

Langley Park School for Girls

Enabling everyone to thrive – acting with kindness, determination and respect.



Headteacher: Mr S Whittle, MA (Cantab), PGCE, NPQH

9 January 2025

Dear Parents,

My Child At School (MCAS)

Thank you to those parents/carers who signed up to the My Child At School (MCAS) service last term. We believe this will be a useful tool for maintaining communication between school and families.

If you have not yet actioned this, or did not receive a link, please follow the instructions from MCAS below to set up your account. In order to sign up you must use the email address this communication has been sent to as this is the one the system will recognise. Please note any set-up links sent prior to Christmas will have expired and you should sign up as set out below.

MCAS can be accessed via a web browser or the MyChildAtSchool mobile app.

Please note the school postcode is **BR3 3BE** and our School ID is **14719**.

Kind regards,

Mr P Seward
Deputy Headteacher

How to Self Sign Up for parents

Parents can access the **Parent Login** screen in two ways:

1. From within the web browser type www.mychildatschool.com, this will open the **Parent Login** screen.
2. From the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.

Once in the **Parent Login** screen parents should follow these steps:

- Click on the **Sign Up** link in the Parent Login screen.
- Enter the **school's Postcode** or **School ID**.
- Select the school from the list in the dropdown.
- Click **Continue**.
- Enter the registered email address.
- Click **Sign Up**.

Parents 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'*.

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The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue button labeled 'PARENT LOGIN'. Underneath are two input fields: 'Email' with an envelope icon and 'Password' with a lock icon. A checkbox labeled 'Remember Email Address' is present. To the right of the checkbox are links for 'Reset Password' and 'Sign Up'. A large blue 'Login' button is at the bottom. At the very bottom, it says 'v5.2023.6689.19943' and 'Powered by Bromcom'.

Parents will receive an email from **MyChildAtSchool** with a link to a **one time passcode**.

- Click on the **link** for the one time passcode.
- Enter the one time passcode.
- Click **Verify**.

The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue button labeled 'PARENT SIGN UP'. Underneath is the text 'Enter one time passcode:' followed by a text input field labeled 'One Time Passcode'. A large blue 'Verify' button is below the input field. At the bottom, there is a link that says 'Back to Login'.

As soon as the **one time passcode** has been verified, parents will be prompted to enter a **password**.

- **Enter Password.**
- **Confirm Password.**
- Click **Create Password**.

my child at school.com

CREATE YOUR PASSWORD

Enter Password

Confirm Password

Create Password

[Back to Sign in](#)

Once the password has been created, parents can login from within the web browser and type www.mychildatschool.com, or access the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.

Note: Parents should contact the school if:

- **Parental Responsibility** has not been assigned to the parent, then a message will appear *'Email address invalid. Please contact the school to gain access to your child's account.'*
- The parent's email address is not recognised..

Note: Parents should go back to the login screen if the email address already exists:

- Enter email address and password to sign into your account.
- Use **Forgot Password** if the user has forgotten their password.