



*Glebe Farm School, Burney Drive, Glebe Farm  
Wavendon, Milton Keynes, MK17 8XY  
enquiries@glebefarmschool.co.uk  
Headteacher: Mr Matthew Shotton  
www.glebefarmschool.co.uk*

Dear Parent/Carer

**MCAS (MY CHILD AT SCHOOL)**

We are excited to be welcoming you to Glebe Farm School.

For ease of communication, we will be using an app called My Child at School. This app will need to be downloaded to a device and will be our main form of communication with you. You will receive an email shortly with an invitation code.

We have attached a user guide to support you with this process:

Once you have signed up to the **MCAS app**,

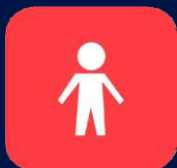
1. You will be able to register your child for clubs (The app will provide you a notification once the clubs sign up is live).
2. All dinner payments for Year 7 will be made on the app.
3. Trip payments will be made on the app, no cash in the office.
4. You will also be able to update your child's details via the app.

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 school office where we will be able to help you - [enquiries@glebefarmschool.co.uk](mailto:enquiries@glebefarmschool.co.uk)

Yours sincerely,

Mr MP Shotton  
Head Teacher

# Everything in **one** place to support your child.



Download the app today.

*I have two children and can use the app to see how they are getting on in school. I can also manage my finances between the school using the app. One area I really like is the clubs and trips section. I can choose clubs for my child and provide permission and pay electronically! Such a life saver when you are a busy parent!*

**Parent Quote**

## What is MCAS?

**MyChildAtSchool (MCAS)** is a portal that can enable parents to view their child's academic performance in real-time via a web browser 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. Your school may have launched some or all of the following modules which are available in MCAS:



Assessment



Dinner Money



Online payments



Reports



Attendance



Clubs / Trips



Parents Consents



Pupil Details



Behaviour



Homework



Parents Evening



Timetable

# Access information on your mobile device.



**Step 1:**  
Download the app.



**Step 2:**  
Allow notifications.



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



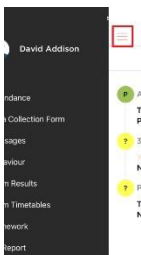
**Step 4:** Select Redeem Invitation Code.



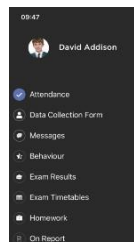
**Step 5:** Add the required information using the email sent to you by school and press Redeem Code.



**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 information from 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.



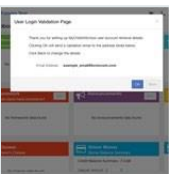
**Step 4:** Select Redeem Code.



**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.