

THE
COMPASS
PARTNERSHIP OF SCHOOLS



MyChildAtSchool (MCAS) Parent Guide

Introduction

The **Compass Partnership of Schools** is pleased to announce that we have partnered with Bromcom to run our schools' management information systems. This has enabled us to deploy the **MyChildAtSchool [MCAS]** online portal, enabling you to communicate with your child's school via a web browser.

MyChildAtSchool provides:

- Communication facilities to improve contact between parents and schools
- Option to purchase School Dinners, join **Clubs** or book **Trips**

Note: If you have any issues logging into your account, please contact your child's school directly and not Bromcom. Bromcom only supply the software, the school maintain User login details.

How to Access MCAS

To login to the **MCAS Parent Portal** you will need to have a valid e-mail address registered with the school and an **Invitation Code** which the school would have sent to you. If you do not have an **Invitation Code** please contact the school for one, as you will **NOT** be able to access the **Parent Portal** without one.

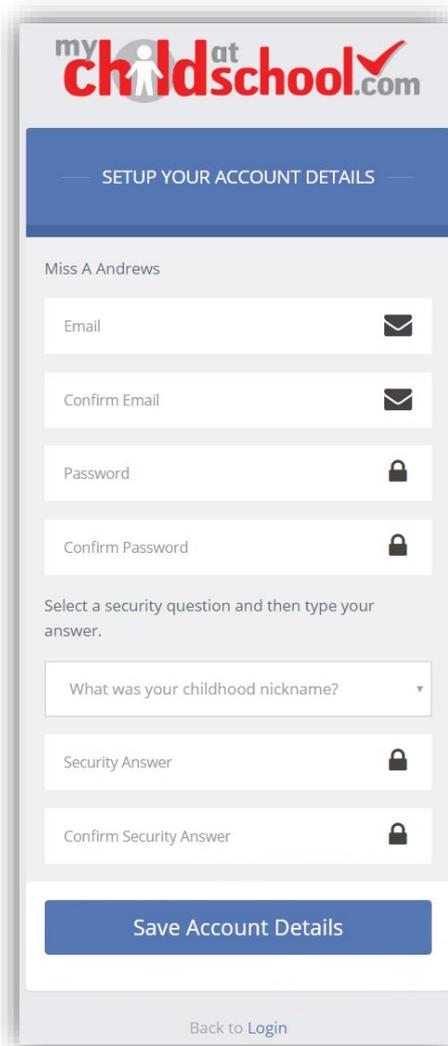
From within your web browser type www.mychildatschool.com this will open the login page.

The screenshot shows the 'PARENT LOGIN' page. At the top is the logo 'my child at school.com'. Below it is a blue header with the text 'PARENT LOGIN'. There are three input fields: 'Your School ID' with a calendar icon, 'Your User Name' with a person icon, and 'Password' with a lock icon. Below these is a checkbox labeled 'Remember School ID and Username'. There are two links: 'Forgotten Login Details?' and 'Redeem Invitation Code?'. At the bottom is a large blue 'Login' button. The footer contains the version number 'v5.2019.7195.22715' and 'Powered by Bromcom'.

The screenshot shows the 'REDEEM YOUR INVITATION CODE' page. At the top is the logo 'my child at school.com'. Below it is a blue header with the text 'REDEEM YOUR INVITATION CODE'. There are three input fields: 'School ID' with a calendar icon, 'Username' with a person icon, and 'Invitation Code' with an envelope icon. Below these is a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with 'reCAPTCHA Privacy - Terms' text. At the bottom is a large blue 'Redeem Code' button. The footer contains a link 'Back to Login'.

Click on the **Redeem Invitation Code?** link and enter your **School ID**, **Username** and the **Invitation Code**, which will be a unique 10 character alphanumeric code, [which can only be used once to setup the **Account**], tick the **I'm not a robot** box and click on the **Redeem Code** button.

You will then be asked to **Setup** your **Details**, enter the required information to setup the **Login Details** and click on the **Save Account Details** button, a message will be displayed that the new **Login** setup has been successful and you will be returned to the **Login** page.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'SETUP YOUR ACCOUNT DETAILS'. The user's name 'Miss A Andrews' is displayed. The form contains several input fields: 'Email' and 'Confirm Email' (both with envelope icons), 'Password' and 'Confirm Password' (both with lock icons), and a security question dropdown menu with the text 'What was your childhood nickname?'. Below the dropdown is a 'Security Answer' field and a 'Confirm Security Answer' field, both with lock icons. At the bottom of the form is a large blue button labeled 'Save Account Details' and a link labeled 'Back to Login'.

