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*
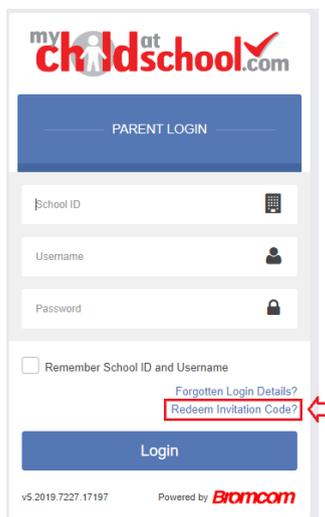- *Important Documents*
- *Student Reports*
- *and much more…*

Please log on to: www.mychildatschool.com
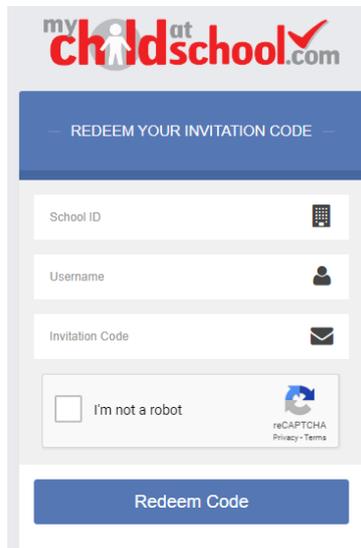
Your log in details have been sent via SMS

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.

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.

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:

Academic Calendar

Today
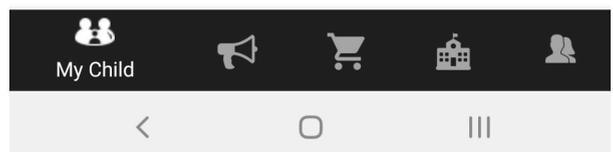24th June 2021

Normal Day
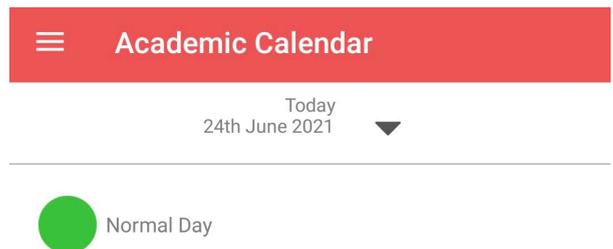
1. Simply search for mychildatschool.com and follow the instructions for installation on your phone.

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.

My Child

When you access the App for the first timeÊyou 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)È

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 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 panel shows your child's most recent progress reportÈ

Reminders about parents evenings, Life days etcÈwill be published here.

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 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.

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

The **Dinner Detail Widget**, displays the last **Meals** that have been taken.
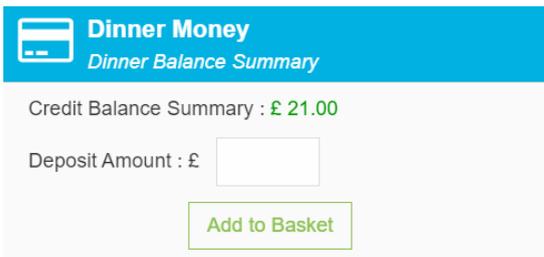
Clicking on the **More** button will display the last **Meals** taken and the **Dinner Money Payment Details**.

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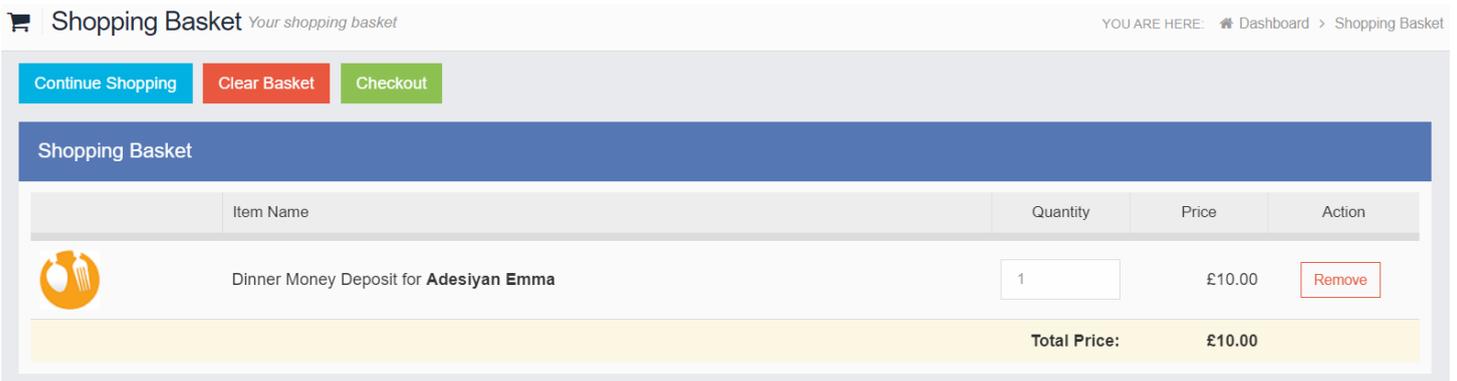
Enter your **Payment Details** on the following page, once verified and paid a **Confirmation** message will be given and the **Credit Balance Summary** updated on the **Widget**.

Other Options

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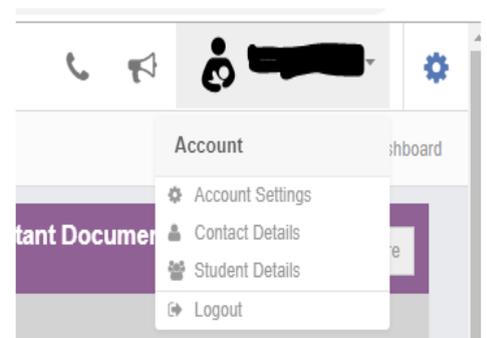
If you have trouble, logging into your account please contact the Academy by emailing info@oasismayfield.org

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