

# Bredon Hill Academy

*Learning Together for Success*

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Dear Parents and Carers

## **My Child At School (MCAS)**

To further improve our communication with parents and carers, we are pleased to introduce you to the My Child At School (MCAS) Portal. This runs alongside your child's Student Portal, which they use for their home learning.

MCAS is run by Bromcom, a leading cloud-based software package supporting schools with administration and communication. You will receive details of how to log-in through an email in the coming days. Please look out for this email and check your spam/junk box if it doesn't arrive. If you do not receive anything Monday 18<sup>th</sup> September, please email [mcas@bredon.worcs.sch.uk](mailto:mcas@bredon.worcs.sch.uk) and we will resend you an invitation.

We are sending the invite to the first priority contact of each pupil. Should you require any additional log-ins, please email [mcas@bredon.worcs.sch.uk](mailto:mcas@bredon.worcs.sch.uk) with the following details:

- Your child's name and form

For each additional account required:

- Person's name
- Person's email address
- Relationship to child

Through MCAS you will be kept up to date with your child's home learning, achievements and sanctions, academic progress, letters and notices. You can also update contact details and parental consents, meaning everything is easily accessible and in one place. It is therefore really important for parents and carers to regularly access the portal in order to keep up to date and support your child(ren) with their learning journey at Bredon Hill Academy.

Please note that there are two ways to access MCAS, either through a dedicated app via your phone's app store or through the web-based portal. We recommend using the web-based portal as this version can provide full functionality, whilst the app provides summary overviews.

To log-in, please visit the following address:

<https://www.mychildatschool.com/MCAS/MCSParentLogin> (or google MCAS login). You will need to log-in using the email address you have provided the school with and a password. If you forget your password, there is the option to reset it and instructions will be sent to your email address by Bromcom. If you have a child with us in year 7 or 8 and you are already using the

MCAS portal there should be no need to re-register, simply log into the portal as normal and you will be able to toggle between your children.

Should you have any queries, please do not hesitate to get in touch with the school through the dedicated email address [mcas@bredon.worcs.sch.uk](mailto:mcas@bredon.worcs.sch.uk) Guidance and FAQs to support any troubleshooting follow this letter. Further guidance from Bromcom regarding the MCAS Portal has been put on our website, simply click on the link below:

<https://docs.bromcom.com/knowledge-base/how-to-login-and-use-the-mcas-web-parent-portal/>

Thank you for your continued support.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'M Horton'.

Mike Horton  
Assistant Headteacher

## Frequently Asked Questions

1. I haven't received an invitation.
  - a. Check your junk/spam email. If you still have no invite, please email us on [mcas@bredon.worcs.sch.uk](mailto:mcas@bredon.worcs.sch.uk) – we will check your email address is correct and resend an invitation.
2. I have registered successfully but can't log-in.
  - a. Make sure you have verified your account by clicking on the email after the initial registration.
3. My device has updated and lost my saved log-in details.
  - a. Click on 'forgotten login details' and follow the on-screen instructions.
4. Once I've logged in, I only get a blank screen/I'm missing parts of the screen.
  - a. The portal is cloud based and reliant on the Bromcom server. As with all cloud-based services, there can be the occasional glitch or speed issue, particularly during busier times of usage. Try refreshing your page or trying a little later in case the Bromcom server is down.
5. I have more than one child at BHA. How do I see each profile?
  - a. Once logged in, click on your child's name next to their picture, this will allow you to toggle between your children.
6. I can't see any assessment data.
  - a. We report to parents/carers termly and will email you when the latest reports are available. For reports from previous academic years, please toggle between academic years at the top of the assessment page.
7. How do I view the report information?
  - a. A summary report is available through the 'reports' section of MCAS – simply download the relevant pdf file. This information is also available by choosing the 'assessment' section. The full report is only available through the web-based version of Bromcom and not the app. To access the full report, you need to click onto the 'assessment' section, choose any subject and then on the next screen click on 'working at curriculum-related expectations'. This then provides you with a termly overview of the strengths and areas for development for your child. You can use this page to select between each subject area.
8. Why do you not provide paper reports?
  - a. As a school, we are mindful of the amount of paper we use and we are determined to reduce waste wherever possible. Providing an online report allows parents and carers to view reports in a convenient manner and the reports can be accessed at any time. Reports can be printed at home should you wish. Pupils are also able to view reports through their own Student Portal. The reports that are published at the end of the autumn and spring terms report on your child's attitude to learning and if they are on track to attain their targets, together with a summary of their strengths and areas for development in each subject area. The summer report provides this information, together with a pastoral comment from your child's form tutor. Additionally, there's a virtual subject-based parents' evening once a year. Dates are on our school website. We are always available to contact should you have any queries about your child's progress.
9. How often should I be looking at MCAS?
  - a. Home Learning will be updated daily through your child's Student Portal and you will also receive this information through MCAS. Should your child be able to confidently access their home learning independently, we recommend you view MCAS at least weekly, to check for any updates and to monitor achievements and sanctions.