

## “Online Parental Engagement”

The screenshot displays the user interface of the 'my child at school.com' website. At the top, there is a navigation bar with links for 'Home page', 'Attendance', 'Assessment', 'Exam', 'Reports', 'Behaviour', and 'Homework'. The main content area is divided into several sections:

- Attendance:** A green box titled 'Attendance' showing 'Today's attendance 0/2' with a list of subjects: French and Mathematics.
- Timetable:** A grey box titled 'Timetable' with the question 'What is AARON up to?' and links for 'AARON's timetable' and 'Academic calendar'.
- Classes:** A pink box titled 'Classes' showing 'AARON's Classes' with a table of subjects and their respective attendance percentages.
- Reports:** A yellow box titled 'Reports' showing 'How is AARON performing?' with a list of dates and performance metrics.
- Behaviour:** A blue box titled 'Behaviour' showing 'AARON's recent behaviour' with a list of dates and status (e.g., 'No Latex (month)').

At the bottom of the page, there is a footer with the 'my child at school.com' logo, a navigation menu, and a 'Powered by Bromcom' logo.

### MCAS PARENT GUIDE



Cardinal Hume Catholic School, Old Durham Road,  
Gateshead NE9 6RZ

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## INTRODUCTION

'My Child At School' is a portal enabling parents to view their child's academic performance via a web browser. This facility allows exclusive access to the child's Attendance, Assessment and Behaviour whenever the parent/carer wishes. As well as student performance data, the portal also provides general useful information about school such as the 'Academic Calendar'.

Parents no longer need to wait for termly reports to obtain information about their child; they can check whenever they want from wherever they are for up-to-date information. Parents will therefore be able to take a more pro-active role in the development of their child's education.

In summary, 'My Child At School' provides:

- ✓ Access real-time Attendance and Behavioural data
- ✓ Provides an insight to parents on their child's Assessment and Exams Results
- ✓ A platform for schools to reduce costs and carbon footprint and help the environment.

Throughout this manual, 'My Child At School' will be abbreviated to **MCAS**.

***This guide is aimed at providing the parent/carer with the knowledge to be able to best utilise the portal.***

## HOW TO ACCESS MCAS

**STEP 1:** From within 'Internet Explorer' (or equivalent) <Type> [www.mychildatschool.com](http://www.mychildatschool.com)



MCAS Login Page

**STEP 2:** You are now required to fill in 3 fields of information:

- ✓ *School ID = 11303*
- ✓ *User Name = (see letter)*
- ✓ *Password = (see letter)*

All 3 of the above will be provided to you by your child's school.

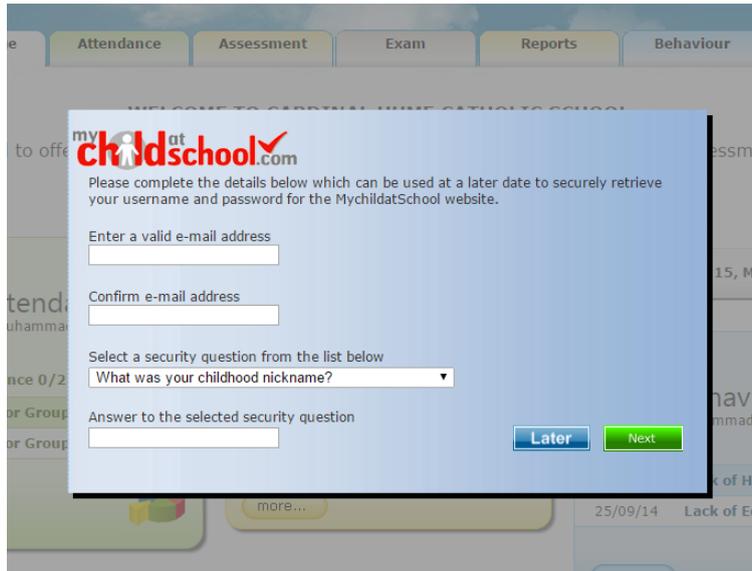


You can choose to tick the box 'Remember School ID and User Name'; this will make future logins easier.

