

Ref: MGU/awl

21 March 2018

Dear Parent/Carer

**My Child at School (MCAS) On-Line Portal**

You will be aware that we launched the My Child at School (MCAS) online portal service in February 2018. Parents and carers can review key information about their child's education via this service. This will include their timetable, attendance, positive and negative behaviour points, progress reports and announcements. You will also be able to book appointments with your child's teachers when their year group have a Parents Evening. Students brought home the login details and the passwords were sent home in the post; these details are needed to activate your account.

**Upcoming Parents Evening - Year 10 and Year 9**

Year 10 students have their next Parents Evening on Wednesday 25 April and Year 9 students will have theirs on Wednesday 9 May. In order to be able to book appointments with your child's teachers, you will need access to your MCAS account. The portal can be accessed at [www.mychildatschool.com](http://www.mychildatschool.com). Details of these Parents Evenings will be sent out nearer the time.

Thank you to those of you who have already set up your account. If you have not done so yet it would be helpful to you if you do so you can start reviewing your child's key information.

If you have lost your password and/or login details, please contact your child's College Admin Office in the first instance.

Please could we remind you to let us know as a matter of urgency if you change your home/mobile telephone number, email address or your home address. This is so we can get your child's details changed as soon as possible.

Yours faithfully



**Mr M Gurney**  
Assistant Principal