An e-mail will also be sent to the e-mail address entered asking for the **Login** information to be verified, if this is not verified then you will not be able to **Recover Account Details** or change the **Password** in the future.

Dear MyChildAtSchool user,

Thank you for setting up your username and password retrieval details.

Security Question:

What was the name of your first pet?

Answer:

S****

Please click [Here](#) to validate this information – If you do not validate the details provided you will not be able to retrieve a forgotten username or password on-line.

A pop-up reminder will appear every time you log into MyChildatSchool until you validate these details.

Please do not reply to this email as it is automatically generated.

Kind Regards

MyChildAtSchool.com

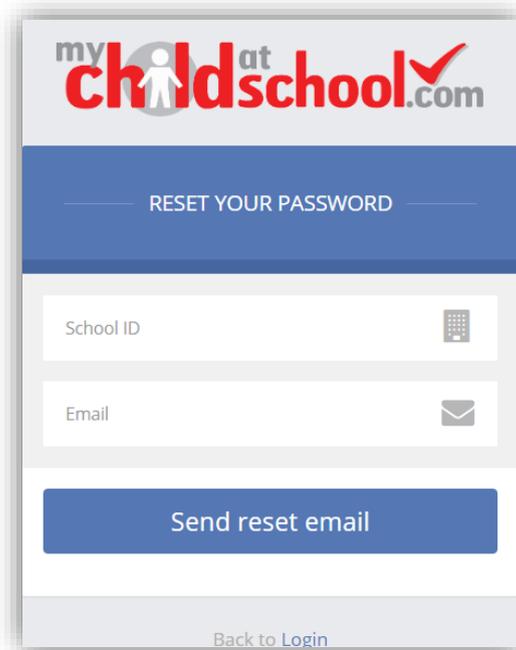
You will now be able to **Login** using your new **Login Details**.

If you should forget your **Login Information**, clicking on the **Forgotten Login Details?** link will allow you to reset your **Password** or **Recover Account Details**.

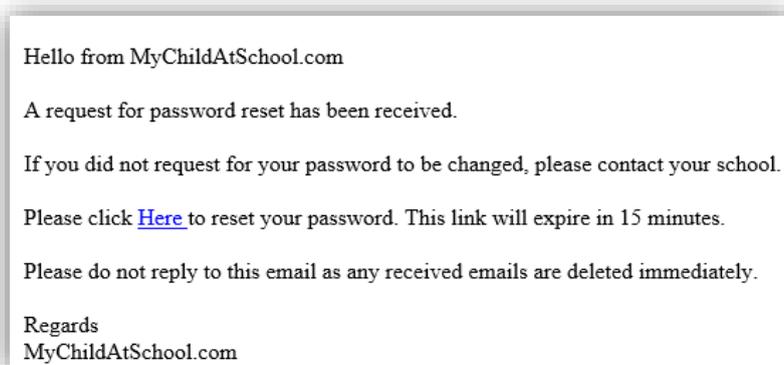


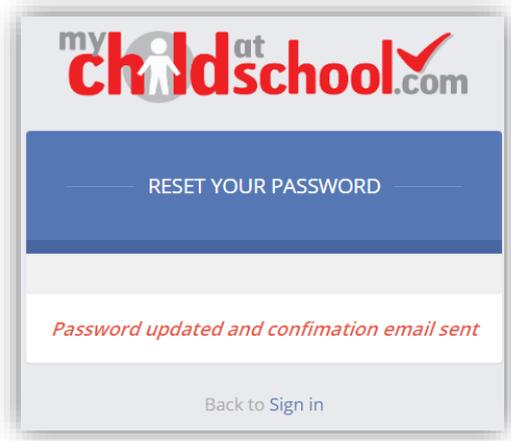
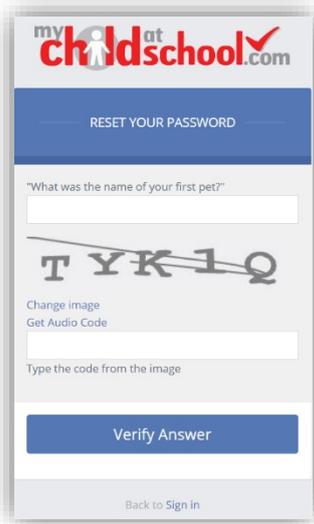
Reset Password

Selecting the **I need to reset my password** option will open the **Reset Password** window, where you will be asked to enter the **School ID** and **Email** address then click the **Send Reset email** button.

