22nd August 2025

Dear Parents/Carers,

We are delighted to share with you the successful completion of the transition to Bromcom as our new Management Information System (MIS). As part of Meridian Trust, we join other schools in adopting Bromcom as our single MIS provider. This transition marks a significant step forward in enhancing our communication channels with you, our parents and carers.

What does this mean for you?

With Bromcom, we will have access to a comprehensive platform that will streamline communication between our school, our parents and carers. Bromcom will simplify administrative tasks and provide more efficient systems for both school, parents and carers.

A key advantage to support you during your child's journey through our school is the opportunity to access the parent portal via the Bromcom website or access the app (Apple or Android) called *My Child At School* (MCAS). If you have children at other Meridian Trust schools, or other schools using Bromcom, your single login will allow you to see information about all of your children in the same place.

Through MCAS we will be able to make information available to you more efficiently, including school-related payments, such as those for school meals or trips, offering a more convenient and secure method for managing transactions. As such we will shortly be retiring the current payment system so we can provide you with a single site for all of your communication and payments.

Our school currently uses WisePay for taking payments for wraparound care, clubs and trips. As part of the move to Bromcom, payments via this system for clubs and trips will cease and will now be made directly via MCAS.

Please note that payments and bookings for Wraparound care are remaining unchanged at this time.

MCAS will start with minimal information such as attendance and payments, with more features enabled as the year progresses, including previous linked documents and reports.

How do I sign up?

Parents who have parental responsibility for each child and a valid email address on our system will be able to sign up for an MCAS account. Please see the simple guide below on how to create your account.

You can use a web browser via (www.mychildatschool.com) to access MCAS or you can download the MCAS parent app from the Apple and Android app stores.

Please take the time now to login to your MCAS account so that you are ready for the start of term.

We understand that transitioning to a new system may raise questions or concerns. Should you have any questions or require assistance, please do not hesitate to contact the school office in the normal way.

Your cooperation and patience during this period are greatly appreciated.

Yours sincerely,

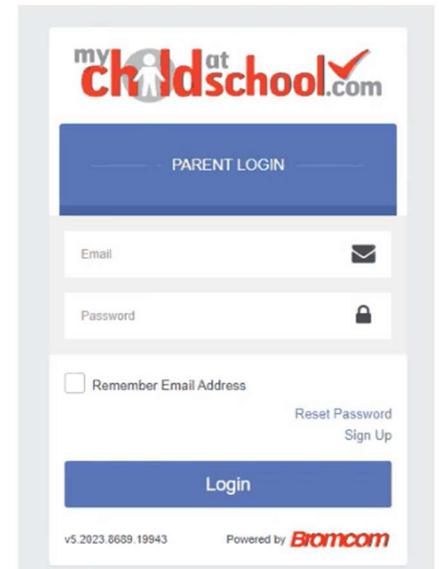Mrs Rebecca Sawford Headteacher
Crosshall Infant School

How do I Sign up for MCAS?

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

1. From within the web browser type **www.mychildatschool.com**, this will
   open the **Parent Login** screen.
2. From the **MyChildAtSchool** mobile phone app, this will open the
   Parent Login screen.

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

- Click on the **Sign Up** link in the Parent Login screen.
- Enter the **school's Postcode (PE19 7GG)** and select **Crosshall Infant
  School** from the list in the dropdown or use the **Schools ID (16702)**
- Click **Continue**.
- Enter the registered email address we hold for you.
- Click **Sign Up**.
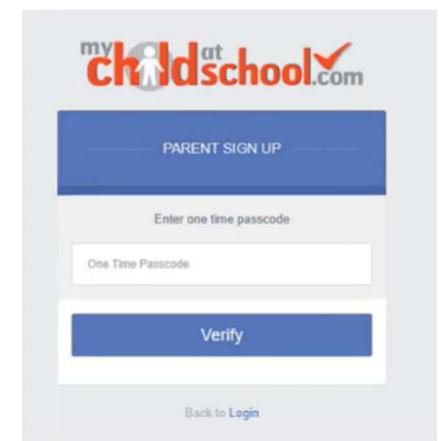
Parents will see the message:
*'To complete your registration, we have sent an email to the email address you provided. Please access your email
and follow the steps to create your password'.*

Parents will receive an email from **MyChildAtSchool** with a link to a **one time
passcode**.

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

As soon as the **one time passcode** has been verified, parents will be
prompted to enter a **password**.

- **Enter Password.**
- **Confirm Password.**
- Click **Create Password**.

Once the password has been created, parents can login from within the web browser and type
www.mychildatschool.com, or access the **MyChildAtSchool** mobile phone app, this will open the **Parent Login**
screen.