**STEP 3:** <Click> Login

Once you have successfully logged in for the first time, the system will ask you to register your personal email address and security question and answer.

This is an important step to ensure that you can automatically reset your password in future by clicking on “Forgot Password” link. The system will then send your new password to the email address you have provided.



The screenshot shows a registration form for MychildatSchool.com. The form is overlaid on a blurred background of the website's navigation menu, which includes tabs for Attendance, Assessment, Exam, Reports, and Behaviour. The registration form itself has a light blue background and contains the following fields and instructions:

- Logo: mychildat school.com
- Text: "Please complete the details below which can be used at a later date to securely retrieve your username and password for the MychildatSchool website."
- Field: "Enter a valid e-mail address" with a text input box.
- Field: "Confirm e-mail address" with a text input box.
- Field: "Select a security question from the list below" with a dropdown menu showing "What was your childhood nickname?".
- Field: "Answer to the selected security question" with a text input box.
- Buttons: "Later" (blue) and "Next" (green).



*We recommend that you enter your personal email address instead of work email. Do not share security answer with anyone.*

## MCAS HOME PAGE

Once logged on, you will be presented with the [MCAS Home Page](#)

The screenshot displays the MCAS Home Page interface. At the top, there is a navigation bar with tabs for Home page, Attendance, Assessment, Exam, Reports, Behaviour, and Homework. The main content area is divided into several sections:

- Attendance:** Shows 'Today's attendance: 0/2' with a list of subjects: French and Mathematics.
- Timetable:** Shows 'AARON's timetable' and 'Academic calendar'.
- Reports:** A table showing report dates and attendance percentages for 2014-2015 Term 1.
 

Date	Report Title	Attendance
07/11/2014	2014 - 2015 Term 1 14/15 Y1 Autumn Term Asses...	
23/09/2014	2014 - 2015 Term 1 14/15 <95% Attend...	
23/09/2014	2014 - 2015 Term 1 14/15 <95% Attend...	
23/09/2014	2014 - 2015 Term 1 14/15 <95% Attend...	
23/09/2014	2014 - 2015 Term 1 14/15 <95% Attend...	
- Classes:** A table listing various classes and their Year To Date (YTD) attendance percentages.
 

Class	Subject	YTD Attendance
07A	Tutor Group	76%
A01-07A-1	Art & Design	33%
B1-07A-1	Biology	33%
01-07A-1	Design&Tech	33%
18-07A-1	English	
06-07A-1	Geography	
11-07A-1	History	
17-07A-1	ICT	
16A-07A-1	Mathematics	
16L-07A-1	French	
18-07A-1	PE	33%
18-07A-1	Physics	33%
19A1-07A-1	PSHE	75%
18-07A-1	RS	75%
- Behaviour:** A table showing recent behaviour reports with dates and 'No Latex' status.
 

Date	Behaviour Report	Status
12/09/14	No Latex (month)	✓
05/09/14	No Latex (month)	✓

The footer includes the 'chidschool.com' logo and 'Powered by Bromcom'.

MCAS Home Page

The display shown above may vary from what you see as it is dependent upon which **Modules** the school has made available.

The **Modules** available for display are:

- ✓ Attendance
- ✓ Behaviour
- ✓ Exam (Year 11, 12 and 13 Only)
- ✓ Timetable
- ✓ Classes
- ✓ Reports

## Accessing Modules from the Home Page

The **Home Page** will display the most recent information for each of the **Modules**, however for more detailed information you simply need to access the specific module. One method of doing this is to click on the required 'Module *Name*' within the **Home Page Tabs** area as shown below.



Home Page Tabs

Another method is to <Click> **more...** within the specific **Module** you are interested in.