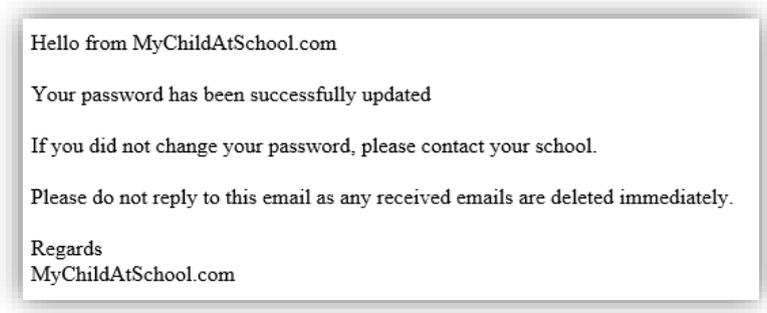


An e-mail will be sent to the verified e-mail address entered, click on the **Here** link.



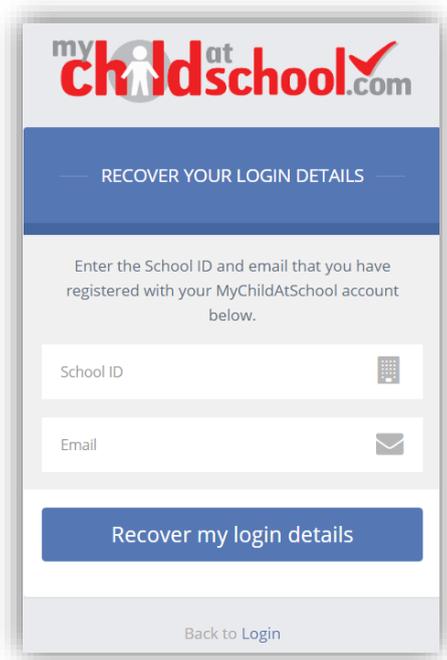


The **Security Question** set previously will be asked and the **Code** from the image will need to be entered, then click the **Verify Answer** button, a new page will show that the requested changes have been made and a confirmation e-mail will be sent.



Recover Login Details

Selecting the **Recover my login details** option will open the **Recover login Details** window, where you will be asked to enter the **School ID** and **Email** address then click the **Recover my login details** button.



An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].

Hello from MyChildAtSchool.com

A request to retrieve your login details has been received.

If you did not request your login details, please contact your school.

The login associated with this email is [REDACTED]

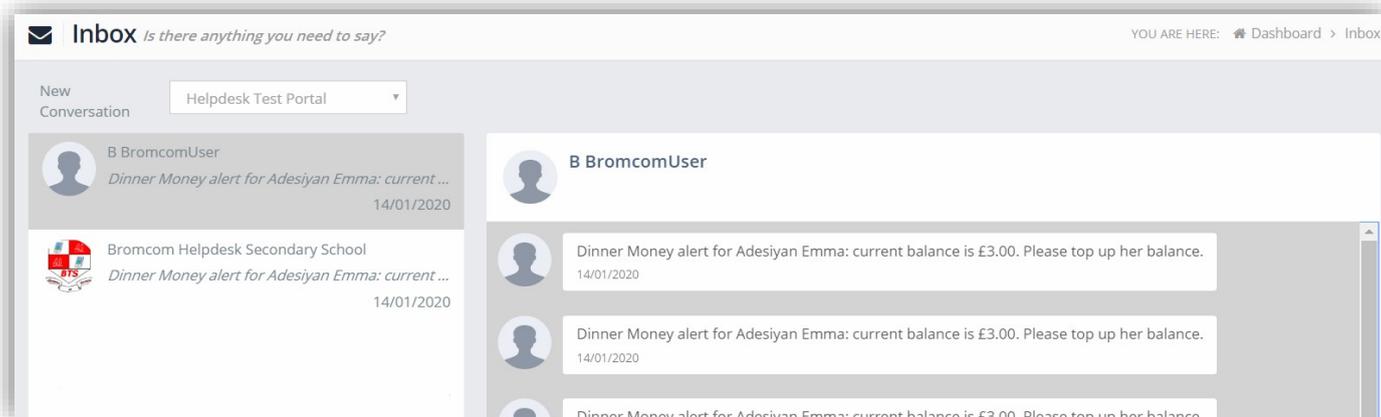
Please do not reply to this email as any received emails are deleted immediately.

