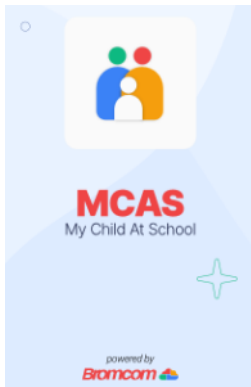


## MCAS User Guide for Parents

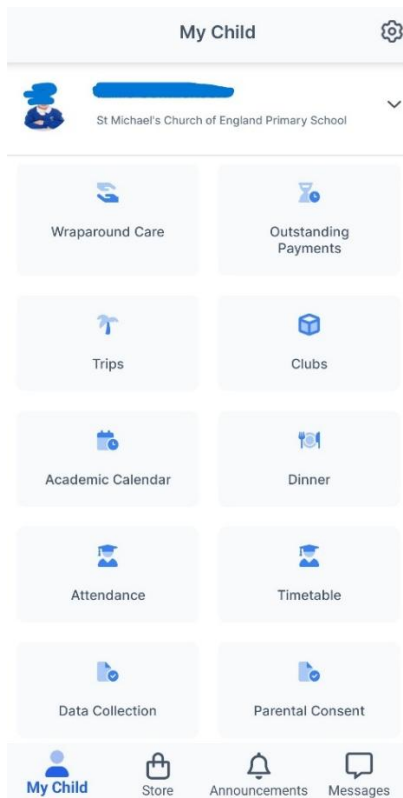
You have been sent an activation email from MCAS (My Child at School). Please follow the instructions within the email to create your account. If you need this to be re-sent, please ask the school office.

### Logging In

- Download this app from your app store



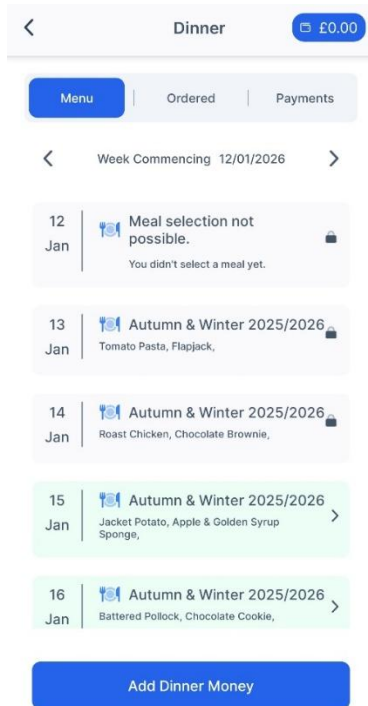
- Use the login details you have just created via the link to log in (you may be asked if you want to set up a biometric login and pin code once you have logged in for the first time – you can do so if you choose)
- You will see a welcome screen like this;



- To switch between children’s accounts (if you have more than one), use the drop down arrow at the top on the right next to the school name

## To book a school dinner

- To book a school dinner click on the button that says dinner, you will see the current week displayed;

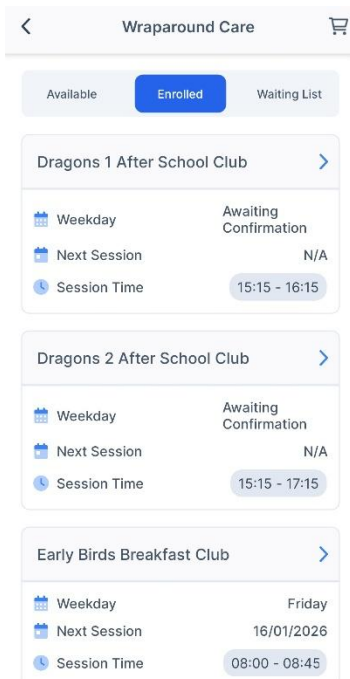


- The top right displays your child’s dinner balance (how much money you have uploaded and is available to spend on school dinners)
- To make a booking, click on the day you wish to book a meal for, it will then ask you to select a menu (there will only be one choice)
- Click on the menu and it will display the options for that day
- Once you have selected the items you want, click submit
- It will then take you back to the overview screen for that week (displayed above)
- If you need to add dinner money, you can do so at the bottom of the screen, using the ‘Add Dinner Money’ button

## To give permission for school trips

- To give permission for school trips go to the home page (‘My Child’ button at the bottom of the screen on the left)
- Click on the button that states ‘Trips’, this will then display a heading with the sections ‘Available’, ‘Enrolled’ and ‘Waiting List’

- Any trips that are waiting for you to give consent will be under the available section, simply click on the trip title to see full details and accept. Most trips for 2026 are paid due to the grant we received, but it will state it if any payment is required.
- To book wraparound care go to the home page ('My Child' button at the bottom of the screen on the left)
- Click on the button that states 'Wraparound', this will then display a heading with the sections 'Available', 'Enrolled' and 'Waiting List' (note that once your child has attended a session, it will no longer display in 'Available' and will move to 'Enrolled')



- Select the type of club you wish to book and you will see this screen;

**Dragons 1 After School Club**

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**Dragons 1 After School Club**

- 👤 Main Teacher: Mrs L Stevens
- 📅 Weekday: Mon, Tue, Wed, Thu, Fri
- 📅 Next Session: N/A
- 🕒 Session Time: 15:15 - 16:15

**Description**

After school care from 3.15pm-4.15pm. This includes a snack and a drink.

- 📎 Dragons.png 📄
- 📎 Dragons after school club me... 📄

**Balance Details** 👉 Top Up Balance

- 📅 Number Of Sessions: 1
- £ Total Cost: £ 0
- £ Payment Received: £ 0

**Dragons 1 After School Club**

**Club Options**

- A - Standard Charge (S) £5.00
- B - Staff (ST) £0.00

**Choose Attendance Dates**

Please select the applicable days from the calendar.

Today < January, 2026 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	ST	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

● Unavailable      ● Full  
● Selected/Booked      ● Available

- Select the day/s you wish to book and click proceed, it will either confirm or give you the option to top up your account