

## Using Bromcom: My Child at School (Secondary and All-Through Schools)



# Introduction

**MyChildAtSchool** [MCAS] is a portal enabling parents to view their child's academic performance in real-time via a web browser. This facility allows exclusive access to the child's **Attendance, Assessment** and **Behaviour** whenever the parent/carer wishes. As well as student performance data, the portal also provides general useful information about school such as the **Academic Calendar** and **Announcements**.

In summary, **MyChildAtSchool** provides:

- Access to real-time **Attendance, Assessment** and **Behavioural** data
- An insight to parents on their child's schoolwork (homework topics etc.)
- Communication facilities to improve contact between parents and schools
- Instant access to **Published Reports**

You can also download a My Child at School App for iOS from the App Store or for Android from the Google Play Store.

***Note:** If you have any issues logging into your account, please contact the [bromcomparent@educationsouthwest.org.uk](mailto:bromcomparent@educationsouthwest.org.uk)*

# How to Access My Child at School (MCAS)

For the first logon, you will need to click on the 'Forgotten Password' link. The system will then ask you to enter your email address. The email used **must** be the email address that you have provided the school with.

You will then receive an email from Bromcom with a link to choose a new password.

*If you forget your password in the future, you can use the same 'Forgotten Password' link to choose a new password.*

If you have not received a password reset email within 30-minutes, please check your Junk Email folders.

If you still do not receive an email, please contact us via [bromcomparent@educationsouthwest.org.uk](mailto:bromcomparent@educationsouthwest.org.uk) and one of our IT Support Team will review your details in our systems.

## Using the Web Portal Dashboard on My Child at School (MCAS)

Once you have logged in the **Dashboard** will be displayed.

The screenshot displays the MCAS web portal dashboard for Bromcom School of Technology 3. The dashboard is organized into several widgets:

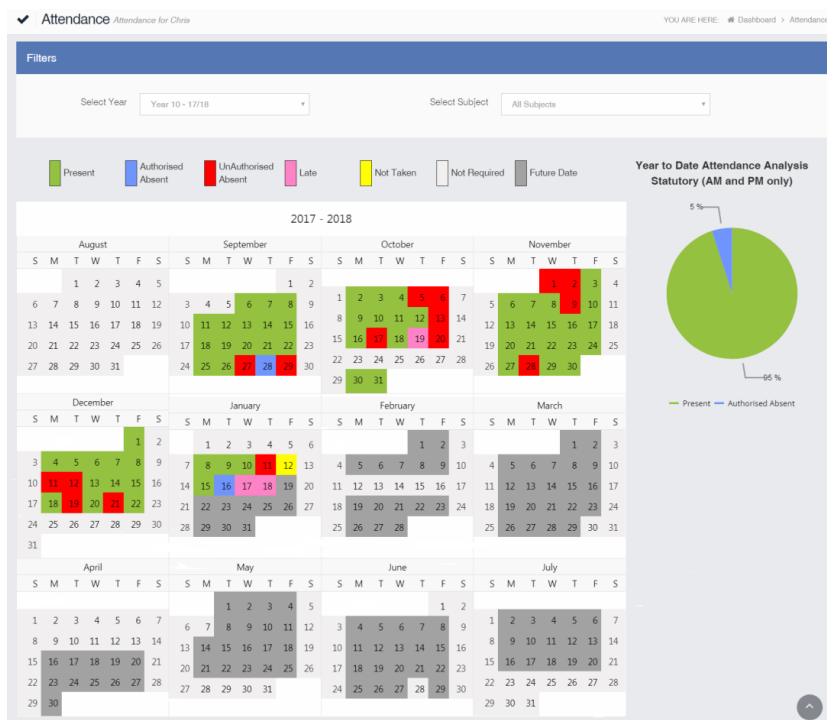
- Attendance:** Shows attendance for Chris Moxon. The table lists periods and subjects with corresponding marks.
- Assessment:** Shows how Chris is performing. The table lists assessment columns, collections, and results.
- Behaviour:** Shows Chris's recent behaviour. It currently displays "No Behaviour data found".
- Homework:** Shows if Chris has homework. It currently displays "No Homework data found".
- Announcements:** Shows any announcements. It currently displays "No Announcements data found".
- On Report:** Shows if Chris has any "On Report" arrangements. It currently displays "Chris does not have any 'On Report' arrangements".
- Reports:** Shows how Chris is performing. It currently displays "No Reports data found".

