

MCAS Parent Guide

MyChildAtSchool [MCAS]



Introduction

MyChildAtSchool [MCAS] is a portal enabling parents to view their child's academic performance in real-time via a web browser. This facility allows exclusive access to the child's **Attendance**, **Assessment** and **Behaviour** whenever the parent/carer wishes. As well as student performance data, the portal also provides general useful information about school such as the **Academic Calendar** and **Announcements**.

In summary, **MyChildAtSchool** provides:

- Access to real-time **Attendance**, **Assessment** and **Behavioural** data
- An insight to parents on their child's schoolwork (homework topics etc.)
- Communication facilities to improve contact between parents and schools
- Instant access to **Published Reports** and **Letters**
- Option to purchase **Items**, join **Clubs** or book **Trips**

Note: The information in this guide is based on all the modules being available to the school. Some options like **Behaviour** or **Assessment** may not be used by the school, therefore these will not be available on your **Home Page**.

Note: This guide will explain all of the options available to a MyChildAtSchool User. Your school may not have the modules that enable all of these options so you may not see all of them when you view MyChildAtSchool. Also some of the options are configurable and the school may not give access to all of the options for example access to staff e-mails. The school also has configuration options of Colour, Menu Titles and Sub Menu Titles so these may also differ from the images in this guide

Note: If you have any issues logging into your account, please contact the school directly and not Bromcom. Bromcom only supply the software, the school maintain User login details.

How to Access MCAS

To login to the **MCAS Parent Portal** you will need to have a valid e-mail address registered with the school and an **Invitation Code** which the school would have sent to you. If you do not have an **Invitation Code** please contact the school for one, as you will **NOT** be able to access the **Parent Portal** without one.

From within your web browser type www.mychildatschool.com this will open the login page.

The image displays two side-by-side screenshots of the MyChildAtSchool.com website interface.

Left Screenshot (Parent Login):

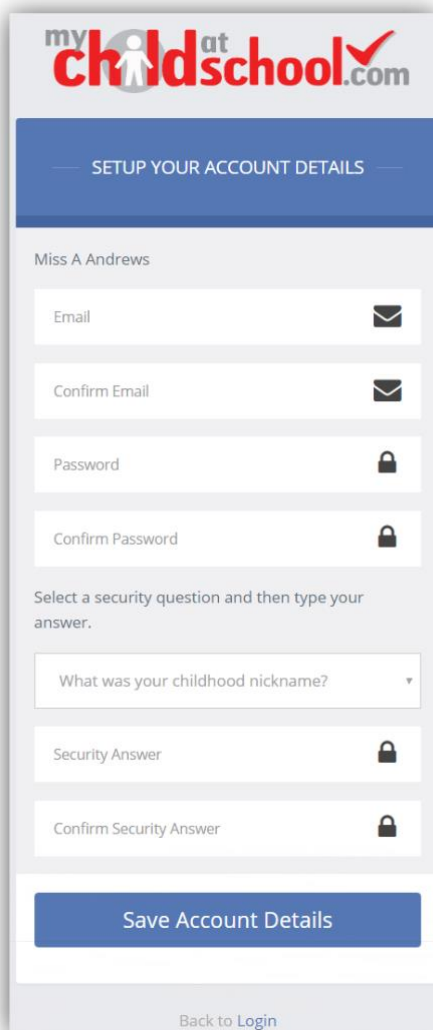
- Header: my child at school.com
- Section: PARENT LOGIN
- Fields: Your School ID, Your User Name, Password
- Checkbox: ☒ Remember School ID and Username
- Links: [Forgotten Login Details?](#), [Redeem Invitation Code?](#) (highlighted with a red box)
- Button: Login
- Footer: v5.2019.7195.22715, Powered by Bromcom

Right Screenshot (Redeem Invitation Code):

- Header: my child at school.com
- Section: REDEEM YOUR INVITATION CODE
- Fields: School ID, Username, Invitation Code
- Checkbox: ☐ I'm not a robot (with reCAPTCHA logo)
- Button: Redeem Code
- Link: [Back to Login](#)

Click on the **Redeem Invitation Code?** link and enter your **School ID**, **Username** and the **Invitation Code**, which will be a unique 10 character alphanumeric code, [which can only be used once to setup the **Account**], tick the **I'm not a robot** box and click on the **Redeem Code** button.

