

My Child at School (MCAS) Quick Reference Guide



This is a reference guide for navigating the mobile app version of MCAS.

Getting started

You will receive an invitation code via your email account. If you have not received this email, you should check your junk/spam folder (as school emails can sometimes be sent straight there), before calling the School Office.

The email will look like this:

Hello from MyChildAtSchool.com

A request to setup your account has been received.

These are the details to setup your account.

School ID: 12117
Username: *****
Invitation Code: *****}

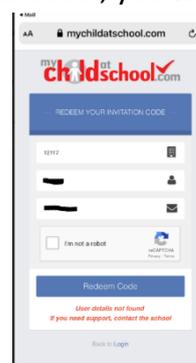
If you did not request an Invitation Code, please contact your school.

Please click [Here](#) to redeem your invitation code.

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

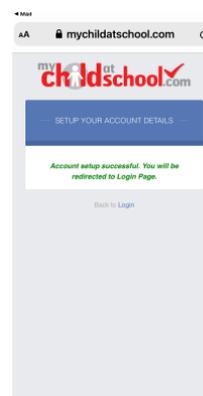
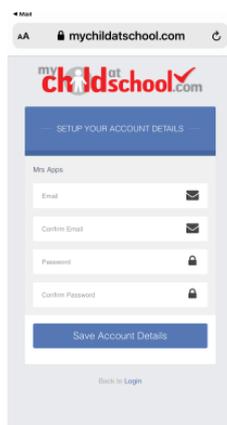
Regards
MyChildAtSchool.com

Please follow the instructions and click the link to 'redeem your code', you will then see this screen:



Tick 'I am not a robot' and click 'redeem invitation code', you will be asked to set up your account by entering your email and choosing a password.

Click 'save account details' and you will see this screen:



You will be redirected to a login page where you will be required to enter the school ID of 12117, your username and the password you entered earlier. You will also receive a verification email; please ensure you verify your email to ensure you are able to reset your password should you forget your details.

Dear MyChildAtSchool user,

Thank you for setting up your username and password.

Please click [Here](#) to verify your email – If you do not verify your email, 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 verify your email.

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

Kind Regards
MyChildAtSchool.com



Once logged in you can navigate the different features using the menu button in the top left corner. The features currently available are:

- Data Collection Form
- Reports
- Messages
- Timetable and exam timetables
- Behaviour

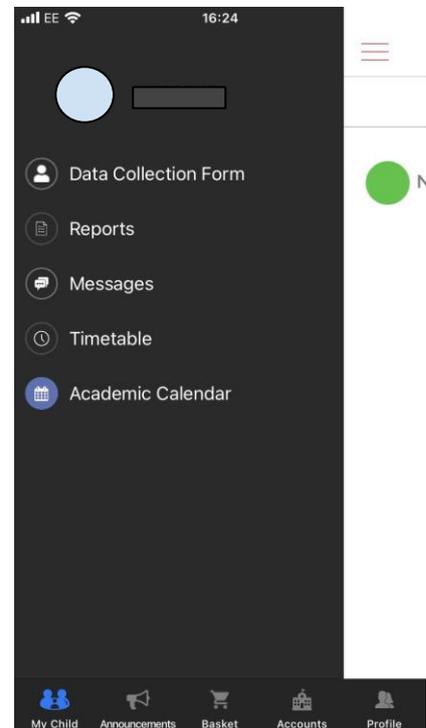
Please note - Any amendments will first be approved by Westlands School - Amendments that are not approved will revert back to their original state.

Edit Details



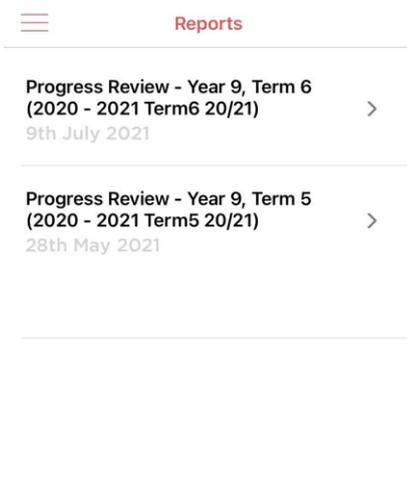
Data Collection Form

This feature allows you to view the details held on record for both you and your child, please ensure these are updated regularly via email to the school office.



Timetable

You can view your child's school timetable by selecting 'Timetable' then selecting the day you wish to view.



Reports

In the reports section you will be able to see the academic reports, once teachers have started assessing your child.

Reports are completed by your child's teacher periodically throughout the year. These are then released to your MCAS account for you to view with your child.

Viewing a Report

All reports available are listed on the screen once you select 'Reports'. You can choose which report you would like to view from the list.

If your child is in Year 8-13 and there is a historic report you would like to view which is not available on MCAS please contact the school.



Messages

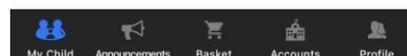
It is important to note that the main method the school will use to send messages to you as a parent is via your email rather than on MCAS. Therefore, it is vital that the school has up-to-date email addresses for all parents/carers to ensure messages are received.



The 'Messages' feature within MCAS does provide you with the option of sending a message to the school by selecting the + button in the top right corner of the screen.

Behaviour

The behaviour section allows you to keep track of the points your child has been awarded by staff. This links to the positive behaviour system, where levels can be completed for every 50 total points gained.



Functions at the bottom of the screen

Profile

The profile icon will provide you with the school contact information, allow you to send a message to the school and contains your account information and settings.

Siblings

If you have more than one child on roll at Westlands, you can use the drop-down arrow next to your child's name to view the details of any other children. If your children are not linked on MCAS, please email the school office.