

# Langley

## Grammar School

Parent Guide:

# Getting set up on Bromcom

March 2025



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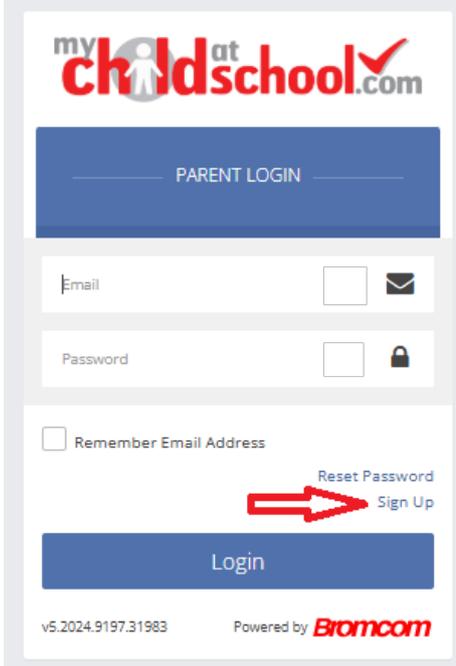
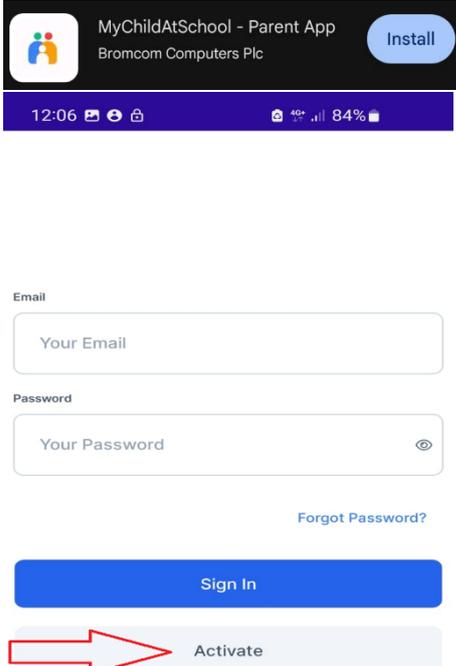
## Introduction



We understand how important it is for parents to receive timely information about how their child is doing in school. My Child at School (MCAS) is a portal through which parents can access and update information for their child.

- MCAS can be accessed on any internet browser or through the free app (available on Google Play Store or Apple App Store).
- When you log in, you will be able to see your child's attendance information, reports, term dates and a range of other useful information.
- You can request to update both your own and your child's contact information and, when the school is ready later this year enrol them in \*clubs.
- If you're using the mobile app you will also receive important updates or notifications through this.

## Get Started – set up my password

|                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                             |                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <p>Open in a web browser:<br/><b>www.mychildatschool.com</b></p> <p>Click <b>“Sign Up”</b> on the login screen.</p> <p><b>OR</b></p> <p>Install <b>MyChildAtSchool</b> mobile phone app</p> <p>Click <b>“Activate”</b> on the login screen</p> <p>Link to apps:<br/><a href="#">Android/Google Play Store</a><br/><a href="#">Apple/App Store</a></p> <p>N.B. Enable app notifications if requested during install</p> | <p><b>Web browser</b></p>  | <p><b>Mobile app</b></p>  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Enter the <b>School ID: 15430</b></li></ul> <p><b>or</b></p> <ul style="list-style-type: none"><li>• Enter the <b>school's Postcode: SL37QS</b></li></ul> <ul style="list-style-type: none"><li>• Select the school (<b>Langley Grammar School</b>) from the dropdown (if requested).</li><li>• Click <b>Continue</b>.</li><li>• Enter the <b>email address</b> you gave when registering your child with the school. If more than one child is registered with that email address, you will be prompted to select the relevant profile from a list.</li><li>• Click <b>Sign Up</b>.</li><li>• You will see the message <i>'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'</i>.</li></ul> |   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- Parents will receive an email with a link to a one time passcode.
- Click on the **link** to see the one time passcode.
- Enter the one time passcode on your MCAS login screen.
- Click **Verify**.

If you did not receive an email please check your spam/junk folders.

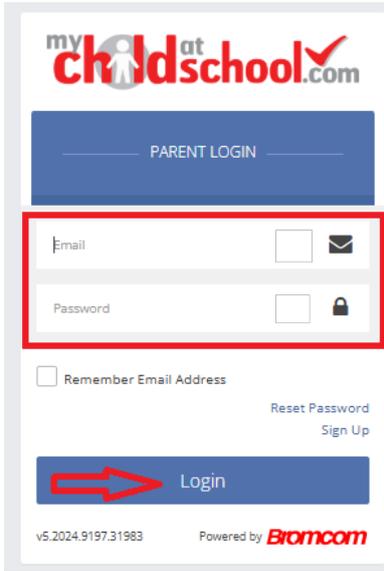
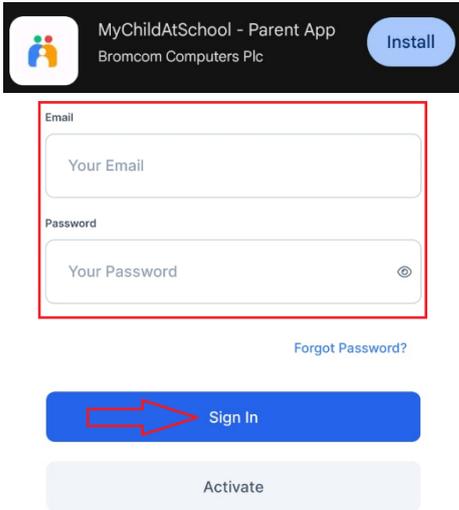
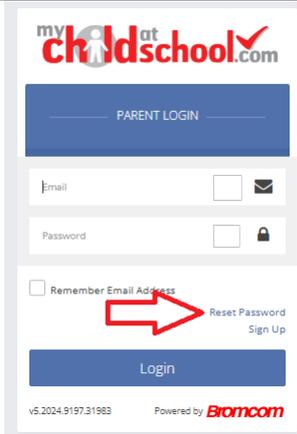
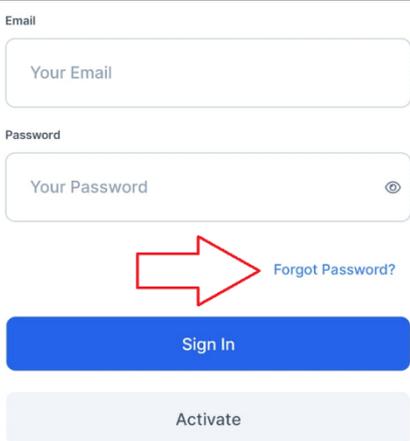
Once the one time passcode has been verified, parents will be prompted to create a password.