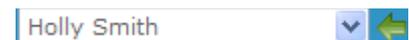
## Switching to view another student



Home Page - Login and Student Access Details

In the top right-hand corner of the **Home Page** are details of who you are logged in as, as well as the 'Name' and 'Photograph' of the student you are currently accessing details about. If you have access to more than 1 student, the eldest will be displayed but you can switch to another as shown below.

**STEP 1:** <Click> the currently displayed 'Student Name' and the 'Student List Box' will appear.



**STEP 2:** <Click> the drop-down arrow of the 'Student List Box' and a full list of students you have access to will be shown.

**STEP 3:** Select a 'Student Name'.

**STEP 4:** <Click> 

The **Home Page** details will now change to show details for the newly selected student.

## ATTENDANCE

From the [Home Page](#), the **Attendance** for 'Today' is displayed.



[Home Page](#) – Today's Live Attendance

The **Attendance** shown in the above area is real-time based on:

✓ **The configuration made by the school:**

- ✎ Although 'Lesson Registration' can be displayed, the legal requirement is only to show 'AM & PM Registration' so we may limit the display to just this.
- ✎ If 'Lesson Registration' is shown, the 'Subject' name will be displayed alongside each 'Period' of the school day.

✓ **The time of day it is that you are logged on:**

- ✎ The latest **Attendance** marks for 'Today' will be shown, however this can include 'Future Attendance' in the day for such things as 'Medical Appointments' if previously recorded by the school.

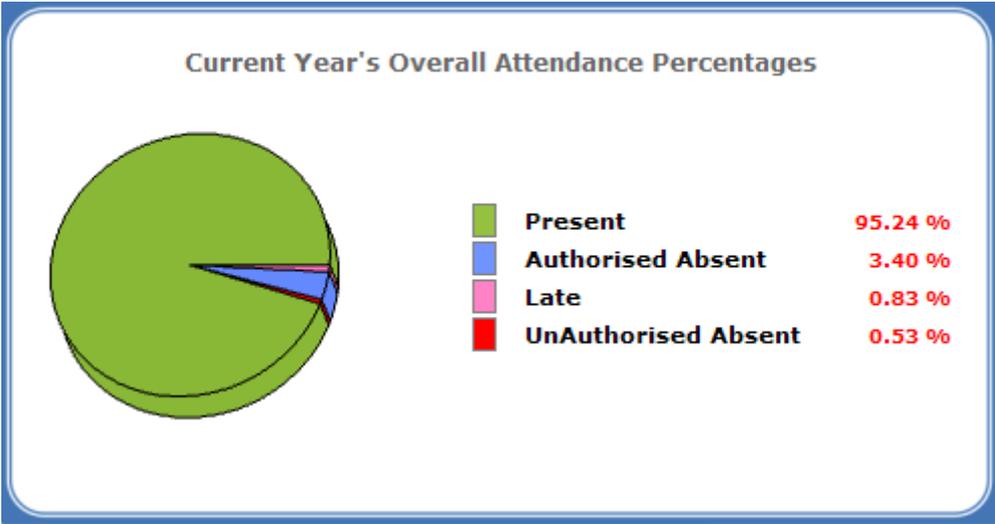
Schools are required to record attendance through the use of a variety of different codes, however from the [Home Page](#) these are represented by either:

 = Present at School       = Absent from School

Also from the **Attendance Panel** on the [Home Page](#) you can <Hover> of 'Attendance Percentages' for the student you are viewing.



and this will then show you a **Graph**



[Home Page](#) – Current Year's Overall Attendance Percentages

# Full Year Attendance Details

Access this screen using the instructions from the 'Accessing Modules from the Home Page' section of this guide.

