

Successfully Enrolling your child at Meden School – step by step guide

Meden School holds basic details of every child that is allocated to our school but as a Parent/Carer we need you to complete the following steps to successfully enrol your child on our system.

STEP 1- ACCESSING THE MCAS APP OR WEBSITE.

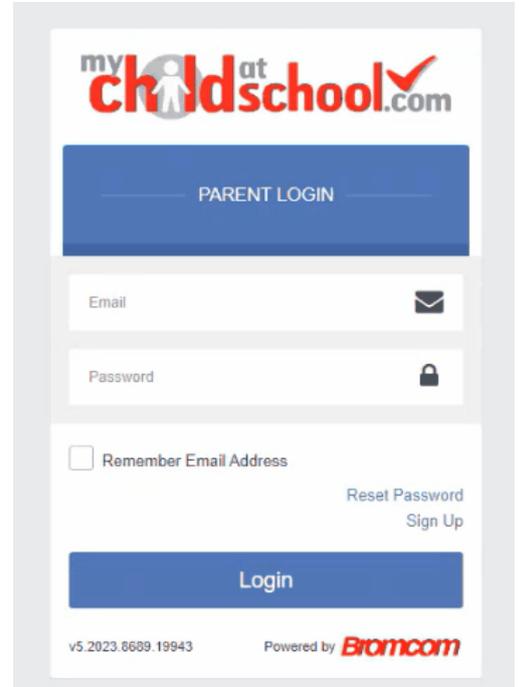
You can access the **Parent Login** screen in two ways:

1. From a web browser type <http://www.mychildatschool.com>, this will open the **Parent Login** screen.
2. Download the MCAS app from the APP store or for Google Play store. This is a free app. Once downloaded open the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.

Once in the **Parent Login** screen **NEW PARENTS** should follow these steps:

- Click on the **Sign Up** link in the Parent Login screen.
- Enter the **school's Postcode** (NG20 0QN) or **School ID** (11556).
- Select the school from the list in the dropdown.
- Click **Continue**.
- Enter the email address you have registered with school (this will be the same as when you applied for a school place)
- Click **Sign Up**.

You will see the message *'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'*.



You will receive an email from **MyChildAtSchool** with a link to a **one time passcode**. If the email doesn't arrive in your in box, please make sure you check your 'junk or spam' folder!

- Click on the **link** for the one time passcode.
- Enter the one time passcode.
- Click **Verify**.

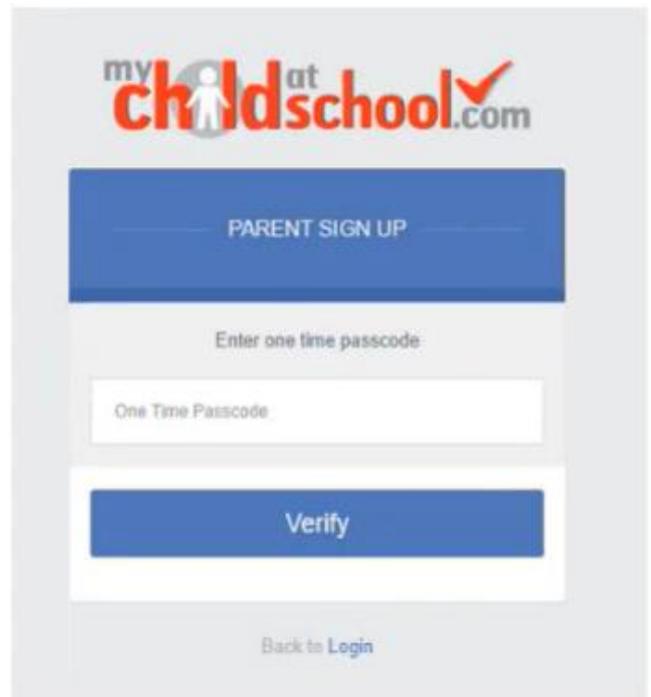
As soon as the **one time passcode** has been verified, you will be prompted to enter a **password**.

Once your password has been created, you can login from within the web browser or by opening the app.

EXISTING PARENTS/CARERS

If you already have a child at Meden School you will already have an account setup and will be able to switch between children once logged in.

If you do not remember your password please use the 'Reset Password' link on the PARENT LOGIN screen.