- Enter new password.
- Confirm new password.
- Click **Create Password button**

Now click the "Back to login" button to log in

See next page of this guide for instructions on logging in.

# Log in to the MCAS portal

|                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                             |                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Use your email and new password to sign in:</p> <p>Open in a web browser:<br/><b>www.mychildatschool.com</b></p> <p>OR</p> <p>Install <b>MyChildAtSchool</b> mobile phone app</p> <p>Link to apps:</p> <p><a href="#">Android/Google Play Store</a></p> <p><a href="#">Apple/App Store</a></p> <p>N.B. Enable notifications when you install the app, to get notifications for important messages from the school.</p> | <p><b>Web browser</b></p>  | <p><b>Mobile app</b></p>  <p>Set additional 5 digit pin, and (optional) biometric:</p>  |
| <p><b>Forgotten your password?</b></p> <p>Click "Reset Password" in web browser or "Forgot Password" in the mobile app</p> <p>Follow the onscreen instructions</p>                                                                                                                                                                                                                                                        |                          |                                                                                                                                                                           |

## What can I do once logged in?

### Side menu bar (screenshot from web version)

**Dashboard** – quick view of key data

**Data Collection Form** – view and request changes to key data for your child and yourself (may be easier to edit on website)

**Announcements** – schoolwide messages, e.g. snow day

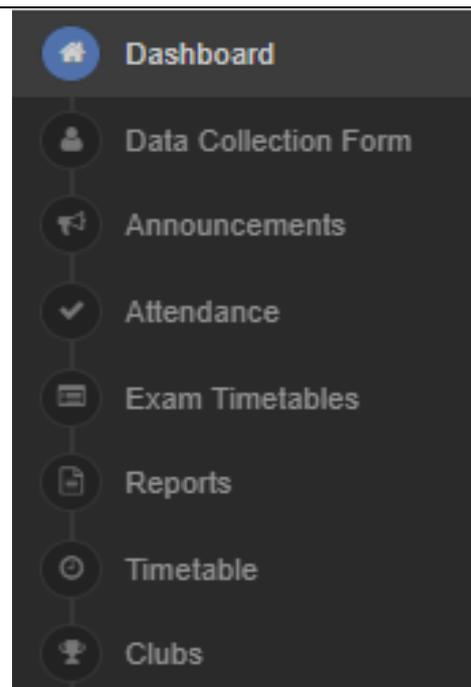
**Attendance** – view attendance across years and subjects

**Exam timetables** – view exam timetables

**Reports** – view key school reports

**Timetable** – view scheduled classes

**Clubs** – enrol your child in school clubs



### Top Menu Bar (screenshot from web version)

 - switch app to another language.

English, French and Welsh available so far.

 - view main school contact details

 - read key messages sent to you by the school. These will also arrive via email.

N.B. please continue to also check your email as not all messages will be sent via the portal.

 - read app and schoolwide announcements, e.g. snow day

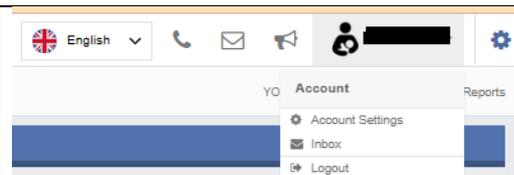
 - manage your account including pin and password settings

#### Account

 Account Settings

 Inbox

 Logout



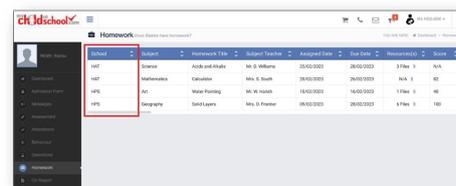
## Multiple children using MCAS?

Click on your child's name in top right to toggle between children.

Children across multiple schools?

Choose the relevant profile when logging in.

Please note the **Homework**, **Exams** (Results and Timetables) and **Timetable** pages will show the data for all schools merged together.



## How to book a club

(Note – this feature is not available yet).

Open the “Clubs” module (screenshot from web version)

Click on the club, e.g. “Chess club”

Click “Enrol now” on the popup

When clubs are full you can enrol on waiting list, if available.

Note: Only the chess club is open for bookings at the moment. There is no change to how we book other clubs for now.

Available Clubs (click or tap a club to view more details and sign up)

| Club Name  | Teacher      |
|------------|--------------|
| Chess Club | Mr S Mtshali |

Type: Club

Club Name: Chess Club

Description: Chess Club;

Next Session:

Start Time: 13:30

Session Length: 40 mins

Attachments: Flyer with i club.pdf

[Enrol Now](#) [Close](#)

For more information on MCAS please click [this link](#).