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Pennaeth – Melanie Ferron-Evans B.A.(Joint Hons) MSc. N.P.Q.H - Headteacher

6th May 2026

Dear Parent/Guardian

Year 8 and Year 10 My Child At School (MCAS) App Roll Out.

Following on from our previous correspondence regarding *My Child At School* (MCAS), we are pleased to announce that MCAS will now be rolled out to parents/carers of students in Years 8 and 10. *My Child At School* (MCAS) is an app, linked to our management information system Bromcom, which enables parents and carers to access important information about their child.

As we continue to develop the use of the platform, additional features will become available, providing you with access to a wider range of information such as reports, letters and school communications.

To facilitate this, you will receive an email invitation this afternoon from *My Child At School* using the email address we currently hold on record for priority 1 contacts. Please follow the link provided in the email to activate your account and complete the registration process. An instruction guide on setting up MCAS is attached if you would like to see what the process looks like.

****Please note – if you have another child already registered on MCAS you will not need to complete this process – your child will automatically appear on your existing login alongside your other child****

To use the service, you will need to download the *My Child At School* (MCAS) app, which is available via the Apple App Store and Google Play Store. Alternatively, you can access the system through a web browser using the following link: www.mychildatschool.com

The link in the email is only valid for 24 hours so please ensure you click to set up as soon as possible. If you do not receive the link please check your junk folder. If the link expires or you do not receive the email please contact the school. Please ensure you choose to allow notifications from the app to ensure you receive communication alerts through the app from school, for example in the event of school closures or important updates.

We hope that you will find this platform both useful and informative, and we thank you for your continued support in helping us improve communication between school and home.

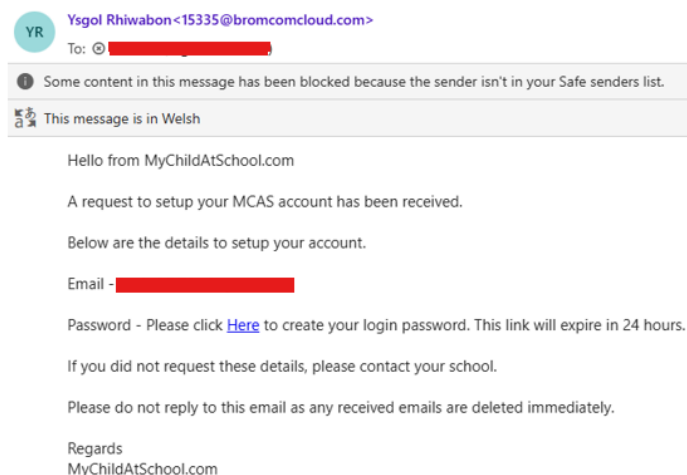
Thank you for your support.

Yours sincerely

Mrs M Ferron-Evans
Headteacher

Instruction Guide on Setting Up MCAS (My Child At School)

- This is what the email will look like that you will receive in order to set up your account. Please click on the link and set a password:

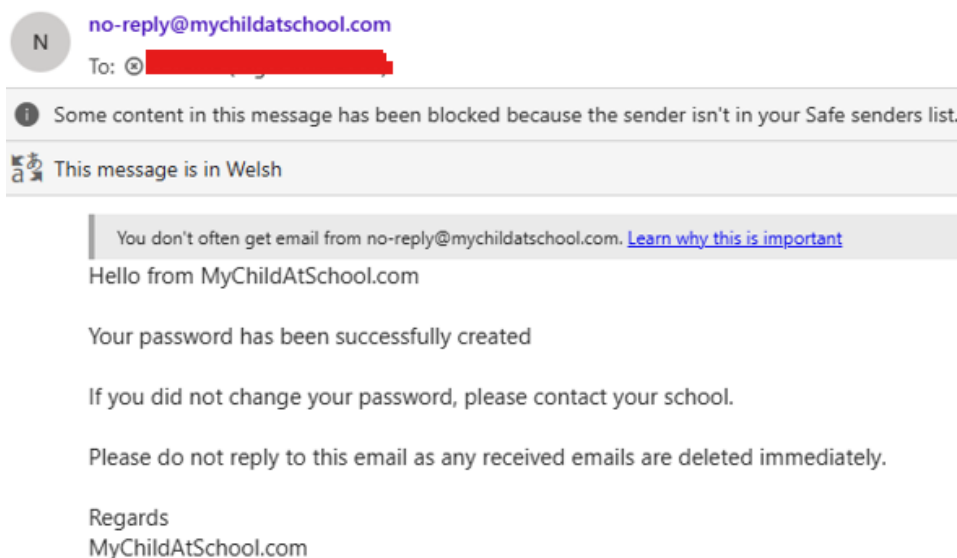


- You will then be taken to this screen to set up your password:

The screenshot shows the 'CREATE YOUR PASSWORD' screen on the mychildatschool.com website. It features two input fields for 'Enter Password' and 'Confirm Password', and a 'Create Password' button.

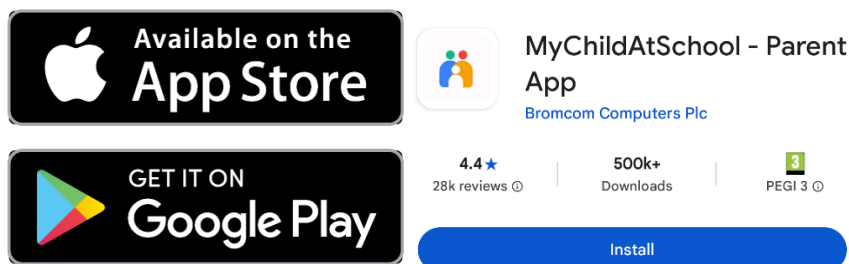
Password must have:
8 or more characters.
1 uppercase character.
1 numeric character.
1 special character.
1 lowercase character

- You will then receive this confirmation email:

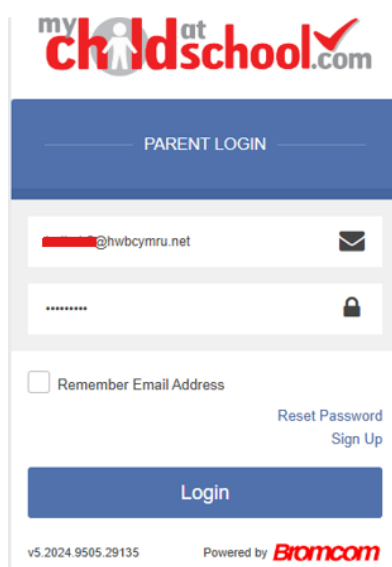


You can access My Child At School (MCAS) in one of two ways as detailed below:

1. (Recommended) Download the app from the App Store/Google Play on your smart phone



2. Via a web browser- go to the website www.mychildatschool.com and enter your login details



- If using the app, parents will be asked to set a 5 digit pin

Please choose your 5 digit PIN



- When prompted Parents should click to **ALLOW** notifications so they receive alerts and messages from the school