The sidebar menu on the left includes options like Dashboard, Announcements, Assessment, Attendance, Behaviour, Exam Results, Exam Timetables, Homework, and On Report. The top right corner shows the user profile for Mr Moxon.

**Please Note:** What is displayed here is enabled by the school, who may NOT use all of the available options.

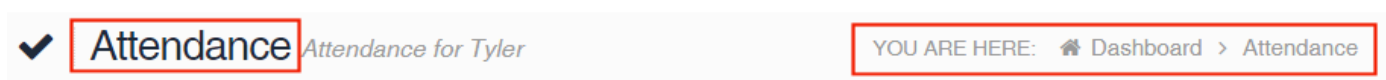
Each **Widget** will display a quick view, clicking on the **More** button will open that option, giving more detailed information. The **Widget** options can also be opened from the menu bar on the left by clicking on the option.

For instance, the **Attendance Widget** displays the **Attendance** for the current day, opening this **Widget** will display the **Attendance** for the **Academic Year**, with a **Pie Chart of statistics**.



Click on a specific day to see a breakdown of the **Attendance** for that day.

You will always know where you are within the **MCAS Module**.

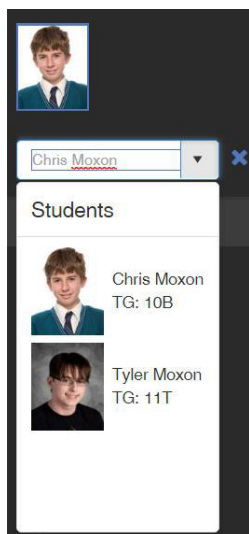


The following options are available and will only be displayed if enabled by the school:

- Announcements
- Assessment
- Attendance
- Behaviour
- Class List
- Exam Results
- Exam Timetables
- Homework
- Notifications
- Reports
- Timetable *(enabled after the start of the school year)*.

## Multiple Students

Clicking on the name of the student, next to the photograph, will open a list of other students associated with the User. Click on the photograph or the text to change views. This allows for information for more than one associated student to be viewed without having multiple logins.



## Other Options

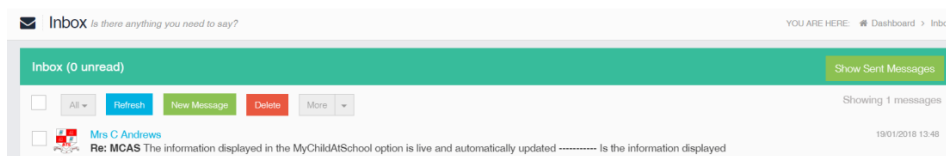
The other options at the top right of the page.




Clicking on the **Telephone** icon will open the **School Contact** details.

School Contact Information	
Address:	19-21 Homesdale Road, Bromley, BR2 9LY
Phone:	020 8290 7171
Fax:	020 8990 7991
Email:	<a href="mailto:info@bromcom.com">info@bromcom.com</a>
Website:	<a href="http://www.bromcom.com">http://www.bromcom.com</a>
Mr M McCandless	Mr J Lewis
Send message to school	

Clicking on the **Message** icon will open the **Messaging** option allowing messages to be sent to and received from the school.



Clicking on the **Announcement** icon will open the **Announcement** option. A red flag shows that there are **Announcements** to be read.

 Announcements


YOU ARE HERE:  Dashboard > Announcements








**Snow Alert -School Closed** Posted by Christine Andrews on 19<sup>th</sup> January 2018.  
Due to the recent snowfall the school has been closed and will remain closed until further notice.  
Please check for updates


## Account Options

The dropdown menu beneath the **User Name**, as well as containing a link to the **Message** page and the **Logout** option has options to update and confirm **Account**, **Contact** and **Student Details**.

 Mr Moxon ▾

**Account**

-  Account Settings
-  Contact Details
-  Student Details
-  Inbox
-  Logout

**Student Details** Is the information we have on Chris correct? YOU ARE HERE:  Dashboard > Student Details

[Save](#)