**MyChildAtSchool.com** School Settings Contact School Logout

You are logged in as Mr and Mrs Smith  
The parent / carer of Holly Smith (14 yrs old)  
who attends The Bromcom School of Technology  
in London

Home page Attendance Assessment Behaviour Homework Timetable Announcements

### Attendance

Holly's Attendance Record

select year: Year 9 - 08/09 select subject: ALL

**Year to Date Attendance Analysis - All Subjects**

- Present: 95.24%
- Authorised Absent: 3.40%
- Late: 0.83%
- Unauthorised Absent: 0.53%

Academic Year 2008/2009

Attendance not required (e.g. School Holiday)  
Future dates where attendance is required

**August**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**September**

S	M	T	W	T	F	S
						1 2 3 4 5 6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**October**

S	M	T	W	T	F	S
						1 2 3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**November**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**December**

S	M	T	W	T	F	S
						1 2 3 4 5 6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**January**

S	M	T	W	T	F	S
						1 2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**February**

S	M	T	W	T	F	S
						1 2 3 4 5 6 7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**March**

S	M	T	W	T	F	S
						1 2 3 4 5 6 7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**April**

S	M	T	W	T	F	S
						1 2 3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**May**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**June**

S	M	T	W	T	F	S
						1 2 3 4 5 6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**July**

S	M	T	W	T	F	S
						1 2 3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**August**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

myChildAtSchool.com Home | Attendance | Assessment | Behaviour | Timetable | Announcements | School | Contact School | Terms and Conditions | Disclaimer | Privacy statement Powered by Bromcom

## Attendance Module - Full Year View

Each day in the 'Calendar' will be colour coded by the 'Key' shown at the top; these colours are configurable by the school. The displayed colour for each day is taken from the 'Highest Priority' of **Attendance** recorded on that day; 'Unauthorised Absent' being the highest i.e. any recorded 'Unauthorised Absent' will result in that day being highlighted in 'Red' or the schools chosen colour as shown by the 'Key'.

If you <Click> the cursor over any particular day in the 'Calendar', you will be shown all of the recorded **Attendance** from that day.

Tuesday - 03/02/09		
Period	Attendance	Subject
08:29 AM	Present	Tutor
08:31 1	Present	Mathematics
09:35 2	Present	PE
10:55 3	Present	Graphics
12:00 4	Present	Graphics
13:01 PM	Present	Tutor
14:01 5	6 min Late	English

Attendance Module - Hover over Daily Attendance

select year: Year 9 - 08/09

select subject: ALL

If required, you can be more specific and choose to view **Attendance** from a different 'Academic Year' or **Attendance** from just one particular 'Subject'. Please note however, that access to previous 'Academic Years' may not have been enabled by the school.

Attendance Module - Select Year/Subject

## BEHAVIOUR

From the [Home Page](#), the 5 most recent recordings of **Behaviour** are displayed.

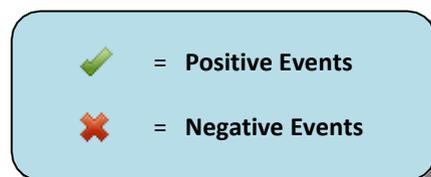
Date	Description	Status
17/07/09	100% Attendance - Weekly	✓
17/07/09	No Lates - Weekly	✓
16/07/09	Good Homework	✓
15/07/09	Incorrect Equipment	✗
14/07/09	Positive Attitude to Learning	✓

more...

[Home Page](#) - Most Recent Behaviour

The **Behaviour Events** recorded by the school will be in accordance to the '*Behaviour Policy*' within the school. This will likely be published in the '*Student Planner*', or issued to you separately.

As well as the '*Description*' of the **Behaviour Events** being visible, the icons shown below are used for further clarification as to their meaning:



## Full Year Behaviour Details

Access this screen using the instructions from the 'Accessing Modules from the Home Page' section of this guide.

**Behaviour**  
This is Holly's behaviour record

select year  
Year 9 - 08/09

■ Negative   
 ■ Positive   
 ■ Neutral

**Academic Year 2008/2009**

**August**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**September**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**October**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**November**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Behaviour Module - Full Year View (Partial Screen Shot)

Each day will be colour coded by the 'Key' shown at the top; again these colours are configurable by the school. 'Negative Behaviour' will take precedence over 'Positive Behaviour' and 'Neutral Behaviour' for display purposes.

