

## EMAIL TO MCAS INSTRUCTIONS TO PARENTS

Dear Parent/Carer

### **My Child At School (MCAS) App**

My Child At School (MCAS) is an online portal that enables parents to view their child's performance at school in real time via web browser or App. Please follow the instructions below to sign up.

**PLEASE NOTE: IF YOUR CHILD HAS A SIBLING ALREADY AT NOTRE DAME YOUR CHILD WILL ALREADY BE VISIBLE. THERE IS NO NEED TO CONTINUE WITH THESE INSTRUCTIONS.**

Go to [www.mychildatschool.com/MCAS/MCSParentSignUp](http://www.mychildatschool.com/MCAS/MCSParentSignUp)

In the Parent Sign Up screen you will need to enter the school's Postcode (S10 3BT) or School ID (12278) to see the school and select from the dropdown. Clicking Continue prompts you to enter an email address and then click Sign Up.

After you have entered your Email address and clicked on the Sign-Up button, checks will take place to certify that:

- The school has given the parent Parental Responsibility.
- The school has linked the parent and the parent's email address to a student in the school's MIS.
- The account should not have previously been activated.

Once the checks are passed, you 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'.

You will then receive an email with a link to a one-time passcode.

If you need any help, please contact me.

When you have downloaded the MCAS app and logged in successfully, please look at the **Admission Form** visible on your child's profile. Please make any changes and complete as much as you can in the **Student Details** and **Personal details**, **Add Contacts** then **SUBMIT THE CHANGES**. Please also view **Parental Consents** and **SAVE**.

The following documents are also available for your information:

- Music Lessons
- Cashless Catering – ***this is essential and links to a form to give your child access to cashless catering.***
- MCAS Guide for Parents
- Free School Meals

***This will take around 20 minutes but once you have read and completed the documents, you and your child will be totally set up and ready to start at Notre Dame.***

**PLEASE NOTE: ALL CORRESPONDENCE WILL BE SENT OUT ENTIRELY  
VIA THE MCAS (MY CHILD AT SCHOOL) APP OR PORTAL.**

Kind regards

Mrs S Giles  
Administration Manager