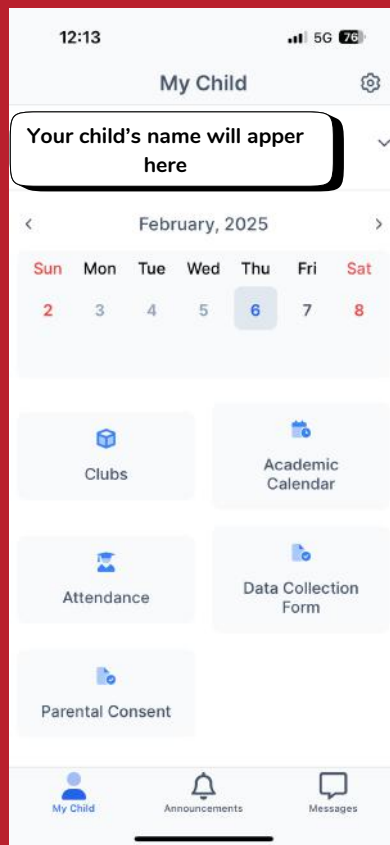




An Introduction to Bromcom - Bromcom is the overall umbrella for our school information management system. Within Bromcom is a parent portal, called My Child At School (MCAS).

Through MCAS parents/carers are able to access / share information about their child/ren either by using a web browser www.mychildatschool.com or by downloading the MCAS app via the Apple or Android stores - links to these apps can found on the front of this brochure. Simply click the relevant store QR code to download the app.

MCAS is a portal enabling you to view your child's school information. This facility will allow access to general useful information about school such as the Academic Calendar and Announcements. To login to the MCAS Parent Portal you will need to have a valid email address registered with the school. You can choose to self register using the code 15206 or request an Invitation Code from the School Office. You will NOT be able to access the Parent Portal without a registered email address with the school



If you have more than one child, use the drop down arrow to view siblings at Boxgrove. This will also allow you to view siblings at other schools if they use Bromcom and you are registered with them.



Contact:



01483 563701



www.boxgrove.surrey.sch.uk



office@boxgrove.surrey.sch.uk



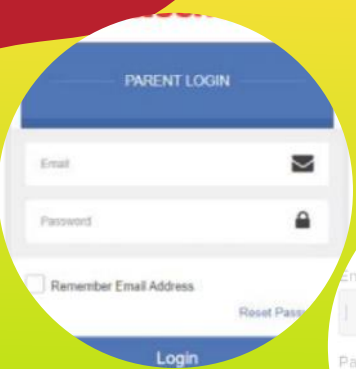
Boxgrove Lane, Guildford, Surrey GU1 2TD



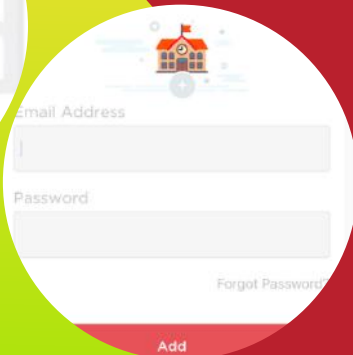
Boxgrove
Primary
School

My Child at School (MCAS) Parent Guide





Web Browser Login



App Login Screen

How to login

STEP 1 - Once you have downloaded the app or are logged into MCAS via a web browser - (www.mychildatschool.com) add select 'Sign-up'.

STEP 2 - Add school ID **15206**.

STEP 3 - Enter your email address registered with school and click sign-up.

If you already use MCAS at another school your child will be added to your current account. You are able to switch between different schools.

What information will you be able to view?

- Attendance
- Clubs
- Communication (messages/announcements)
- Parents' Consultation appointments (March and November)
- Parental Consent e.g., photos, school trips etc.,
- Pupil/home details - view/amend your Data Collection Sheet (information the School holds about you and your child).



Introduction Letter

Please [click here](#) or visit our school website (Parents, Parent Hub, iBromcom) to view a copy of the launch information shared with parents/carers on Friday, 7 February 2025.



Clubs

View and book school run clubs.

What information will you be able to see?



Communication

Messages/announcements from school. Parents/carers are able to report absences, share medical appointments, or last minute changes to collection arrangements.



Parents' Consultation

Book appointments for Parents' Consultation in November and March.



Parental Consent

Confirm permissions for school trips, photos etc.



Data Collection Sheets

This is information you have provided us with. We have defined what information relating to your child and your personal details you can view, edit and in addition some fields may be set as required which means you have to complete them if they are blank or check/amend them if they are incorrect.