As with **Attendance**, if you <Click> the cursor over any particular day in the 'Calendar', you will be shown all of the recorded **Behaviour** from that day. The display will contain details of the 'Event', 'Teacher', 'Subject' and 'Outcome'.

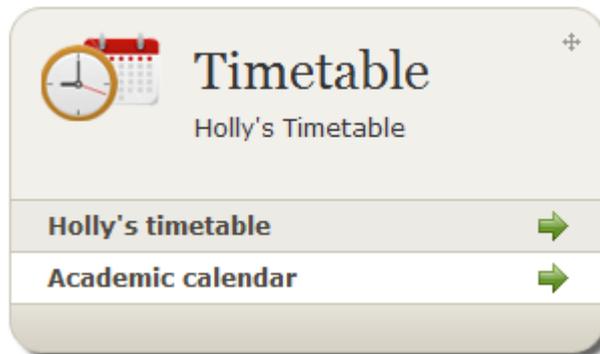
**Thursday - 16/10/08**

Event	Teacher	Subject	Outcome
Uniform untidy	MISS P Vickers	Geography	
Good Effort	MR R Ackland	French	
Positive Attitude to Learning	MR R Ackland	French	

Behaviour Module - Hover over Daily Behaviour

## TIMETABLE

From the [Home Page](#), you have access to see the **Student Timetable** and the school **Academic Calendar**.



[Homepage - Timetable](#)

## Student Timetable

To view the **Student Timetable**, <Click> **Student Timetable** from within the **Timetable Panel** on the [Home Page](#); alternatively access via the **Timetable Tab** on the [Home Page](#).

Assessment
Exam
Reports
Behaviour
Homework
Timetable
Announcements

### Timetable

What is AARON up to?

Start Date  
09/11/2014

End Date  
15/11/2014

**View Academic Calendar**

---

Week Beginning Date: 09/11/2014

Monday	AM	07A	1 MFL-07A-1 <b>French</b>	2 MA-07A-1 <b>Mathematics</b>	3 PSHE-07X-1 <b>PSHEE</b>	PM	07A	4 RS-07A-1 <b>RS</b>	5 GE-07A-1 <b>Geography</b>
Tuesday	AM	07A	1 IT-07A-1 <b>ICT</b>	2 IT-07A-1 <b>ICT</b>	3 MFL-07A-1 <b>French</b>	PM	07A	4 EN-07A-1 <b>English</b>	5 HI-07A-1 <b>History</b>
Wednesday	AM	07A	1 MA-07A-1 <b>Mathematics</b>	2 DT-07A-1 <b>Design&amp;Tech</b>	3 ART-07A-1 <b>Art &amp; Design</b>	PM	07A	4 BI-07A-1 <b>Biology</b>	5 EN-07A-1 <b>English</b>
Thursday	AM	07A	1 MA-07A-1 <b>Mathematics</b>	2 BI-07A-1 <b>Biology</b>	3 DT-07A-1 <b>Design&amp;Tech</b>	PM	07A	4 PH-07A-1 <b>Physics</b>	5 GE-07A-1 <b>Geography</b>
Friday	AM	07A	1 PH-07A-1 <b>Physics</b>	2 HI-07A-1 <b>History</b>	3 EN-07A-1 <b>English</b>	PM	07A	4 PE-07X-1 <b>PE</b>	5 PE-07X-1 <b>PE</b>

[Home](#) | [Attendance](#) | [Assessment](#) | [Exam](#) | [Reports](#) | [Behaviour](#) | [Timetable](#) | [Homework](#) | [Announcements](#) | [School](#) | [Contact School](#) | [Terms and Conditions](#) | [Disclaimer](#) | [Privacy statement](#)

Powered by

[Timetable Module - Student Timetable](#)

## School Academic Calendar

To view the school **Academic Calendar**, <Click> **Academic Calendar** from within the **Timetable Panel** on the **Home Page**; alternatively access via the **Timetable Module** on the **Home Page** and <Click>





### Timetable

What is AARON up to?



