

Our ref: GSI/NWI

6 July 2026

Dear Parents and Carers

Important Update: New Parent Communication System – MyChildAtSchool (MCAS)

As outlined in our previous letter, we are introducing a new communication system called **MyChildAtSchool (MCAS)**. This platform will become our main method of communicating with parents and carers and will provide access to important information about your child's education.

We would now like to make you aware of the implementation timeline and provide you with instructions on how to **download, register and set up the MyChildAtSchool (MCAS)** app.

Timeline for the changeover to the MCAS school app:

- **Monday 6 July:** Parents and carers will receive information about the MCAS app, including instructions on how to download it and get started.
- **Friday 17 July:** ClassCharts will be disabled. From this date, the MCAS app will be the only platform through which you can access your child's information.

We will continue to use ParentPay for all balances and payments when we return in September.

Later in the next academic year, we will be moving to the payment element of the MCAS app. We will contact you in advance to let you know when this change will take place and provide any relevant information.

Please do not be concerned about any money currently held in your ParentPay account. All balances will transfer automatically to the new system, and no action will be required from parents and carers. In the meantime, please continue to use ParentPay as normal. We will communicate with you again closer to the transition to ensure you are fully informed.

How to set up the MCAS app:

Follow the link or scan the QR code below to access the web-based version of MCAS.

<https://www.mychildatschool.com/MCAS/MCSForgottenLogin.aspx>



This is a password reset link where you will be asked to enter your email address. **This must be the same email address that you have registered with the academy.**

Following the link will take you to this web page:

The image shows a web page for 'myChildschool.com' with the title 'RESET YOUR PASSWORD'. It features an email input field, a checkbox for 'I'm not a robot' with a reCAPTCHA logo, and a blue button labeled 'Send reset email'.

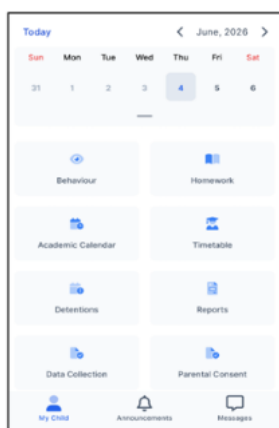
Once you have entered your details, select '**Send reset email**', then click '**Login**'.

You will be prompted to enter your email address and create a password. If your mobile device generates a password automatically, please ensure you save or copy it, as you will need it later.

You will then be logged into the web version of MCAS.

Next, download the **MCAS app** from your device's app store. You may also be able to access this directly from the webpage. You can now log into the app using the email and password you have created.

When you first download the app, you will be asked whether you wish to allow notifications. You must allow notifications to receive communication from the academy. If you do not allow notifications at this stage, you will need to delete and reinstall the app to enable them.



Your app home page will now look like this.

If this process does not work, it is likely that your email address is not recorded correctly in our system. Please contact us at: enquiries@stwacademy.com

For the first few weeks, while we complete the transition and finalise the system setup, parents will have access to a limited number of features within the system, including the student timetable, consents, and student details pages.

When we return in September, you will be granted access to the full range of MCAS features, including behaviour records, detentions, and attendance information.



Further support

If you experience any difficulties setting up or accessing the MCAS app, please contact the academy and a member of our team will be happy to assist you. Support can be accessed via enquiries@stwacademy.com or by contacting the academy reception. Further guidance, frequently asked questions and user guides can be found on our website.

Please click the following link or scan the QR code for help and guidance.

[Sir Thomas Wharton Academy - My Child at School App \(MCAS\)](#)



Thank you for your ongoing support. We hope that bringing key information and communication together in one place will make it easier for families to stay connected with academy life and support students' education.

Yours sincerely

Mr G Sills
Vice Principal