Regards

MyChildAtSchool.com

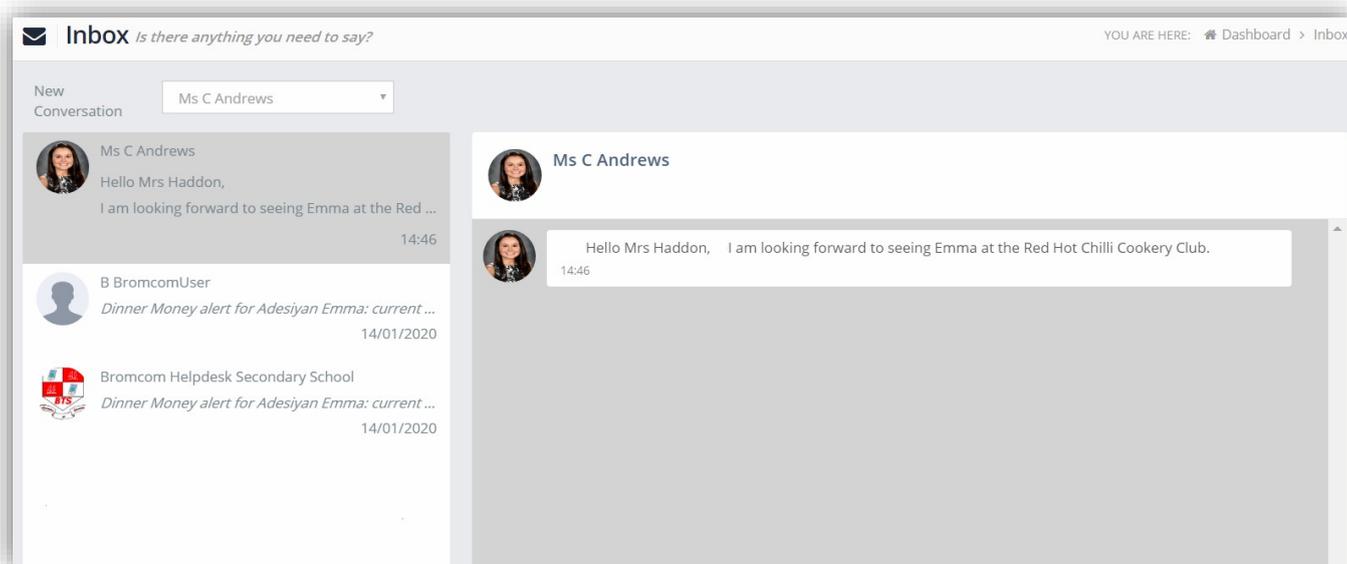
Communications

The **Inbox** page contains any **Conversations** between yourself and the school.

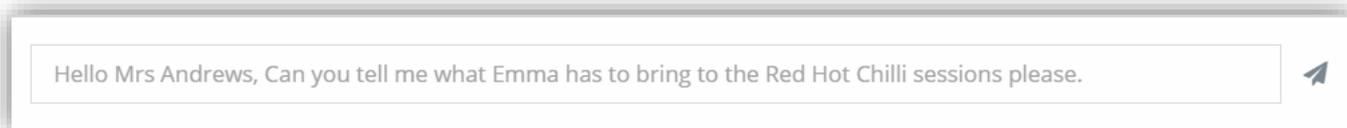


The left panel displays the latest **Conversations**, clicking on one of these will display the content of the **Conversation** in the right panel.

To select a **Conversation** with a particular member of staff, select them from the dropdown list.



To start a new **Conversation** with a member of staff select them from the dropdown list and enter your message at the bottom of the page and click on the **Flight** icon.



You will then be able to follow the **Conversation** and reply.

The screenshot shows an email inbox on the left and a conversation thread on the right. The inbox contains three messages from Ms C Andrews, B BromcomUser, and Bromcom Helpdesk Secondary School, all with subject lines related to 'Dinner Money alert for Adesiyan Emma'. The conversation thread shows a message from Ms C Andrews at 14:46 asking to see Emma at the Red Hot Chilli Cookery Club, followed by a reply from the user at 14:58 asking for ingredients, and a final message from Ms C Andrews at 15:01 stating that ingredients will be sent 1 week before the session.

The **Payment History** page contains the last **10 Payments** made by to the **User**.

