

18th June 2025

Dear Parent / Guardian,

My Child at School (MCAS)

We're excited to introduce My Child at School (MCAS), a new platform for parents and carers. MCAS will become our main system for managing key tasks such as payments, bookings, wraparound care, and school communication. Over the summer term we will be phasing out Scopay as we bring everything together in one easy-to-use place!

Account activation

Over the next two days, you should receive a link to set a password for your MCAS account.

If you have not received your MCAS password reset by 2:00pm on Friday 20th June, please **complete [this form](#)** which will be reviewed. We kindly request that parents use the form in the first instance if you require support and the office will be in touch directly. Any system transition is a significant undertaking, and we really appreciate your patience and support with this.

Creating a password

Once your account has been activated by the school, you will receive an email from Bromcom asking you to create your password. Please click here for a 3-minute video tutorial explaining how to register the app.



Hello from MyChildAtSchool.com

A request for create password has been received.

If you did not request for your password to be changed, please contact your school.

Please click [Here](#) to reset your password. This link will expire in 24 hours.

Please do not reply to this email as any received emails are deleted immediately.

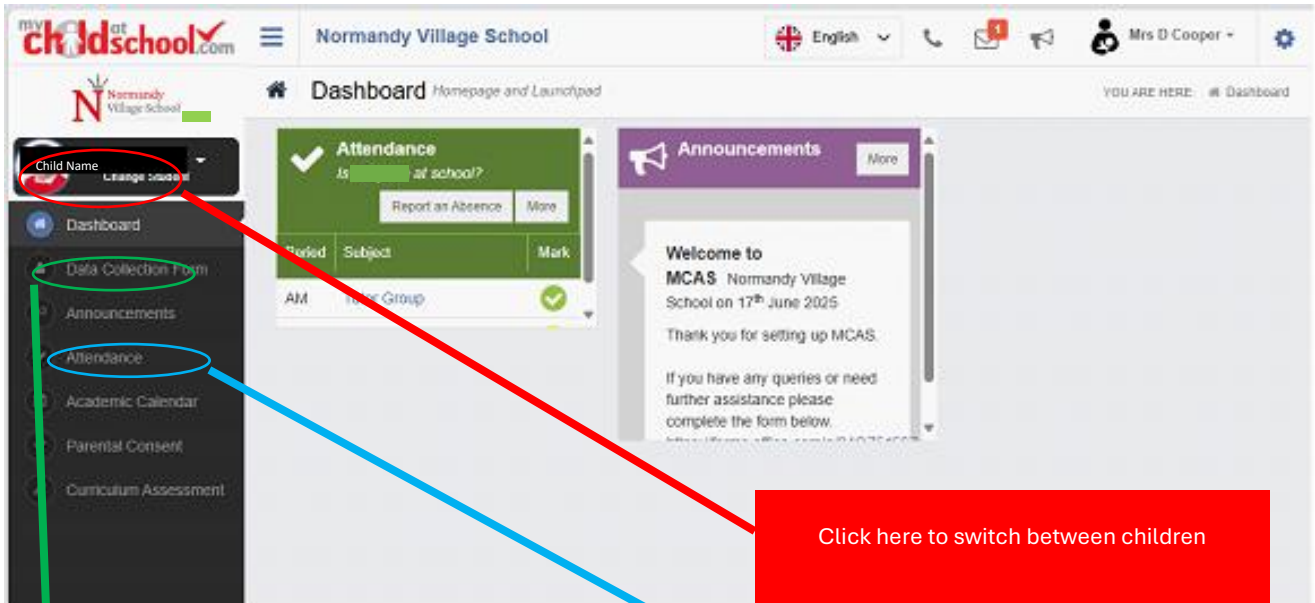
Regards
MyChildAtSchool.com

Logging in for the first time

After setting your password, you will be able to log in and access your MCAS account. Initially, only the Attendance, Parental Consents and Data Collection modules will be available.

Over the coming weeks, we will gradually roll out additional modules including our Uniform Shop, Dinner Monies, Trips and Wraparound care. Guidance will be provided as each new feature becomes available.

My Child at School Desktop Interface



The data collection form can be used to check important information about your child and update the office of any changes. Please note all changes have to be approved by the school office so will not update immediately.

The attendance function allows you to view your child's attendance at school this year.

Click here to switch between children

Data collection form

Please could we ask that parents use this opportunity to check that the medical information held by the school is correct. This can be done by clicking on the data collection form and scrolling down to the bottom. If your child's GP surgery is not listed in the drop-down menu, please notify us using the [online form](#) so it can be added.

Under "Other information" on the data collection form you will find your child's Mathletics, Times Table Rockstar and Spelling Shed login details.

My Child at School App



Once you have set your password, you will be able to log into the My Child at School (MCAS) app. This is available for iOS and Android in the App Store and Google Play Store.

Starting from **Friday 27th June**, we will begin switching our main method of communication from email to app notifications. We kindly ask all parents to ensure they have downloaded and logged into the MCAS app by this date.

The app will become a one-stop-shop for all communication, payments and registrations.

Please note that each parent will have their own account created so do ensure we have your correct email.



Normandy Village School

The Continual Pursuit of Excellence

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Headteacher: Mr Jonathan Franks

Technical support

If you experience any issues with MCAS, please report them using [this form](#) rather than emailing the school office. This helps ensure our office team can continue focusing on day-to-day responsibilities, including first aid and general enquiries. Issues submitted via the form will be addressed as quickly as possible by Mrs Cooper, Mrs Noyce or the leadership team to ensure a smooth rollout of MCAS.

We will be holding a technical support drop-in on Wednesday 25th June at 9.30am – 10.15am and on Thursday 26th June 4pm – 5pm. These will be an opportunity for any parents who are struggling to access the app to receive support from the office and leadership team.

An introduction video to MCAS for Parents is available at <https://vimeo.com/993343533?share=copy>

For more information about MCAS at Normandy Village School, please visit the Parent Section of our website. This area of the website will be kept up to date with our transition timeline, parent guides and support resources.

We're excited about the opportunities MCAS offers to streamline communication and simplify school services. Please keep an eye out for updates as more services transition from Tucasi/ScoPay to MCAS and thank you for your continued patience and support.

Yours faithfully,

J Franks

Mr Jonathan Franks

Headteacher



CREATIVITY | HONESTY | INTEGRITY | LOYALTY | DIVERSITY

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