

19th September 2024

Dear parents and carers

As part of the ongoing effort to improve the information and communication the school provides, we are changing our management information system (MIS) which underpins all aspects of the school's data processing systems. We have used ParentMail for a number of years for collecting all relevant types of pupil data and to enable us to communicate with parents and carers. Following a review, we have decided to replace ParentMail with a new cloud-based platform provider – Bromcom.

Bromcom is used widely across the United Kingdom and will fulfil a similar function to ParentMail. In choosing Bromcom, we are satisfied that your children's personal data would be held safely and securely in accordance with expected data security standards in order to satisfy our data protection requirements.

The following modules will be available in Bromcom:

- Notifications and communication
- Pupil details check/update/amend
- Attendance
- Parents evening booking
- Dinner/Dinner money

My Child At School (MCAS)

As a parent/carer you will be able to access the parent portal linked to Bromcom called 'My Child At School' (MCAS). Please follow the guide attached with this letter to access MCAS via a web browser or an app on your Apple or Android device.

This facility allows exclusive access to your child's attendance and also provides general useful information about school such as academic calendar and announcements.

You will receive an email link so that you can set up for your account and begin to access the features of the portal. Please note that we will cease using ParentMail.

To login to the MCAS Parent Portal you will be sent an Invitation Code via the email that the school has for you on our system. If you do not receive an Invitation Code, please contact the school for one, as you will NOT be able to access the Parent Portal without one.

NOTE: When logging in you will require our School ID which is 15032

The website and the app

I do recommend that you use a web browser to access the portal, especially when using it for the first time. Generally, the website version has the most user-friendly and detailed view, but I know that the app will naturally be a convenient way to view the information for many of you. Please do note, we cannot control the layout of the app and some things are beyond our control.

Set up guide

In order to help you get started, there is a set up guide attached. It is also available on our website. If you download either the Apple or the Android app, it is important that you **enable your notifications**.

Like all projects of this size, we have chosen to start with the basics and to approach this new venture in a careful and steady manner and once we are happy that the system is working well, we may start to add more features to it.

Communication

Communication alerts will start to appear on the app, when needed. For instance, should the school need to close due to severe weather.

I hope that you find this new platform useful and informative. Thank you for taking the time to sign up and use this system and for your continued support.

Please note, ParentMail will cease on the 30th September 2024.

Kind regards

Tracy Felstead

Headteacher