The screenshot shows the 'Payments History' page with a table of 10 payment entries. The table has columns for Order Number, Authorisation Code, Order Date, # of Items, Payment Method, Total Amount, and Order Status. The entries are sorted by Order Date in descending order.

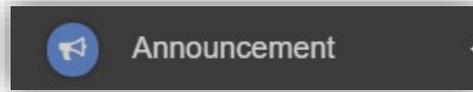
Order Number	Authorisation Code	Order Date	# of Items	Payment Method	Total Amount	Order Status
40007-0000101	3535756	18/02/2020 08:58:59	2	Card	£60.00	Paid
99997-0000100	3300927	21/01/2020 11:09:18	1	Card	£3.00	Paid
99997-0000099	3300898	21/01/2020 11:06:51	1	Card	£5.00	Paid
99997-0000095	3039335	11/12/2019 09:51:42	1	Card	£5.00	Paid
99997-0000094	3039313	11/12/2019 09:49:15	1	Card	£5.00	Paid
99997-0000093	3039223	11/12/2019 09:42:59	1	Card	£5.00	Paid
99997-0000092	3039176	11/12/2019 09:37:23	1	Card	£10.00	Paid
99995-0000090	2614561	16/10/2019 09:17:10	1	Card	£15.00	Paid
99995-0000089	2614502	16/10/2019 09:10:19	1	Card	£0.00	Refunded
99995-0000087	2583363	10/10/2019 18:23:53	1	Card	£10.00	Paid

Showing 10 entries

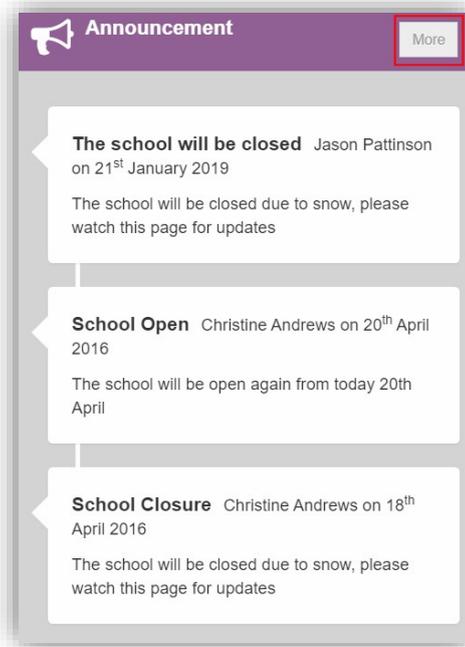
This page can be **Searched** or **Ordered by Columns**

Announcements

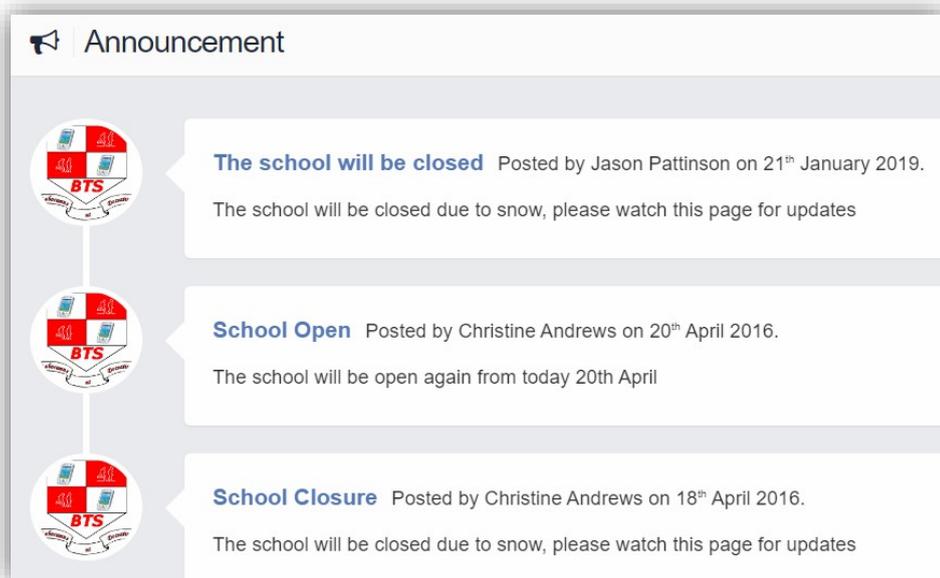
The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the latest **Announcements**, click on the **More** button to open the page.

