



27th March 2025

Dear Parents/Carers,

My Child At School (MCAS)

Following the changes to our Managing Information System at Minerva Primary Academy, we are pleased to announce that we are now able to launch the '**MyChildAtSchool**' app for parents and carers. We hope that all families will be able to sign up to the app (or web-based version) by Friday 4th April. Using the app will inform you of a wide range of information about your child's progress at school including:

1. Communication and information notices from the school.
2. Attendance
3. Timetable
4. You will also be able to update your contact details.

At the bottom of this letter are instructions on how to sign up and below is a link to a video to help you by showing how to sign up to the app:

<https://www.youtube.com/watch?v=nLEd4Cdtzsw>

We are encouraging you all to take the time to install the app to your device as this will be the main form of communication. All letters and correspondence will be sent via the app.

MCAS replaces Eduspot/Teachers2Parents previously used for text communication.

In due course, we will also be using this platform as our payment and booking system which will replace Sopay/Tucasi.

We hope that it will be a good experience for everyone.

If you do experience any problems signing up, please come to one of the following sessions with a device that can access the internet: **Wednesday 2nd April at 1.30pm or Friday 4th April at 9.30am** and we will help you with the sign up process.

Yours faithfully,

Jennifer Harvey

Principal

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How to Self Sign Up for parents

Parents can access the **Parent Login** screen in two ways:

1. Via the website <https://www.mychildatschool.com/MCAS/MCSParentSignUp> , this will open the **Parent Login** screen.
2. Download the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.
 - For IOS Users: <https://apps.apple.com/gb/app/mychildatschool/id1394575255>
 - For Android Users:
https://play.google.com/store/apps/details?id=com.bromcom.mcas&hl=en_GB&pli=1

Once in the **Parent Login** screen parents should follow these steps:

- Click on the **Sign Up** link in the Parent Login screen.
- Enter the **school's Postcode** BS16 4HA
- Select the school from the list in the dropdown.
- Click **Continue**.
- Enter the the registered email address you have provided to school.
- Click **Sign Up**.

Parents will see the message *'To complete your registration, we have sent an email to the email address you provided. Please access your email and follow the steps to create your password'*.

Check your email inbox/spam/junk. Parents will receive an email from **MyChildAtSchool** with a link to a **one time passcode**. Click on the **link** for the one time passcode.

- Enter the one time passcode.
- Click **Verify**.



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As soon as the **one time passcode** has been verified, parents will be prompted to enter a **password**.

- **Enter Password.**
- **Confirm Password.**
- **Click Create Password.**

A screenshot of the 'myChildAtSchool.com' website showing the 'CREATE YOUR PASSWORD' section. It includes a blue header with the site logo, a blue button labeled 'CREATE YOUR PASSWORD', two white input fields for 'Enter Password' and 'Confirm Password', and a blue button labeled 'Create Password'. At the bottom, there is a link that says 'Back to Sign in'.

Once the password has been created, parents can login from within the web browser and type www.mychildatschool.com, or access the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.

Ensure you change your settings on your mobile phone to **enable notifications for the MCAS app**.

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