



7 February 2025

Our Ref: HT/LET/Bromcom001/jes

TO: **ALL BOXGROVE PARENTS/CARERS**

Dear Parents/Carers

Re: **CHANGES TO OUR SCHOOL CONTACT AND INFORMATION SYSTEM**

As you are aware, we currently use StudyBugs for communicating information to and from parents/carers, along with holding child/parent information on our School Information Management System (SIMS). We have recently migrated to a new system - **Bromcom**. Bromcom will become the overall umbrella for our school information management system and eventually our preferred payment system.

Within Bromcom there is a parent portal called **MyChildatSchool (MCAS)**. As of **Monday, 24 February 2025** we will be transferring from Studybugs to MyChildAtSchool (MCAS). Effective from the **24th**, MCAS will be our method of communication with you, so please ensure you have set-up your account before this date. **From the 24th, Studybugs will no longer be monitored.**

What is MCAS?

MyChildAtSchool (MCAS) is a portal that enables parents/carers to view/share information in real-time via a web browser or mobile app. This facility allows exclusive access to key academic dates, attendance percentages and the personal details the school holds for you and your child. Currently we will continue to use Scopay for processing payments.

The following modules will be available to you in MCAS:

- Clubs
- Communication (messages/announcements)
- Parents' Consultation appointments in March and November
- Parental Consents (e.g., photos, school trips)
- Pupil/home details – the ability to check/update/amend.

Some parents/carers may already use MCAS for their child/ren at other schools. If you do, once you have registered your Boxgrove child/ren they will be added to your current account, allowing you to switch between schools.

Downloading the App and Logging In

The app is simple to download and access using the email address that you have supplied to Boxgrove Primary School. This must be up-to-date and already given to the school. Please use the steps shown on the following pages to access your account. The app is available through the Google Store or Apple Store, just search for **My Child At School app by Bromcom Computers Plc** or click on the **QR Codes below**.

Alternatively, you can access MCAS online via a web browser at:

<https://www.mychildatschool.com/MCAS/MCSParentLogin>

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From the 24th parents/carers should use MCAS to report absences, share medical appointments, or last-minute changes to collection arrangements. For emails relating to your child/ren's education or personal updates, other than changes to contact details, we ask that you use the email address office@boxgrove.surrey.sch.uk. For the purposes of administration, we require all these emails to go to a central email address. All emails will be treated with full confidentiality and the responses will be made by an appropriate member of staff. We will respond to emails within 5 working days (during term time). This time frame enables the team time to investigate information shared with the school.

If you need any support in downloading or accessing MCAS, Mr Herbert will be holding a drop-in clinic for parents/carers on **Wednesday, 12 February 2025** in Café B between 9:00am – 9:30am. If you are unable to join him at this session, please do not hesitate to stop by the School Office or email office@boxgrove.surrey.sch.uk.

We would like to take this opportunity to thank you in advance for your support during our transition to this new service.

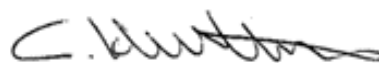
Yours sincerely



Alison Fitch
Co-Headteacher



Rebecca Stacey
Co-Headteacher



Chris Herbert
Assistant Headteacher

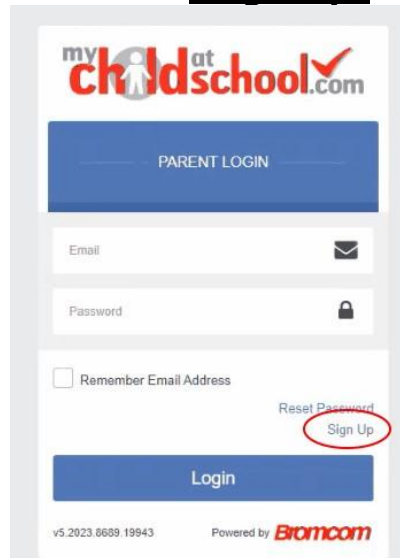
LOGGING IN TO MY CHILD AT SCHOOL FOR THE FIRST TIME

In compliance with the Data Protection Act 2018, the school has a statutory requirement to process this data. The school has a duty to protect this information and keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE. For more information on how your data is processed, please see our privacy notice: <https://www.learningpartners.org/11/privacy-statement>

Step 1: Download the MyChildAtSchool app from either the Apple or Android Store or use the relevant QR code below. Alternatively use a web browser to visit <https://www.mychildatschool.com/MCAS/MCSParentLogin>



Step 2: Open the app and select the "Sign-Up" option



my child at school.com

PARENT LOGIN

Email

Password

Remember Email Address

Reset Password

Sign Up

Login

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Step 3: Insert the school ID: 15206 and continue.

my child at school.com

PARENT SIGN UP

Enter Post Code or School ID

15206

Continue

Back to Sign in

Step 4: Enter your email and continue. You will need to use the email address you provided to the school as your primary contact.

my child at school.com

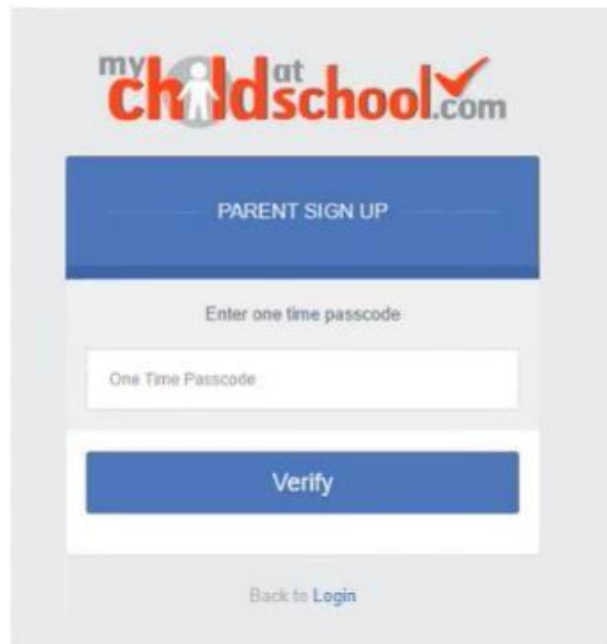
PARENT SIGN UP

Email

Sign Up

Back to Sign in

Step 5: You will be sent a One Time Password via the email you used to register. Please insert that password where requested and continue.



mychildschool.com

PARENT SIGN UP

Enter one time passcode:

One Time Passcode

Verify

Back to Login

Step 6: Set up a password and pin that you will use in the future and continue.



mychildschool.com

CREATE YOUR PASSWORD

Enter Password

Confirm Password

Create Password

Back to Sign in

If you need any further help, please do not hesitate to stop by the School Office or contact us via (01483) 563701 or email office@boxgrove.surrey.sch.uk.