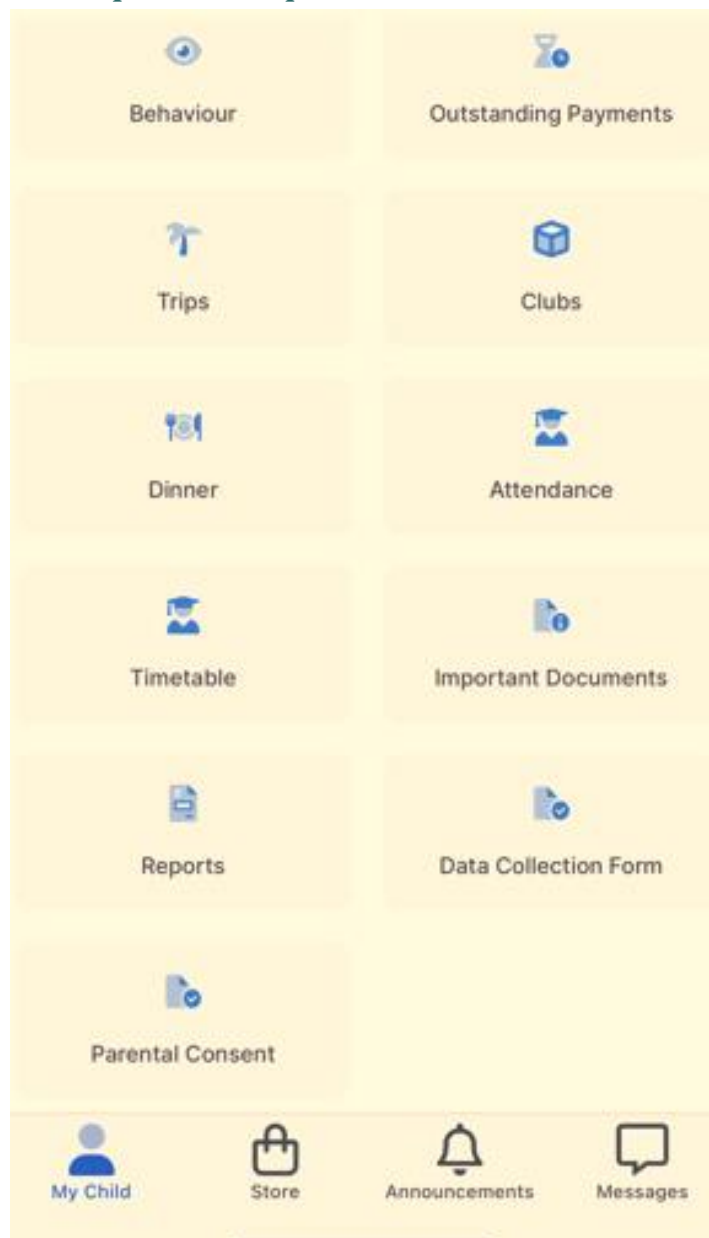


MCAS (My Child At School)

Login into MCAS from your desktop PC or using the App on your mobile phone.
<https://www.mychildatschool.com/MCAS/MCSParentLogin>

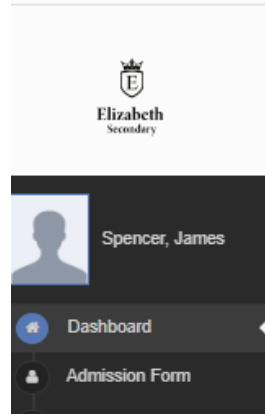
The options as per below are accessible from MCAS dashboard.



MCAS (My Child At School) online **ADMISSION FORM.**



Click on **Admission Form**.



(We have added **Admission Form** for new Year 7 students. If you have more than one child at a school for example, you have one child in Year 7 and one child in Year 11 then when accessing the Year 11 student you may see **Data Collection Form** instead of **Admission Form**).



Bromcom MIS School



Admission Form *Admission Form*

YOU ARE HERE: Dashboard > Admission Form



Submit Changes

[View Parental Consents](#)

[View Your Personal Details](#)

Please fill in the form below. Fields marked with an asterisk (*) are required fields, and attached documentation may need to be acknowledged before you can submit your data. When you submit your data, Bromcom MIS School will approve any amendments before your data is permanently updated.

Documents

Admission Form [Open](#) I confirm that I have read and understood this document

Student Details

We have **attached a document** (School-Home Agreement) and are asking parents to **acknowledge** they have read and understood the document before submitting the form.


Student Details

Note that pupil's email is assigned by school and can't be changed. Legal First, Middle and Last name fields are not editable.