**View Student Timetable**

**Academic Year 2014/2015**

**September**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**October**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**November**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**December**

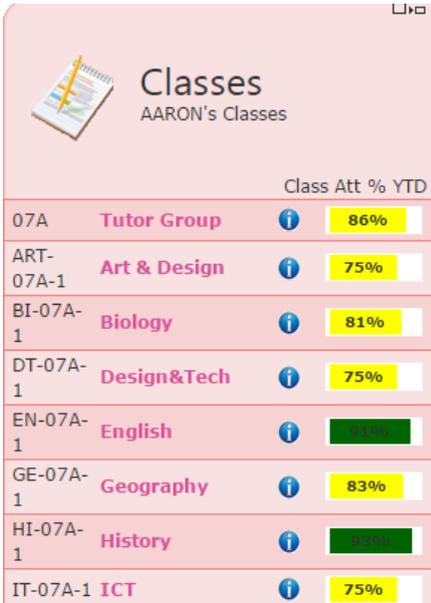
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Timetable Module - School Academic Calendar

Each day is colour coded by the 'Key' shown at the top; again these colours are configurable by the school.

## CLASSES

From the [Home Page](#), you have access to the **Classes** your child currently attends.

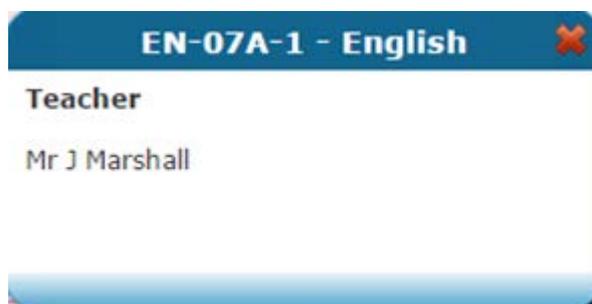


The screenshot shows a mobile application interface for 'Classes' under the name 'AARON's Classes'. It features a list of classes with their respective attendance percentages for the year to date (YTD). Each class entry includes a class code, the subject name, an information icon, and a progress bar showing the percentage.

			Class Att % YTD
07A	<b>Tutor Group</b>		86%
ART-07A-1	<b>Art &amp; Design</b>		75%
BI-07A-1	<b>Biology</b>		81%
DT-07A-1	<b>Design&amp;Tech</b>		75%
EN-07A-1	<b>English</b>		75%
GE-07A-1	<b>Geography</b>		83%
HI-07A-1	<b>History</b>		75%
IT-07A-1	<b>ICT</b>		75%

[Home Page - Classes](#)

To view the information about the **Class**, move the cursor over the <information> icon .



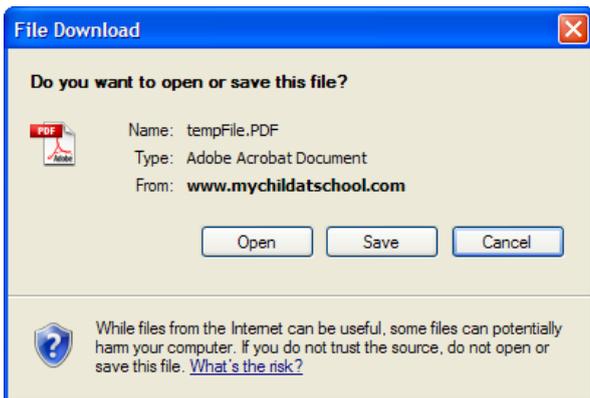
[Classes Module – Information about Class](#)

## REPORTS

From the [Home Page](#), you have access to the most recent **Reports** published by the school.



