



Whitstable & Seasalter Endowed Church of England (Aided) Junior School

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16 May 2024

Dear Parents and Carers

Bromcom and My Child at School App (MCAS)

As previously communicated with you, we are now ready to move away from Schoolcomms (School Gateway) to Bromcom and MCAS.

For a number of years now our licensing for our Management Information Software (MIS) has been handled by SIMS in partnership with Kent County Council for all maintained Kent schools. That licence came to an end at 31 March 2024 and due to this, schools were tasked with finding their own MIS supplier moving forward into April 2024.

After much consultation and discussion over the last year, we made the decision to move to an MIS system called Bromcom, which has its own integrated parent app (MCAS) for use by parents. We believe that in moving over to Bromcom and MCAS will make communication, bookings and payments for facilities at the school, much more straight forward and user friendly. This system offers much more functionality, including parents being able to see their child's attendance and bookings for parent/teacher consultations, all of which we are exploring and hoping to bring in at a later date. Parents and carers will also be able to update their own contact details and personal information via the app.

To this end we are including some instructions at the end of this letter, to enable you to set up this new app and download on to your smart phones. **From Term 6, all parents and carers need to have an account with MCAS to use for all payments, bookings and receiving emails and messages from the school. The School Gateway App will no longer be available to use from the end of Term 5.**

Of course bringing in any new system can be a challenge, so if anybody needs any help or support with setting this up, please speak to a member of the school office team. We have already trialled the system with some of our new parents and are pleased to say that setting up an account is very easy and straight forward to use. For any parents who already have children at The Whitstable School, we are aware that they also use Bromcom/MCAS, so you should just be able to add any children via your existing app.

Once you have set up your MCAS account, the system will be live from Monday 27th May 2024 (half term week) for you to make payments and bookings for Term 6. Any credit balances that parents may have for school dinners and LHKC will be carried over to the new app and you will be able to see those balances once you have signed up for an account. Please note, that any outstanding balances owed in School Gateway must be settled before the end of Term 5; Friday 24th April. If these balances are not settled, parents and carers will not be able to make bookings in the new MCAS App.

Please do bear with us while this new system is integrated and please telephone, email or call in if you need any help.





Whilst the School Gateway account will still be active for a couple of months to enable us to check historic information, any new bookings and payments must be made via MCAS. Thank you.

With kind regards.

Ellen Taylor
Headteacher

Instructions for setting up an MCAS Account (MyChildAtSchool)



Parents and carers can access the **Parent Login** screen in two ways:

1. From within the web browser type www.mychildatschool.com, which will open the **Parent Login** screen.
2. From the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen. Once in the **Parent Login** screen parents and carers should follow these steps:
 - Click on the **Sign Up** link in the Parent Login screen.
 - Enter the school's Postcode or School ID of 14688
 - Select the school from the list in the dropdown options.
 - Click **continue**
 - Enter your registered email address.
 - Click **Sign up**

Parents will then see the following message: *'To complete your registration, we have sent an email to the email address you have provided. Please access your email and follow the steps to create your password'*.

A useful guide can be access by clicking the link below

[MyChildAtSchool \(MCAS\) Parent Guide](#)

Please note, that if you already have the MCAS App for another child, you will need to use the same email address so that all children can be linked under one account.

