



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...*

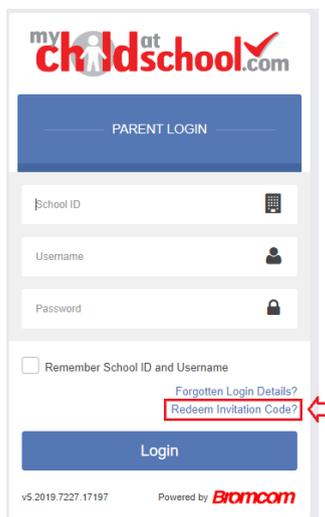
Please log on to: **www.mychildatschool.com**

Your log in details have been sent via SMS

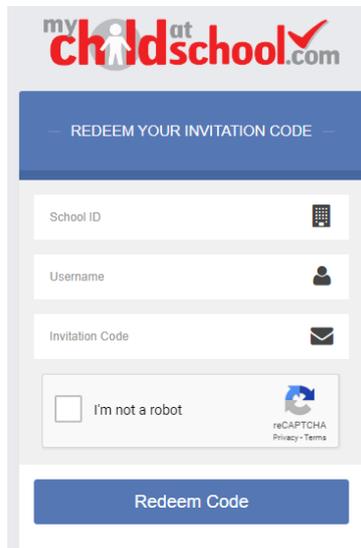
School ID: 11675

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 right.



3. You will then be prompted to enter the school Id (11675), your username and the invitation code.



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 on 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 with the following components:

- Header:** Oasis Academy Mayfield logo, Dashboard Homepage and Launchpad, and YOU ARE HERE: Dashboard.
- Left Sidebar:** A vertical menu with options: Dashboard, Announcements, Attendance, Behaviour, Reports, Timetable, Academic Calendar, GDPR Consent, and Important Documents.
- Important Documents Panel:**
 - Term Dates 2019-2020:** Published on 21st November 2019. Attachment: Term Dates 2019-20.pdf.
 - End of Term Letter:** Published on 21st November 2019. Attachment: Autumn 1 - letter to parents.pdf.
- Attendance Panel:**

Period	Subject	Mark
AM	Tutor Group	✓
PM	Tutor Group	✓
- Timetable Panel:**

Period	Subject	Class	Teacher	Time
1	Mathematics	9xy/Ma1	Mr A Singh	08:40
2	English	9xy/En1	Miss A Wright	09:40
LGA	Learning Group	Paa/Lg6	Mrs M Martin	10:40
3	Science	9xy/Sc1	Mr K	11:20
- Behaviour Panel:**

Date	Description	Status
21/11/19	H5 - Completing classwork to an excellent standard	✓
15/11/19	H5 - Excellent Effort	✓
12/11/19	H5 - Excellent Effort	✓
11/11/19	H20 - 100% Attendance No C Points	✓
11/11/19	H1 - Demonstrating aspiration (Aspirational Aysa)	✓
- Reports Panel:** How is [child] performing? Includes Published and Report buttons.

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.

The screenshot shows the dashboard with an arrow pointing to the 'Account' dropdown menu in the top right corner. The menu options are:

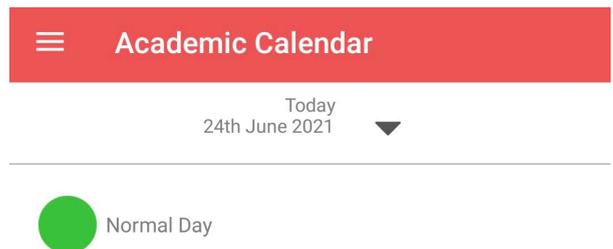
- Account Settings
- Contact Details
- Student Details
- Logout

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:

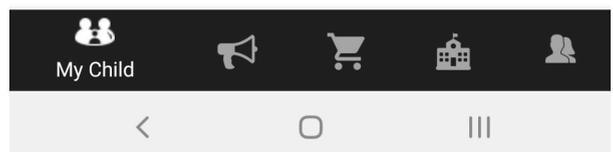


1. Simply search for mychildatschool.com and follow the instructions for installation on your phone.
2. When you access the app for the first time you will be required to create a 5-digit PIN.
3. You will then need to enter your usual MCAS detailsK

School ID (11675)

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 that are currently available are listed below. In the future other information will become available for you to view including school reports etc.

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.

The screenshot shows the Attendance widget 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.

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.

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

Period	Subject	Class	Teacher	Time
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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 widget with an orange header. It includes a 'More' button and a table with columns for Published and Report.

Published	Report
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The panel shows your child's most recent progress report

The screenshot shows the Important Documents widget with a purple header and a 'More' button.

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

The screenshot shows the Announcements widget with a purple header, a megaphone icon, and a 'More' button.

Reminders about parents evenings, Life days etc will be published here.

The screenshot shows the Dinner Detail widget with a blue header. It includes a 'More' button and a table with columns for Date, Meal Details, and Cost.

