

27th February 2025

Dear Parents & Carers

My Child at School (MCAS)

As you are aware, today we are launching the parental App linked to our Bromcom system called 'My Child At School' known as MCAS. 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. Behaviour
4. Timetable
5. You will also be able to update your contact details.

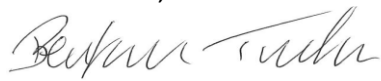
At the bottom of this letter are instructions on how to sign up and below is a link to a video to help you by showing how to sign up to the app:

<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, as all letters and correspondence will be sent via the app.

We hope that it will be a good experience for everyone. If you do experience any problems signing up or with the app, please contact us using the following email cabinfo@clf.uk and give your name, your child's name and your email address, where we will be able to check the data is correct, and help you with the sign up process.

Best wishes,



Ben Tucker, Principal, City Academy

Pride, Honesty and Team Spirit

PRINCIPAL: MR BEN TUCKER CEO: MR STEVE TAYLOR | THE CITY ACADEMY, RUSSELL TOWN AVENUE. REDFIELD, BS5 9JH
TEL: 0117 9413800 EMAIL: CABINFO@CLF.UK | WWW.CITYACADEMY.BRISTOL.SCH.UK

How to Self Sign Up for parents

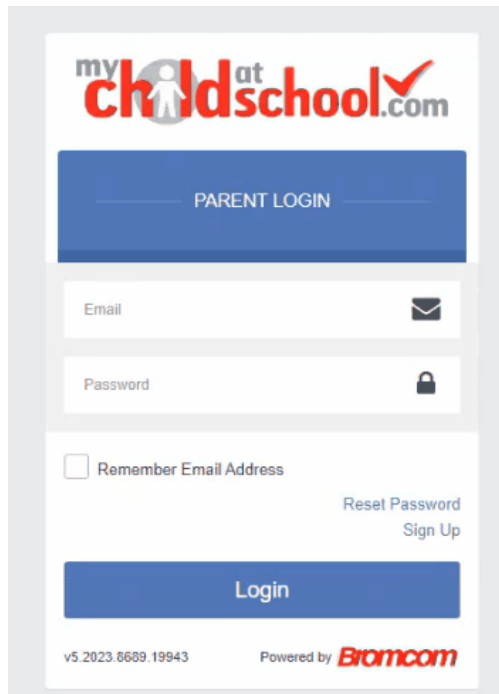
Parents can access the **Parent Login** screen in two ways:

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:

- o Click on the **Sign Up** link in the Parent Login screen.
- o Enter the **school's Postcode** **BS5 9JH** or **School ID** **14293**
- o Select the school from the list in the dropdown.
- o Click **Continue**.
- o Enter the registered email address.
- o 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'*.

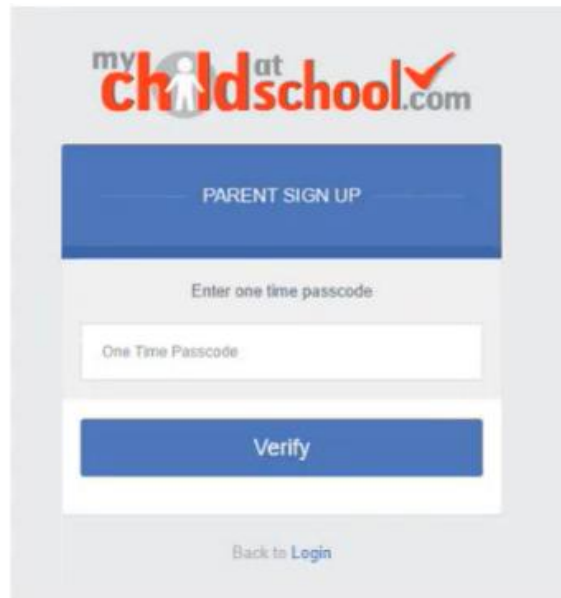


Pride, Honesty and Team Spirit

PRINCIPAL: MR BEN TUCKER CEO: MR STEVE TAYLOR | THE CITY ACADEMY, RUSSELL TOWN AVENUE. REDFIELD, BS5 9JH
TEL: 0117 9413800 EMAIL: CABINFO@CLF.UK | WWW.CITYACADEMY.BRISTOL.SCH.UK


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**.



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.**



Pride, Honesty and Team Spirit

PRINCIPAL: MR BEN TUCKER CEO: MR STEVE TAYLOR | THE CITY ACADEMY, RUSSELL TOWN AVENUE. REDFIELD, BS5 9JH
TEL: 0117 9413800 EMAIL: CABINFO@CLF.UK | WWW.CITYACADEMY.BRISTOL.SCH.UK

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.

Pride, Honesty and Team Spirit

PRINCIPAL: MR BEN TUCKER CEO: MR STEVE TAYLOR | THE CITY ACADEMY, RUSSELL TOWN AVENUE. REDFIELD, BS5 9JH
TEL: 0117 9413800 EMAIL: CABINFO@CLF.UK | WWW.CITYACADEMY.BRISTOL.SCH.UK