



Cotford St Luke Primary School

Appreciate – Believe – Challenge

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Dear Parent/Carer

My Child at School (MCAS)

My Child at School (MCAS) is an online portal and app that is connected to our current Management Information System, Bromcom.

Since September 2025, we have been using MCAS, which provides parents with a convenient platform to do the following:

- Monitor their child's attendance
- Pay for clubs/trips
- Book parents' evenings
- View and edit personal details
- Update parental consents
- Order and pay for school dinners

As your child starts Cotford St Luke Primary School, we will set up any adult who has parental responsibility with an account on MCAS.

You will be required to download the MCAS app from your app store (please ensure that you download the correct app by referring to the below image of the app logo), and log in using your login details (your username will be your email address that we retain on our system).



MCAS App Logo

You will receive a sign-up email from 'office@cslprimary.co.uk', containing a secure link, prompting you to create your account. We kindly ask you to check your email inbox (including junk or spam folders) for this email. Please note that it may take up to 2 working days for the link to be received, and once received, it will expire after 24 hours therefore it is crucial that you complete the setup process within this timeframe to ensure uninterrupted access to the app.

Please see further details of the sign up and login process below.

SETTING UP AND LOGGING IN

- An email will be sent from school with a link to the MCAS Parent Login screen. The emails will be sent to the addresses that school retains on the system (provided by parents via data collection forms).
- Click on 'Here' to open the 'create your password' screen.
- 'Enter password' and 'confirm password' then click 'create password'. Click on 'continue' to the next section

Logging in:

- From web browser, type in 'www.mychildatschool.com' or access the MCAS mobile phone app – this will open the Parent Login screen.
- Enter the email address and password created during set up.
- Click on 'Login'
- Login to the MCAS account and see all students linked to the email address.

Note: if there is more than one parent using the same email address, a popup will appear. Please select desired profile. On the app, go to settings > account settings, and select user Profile, under the correct email address, that you would like to use.

AT THE TIME OF SETTING UP PARENT ACCOUNTS, YOU WILL BE ASKED TO DISABLE/ENABLE PUSH NOTIFICATIONS. PLEASE **ENABLE THESE AS IMPORTANT INFORMATION WILL BE POSTED ON BROMCOM AND THIS MAY BE MISSED IF NOTIFICATIONS ARE TURNED OFF.**

REPORTING AN ABSENCE

If your child is going to be absent from school, please ensure that you inform the school office by 9:30am on the first day of absence and every day thereafter. This can be done via MCAS, by telephoning the school or by email.

If you wish to report an absence via MCAS, please follow the below instructions:

1. Access the MCAS app.
2. Access the Attendance module.
3. Click on 'Report an Absence' at the top of the screen.
4. Enter the details of the absence – fill in all the mandatory fields, which are marked with an asterisk (*). This includes your child's name, the date of absence and a message explaining the reason. If your child is not absent for the entire day, for example, due to a GP appointment in the morning and returning to school at 10:00am, please select the specific times of the absence accordingly.
5. Provide any additional information, for example, if your child has a medical appointment, please provide proof by attaching the relevant letters or documentation.
6. Press the send button to submit your absence report to the school.

Please note that absences must be submitted for each child individually. Absences must not be reported via Class Dojo.

ANNOUNCEMENTS/MESSAGES

The 'Announcements' section is used by the school to share important information with you, such as upcoming events, school news, and other significant notices. This feature is designed to help keep you informed about the activities and updates happening within the school community.

You can access these announcements either through a dedicated page on MCAS or via a widget on the main dashboard.

We encourage you to regularly check the Announcements section on MCAS to ensure you are aware of any important information or changes. This will help you stay informed and engaged with your child's education.

Additionally, the school will use the 'Messages' section on MCAS to send individual messages, such as bumped head notifications, forgotten lunchboxes, and individual queries. You can find the 'Messages' section along the bottom banner of the home screen of the MCAS app.

It is vital that you enable push notifications to ensure you do not miss these important messages/announcements.

SCHOOL DINNERS

MCAS provides a convenient platform for parents to order and pay for their child's school dinners.

To efficiently order school dinners via MCAS, please follow these steps:

1. Access the MCAS app.
2. Access the Dinner module.
3. Navigate to previous and future weeks/menus by clicking on '<' and '>'.
4. Select your desired meal choices for each individual day by choosing a main and a pudding.
5. Once all choices have been made, click on submit.
6. The days with submitted choices will appear in green.

This system allows for parents to order their child's dinners up to half a term in advance.

The cut-off date for placing orders is 7 full days before the Monday of the week the meals are to be served. For example, the menu for W/C 22nd September must be completed by Sunday 14th September.

Please ensure that there are sufficient funds in the 'dinner money' section of MCAS to successfully place your orders. In case you need to cancel or amend a dinner booking, simply click on the relevant day, select cancel selection, and make your new choices. Changes can be made provided they are done at least a week in advance of the menu date.

Within the MCAS app, you can also view the costs of all ordered dinners under the 'ordered' section and track payments made within certain time frames under the 'payments' section.

Please note that parents will be charged for each meal when the school has taken a daily dinner register. Parents will still be charged if they order a school dinner and their child does not require it.

For your convenience, below is a brief guide on how to view and add dinner money on the MCAS app:

1. Access the MCAS app.
2. Access the Dinner module.
3. The blue wallet at the top of the dinner screen displays your available dinner money balance.
4. Click on the Add Dinner Money button.
6. Enter the amount you would like to add to the dinner wallet (must be a minimum of £2.70) and click Add to Basket.
7. Once you have added it to your basket, you will be taken automatically to the shopping basket screen where you can click checkout.
8. Select a payment option from the dropdown and click next.
9. This will take you to the Bromcom order summary screen to complete payment.

PARENTS' EVENINGS

There are two parents' evenings during each academic year – one in autumn term and one in spring term.

If you have enabled push notifications on your MCAS app, you will receive a notification to inform you when the bookings are available. If notifications are not enabled, you will need to manually check the app to see when the bookings are live.

This is a straightforward process via the MCAS app. Please follow the instructions below to make an appointment:

1. Access the MCAS app.
2. Access the Parents' Evenings module.
3. Select the Parents' Evenings you would like to book sessions for from the list.
4. This will display a list of the teachers you are able to book a session with. Click Book next to the name of the Teacher you would like to book an appointment for.
5. This will load a list of available times. Click on the slot you would like to book (a tick will appear on the right hand side to confirm your selection), once you're happy, click done.
6. Your selected time will then appear in green next to the teacher, which means your session is confirmed.

SCHOOL TRIPS & CLUBS

All payments and consent for school trips and clubs are handled through MCAS.

To make a payment or provide consent for an upcoming trip, please follow the below instructions:

1. Access the MCAS app.
2. Access the School Trips module.
3. Go to the 'available' list to view the trips your child can attend.
4. Click on the 'View Detail' button for the trip you wish to pay for.
5. Consent and pay:
 - If payment is required: add the payment to your shopping basket, which can then be paid like any other online purchase. Please note, items will stay reserved in your basket for 10 minutes.
 - If no payment is required: you will see an option to give consent
7. Complete the process by following the prompts to confirm payment.

To enrol your child in a school-run club, please follow these instructions:

1. Access the MCAS app.
2. Access the Clubs or Clubs & Trips module
3. Click on 'available' tab to view the clubs that your child can join.
4. Click on 'View Detail' button for the club you wish to enrol in.
5. If there are spaces available, you will be able to click on 'Enrol Now'.