



Dear Parents/Carers,

## OPENING A SCHOOL MCAS (My Child at School) ACCOUNT

During your child's time at Westbury Park, we will ask for various consents and financial contributions for trips, dinner money, sporting events etc. All consents and contributions are made via MCAS (My Child at School). We do not accept cash or cheques in the School Office. Once your child has started attending **FULL TIME**, please follow the below instructions to set up an account.

### Creating an Account on MCAS:

1. From within the web browser type or follow link:

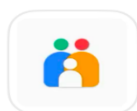
<https://www.mychildatschool.com/MCAS/MCSParentLogin>

This will open the Parent Login Screen

- Click on the SIGN-UP link on the login screen (Just below the Reset password link)
- Enter the school's postcode or school ID (BS67NU or 15384)
- Select the school from the drop-down list
- Enter your registered email (this is the one you have registered with the school)
- Click SIGN UP

You 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.

Once you have created a password, you can login from within the web browser using the link [www.mychildatschool.com](http://www.mychildatschool.com) or via the mobile app (recommended). You can find the app by going into the app store and typing in 'My Child At School'



**MyChildAtSchool**  
Bromcom Parent Portal

Open

### How to add a sibling to an existing MCAS Account:

- Log on to your existing MCAS Account/App
- Click on your child's name (top of screen on app)
- Click 'log in or add new account'
- Sign in and add details as required referring to the steps above where appropriate
- **Please note for new children in Reception you will need to wait until they are on role (usually when they begin full time).**