In the example the **Address Details** field is already complete so if this is correct you wouldn't need to change anything. Telephone Details should be left empty as school doesn't collect telephone/mobile numbers for pupils.

Student Details

Legal First Name	<input type="text" value="James"/>
Legal Middle Name(s)	<input type="text"/>
Legal Last Name	<input type="text" value="Spencer"/>
Preferred First Name	<input type="text" value="James"/>
Preferred Last Name	<input type="text" value="Spencer"/>
Former Last Name	<input type="text"/>
Date of Birth	<input type="text" value="01/10/2010"/>
Telephone Details *	<input type="text" value="Telephone"/> <input type="text" value="Select"/>
Email Details *	<input type="text" value="Email address"/> <input type="text" value="Select"/>
Address Details *	<input type="text" value="United Kingdom"/> <input type="text" value="Prospect House 19-21, Homesdale Road, Bromley, BR2 9LY"/> <input type="text" value="Home"/> <input type="button" value="Delete"/>
	<input type="text" value="United Kingdom"/> <input type="text" value="Postcode"/> <input type="button" value="Find"/> <input type="text"/> <input type="button" value="Select"/>
Gender	Male
Religious Affiliation	



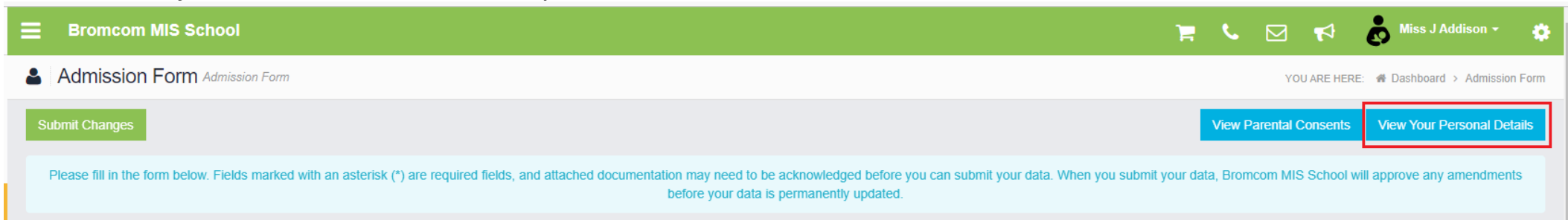
Once you are happy with the information in the **Student Details** panel click **Submit Changes** in the top left corner of the screen.

The screenshot shows the 'Admission Form' interface. At the top left, there is a 'Submit Changes' button highlighted with a red box. The top right corner shows the breadcrumb 'YOU ARE HERE: Dashboard > Admission Form'. Below the header, there is a light blue banner with the text: 'Please fill in the form below. Fields marked with an asterisk (*) are required fields, and attached documentation may need to be acknowledged before you can submit your data. When you submit your data, Bromcom MIS School will approve any amendments before your data is permanently updated.' Below this banner, there is a 'Documents' section with a document titled 'Term Dates 2022-2023' and a checkbox for 'I confirm that I have read and understood this document'. The main section is 'Student Details', which contains the following fields: 'Legal First Name' (James), 'Legal Middle Name(s)', 'Legal Last Name' (Spencer), 'Preferred First Name' (James), 'Preferred Last Name' (Spencer), 'Former Last Name', 'Date of Birth' (01/10/2010), and 'Telephone Details *' (01234 456789). There is also a 'Home' dropdown menu and a 'Delete' button.

Once the school has **approved** the **Student Details** you have submitted, they will show on the **Student Details** panel, as per the message at the top of the screen.

Personal Details and Adding Contacts

To view or edit your **Personal Details** with the option to add **Contacts** click on **View Your Personal Details**.



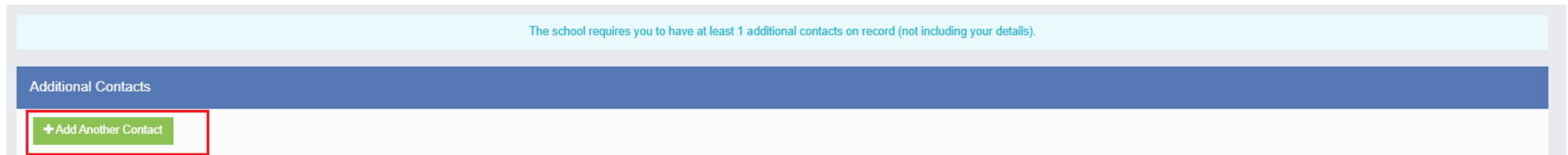
Submit Changes [View Parental Consents](#) [View Your Personal Details](#)

Please fill in the form below. Fields marked with an asterisk (*) are required fields, and attached documentation may need to be acknowledged before you can submit your data. When you submit your data, Bromcom MIS School will approve any amendments before your data is permanently updated.

