

06 July 2023  
CGn/SWe/JWe

Dear King's Oak Families

### MyChildAtSchool (MCAS) at King's Oak Academy

Following the recent changes to our Managing Information System at King's Oak Academy, we are pleased to announce that we are now able to launch the '**MyChildAtSchool**' app for parents and carers. We hope that all families will be able to sign up to the app (or web-based version) before the end of term, so that we can keep you informed about your child's attendance, behaviour and progress.

#### What is MCAS?

MyChildAtSchool (MCAS) is a portal that can enable parents/carers to view their child's attendance, behaviour and academic performance in real-time via a web browser or mobile app. This facility allows exclusive access to key academic dates, attendance information and the personal details the school holds for you and your child.

Once you have signed up to the MCAS app, you will be able to access the following through the mobile application or web-based version:

1. Communication and information notices from the school.
2. Attendance and behaviour information.
3. School Reports
4. Timetable
5. Homework
6. You will also be able to update your child's details via the app.

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 from September. For children in Year 7-11, they will also be able to access their timetable and homework through the app from September.

MCAS replaces the Insight application previously used for communication at King's Oak Academy; in the Primary Phase, we will continue to use current apps SeeSaw and Tapestry (for EYFS) alongside MCAS.

We hope that it will be a smooth transition for everyone. If you do experience any problems signing up or with the app, please contact the appropriate school office, where we will be able to help you.

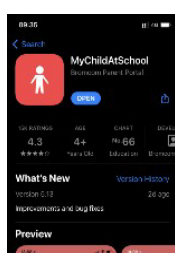
On the following pages there is information about how to access and register for MCAS – you will receive a further message from us within the next 24 hours with your unique invitation code.

Yours sincerely



Cate Gillman  
Operations Manager

# Access key information on your mobile device.



**Step 1:** Download the app.



**Step 2:** Allow notifications.



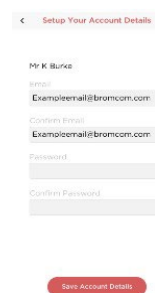
**Step 3:** Choose a memorable pin.



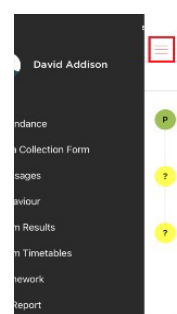
**Step 4:** Select 'Login with Username and Password' then 'Redeem Invitation Code'.



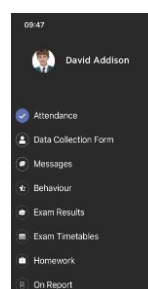
**Step 5:** Add the required information using the email sent to you by school and press Redeem Code.



**Step 6:** Add the required information and press Save Account Details. You will now be logged into your account.

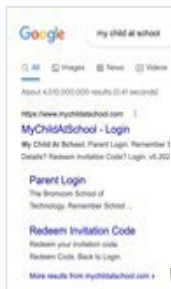


**Step 7:** Clicking on the 3 bars provides a side menu to navigate to the different areas of the parent portal.

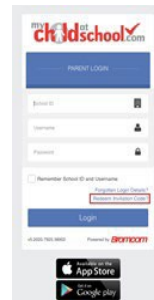


**Step 8:** The information displayed in the menu is managed by the school.

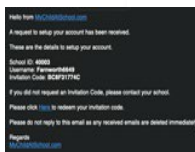
# Access key information on your web browser.



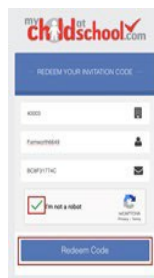
**Step 1:** Search for MyChildAtSchool Login page.



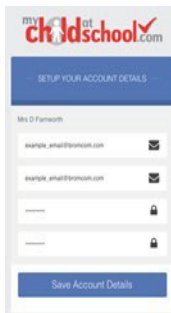
**Step 2:** Select Redeem Invitation Code.



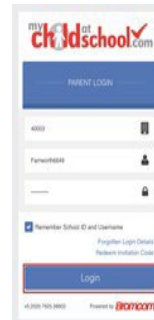
**Step 3:** Add the required information using the email sent to you by school.



**Step 4:** Select Redeem Code.



**Step 5:** Add the required information Click Save Account Details.



**Step 6:** Log into your MyChildAtSchool Account.



**Step 7:** Login to your email and validate your email address.



**Step 8:** Go back to MyChildAtSchool and log into your account to complete the process.