You will then be asked to **Setup** your **Details**, enter the required information to setup the **Login Details** and click on the **Save Account Details** button, a message will be displayed that the new **Login** setup has been successful and you will be returned to the **Login** page.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'SETUP YOUR ACCOUNT DETAILS'. The form is for 'Miss A Andrews' and includes the following fields: 'Email' (with an envelope icon), 'Confirm Email' (with an envelope icon), 'Password' (with a lock icon), 'Confirm Password' (with a lock icon), a security question dropdown menu (currently showing 'What was your childhood nickname?'), 'Security Answer' (with a lock icon), and 'Confirm Security Answer' (with a lock icon). At the bottom is a blue button labeled 'Save Account Details' and a link labeled 'Back to Login'.

An e-mail will also be sent to the e-mail address entered asking for the **Login** information to be verified, if this is not verified the you will not be able to **Recover Account Details** or change the **Password** in the future.

Dear MyChildAtSchool user,

Thank you for setting up your username and password retrieval details.

Security Question:
What was the name of your first pet?

Answer:
S****

Please click [Here](#) to validate this information – If you do not validate the details provided you will not be able to retrieve a forgotten username or password on-line.

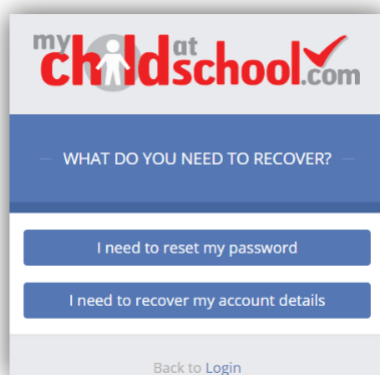
A pop-up reminder will appear every time you log into MyChildatSchool until you validate these details.

Please do not reply to this email as it is automatically generated.

Kind Regards
MyChildAtSchool.com

You will now be able to **Login** using your new **Login Details**.

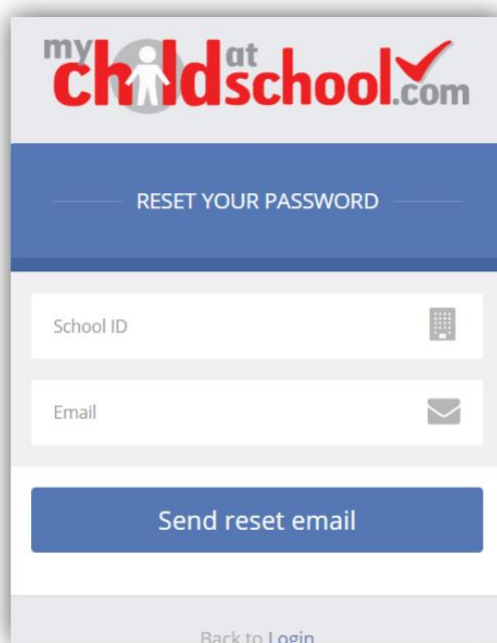
If you should forget your **Login Information**, clicking on the **Forgotten Login Details?** link will allow you to reset your **Password** or **Recover Account Details**.



The screenshot shows the MyChildAtSchool.com login page. The header features the logo. Below it, a blue bar contains the text "WHAT DO YOU NEED TO RECOVER?". Underneath this bar are two buttons: "I need to reset my password" and "I need to recover my account details". At the bottom of the form is a link that says "Back to Login".

