

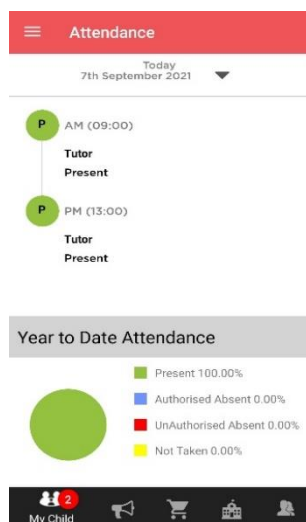
My Child At School (MCAS)

HOW MCAS WORKS?

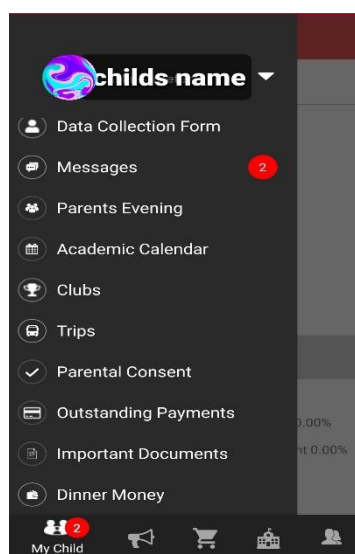
First of all you need an activation letter (if you do not have MCAS set up already). Once you are set up you should see the following:



The sign in page - This is your personal 5-digit pin that you set up when registering. Some SMART phones give the thump print option.



Attendance (the first page you see once logged in) – This page shows your child's attendance. The black bar (bottom left) will inform you of any unread messages in red. The three lines (top left) takes you to the menu bar.

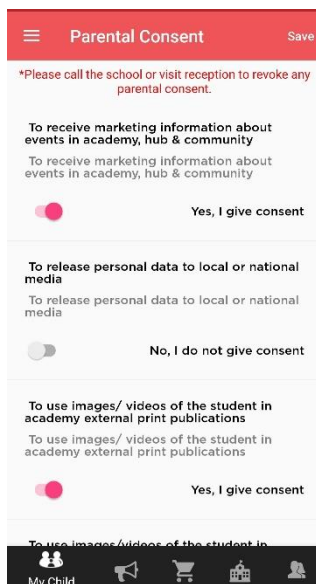


Menu bar – The Menu bar shows you everything you can view/do through MCAS. Letters will come under messages.

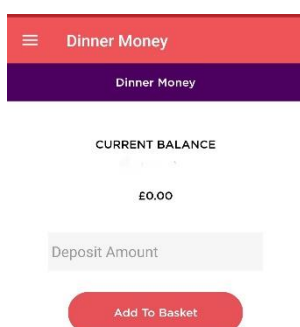
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Permissions/parental consent – Parental consent is now given via **MCAS**. To give permissions you need to swipe the grey button (left side) and turn it pink to agree. Please ensure you click save (top right) once done so that the permissions come through to the office.



Making payments – Once you have clicked onto what you want to pay for (for example dinner money) you will be directed to your basket (looks like a shopping trolley).



Checkout – Click checkout to make a payment and then enter your card details.



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