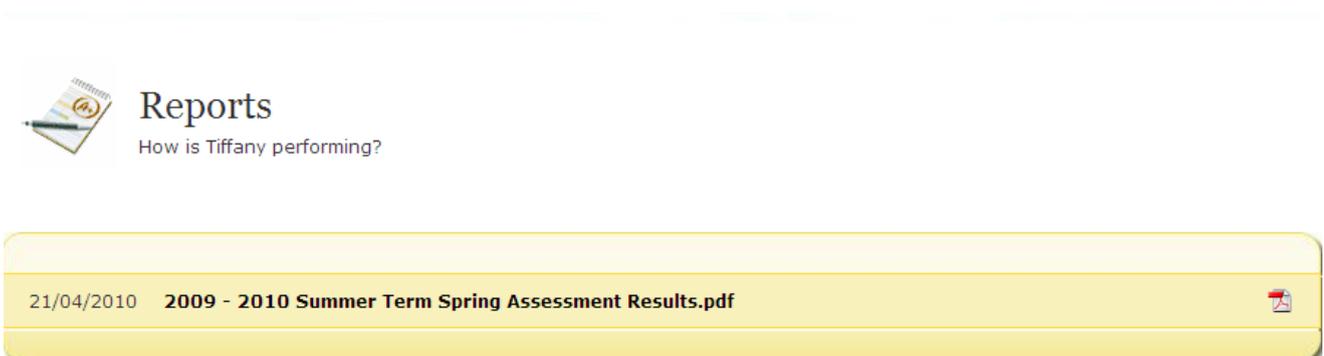
[Home Page - Reports](#)



[Home Page - Open/Save Report](#)

To access a particular **Report**, <Click> the '*Report Name*'.

You will now get an option to either '*Open*' or '*Save*' the report.



## MCAS EXTRAS

[School](#) | [Settings](#) | [Contact School](#) | [Logout](#)

[Home Page](#) – Extras (Top Right-Hand Corner of Home Page)

### School

This is an area where the school can add information they that may be of interest to you. To access this area, <Click> **School** from the top of the [Home Page](#).

### Settings

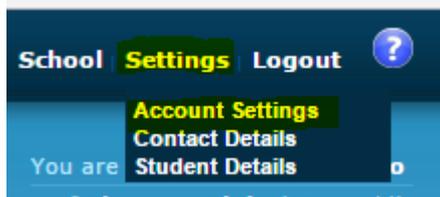
<Click> **Settings** and further options will become available; these are:

- ✓ [Account Settings](#)
  - 📄 Change your *'Password'*, *'Email Address'* and *'Security Question & Answer'*.
- ✓ [Contact Details](#)
  - 📄 Send through to the school details of any *'New Contacts'* or changes to existing *'Contacts'*.
- ✓ [Student Details](#)
  - 📄 Send through to the school details of any changes to the *'Student Details'*.