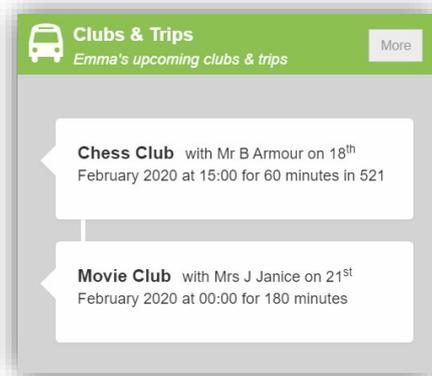
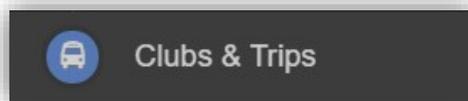


If there are any previous **Announcements** they will also be displayed.



Clubs & Trips

The **Clubs & Trips** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the current **Clubs & Trips** for the **Student** and any that are available to be booked.

Clubs & Trips Emma's upcoming clubs & trips

YOU ARE HERE: Dashboard > Clubs & Trips

Emma's Clubs & Trips

Club Name	Teacher	Next Session	Start Time	Room	Cost/Balance		
Chess Club	Mr B Armour	18/02/2020	15:00	521	£0.00	✉	🔍
Movie Club	Mrs J Janice	21/02/2020	00:00		£10.00	✉	🔍

Available Clubs & Trips (click or tap a club to view more details and sign up) Hide fully booked events

Club Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	Spaces Available	
Lacrosse	Mr C Tallor	21/02/2020	Fri	04:00	60	£0.00	18	🔍

Clicking on a **Club** in which the **Student** is already a member will display the details for that **Club**.

Club/Trip Detail - Adesiyan, Emma

Type: Club **Main Teacher:** Mrs J Janice

Club Name: Movie Club

Description: Movie Club

Next Session: Fri 21/02 **Places:** No Limit

Start Time: 00:00 **Spaces Available:** No Limit

Session Length: 180 mins **Total Cost:** £10.00

Close

Clicking on a **Club** that is available will open the booking details

Club/Trip Detail - Adesiyan, Emma ✕

Type: Club **Main Teacher:** Mr C Tailor

Club Name: Lacrosse

Description:

Lacrosse

Next Session: Fri 21/02 **Places:** 20

Start Time: 04:00 **Spaces Available:** 17

Session Length: 60 mins **Total Cost:** Free

Enrol Now
Close

Click on the **Enrol Now** button, if this is a **Free Club** the student will be enrolled and this **Club** added to the current **Clubs** list. If the **Club** is to be paid for the amount due will be displayed with an **Add to Basket** option.

Some **Clubs** will give the option to select preferred days, to do this click on the days the **Student** is to attend the sessions, these will display as a green tick in a circle, when finished click on the **Enrol** button.

Type: Club **Main Teacher:** Ms C Andrews

Club Name: Red Hot Chilli Club

Description:

Spicy Cookery

Next Session: Wed 04/03 **Places:** 10

Start Time: 16:30 **Spaces Available:** 10

Session Length: 120 mins **Cost Per Session:** £5.00

Sessions: ■ Spaces Available ■ Session Full ■ Enrolled/Booked Sessions ■ Unavailable

Use the grid below to select each session you would like your child to attend. When you click 'Enrol', your child will be enrolled into all the sessions you have chosen.

Week Beginning	Wednesday	Thursday
17/02		
24/02		
02/03		⊙
09/03		⊙
16/03		
23/03		
30/03	⊙	
06/04	⊙	
13/04		
20/04		
27/04		⊙
04/05		⊙
11/05		
18/05	⊙	
25/05	⊙	
01/06	⊙	
08/06		
15/06		
22/06		⊙
29/06		⊙
06/07		
13/07	⊙	
20/07	⊙	

Enrol
Close

A **Confirmation** message will be given, click on the **Proceed** button to continue, the **Club** will then be added to the current **Clubs** section with the amount to be paid. Click on the **Add to Basket** button and pay for this in the normal way.

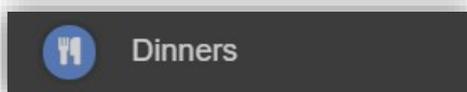
Clubs & Trips *Emma's upcoming clubs & trips* YOU ARE HERE: [Dashboard](#) > Clubs & Trips

Emma's Clubs & Trips

Club Name	Teacher	Next Session	Start Time	Room	Cost/Balance		
Chess Club	Mr B Armour	18/02/2020	15:00	521	£0.00		
Lacrosse	Mr C Tailor	21/02/2020	04:00		£0.00		
Movie Club	Mrs J Janice	21/02/2020	00:00		£10.00		
Red Hot Chillli Club	Ms C Andrews	04/03/2020	16:30	N50	-£65.00		

Dinners

The **Dinners** option is accessible from both the **Menu Bar** and a **Widget**.



