

22<sup>nd</sup> 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.

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

Any existing school dinner balances from Arbor Pay have been transferred into Bromcom. For those parents and carers who pay for school dinners for their child we've included a short guide to adding money to your child's dinner account balance ready for their return to school in September. You will be able to add funds to your child's account from the 1<sup>st</sup> September.

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](http://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,

Mr Dan Ainscow / Mr Liam Murphy Headteacher,  
Crosshall Junior School

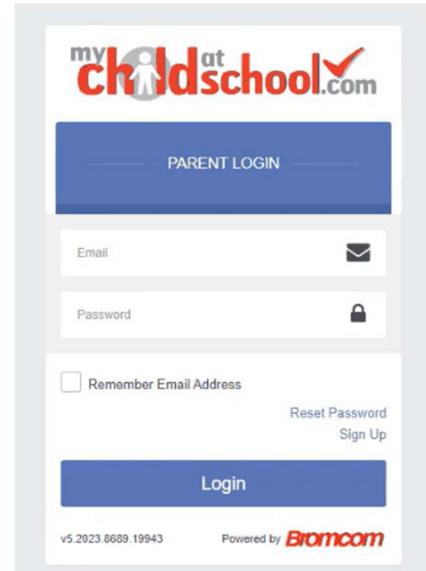
## How do I Sign up for MCAS?

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

1. From within the web browser type [www.mychildatschool.com](http://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 Junior School** from the list in the dropdown or enter the **Schools ID (16703)**
- Click **Continue**.
- Enter the registered email address we hold for you.
- Click **Sign Up**.

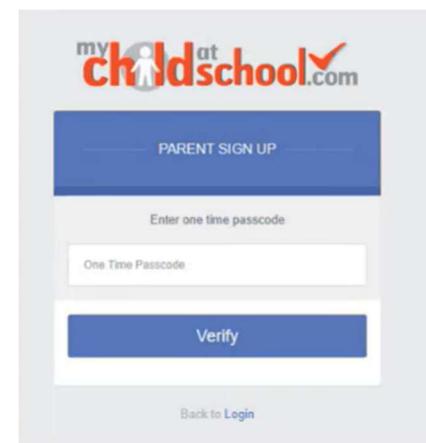


Parents will see the message:

*'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](http://www.mychildatschool.com), or access the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.

## How do I use MCAS?

You can use a web browser via ([www.mychildatschool.com](http://www.mychildatschool.com)) or you can download the MCAS parent app from the Apple and Android app stores.



Once you have logged into MCAS, on the homepage you will see a selection of widgets.

Outstanding Payments			More
You have 1 outstanding payments.			
Item	Amount	Due Date	
Year 1/2 Hunstanton - June 2024 for Jacob	£28.00		 Pay By Card

Dinner Detail			More
Kai's recent meals			
Date	Meal Details	Cost	
19/07/2024	School Meal 1	£2.45	
18/07/2024	School Meal 1	£2.45	
17/07/2024	Packed Lunch	£0.00	

Dinner Money	
Dinner Balance Summary	
Credit Balance Summary : £ 15.10	
Deposit Amount : £ <input type="text"/>	
 Add to Basket	

This widget will show any trips, clubs, tickets that have been assigned to your child which require a payment to be made.

The dinner detail widget shows what your child has had for lunch. Click 'More' to show the transactions in more detail. You can also click on the 'Dinners' heading on the website menu.

The Dinner Money widget shows your child's current dinner balance. If this is a negative number, please deposit a sum of money to clear off the debt as soon as possible.

### Dinner payments

For your child to have a lunch provided at school, you need to ensure your child's account has a positive dinner balance within MCAS.

To add money to your child's dinner money balance add an amount to the deposit amount and click on "Add to basket".

Click on shopping basket at the top of the page and "Checkout"

Payment can be made via Debit/credit card, Apple Pay or Google Pay.

If your child is eligible for Free School Meals (FSM), they can receive a school meal without needing to top up your dinner balance.

If you think you might be eligible for FSM, please visit the government website for more information on applying - <https://www.gov.uk/apply-free-school-meals>

We are exploring the opportunity for you to pre-book your weekly child's menu through MCAS. We will write to you in due course about this.

< Previous Week		Week Commencing 09/09/2024		Next Week >		09/09/2024 - 15/09/2024			
Monday 09/09/2024		Tuesday 10/09/2024		Wednesday 11/09/2024		Thursday 12/09/2024		Friday 13/09/2024	
Opt 1: Tomato Pasta with Toppings or Carbonara Pasta with Toppings or Jacket Potato with Choice of Filling or Sandwich Selection  Set Items: Vegetables of the day and Chocolate Brownie	Opt 1: Burger with Potato Wedges & Tomato Sauce or Vegan Burger with Potato Wedges & Tomato Sauce or Jacket Potato with Choice of Filling or Sandwich Selection  Set Items: Vegetables of the day and Iced Biscuit	Opt 1: Roast Chicken Stuffing Roast Potatoes & Gravy or Vegetable Wellington Roast Potatoes & Gravy or Jacket Potato with Choice of Filling or Sandwich Selection  Set Items: Vegetables of the day and Fruit Medley	Opt 1: Beef Lasagne with Garlic Bread or Vegetable Curry with Rice or Jacket Potato with Choice of Filling or Sandwich Selection  Set Items: Vegetables of the day and Jelly with Mandarins	Opt 1: Fishfingers or Salmon Fishfingers with Chips & Tomato Sauce or Vegan Sausage Roll with Chips & Tomato Sauce or Jacket Potato with Choice of Filling or Sandwich Selection  Set Items: Vegetables of the day and Oaty Cookie					

If you have any questions, please contact your school office in the first instance.