Date	Meal Details	Cost
07/02/2020	Vegetarian	£0.00

The **Dinner Detail Widget**, displays the last **Meals** that have been taken.

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

Date	Description	Status
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The panel shows recent negative and positive behavior events. Clicking on more shows a calendar with dates where events have occurred highlighted. Clicking on these days will give you more details of the behavior event.

The screenshot shows the Dinner Money widget with a blue header. It includes a 'More' button and a form for adding a deposit amount to a credit balance summary.

Credit Balance Summary : £ 21.00

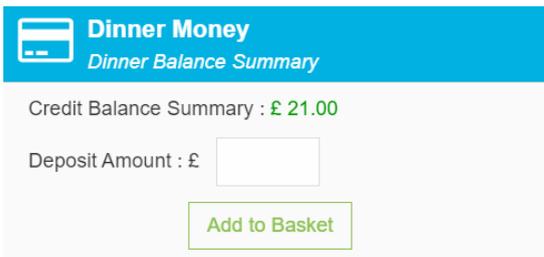
Deposit Amount : £

[Add to Basket](#)

Clicking on the **More** button will display the last **Meals** taken and the **Dinner Money Payment Details**.

Dinner Money

The **Dinner Money** option is accessible only as a **Widget**.

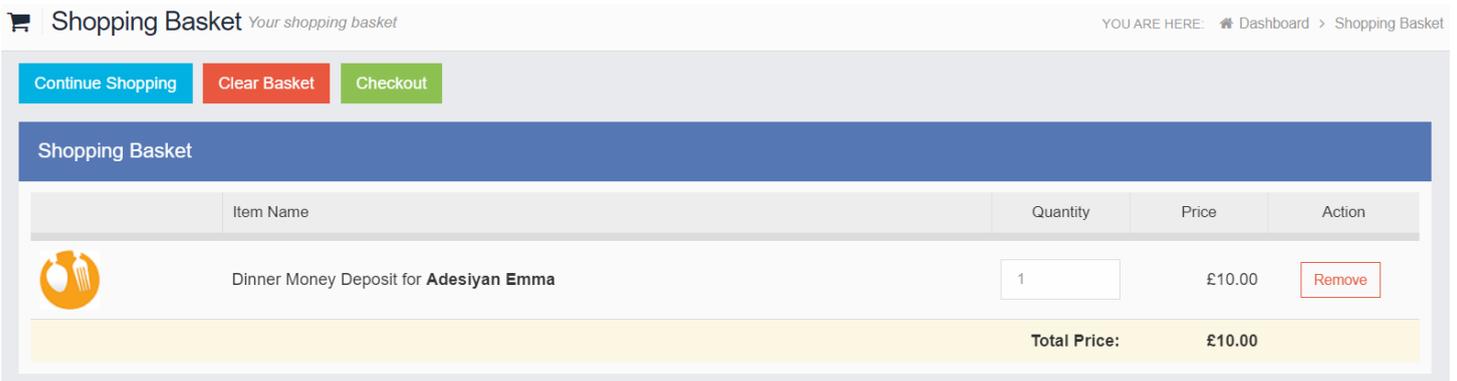


The **Widget** displays the current **Credit Balance Summary** and gives the option to top-up the **Balance**.

To do this enter the amount in the **Deposit Amount** box and click the **Add to Basket** button. The **Shopping Basket** icon on the top bar will now display that you have 1 item in the **Basket**, click here to open the **Basket** and view the contents, the item can be removed by clicking on the **X** to the right.



To continue click on the green **Checkout** bar at the bottom to page, which will open the **Shopping Basket**. Here you can click the **Continue Shopping** button to open the **School Shop** and add more items, the **Clear Basket** button to empty the **Basket** or the **Checkout** button to continue and make your payment.



Enter your **Payment Details** on the following page, once verified and paid a **Confirmation** message will be given and the **Credit Balance Summary** updated on the **Widget**.

There other options at the top right of the page.

The **Telephone** icon will open the School Contact details.

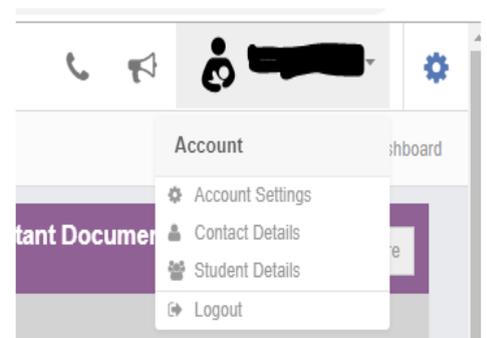
Clicking on the **Envelope** opens the Message option, allowing messages to be sent to and received from the Academy.

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

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

For information relating to your Contact Details or Student Details, these are linked to the information held in the Academy's records. Anything you edit here will not be updated immediately, you will see the updates once the Academy has verified and accepted the requested changes.

Other Options



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

Do not contact Bromcom or My Child at School as they only supply the software