**Student Details**

Legal First Name

Christopher

Legal Middle Name

Adam

Legal Last Name

Moxon

Preferred First Name


Chris

Preferred Last Name

Moxon

Former Last Name

Date of Birth

02/03/2003 

Telephone Details

005 8090 7171 

Home ▾

Email Details


chris.moxon@bromcom.com 


All Time ▾

Address Details

Bromley, BR2 8LY 

Home ▾



**BEN (Special Educational Needs)** 

**Medical**

Emergency Consent to School

Given

Linked Surgeries

Surgery

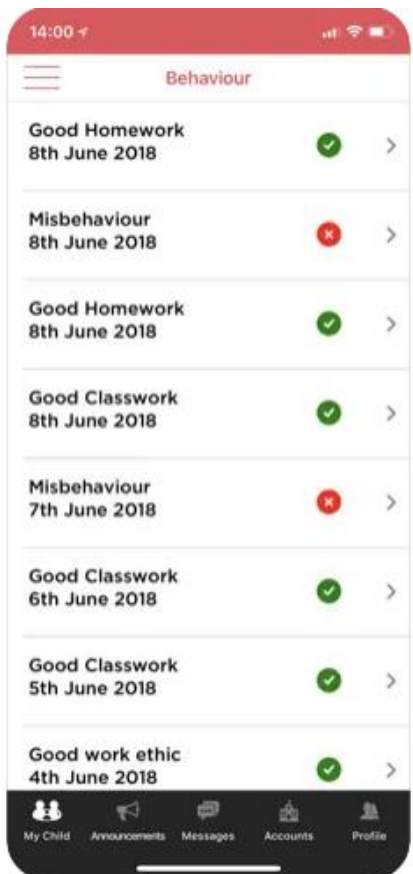
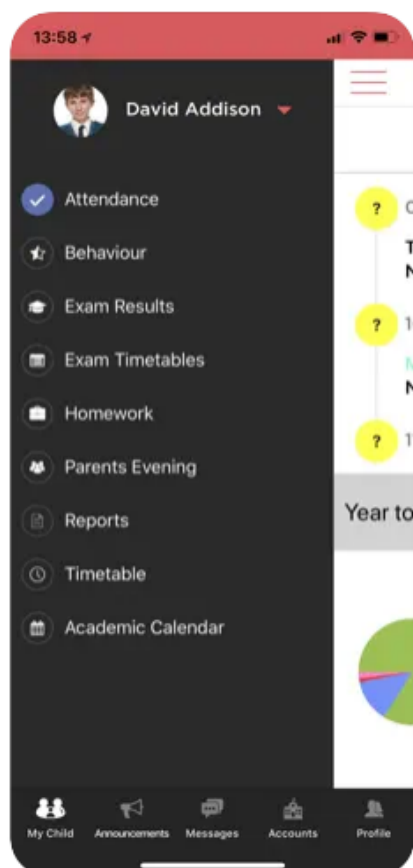
Medical Conditions

**Note:** Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes.

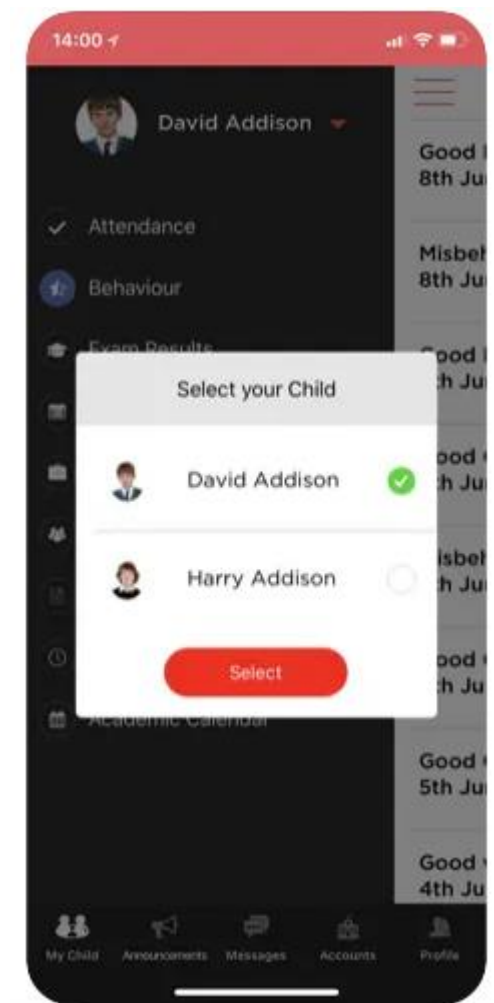
## Using the My Child at School iOS/Android App

All of the functionality available in the web portal is available in the My Child at School App on iOS and Android.

To access the menu, click on the 'three lines' icon in the top-left of any screen.



If you have multiple children at the school, you can switch between them by clicking on their name at the top of the menu, and selecting the profile you wish to view from the list provided.



If you have children at more than one school that uses the My Child at School app, if the same email is in use, your children at the other school(s) should also appear in the list for you to access.