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

Dinner Detail More
Emma's recent meals

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

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

Dinners YOU ARE HERE: [Dashboard](#) > Dinners

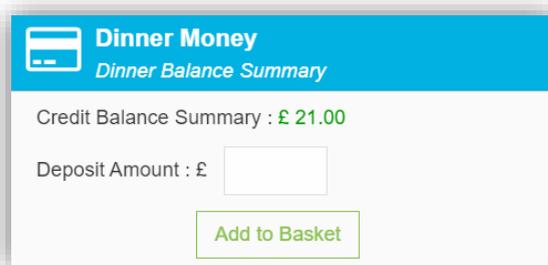
Transactions between: and

Dinner Date	Meal Detail	Cost
07/02/2020	Vegetarian	£0.00

Payment Date	Payment Detail	Amount
21/01/2020 11:09:18	Dinner Money Deposit for Emma Adesiyan	£3.00
21/01/2020 11:06:51	Dinner Money Deposit for Adesiyan Emma	£5.00

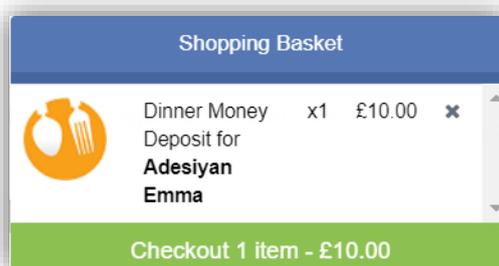
Dinner Money

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

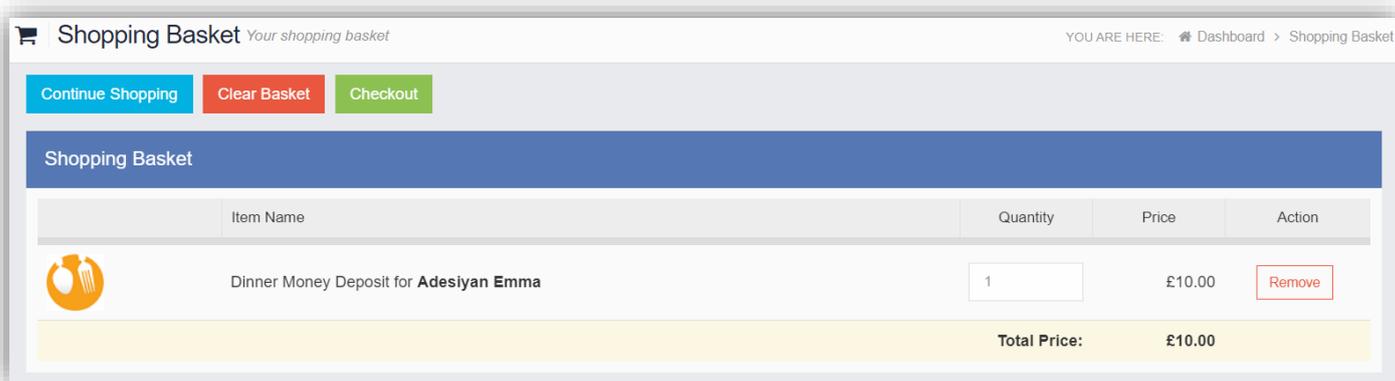


The **Widget** displays the current **Credit Balance Summary** and gives the option to top-up the **Balance**.

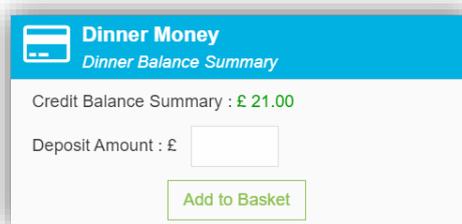
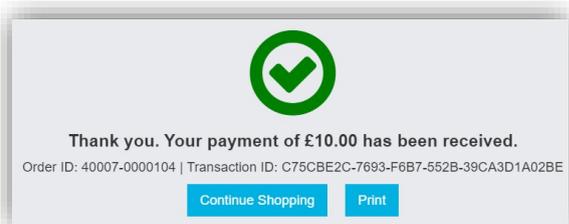
To do this enter the amount in the **Deposit Amount** box and click the **Add to Basket** button. The **Shopping Basket** icon  on the top bar will now display that you have 1 item in the **Basket**, click here to open the **Basket** and view the contents, the item can be removed by clicking on the **X**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

