



16th June 2025

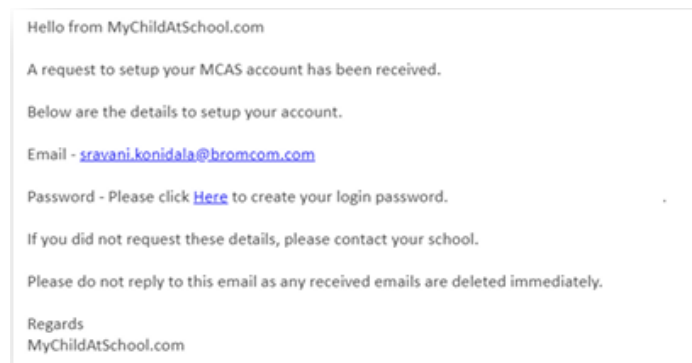
Dear parent or carer,

As mentioned in our previous communication, we are in the process of moving to a new Management Information System (MIS) called **Bromcom**. Staff have already begun using the system internally and over the coming weeks, we will begin a phased rollout to parents. By September, Bromcom will be fully in use and will replace ParentPay.

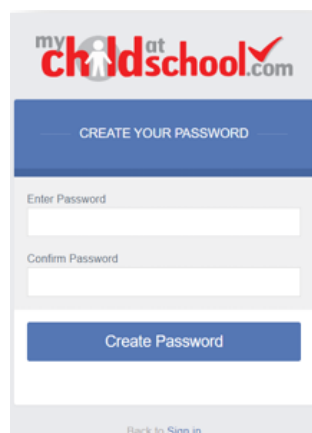
As part of this transition, we are pleased to introduce a new parent platform called **My Child at School (MCAS)**. MCAS will become our main system for managing key tasks such as payments, bookings, wraparound care and school communication. Guidance and support will be provided as each new feature becomes available to ensure a smooth and easy transition for all.

Account activation

This week, you should receive a link to set a password for your MCAS account. This link will be active for 24 hours only. If you have not received your MCAS password reset by Friday 20th June, please contact the school office to let them know.



Click the link to open the 'Create Your Password' screen. You can then create a password.



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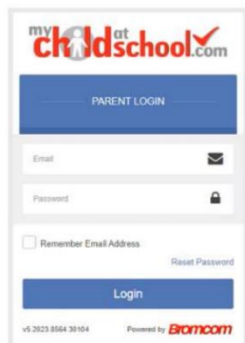
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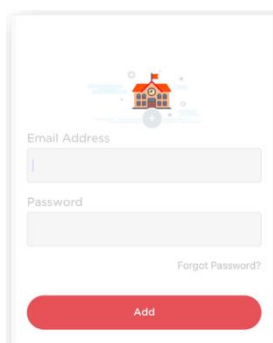
Logging in for the first time

After setting your password, you will be able to log in and access your MCAS account. The best way to access the portal is via the My Child At School Parent App, available to download on iOS and Android devices. Alternatively, the portal can also be accessed via an internet browser using a laptop or computer ([here](#)).

Once you have installed the app, you will be asked to set your 5-digit pin. You will also need to enable notifications on your mobile phone to get notifications for important messages.



Web Login

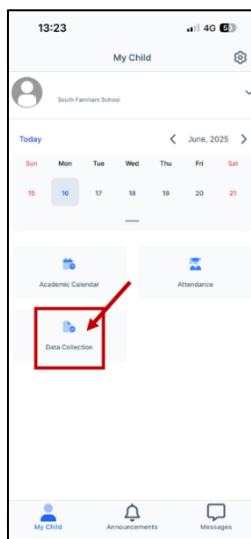


App Login

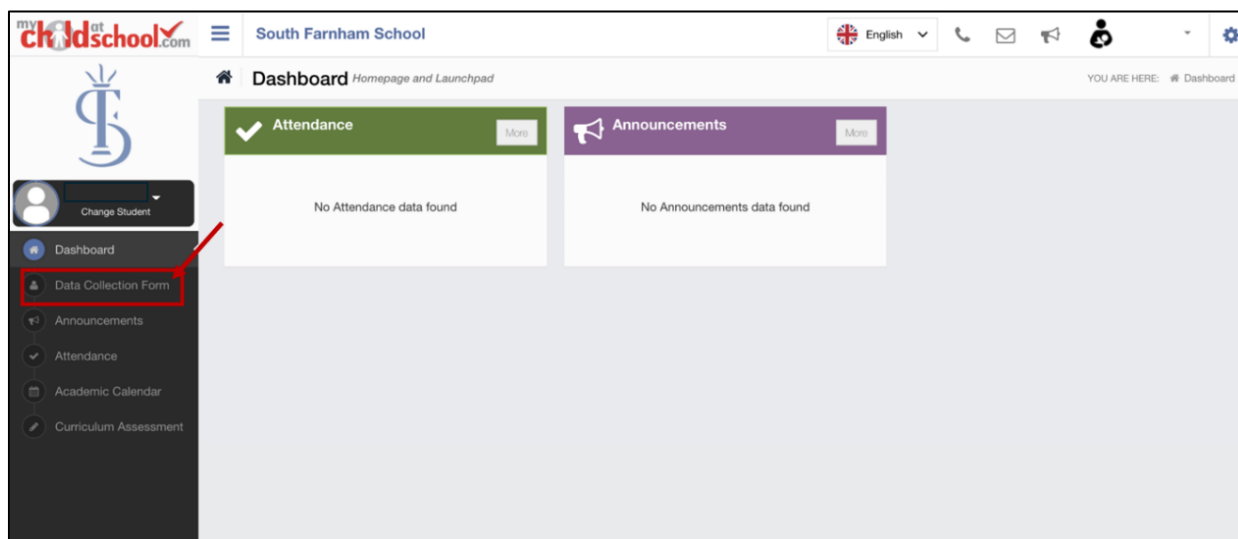
MCAS dashboard

Initially, only the **Attendance** and **Data Collection** modules will be available. Over the coming weeks, we will gradually roll out additional modules including clubs, trips, online payments, wraparound care and parental consents. Guidance will be provided as each new feature becomes available.

Please could we ask that parents use this opportunity to check that the personal information held by the school is correct. This can be done using the instructions below. Any edits will be sent to the office for confirmation.



App Dashboard



Web Dashboard



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🌐 www.southfarnhamschool.org

Headteacher: **Mrs Esther Franks**

From **Monday 30th June**, we will begin switching our main method of communication from email to app notifications. We kindly ask all parents to ensure they have downloaded and logged into the MCAS app by this date.

Please note that each parent will have their own account created.

Technical support

If you experience any issues with MCAS, please contact the school office. We will also be holding a technical support drop-in during parents' evening. These will be held in the school office at both sites as an opportunity for any parents who are struggling to access the app to receive support.

We are excited about the opportunities MCAS offers to streamline communication and simplify school services. Please keep an eye out for updates as more services become available.

Thank you for your continued patience and support.

Best wishes,

Mrs Franks
Headteacher



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