View Personal Details

Follow the same process as you did for the **Student Details** panel.

If required, click **Add Another Contact**



The school requires you to have at least 1 additional contacts on record (not including your details).

Additional Contacts

[+ Add Another Contact](#)

Add Another Contact

As before fill in the required fields.

Please note adding an additional contact does not create an MCAS account for that person. Its simply adding a contact to the child's record.

You then will have the option to **Edit** or **Delete** the Contact you have just added.

Finally, once you are happy with the information click **Submit Changes** to complete the process.

MCAS online parental consent.

At Park High we use information about your child in a number of different ways, and we'd like your consent for some of the ways we use this personal data.

From the left-hand menu click on Parental consent. Please tick Yes or No. Click Save.

✓ Parental Consent YOU ARE HERE: [Dashboard](#) > [Parental Consent](#)

[Save](#)

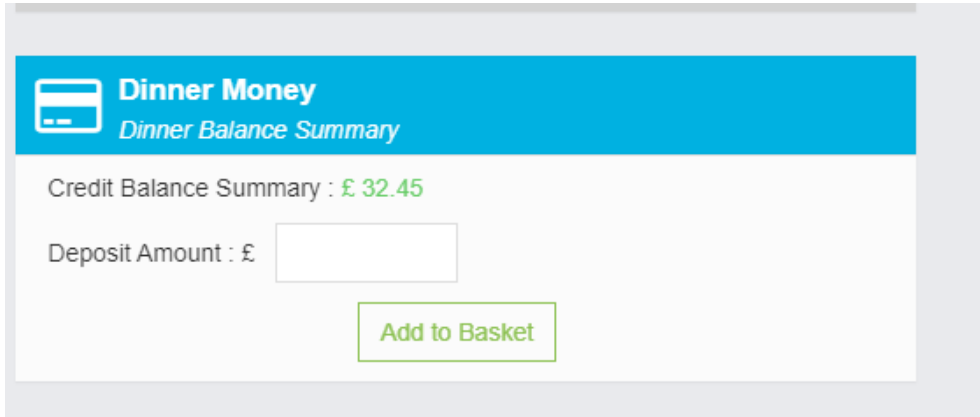
Parental Consent

	YES, I give consent	NO, I do not give consent
Local Trips, Educational Visits and Sport Fixtures I allow this pupil to take part in local trips, educational visits and sport fixtures.	<input checked="" type="radio"/>	<input type="radio"/>
Medical Emergency In the case of an emergency I agree to this pupil being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.	<input checked="" type="radio"/>	<input type="radio"/>
Name internal I'm happy for the school to use the name of this pupil in internal school publications.	<input checked="" type="radio"/>	<input type="radio"/>
Name on social media I'm happy for the school to use the name of this pupil on social media.	<input checked="" type="radio"/>	<input type="radio"/>
Name on Trust I'm happy for the school to use the name of this pupil in the Pennine Trust publications.	<input checked="" type="radio"/>	<input type="radio"/>
Photos internal I'm happy for the school to use the photographs of this pupil for internal school purposes.	<input checked="" type="radio"/>	<input type="radio"/>
Photos on social media I'm happy for the school to use photographs of this pupil on social media.	<input checked="" type="radio"/>	<input type="radio"/>
Photos on Trust I'm happy for the school to use the photographs of this pupil in the Pennine Trust publications.	<input checked="" type="radio"/>	<input type="radio"/>
Video recordings internal I'm happy for the school to use video recordings of this pupil for internal school purposes.	<input checked="" type="radio"/>	<input type="radio"/>
Video recordings on social media I'm happy for the school to use video recordings of this pupil on social media.	<input checked="" type="radio"/>	<input type="radio"/>
Video recordings on Trust I'm happy for the school to use the video recordings of this pupil in the Pennine Trust publications.	<input checked="" type="radio"/>	<input type="radio"/>

*Please email oldfield@parkhigh.penninetrust.org to revoke any parental consent.

Paying for lunches

From your MCAS dashboard – under **Dinner** heading - enter the deposit amount > Add to Basket - go to checkout > enter card details > done.



The screenshot shows a user interface for managing dinner money. At the top, there is a blue header with a card icon, the text "Dinner Money", and "Dinner Balance Summary". Below this, the text "Credit Balance Summary : £ 32.45" is displayed in green. Underneath, there is a label "Deposit Amount : £" followed by an empty input field. A green "Add to Basket" button is positioned below the input field.

If the child is entitled to free School meals, they are automatically allocated £2.70 everyday, but parents can still add dinner money if they wish to.