information held in the Academy’s MIS (Management Information System).

Anything you edit here will not be updated immediately, you will see the updates once the Academy has verified and accepted the requested changes.



If you have trouble, logging into your account please contact the Academy by emailing info@oasisdaventryroad.org.