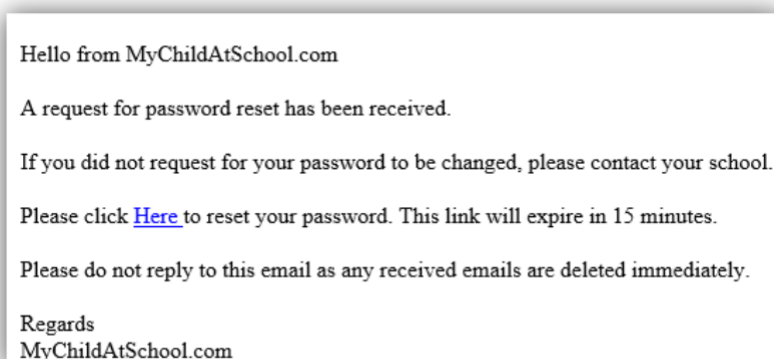
Reset Password

Selecting the **I need to reset my password** option will open the **Reset Password** window, where you will be asked to enter the **School ID** and **Email** address then click the **Send Reset email** button.



The screenshot shows the "RESET YOUR PASSWORD" form on the MyChildAtSchool.com website. It has a blue header with the text "RESET YOUR PASSWORD". Below the header are two input fields: "School ID" with a phone icon and "Email" with an envelope icon. At the bottom of the form is a large blue button labeled "Send reset email". A link at the very bottom says "Back to Login".

An e-mail will be sent to the verified e-mail address entered, click on the **Here** link.



Hello from MyChildAtSchool.com

A request for password reset has been received.

If you did not request for your password to be changed, please contact your school.

Please click [Here](#) to reset your password. This link will expire in 15 minutes.

Please do not reply to this email as any received emails are deleted immediately.

Regards
MyChildAtSchool.com

my child at school .com

RESET YOUR PASSWORD

"What was the name of your first pet?"

Change image
Get Audio Code

Type the code from the image

Verify Answer

Back to Sign in

my child at school .com

RESET YOUR PASSWORD

Password updated and confirmation email sent

Back to Sign in

The **Security Question** set previously will be asked and the **Code** from the image will need to be entered, then click the **Verify Answer** button, a new page will show that the requested changes have been made and a confirmation e-mail will be sent.

Hello from MyChildAtSchool.com

Your password has been successfully updated

If you did not change your password, please contact your school.

Please do not reply to this email as any received emails are deleted immediately.

Regards
MyChildAtSchool.com

Recover Login Details

Selecting the **Recover my login details** option will open the **Recover login Details** window, where you will be asked to enter the **School ID** and **Email** address then click the **Recover my login details** button.

my child at school .com

RECOVER YOUR LOGIN DETAILS

Enter the School ID and email that you have registered with your MyChildAtSchool account below.