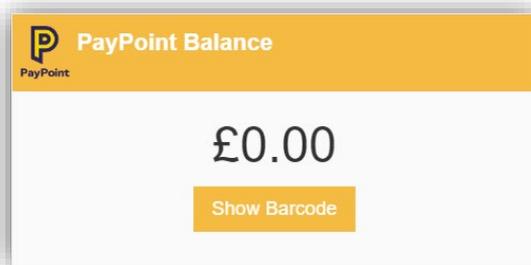


Enter your **Payment Details** on the following page, once verified and paid a **Confirmation** message will be given and the **Credit Balance Summary** updated on the **Widget**.



PayPoint

The **PayPoint** option is accessible only as a **Widget**.

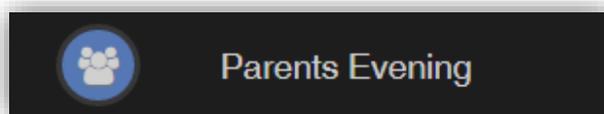


The **Widget** displays the current **PayPoint Balance**, clicking on the **Show Barcode** button will display the **Barcode** allowing this option to be setup and used by **PayPoint Users**.



Parents Evening

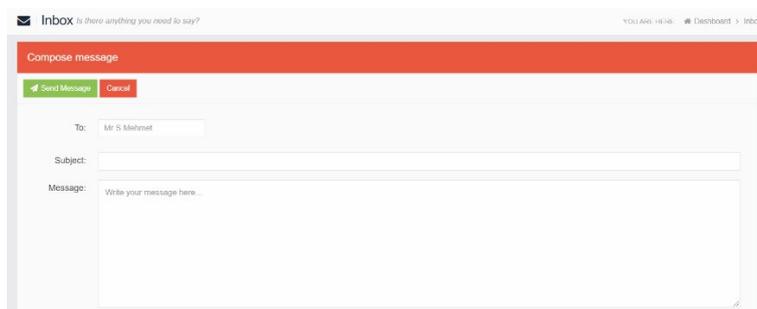
The **Parents Evening** option is accessible only from the **Menu Bar**.



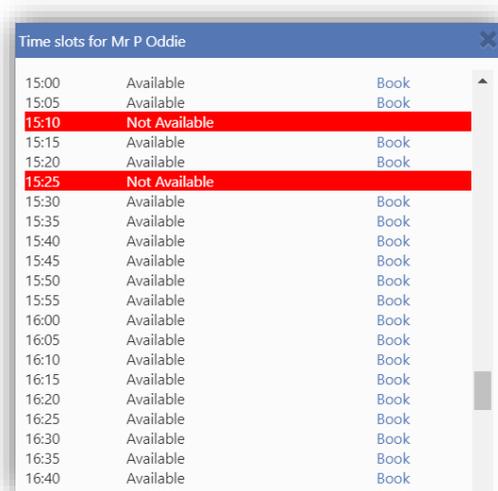
The **Parents Evening** option displays the information about any upcoming **Parents Evening** that the **Student** being viewed is associated with.



Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed. If the option to contact teaching staff is available an **Envelope** icon will display to the right of the **Teacher** name. Click on the **Envelope** icon to send a message to that **Teacher**.



Click on a **Teacher/Subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.



The **Teacher/Subject** will be removed from the **Appointments** that need booking section and will display as **Appointments that have been booked**, with the details and time.

Parents Evening *Parents Evening for Emma* YOU ARE HERE: [Dashboard](#) > [Parents Evening](#)

Parents Evening:

Date: 27 February 2020, 00:00
Booking will close on 26 February 2020, 00:00

Appointments that need booking

Mr C Tailor Drama

Mr A Obenguye Science Combi 1

Mrs J Janice ICT

Mr P Oddie PE

Mr S Williams Art

Appointments that have already been booked

Time: 15:10	Teacher: Mr S Mehmet	Subject: RE	Location: Default Location	
Time: 15:25	Teacher: Mr J Marshall	Subject: Mathematics	Location: Default Location	

Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the **Printer** icon.

Note: this option is only available if the school have the **Diary** module.