



All Souls' Church of England Primary School

Stanley Road, Folkestone, Kent, CT19 4LG

Telephone: 01303 275967
Email: office@allsouls.kent.sch.uk
Website: www.allsouls.kent.sch.uk



Headteacher: Mrs Ransley
Deputy Headteachers: Mrs Wakeling and Mrs Walker



9th February 2023

Change of school app provider

Dear parents/carers,

We have been looking at ways in which to improve our communication and provide you, as parents and carers with on hand information relating to your child's time here at All Souls'. Currently, we have two systems working alongside each other (for both admissions and data) and then our Eduspot/School Money app for payments, shop, and clubs etc. We are pleased to say that, we will now have one system that does **ALL** of this and more too, the system is called My Child at School (MCAS).

My Child at School (MCAS) is a web-based portal that the school is using to give parents access to information about their child through a web page or App. It allows the school to keep you up to date with all the important things in your child's school life.

MCAS can be accessed on any internet browser or through the free app (available on Google Play Store or Apple App Store). We will initially only be sending login details to contact 1 person on the system. Please check your child's registered contacts once on the app, as if you require additional login details, these can be arranged for other individuals, if they have parental responsibility by contacting the school.

The MCAS app will display the below tile in your App or Play store



Due to contract dates we are having to roll this out earlier than planned, but I am sure once set up you will see the many benefits this will bring. We will start to phase out the Eduspot/School Money system over the next school term.

Attached to this letter is an extremely helpful 'Parent Guide,' we have also included below a summary of what we think will be useful to know for parents/carers when beginning to navigate this new app.

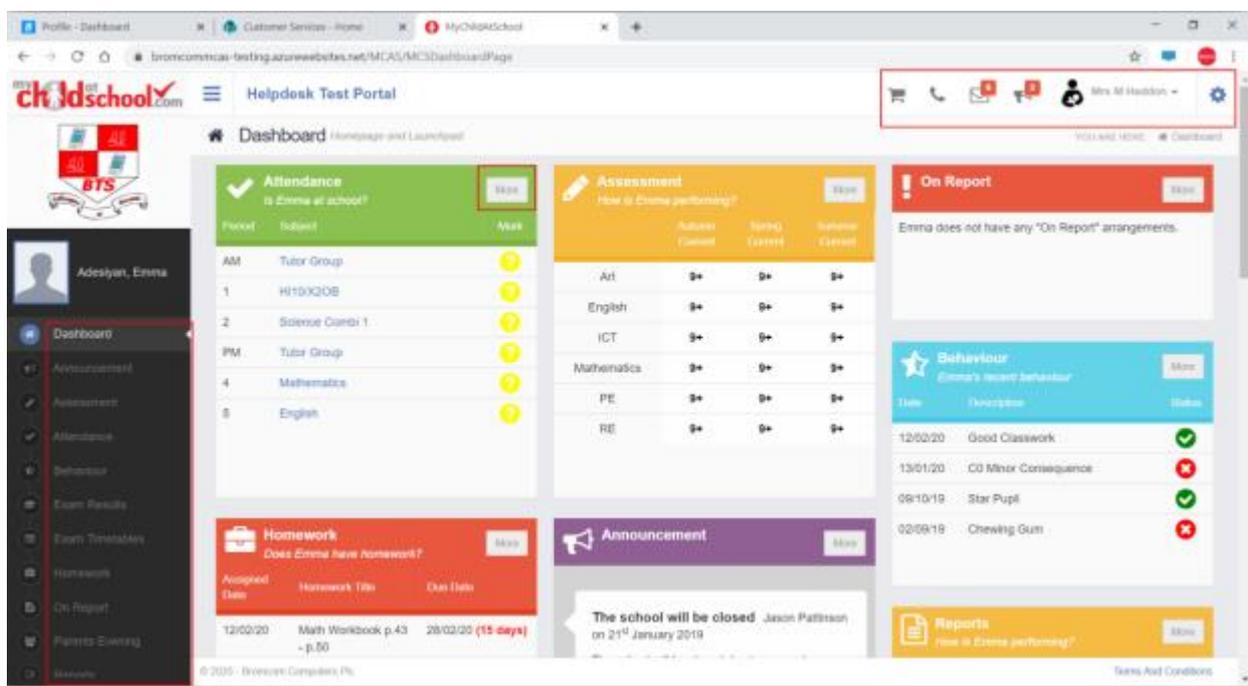


How to Access MCAS

To login to the MCAS Parent Portal you will need to have a valid e-mail address registered with the school and an Invitation Code which the school will send to you this afternoon (contact 1). If you do not have an Invitation Code, please contact the school after half term and we will investigate this for you, you will NOT be able to access the Parent Portal without one.

On first login to MCAS, your Contact Details will be displayed, if they are correct click on the 'My details are correct' button if they are not, click on the 'update my details now' button and update your details and save when finished.

Once logged in, your personal dashboard will be displayed which should look something like the below:



There will be some options that will not be switched on straight away but we will keep you posted as an when these are introduced. We anticipate that initially the main dashboard items we will be using will be:

Multiple students

Clicking on the name of the student, next to the photograph, will open a list of other students associated with the User. Click on the photograph or the text to change views. This will allow for information for more than one associated Student to be viewed without having multiple logins.

We are not currently set up to make payments for multiple students, so if paying for more than one child's dinner money etc. this will need to be completed in separate transactions.



Messaging

All written communication will be by the MCAS messaging service and **we will no longer be using a text service**. You will be able to view all communications that are sent to you once you log into the system/app. Please ensure you allow notifications within your app/phone settings to receive the school messages that we send to you. All messages will also be sent by email. You can also use this to message the school office, which we hope will make communicating easier for you all!

Payments - Coming Soon! - Please continue to use School Money until we are ready to launch this part of the system.

All payments will eventually be made using the MCAS app as we move to a cashless system. This includes payments for after school clubs, Club Oyster, school dinners, breakfast club and school trips. There will still be a PayPoint option where payment to your child's account can be made by visiting any shop that displays the PayPoint logo (further details of how to set this up can be found in the attached user guide). Your online account will display our last ten transactions should you wish to look back at your account history.

Outstanding Payments - Coming Soon!

If you have outstanding monies owed for clubs, dinners etc this will be displayed in this area, this will include payments that are being made in instalments, i.e., School trips or swimming. Clicking on the 'More' button will display the full details. An outstanding payment or payment instalment can be paid by clicking on the 'Add to Basket' button, this can then be paid in the normal way.

Attendance

This will display child attendance on that day and if you open further with the 'More' button this will then show your child's attendance across the school calendar. It will indicate if, in each individual instance, this was an authorised or unauthorised absence. Term dates are also loaded here so you can see all dates that children should be present in school. This is the data that the school will use to monitor and record absences.

Parental Consent

The parental consent option is only accessible from the menu bar. It displays the parental consent options currently selected for your child/ren as per our records, we recommend that this is checked and amended, if necessary, upon first log in, this can be amended by you as the parent/carer at any stage.

Thank you in advance for your patience whilst we navigate this positive change in systems.

Kind regards

Mrs Ransley
Headteacher

