

Principal: Kathleen McGillicuddy

Ashchurch Road, Tewkesbury, Gloucestershire GL20 8DF

Reception: **01684 292152** Attendance Line: **01684 851806**

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16 June 2025

Dear Year 6 Parent or and Carer

Transition to Tewkesbury Academy - School App – setting up My Child at School (MCAS)

At Tewkesbury Academy we use a system called Bromcom for student information, and there is a parental App linked to this called 'My Child At School' known as MCAS.

When your child starts at Tewkesbury Academy you will be able to use this app to see a range of information about your child, including their timetable and attendance. The app is also used to set and manage homework and to record behaviour points, as well as reporting on progress at school.

It is essential that the app is set up, as before your child joins, we will also ask you to complete an admission form using the MCAS app to share lots of important information about your child, your contact details, and any medical conditions etc.

Therefore, we are now inviting you to sign up to MCAS in readiness for completing the admission form.

Please set up your MCAS app by Monday 23 June 2025, using the link that will follow in a separate message.

You will receive a separate email from 'TA automated email' – titled 'create password for your new MCAS account'. **This will be issued at 7pm on Tuesday 17 June**, so please look out for it then! It will be live for 24 hours. Please do not worry if you miss this time-frame, as you can email us using info@ta.clf.uk and give your name, your child's name and your email address. We will reissue the link.

If you have any other difficulties, please also email the office using info@ta.clf.uk, where we will be able to check the data is correct, and help you with the sign-up process. We will also be available for you to come in and see us if you need support with setting up the app and completing the admission form on Tuesday 8 July from 3.30-5.30pm at Tewkesbury Academy.

At the bottom of this letter are instructions on how to download the app, and a link to a short video to help you <https://www.youtube.com/watch?v=nLEd4Cdtzsw>

We will be writing to you again with information on how to complete the required admission information using MCAS.

Yours faithfully

Lyndsey Woodward
Transition coordinator



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How to self-sign up the MCAS app for parents

Use the sign up link in the email that will be sent to you on 17 June.

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

1. Via the website <https://www.mychildatschool.com/MCAS/MCSParentSignUp> , this will open the **Parent Login** screen.

Or

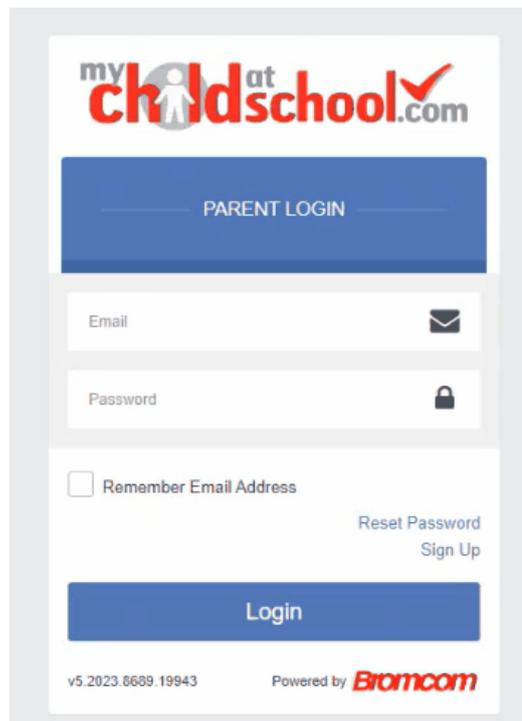
2. Download the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.

For iOS Users: [Apple App Store](#)

For Android users: [Google Play](#)

Once in the **Parent Login** screen, parents should follow these steps:

- Click on the **Sign Up** link on the Parent Login screen.
- Enter the **school's Postcode** – GL20 8DF or **School ID** 15044
- Select the school from the list in the dropdown.
- Click **Continue**.
- Enter your registered email address, click on sign up.
- This will send you a one-time passcode via email, open your email, click on verify.
- Create a password.
- The password must have: Password must have: 8 or more characters / 1 uppercase character / 1 numeric character / 1 special character / 1 lowercase character
- Click back to Login, and login again with the email address and password you have just set.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with 'PARENT LOGIN'. There are two input fields: 'Email' with an envelope icon and 'Password' with a lock icon. Below the password field is a checkbox labeled 'Remember Email Address'. To the right of the checkbox are links for 'Reset Password' and 'Sign Up'. At the bottom is a large blue button labeled 'Login'. The footer contains the version number 'v5.2023.8689.19943' and the text 'Powered by Bromcom'.

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To set up the mobile phone app

1. Download the app on play store/app store, simply search MCAS or my child at school and install.
2. Once installed the MCAS logo will appear, open the app and complete the security prompts, (select your own preference of PIN)
3. 3. Log in with your email address and password.

Next time to log in only your PIN/fingerprint is required.

- A toolbar is permanently displayed at the bottom of the page. Simply tap an icon to open the feature.
- Tapping on the three dashes top left will bring up a menu enabling you to switch siblings (if relevant).
- Under this menu you can see all the different tabs with real time information on your child's attendance, behaviour etc.

Any messages sent out from school will appear on your lock screen (ensure notifications are switched on for MCAS in your phone settings).

Many thanks for helping us to support you and your child.



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