

18th May 2026

Dear Parents & Carers

My Child at School (MCAS)

At City Academy we use a system called Bromcom for student information, and there is a parental App called 'My Child At School' known as MCAS. When your child starts at City Academy you will be able to use this app to see a range of information about your child's progress at school.

We will also be using MCAS to ask you to complete your child's information form and give us lots of important information about your child and your contact details etc.

Therefore, we are now inviting you to sign up to MCAS ready. You will need to follow the instructions below, using your email address.

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>

If you do experience any problems signing up or with the app, please contact us using the following email cabtransitions@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.

In June, we will be writing to you again to send information on how to complete the required admission information on MCAS.

Best wishes,

Lucy Ware
Operations Manager
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

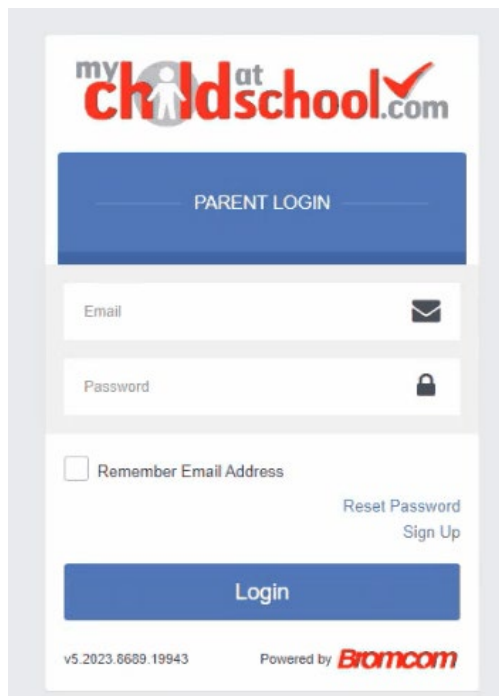
Parents can access the **Parent Login** screen in two ways:

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'*.

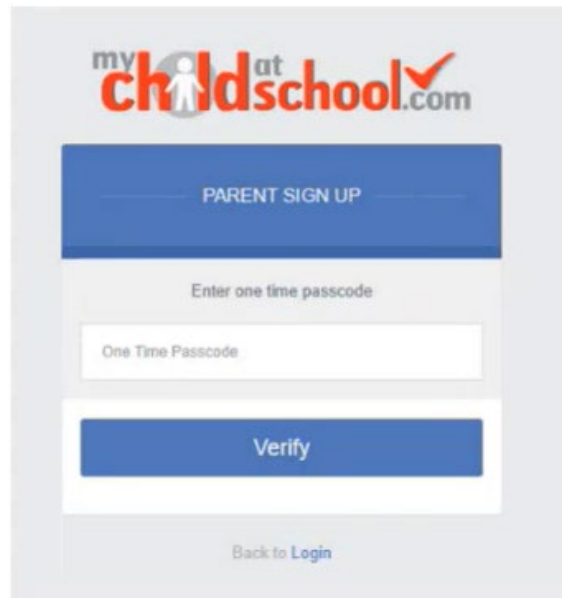


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Parents will receive an email from **MyChildAtSchool** with a link to a **one time passcode**.

- 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**.



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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.

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