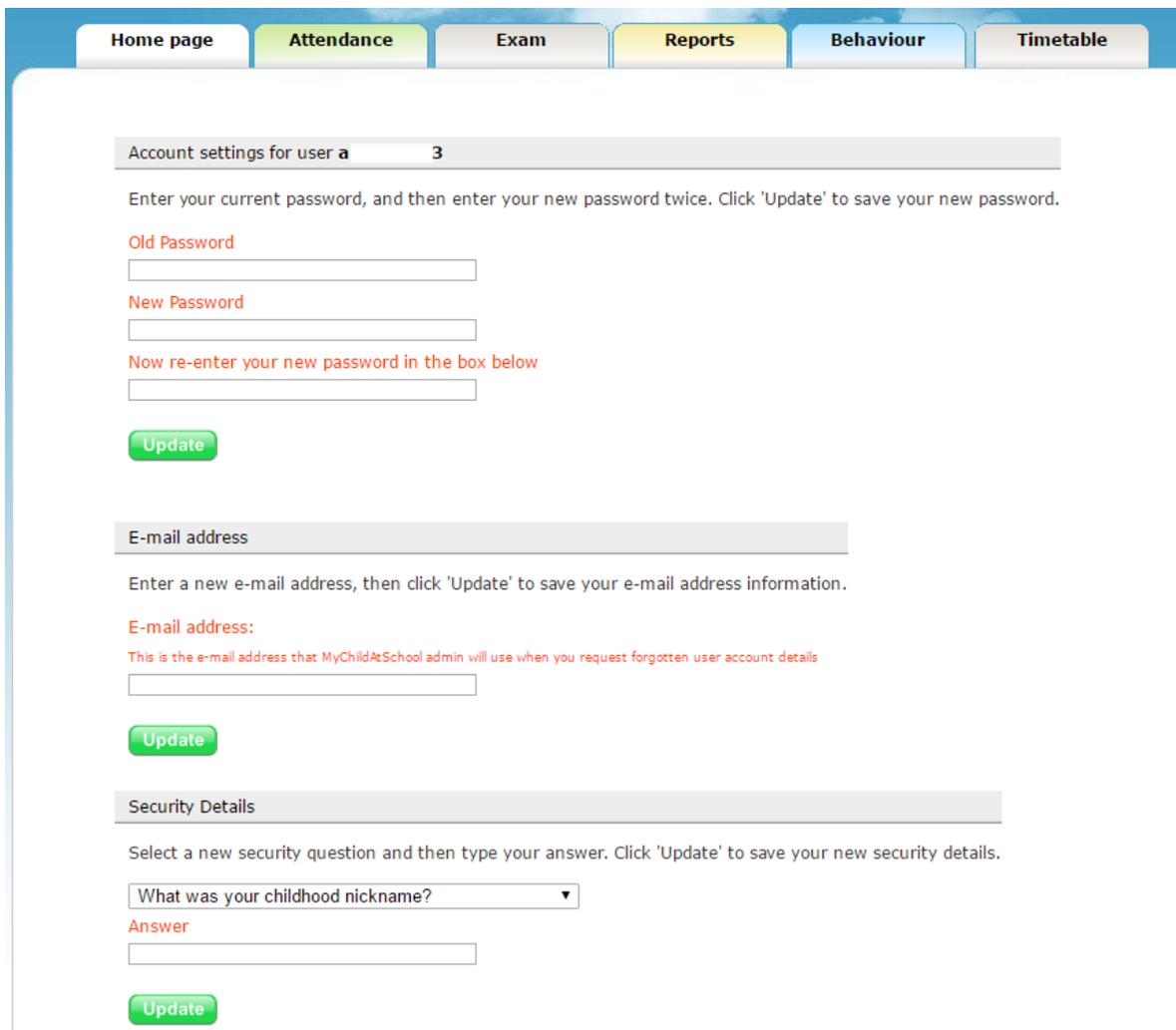
**It is your responsibility to check and update/notify school about any changes to contact details. You can contact the school via phone, letter or update the details via MCAS.**

## Account Settings

<Click> **Account Settings** and you will be presented with the 'Account Details Page'.



**Note:** You must change your password at first log on to ensure no one else can access your account. Please follow the instructions on the 'Account Settings' page and <Click> on UPDATE button.

A screenshot of the 'Account Settings' page. At the top, there is a navigation bar with tabs for 'Home page', 'Attendance', 'Exam', 'Reports', 'Behaviour', and 'Timetable'. The main content area has a header 'Account settings for user a 3'. Below this, there are three sections: 1. Password change: 'Enter your current password, and then enter your new password twice. Click 'Update' to save your new password.' It includes three input fields labeled 'Old Password', 'New Password', and 'Now re-enter your new password in the box below', followed by a green 'Update' button. 2. E-mail address: 'Enter a new e-mail address, then click 'Update' to save your e-mail address information.' It includes an input field labeled 'E-mail address:' with a note: 'This is the e-mail address that MyChild@School admin will use when you request forgotten user account details', followed by a green 'Update' button. 3. Security Details: 'Select a new security question and then type your answer. Click 'Update' to save your new security details.' It includes a dropdown menu with 'What was your childhood nickname?' selected, an input field labeled 'Answer', and a green 'Update' button.



## Logout

For security purposes, it is very important that you remember to log-off the site. To do this, <Click> **Logout**.  
*(If you don't log-off, the system will automatically log you out after 20 minutes of inactivity).*