26th March 2025

We're planning on rolling out a new piece of software to allow parents greater access to their child's educational journey. The software is called MyChildAtSchool and allows everything from monitoring attendance, to completing homework, to enabling online payments through their app. This will require all parents to complete setup of an account, instructions for which are included below.

Additionally, there will be several support sessions to help parents get acquainted with the new software, one conducted over Zoom on Monday 31/03/2025 at 17:30, and an in-person session on Wednesday 02/04/2025 held just after the end of the school day. These sessions will be set up to get parents confident in navigating MyChildAtSchool, so please bring any questions or concerns to these sessions so we can get them cleared up.

Zoom link:
https://kingsbolton.zoom.us/j/86433626975?pwd=Z37g93cVt5CBT43gEhcNovRvkAspwb.1

Step by step MCAS setup:

1. Parents can access the **Parent Login** screen in two ways:
   . From within the web browser type www.mychildatschool.com, this will open the **Parent Login** screen.
   . From the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.

2. Once in the **Parent Login** screen parents should follow these steps:
3. Click on the **Sign Up** link in the Parent Login screen.
4. Enter the **school's Postcode (L21 8HY)**.
5. Select the school from the list in the dropdown.
6. Click **Continue**.
7. Enter the registered email address.
8. 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'*.

9. Parents will receive an email from **MyChildAtSchool** with a link to a **one-time passcode**.
10. Click on the **link** for the one-time passcode.
11. Enter the one-time passcode.
12. Click **Verify**.
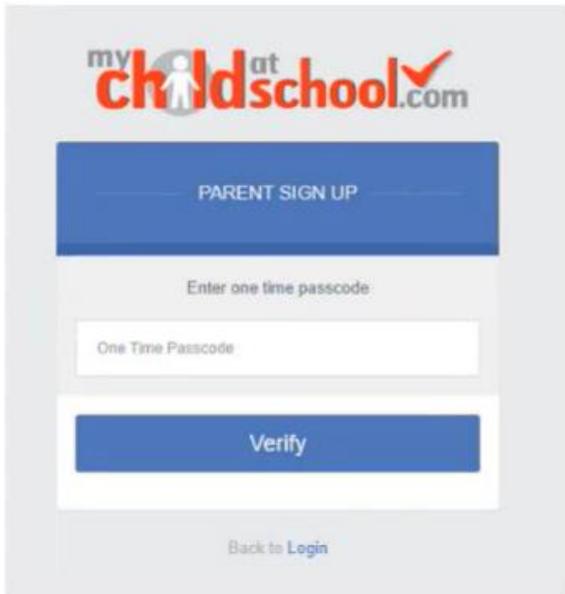
13. As soon as the **one-time passcode** has been verified, parents will be prompted to enter a **password**.
14. **Enter Password.**
15. **Confirm Password.**
16. Click **Create Password**.

17. Once the password has been created, parents can login from within the web browser and type www.my-childatschool.com, or access the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.

Note: Parents should contact the school if:
- **Self Sign Up** has not been enabled for the school.
- **Parental Responsibility** has not been assigned to the parent, then a message will appear *'Email address invalid. Please contact the school to gain access to your child's account.'*
- The parent's email address is not recognised.

Note: Parents should go back to the login screen if the email address already exists:
- Enter email address and password to sign into your account.
- Use Forgot Password if the user has forgotten their password.