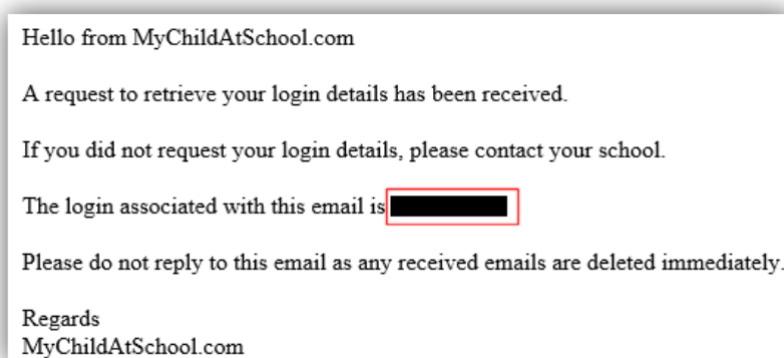
School ID

Email

Recover my login details

Back to Login

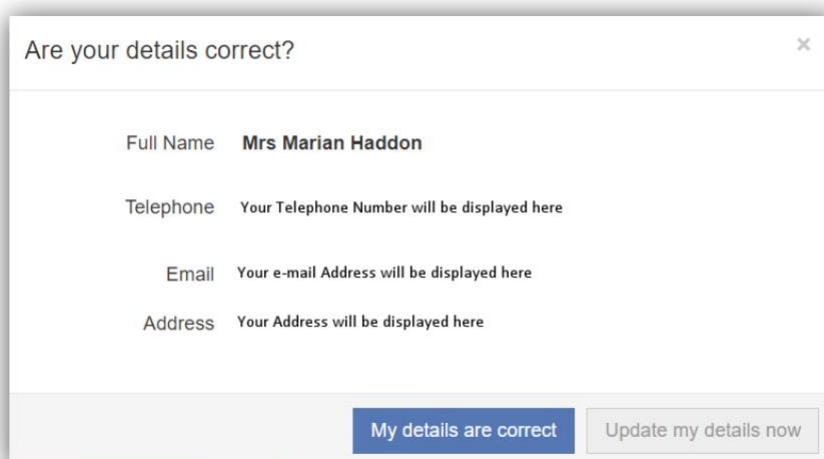
An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].



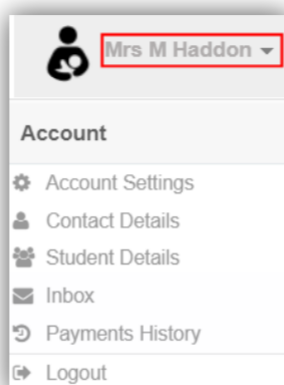
Account Options

On first login to **MCAS** your **Contact Details** will be displayed, if they are correct click on the **My details are correct** button, if they are not click on the **Update my details now** button and update your **Details** and **Save** when finished.

The school set the frequency this option appears, it maybe just once or every 30 or 60 days etc., allowing for new phone numbers or changes to e-mails to be updated.

A dialog box titled "Are your details correct?". It contains four fields: "Full Name" with the value "Mrs Marian Haddon", "Telephone" with the placeholder "Your Telephone Number will be displayed here", "Email" with the placeholder "Your e-mail Address will be displayed here", and "Address" with the placeholder "Your Address will be displayed here". At the bottom, there are two buttons: "My details are correct" (blue) and "Update my details now" (grey).

These details can be updated at any time from the **Account** option, by clicking on the down arrow right of your name and selecting the option from the dropdown menu.



Note: What will be displayed in these options is dependent on the school. Therefore not all of these options may be visible to you.

The **Account Settings** page contains the **Reset Password**, **e-mail Address** (that will be used with **MyChildAtSchool**) and the **Security Details** options.

The screenshot shows the 'Account Settings' page with a green 'Update' button highlighted in a red box. The page has a breadcrumb trail: 'YOU ARE HERE: Dashboard > Account Settings'. The 'Reset Password' section contains three input fields: 'Current Password', 'New Password', and 'Re-enter New Password'. The 'Email Address' section contains one input field labeled 'Email address' and a light blue informational message: 'This is the email address that MyChildAtSchool will use when you request forgotten user account details'. The 'Security Details' section contains a dropdown menu for 'Question' (currently showing 'What was your childhood nickname?') and an input field for 'Answer' (currently showing 'Security Answer').

Update the information and click on the **Update** button to save.

The **Contact Details** page contains the **Personal Details** of the User.

The screenshot shows a web interface for 'Contact Details'. At the top, there's a header with a user icon, the title 'Contact Details', a subtitle 'Is the information we have correct?', and a breadcrumb trail 'YOU ARE HERE: Dashboard > Contact Details'. A green 'Save' button is highlighted in the top left. Below this is a blue bar labeled 'Personal Details'. A light blue notice box states: 'Please note - Any amendments will first be approved by Helpdesk Test Portal administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.' The form contains several sections: 'Legal Full Name' with a dropdown for 'Mrs' and text boxes for 'Marian', a middle box, and 'Haddon'; 'Honours' with an empty text box; 'Salutation' with a dropdown showing 'Mrs M Haddon'; 'Preferred Form of Written Contact' with a dropdown for 'Mail'; 'Member of UK Armed Forces' with an unchecked checkbox. There are three sections for contact details: 'Telephone Details' with fields for 'Your Mobile Number' (dropdown 'Mobile', red 'Delete' button) and 'Telephone' (dropdown 'Select'); 'Email Details' with fields for 'Your e-mail address' (dropdown 'Home', red 'Delete' button) and 'Email address' (dropdown 'Select'); and 'Address Details' with fields for 'Your Address' (dropdown 'Home', red 'Delete' button), 'Postcode' (green 'Find' button), and a dropdown with a green 'Select' button.

