

TAI/jcr

28 November, 2025



Dear Parents/Carers

My Child at School App – MCAS – Important Information

As we strive to improve the quality of communication between the school and parents/carers, we would like to announce that from 1 January, 2026, the My Child at School app (MCAS) will become our primary method of communicating with you regarding school matters.

For those parents/carers who are not familiar with this app it will not only enable you to view various real-time information about your child at school but will also enable us to send out alerts and messages which will ensure you receive all communications from us.

The MCAS app is available for both IOS and Android devices and through the internet on a laptop or other device. MCAS will enable us to contact you quickly instead of using our current text/email system. Please note that MCAS has a translation function which will allow you to receive all information and communication in your chosen language.

Attached to this letter is a copy of the MCAS setup guide which provides information on how to get started with the app. A full parent guide to the functionality of MCAS is available on the school website [MCAS Parent Guide](#).

Initially you will be able to access the following real time information through the app:

- Attendance
- Timetable
- View and amend the privacy preferences for your child
- Announcements and messages

We will add further information to the app once its use is embedded throughout the school community. Please note that we will continue to use the iPayimpact system for all online payments for the time being.

Once you have downloaded the MCAS app, it is important that notifications are enabled on your device (via settings). This will ensure that you receive all important messages and communications from the school and that you are kept up-to-date with your child's educational journey.

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Email: info@southchurchschool.com

Website: www.southchurchschool.com

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SOUTHCHURCH
HIGH SCHOOL



Headteacher: Mrs T Airoll

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*Please note that from **1 January, 2026**, MCAS will be the school's primary method of contacting parents/carers and we will cease sending out information by email and text from that date. Paper copies of all letters will be available to collect from the school Reception, if required, but will not be routinely sent out after this date.*

It is important that, if for any genuine reason, you are unable to access the app through smartphone or other device, that you contact us so we can agree on a preferred communication method but please note that MCAS will be the primary means of communication from the school.

For any questions regarding login details for MCAS then please email mcas@southchurchschool.com.

Yours faithfully

A handwritten signature in black ink, appearing to read 'T Airoll', is placed over a light grey dotted rectangular background.

Mrs T Airoll
Headteacher



MyChildAtSchool (MCAS) Self Sign Up Guide

Signing up without a registration email

STEP 1: You can access the Parent Login screen in two ways:

Visit www.mychildatschool.com on a web browser to open the Parent Login screen.

Download the MyChildAtSchool mobile phone app from the app store.

STEP 2: On the Parent Login screen, follow these steps:

Click on the **Sign Up** link in the Parent Login screen.

Enter the school's **School ID (015810)**.

Select the school from the list in the dropdown.

Click **Continue**.

Enter the **email address you have registered with the school** (if your email address isn't recognised, please contact the school office).

Click **Sign Up**.

Once you've completed the Sign-Up process, you will see this message:

'To complete your registration, we have sent an email to the email address you provided. Please access your email and follow the steps to create your password'.

STEP 3: You will receive an email from MyChildAtSchool with a link to a one-time passcode.

Follow these steps:

Click on the **link** for the one-time passcode.

Enter the **one-time passcode**.

Click **Verify**.

STEP 4: Once the one-time passcode has been verified, you will be prompted to enter a password:

Enter Password.

Confirm Password (by re-entering the same Password).

Click **Create Password**.

STEP 5: Once you have created a password, you can log into your MCAS account via the app or by visiting www.mychildatschool.com on a web browser.

You can change or reset your password at any time by clicking on **Forgot Password**.

You can scan the QR code below which will take you to a short Youtube video which will demonstrate how to set up your account

