

20th October 2023



**The Queen Elizabeth
Academy**

“We Can and We Will”

Dear Parents/Carers,

I am writing to inform you that from Monday 6th November, as an academy and Trust, we will be moving to Bromcom, our MIS (Management Information System), for the recording of all behaviour. This means that from this date as an academy we will no longer be recording behaviour for our students on ClassCharts. Instead, parents and carers will need to download a new communication system, **My Child At School (MCAS)**. This is available online and also as an app. We appreciate that a change from a familiar system can be unsettling, but we are reassured that the MCAS system will be able to do everything that ClassCharts can do, and more.

It is important that all parents and carers have access to My Child At School to see up to date information about achievement and behaviour events, as well as receive communications from the academy. However, please note that you will not be receiving any information until 6th November, after half term, when the system goes live. I have attached to this letter a step-by-step guide on how to download and log into the MCAS app. By the end of school today – Friday 20th October – you will receive an email to the email address that you have provided to us which will include your username and password. You will need to use this information to log into MCAS and to set up the app.

What information will I be able to see?

As we launch the MCAS app, you will be able to view:

- Attendance data
- Timetable information
- Behaviour information, including both positive and negative behaviour events
- Announcements from the academy
- A Data Collection form where you can update contact details, for example.

There will be further information added to the app in future, including a move from Parent Pay to School Money within the app, progress information and homework notifications. The reason for the move to MCAS is to ensure that all of these functions are available in one app rather than multiple apps.

You will only be able to see information about your child/children.

The final area that will be important to you as parents and carers is the ability to continue sending messages to the academy or individual teachers. This facility will also be available in the MCAS app. When you log into the app you will see the envelope message tab at the top. By clicking on this, you will be able to send a communication. It is currently only set up to go to the General Admin account, but this will be fully enabled when we go live with the system from Monday 6th November.

If you have any issues with the setting up or use of MCAS, please send an email to the following address: support-TQE@attrust.org.uk. This will be monitored by Ashraf Khalifa, our academy IT technician, who will be able to offer support.

Yours sincerely,

Mrs Alison Morris
Assistant Principal – Behaviour, Culture and Pastoral

Principal: Mr N Harding - (BA Hons) PGCE NPQH

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T: 01827 712477 E: tqe-info@attrust.org.uk W: www.tgea.attrust.org.uk

MCAS App Installation

iPhone or iPad IOS:

Click on App Store Icon



Search: My Child At School (Bromcom Parent Portal) App & Click on get



Open the App & Enter Username & Password

Android:

Click on PlayStore



Search: My Child At School (Bromcom Parent Portal) App & Click on Install



Open the App & Enter Username & Password

