

How Do I Access the Website?

The system can be accessed through the 'Parents' section of the school website or by going directly to www.mychildatschool.com.

You will be provided with your own personal log-in details to the system as a matter of course. When you have this information you will be able to connect to a secure internet site which provides information about your child at school.

What Can I See?

As the My Child At School website reads information directly from the school's Management Information System you can see information in 'real time'.

View:

- **Attendance** history and statistics
- **Behaviour** events
- **Assessment** reports
- Your child's **Timetable**
- Key dates in the **Academic Calendar**

Is It Easy To Use?

The website is very intuitive and user friendly. You can organise your home page as you wish by dragging the individual boxes around the screen. The tabs at the top of the page will take you to more detailed information on each heading.

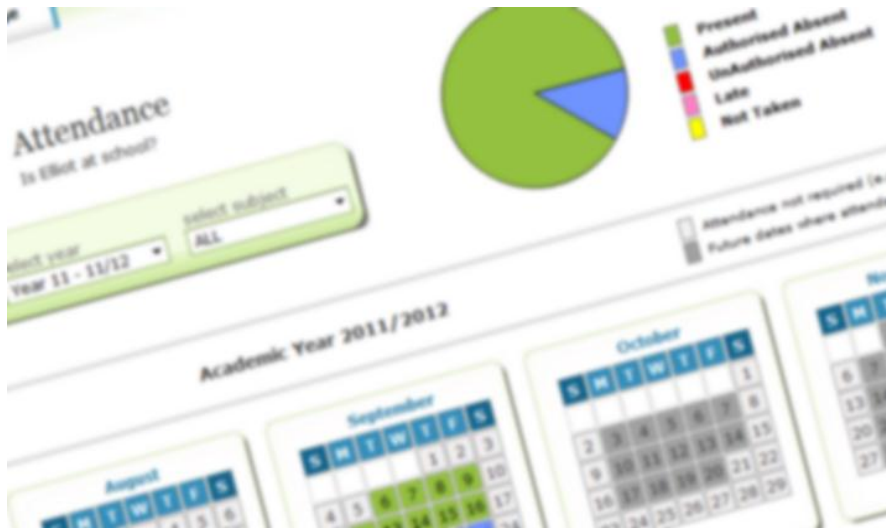
More comprehensive instructions for use are available on the school website.

Is It Up To Date?

- **Attendance, Timetable, School Calendar** and **Behaviour** information is accessed directly from the school when you log-in. Therefore, it is always up to date.
- **Assessment** reports are issued throughout the year and prior to Parent Consultation Evenings so you will always have access to the latest published information.

Monitor Your Child's Schooling Online Through the My Child At School Website

Thorpe St Andrew School is using the My Child At School (MCAS) system to allow parents and carers access to real time attendance, behaviour and assessment information about their child.



How to Use My Child At School

My Child At School is easy to use. As soon as you have your username and password you are ready to go.

Who Has Access?

Your username will be in the name of one parent in the household so will need to be shared.

Where both parents are not in the same household we can issue additional usernames, on request.

Signing In

Enter www.mychildatschool.com into your web browser's address bar. In the subsequent log-on box enter the following information.

School ID **11113**

Username (Enter the username as provided - not case sensitive)

Password (Enter the password EXACTLY as provided - case sensitive)

Then click on **Login** and you will enter the website. The **Homepage** will be displayed.

To help the school keep our records up to date, please check these are correct. If these details are incorrect, please contact our Data Team on 01603 497779 who will make any necessary amendments.

Homepage



The Homepage displays confirmation of the child you are viewing and a summary of recent activity for that child.

More Than One Child At The School?

If you have more than one child at the school you can normally click on the child's name to display a list of all of your children at the school. You simply select the child you want to view from that list.

On Screen Help

On screen help is available by clicking on the question mark in the top right hand corner of the homepage.

Settings

Under the settings link you can:

View/Change Your Account Settings

Including password and enter security questions.

Contact School

This link allows you to send a message to the school.

Please note - this facility MUST NOT be used to notify the school of anything urgent or to advise of sickness or absence.

Summary Panes

The home page also displays individual panes providing a summary of your child's **Behaviour, Attendance, Classes, Assessment** and **Timetable**.


Attendance

Today's attendance marks are shown here as the register is completed for each lesson.



Assessment

As and when assessment reports are published they will be displayed here.

Classes

This section displays all the classes for your child and their attendance percentage against each. You can also hover the mouse over the  to see who the main teacher is.

Behaviour

This section displays your child's recent behaviour. Currently behaviour is considered either positive (indicated by a ) or negative behaviour (indicated by a .

Timetable

You can click on the links here to view your child's timetable and the key dates in the current school (academic) year.

*Most sections on the Home page have a **more...** option which will open up the appropriate tab to provide more detailed information.*