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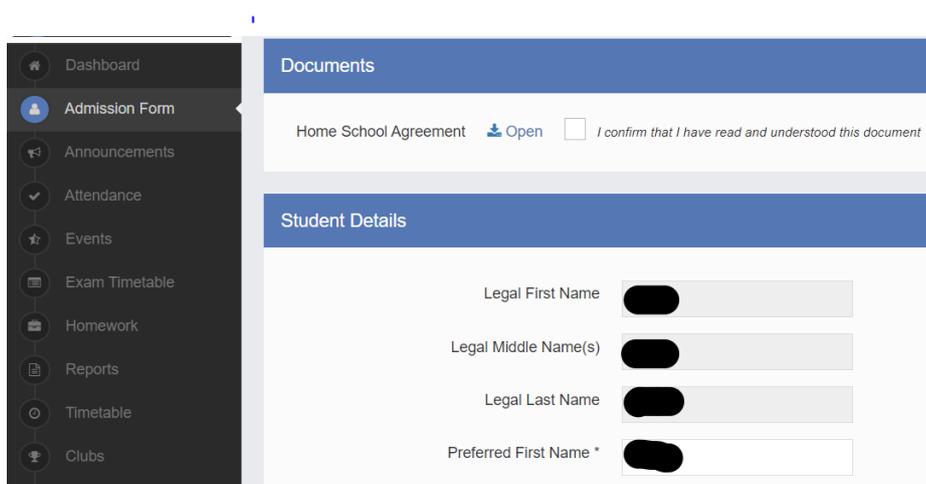
Note: You should contact school if you are unable to login or have any of the issues below.

- 'Email address invalid. Please contact the school to gain access to your child's account.'
- Your email address is not recognised. Contact school to update your email address.
- If you have more than one child at school and you can't see them in the APP.

Contact us e-mail: office@medenschool.co.uk

STEP 2 - ONCE YOU HAVE ACCESS TO THE APP

- Access the '**ADMISSION FORM**'



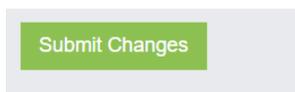
The screenshot shows the 'Admission Form' section of the app. On the left is a dark sidebar with icons for Dashboard, Admission Form, Announcements, Attendance, Events, Exam Timetable, Homework, Reports, Timetable, and Clubs. The 'Admission Form' option is highlighted. The main content area has a blue header 'Documents' and a list item 'Home School Agreement' with a download icon and an 'Open' link. Below this is a checkbox with the text 'I confirm that I have read and understood this document'. Underneath is another blue header 'Student Details' followed by four input fields: 'Legal First Name', 'Legal Middle Name(s)', 'Legal Last Name', and 'Preferred First Name *'. The first three fields have blacked-out text, while the last one is empty.

- Open and read the **HOME SCHOOL AGREEMENT** - you must tick the box to confirm you have done this



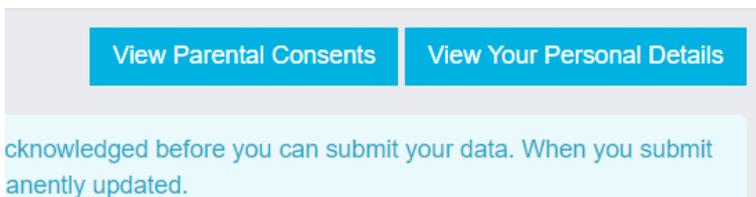
This is a close-up of the 'Documents' section. It shows a blue header 'Documents' and a document entry 'Home School Agreement' with a download icon and an 'Open' link. Below the document entry is a checkbox with the text 'I confirm that I have read and understood this document'.

- Completed the boxes below - please note the fields with * beside them must be completed
- **Submit changes** at the top of the page



A close-up of a green button with the text 'Submit Changes' in white.

- Click on **View Your Personal Details** (Top right)

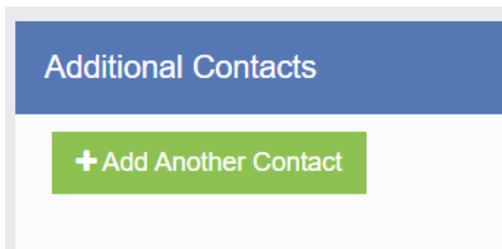


This block shows two blue buttons: 'View Parental Consents' and 'View Your Personal Details'. Below the buttons is a light blue notification box with the text: 'I have acknowledged before you can submit your data. When you submit your details, they will be automatically updated.'

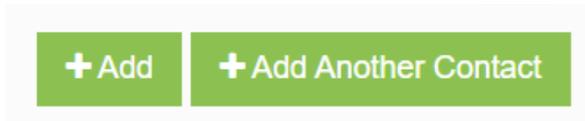
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- Check and amend all of your details. The priority is the order in which we will contact you in case of emergency.
- We need to have at least 2 contact numbers for safeguarding reasons, so please add an additional contact by clicking on the

+Add another contact



Once you have completed all field click +Add - you can continue to add additional contacts.

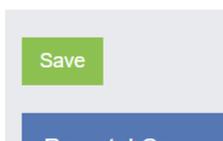


- Click on View Parental Consents at the top of the page



Please make your selection by ticking yes or no for each section.

Click on Save



If you have any medical information you need to provide to us then please email office@medenschool.co.uk

Similarly, if there are any individual family circumstances/ court orders etc that we need to be aware of please let us know on the same email address.

Our contact information is at the top of the MCAS page for your reference. This is where you will receive any messages/ announcements we send out to Parents/carers.

