

20<sup>th</sup> May 2025

Dear Parents and Carers,

We are pleased to let you know that we will shortly be completing the final stage of our MIS migration by moving school dinner and trip payments to MCAS.

**What does this mean for you?**

During May half term, we will be retiring the current ParentPay system for processing dinner balances and transferring your balances to MCAS. From the start of June we will be asking you to use MCAS for all future transactions. The old payment system may still be accessible to you, and it may show your migrated balance for a period of time, however please ignore this as your balance has been transferred to and showing in MCAS. From Friday the 23<sup>rd</sup> May @ 4pm, you will be unable to top-up your dinner balances using ParentPay.

If you are currently paying instalments for future trips that span over the summer break into the new year, they will be in touch with you directly to manage the migration of these, however from June 2025 all new trips will now be paid through MCAS.

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.

**I don't have the MCAS app, how do I sign up?**

If you have not already enabled your MCAS account, we highly recommend you watch the short parent introduction video on the trust website which takes you step by step through the process, [www.meridiantrust.co.uk/mcas](http://www.meridiantrust.co.uk/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.

Parents who have parental responsibility for each child on our system are able to sign up for an MCAS account. Go to [www.mychildatschool.com](http://www.mychildatschool.com), click "Sign Up", enter the school's postcode, pick the school from a drop-down list and enter your e-mail address.

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 your child's school in the normal way.

Your cooperation and patience during this period are greatly appreciated.

Yours sincerely,

Rachel Cox  
Assistant Director of Finance, Meridian Trust

## How do I use MCAS Payments?

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 additional widgets.

Outstanding Payments			
You have 1 outstanding payments.			
Item	Amount	Due Date	
Year 1/2 Hunstanton - June 2024 for Jacob	£28.00		<a href="#">Pay By Card</a>

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

Dinner Detail		
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

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.

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

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.

Clubs & Trips	
Ethan's upcoming club & trips	
<b>Y8 Football Club</b>	with Mr S Tindall on 14 <sup>th</sup> May 2025 at 15:10 for 60 minutes in 3G →
<b>Year 8 Football Team</b>	with Mr S Tindall on 14 <sup>th</sup> May 2025 at 15:10 for 60 minutes in 3G →

This widget will show any trips or clubs your child is enrolled in. You can see further details by clicking on either the "Clubs" or "Trips" heading on the website menu.

### 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.

The meal deal currently costs £2.60 per day.

E.g. If you want your child to have a school meal deal every day, you need ensure your child's account has a credit balance of at least £13 per week.

If your child is eligible for Free School Meals (FSM) they will be allocated £2.60 per day by the school for their daily lunch. You will only need to provide a dinner balance if they want to purchase additional items.

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>

If you have any questions, please contact the school finance team in the first instance.