

John Masfield High School and Sixth Form Centre

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MCAS (My Child at School)

Dear Parent or Carer

We have recently replaced the system we use for managing students' data and now use a system called Bromcom. This has a parent portal called My Child At School (MCAS) which allows you to see key information about your child, manage consents and receive reports, using a computer or other digital device.

We are asking parents and carers who have a child in Y12 and Y13, who have been given access permission from their child, to sign up to the MCAS. You will shortly receive an email with an invitation code. The guide at the end of this letter shows you how to access it via your mobile phone, tablet or via web browser on a computer. Signing in via the web browser on your computer or tablet initially is the preferred way, and once this is working you can access it on your mobile phone.

Once you have signed up to the MCAS app, you will be able to view and update your child's personal details, medical information, primary contact details, and view information such as your child's report. The guide at the end of this letter explains how to check and complete the information we will need.

We ask that you sign up, check and complete information by **Monday 5th December 2022.**

We hope that this will be a smooth process for everyone. If you do experience any problems signing up or with the app, please email admin@jmhs.hereford.sch.uk where we will be able to help you. Please also visit the school website for more detailed information, under the Parents menu, MCAS.

Yours sincerely,

Rebecca French
School Business Manager

Access key information from your web browser.



Step 1: Search for MyChildAtSchool Login page.



Step 2: Select Redeem Invitation Code.



Step 3: Add the required information using the email sent to you by school.



Step 4: Select Redeem Code.



Step 5: Add the required information Click Save Account Details.



Step 6: Log into your MyChildAtSchool Account, using your Bromcom ID



Step 7: Login to your email and validate your email address.



Step 8: Go back to MyChildAtSchool and log into your account to complete the process.

Access key information on your mobile device.



Step 1: Download the app.



Step 2: Allow notifications.



Step 3: Choose a memorable pin.



Step 4: Select Redeem Invitation Code.



Step 5: Add the required information using the email sent to you by school and press Redeem Code.



Step 6: Add the required information and press Save Account Details. You will now be logged into your account.



Step 7: Clicking on the 3 bars provides a side menu to navigate to the different areas of the parent portal.



Step 8: The information displayed in the menu is managed by the school.

2. Checking your child's details

Click the Data Collection Form in the left menu and scroll down to the Student Details section and amend as appropriate

The screenshot shows the 'Data Collection Form' interface for John Masefield High School. The left-hand navigation menu is visible, with 'Data Collection Form' highlighted in a red box. The main content area is titled 'Student Details' and contains the following fields:

- Legal First Name: [Text input]
- Legal Middle Name(s): [Text input]
- Legal Last Name: [Text input]
- Preferred First Name: [Text input]
- Preferred Last Name: [Text input]
- Former Last Name: [Text input]
- Date of Birth: [Date picker]
- Telephone Details: [Text input], [Home dropdown], [Delete button]

3. Check your child's medical information

Scroll down in the Data Collection form to the Medical section. Click in the Medical Conditions or Disabilities box to select as appropriate

The screenshot shows the 'Data Collection Form' interface for John Masefield High School, scrolled down to the 'Medical' section. The left-hand navigation menu is visible, with 'Data Collection Form' highlighted in a red box. The main content area is titled 'Medical' and contains the following fields:

- NHS Number: [Text input]
- Blood Group: [Text input]
- Emergency Consent to School: [Text input]
- Not Given: [Text input]
- Paramedical Support: [Text input]
- Medical Conditions: [Text input]
- Disabilities: [Text input]
- Linked Surgery: [Text input]

At the bottom of the form, there is a section for 'SEN (Special Educational Needs)'.

4. Checking your personal contact information

Scroll to the top of the Data Collection Form and click the View your Personal Details button at the right. Here you can update your own contact details

myChildschool.com | John Masefield High School

Data Collection Form

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

Please note - Any amendments will first be approved by John Masefield High School administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.

Documents

- ICT Acceptable use policy [Open](#) I confirm that I have read and understood this document
- Biometric Consent information [Open](#)
- Photography and Student work [Open](#)
- Home School Agreement [Open](#) I confirm that I have read and understood this document
- School Uniform [Open](#) I confirm that I have read and understood this document
- Privacy Notice [Open](#) I confirm that I have read and understood this document

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When done, click the green Submit Changes to send the changes to JMHS for approval. The blue View Student Details button takes you back to your child.

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Contact Details is the information we have contact?

[Submit Changes](#) [View Student Details](#)

Please note - Any amendments will first be approved by John Masefield High School administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.

Personal Details

Title:

First Name:

Middle Name(s):

Last Name:

Honours:

Resubmission:

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