Update the information by using the dropdown menus and the **Delete** buttons to remove out of date information and click on the **Save** button to save.

Note: Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.

Note: The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

The **Student Details** page contains the **Student Details**, **SEN (Special Educational Needs)** and **Medical Information**.

Student Details Is the information we have on Emma correct? YOU ARE HERE: [Dashboard](#) > [Student Details](#)

[Save](#)

Student Details

Please note - Any amendments will first be approved by [Helpdesk Test Portal](#) administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.

Legal First Name

Legal Middle Name

Legal Last Name

Preferred First Name

Preferred Last Name

Former Last Name

Date of Birth

Telephone Details

Your work Phone <input type="text"/>	Work <input type="text"/>	Delete
Your Home Phone <input type="text"/>	Home <input type="text"/>	Delete
Your mobile Phone <input type="text"/>	Mobile <input type="text"/>	Delete
Telephone <input type="text"/>	Select <input type="text"/>	

Email Details

Your e-mail Address <input type="text"/>	Select <input type="text"/>
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Address Details

1, Acer Road, Westerham, Bt	Home <input type="text"/>	Delete
postcode <input type="text"/>	Find	Select

SEN (Special Educational Needs)

Provisions

Provision (Stage)	Date Placed on Stage	Review Date	End Date

Needs

Priority	Type of Need	Start Date	End Date	Notes

Medical

NHS Number

Blood Group

Emergency Consent to School

Paramedical Support

Doctors

Linked Surgeries

Medical Conditions

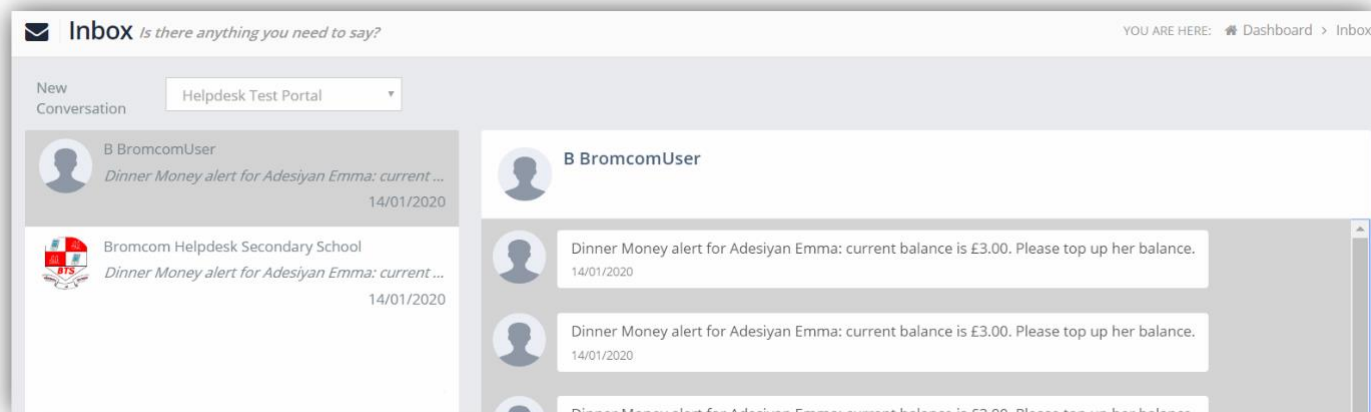
Disabilities

Only the **Student Details** can be updated, once done click on the **Save** button to save.

Note: Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.

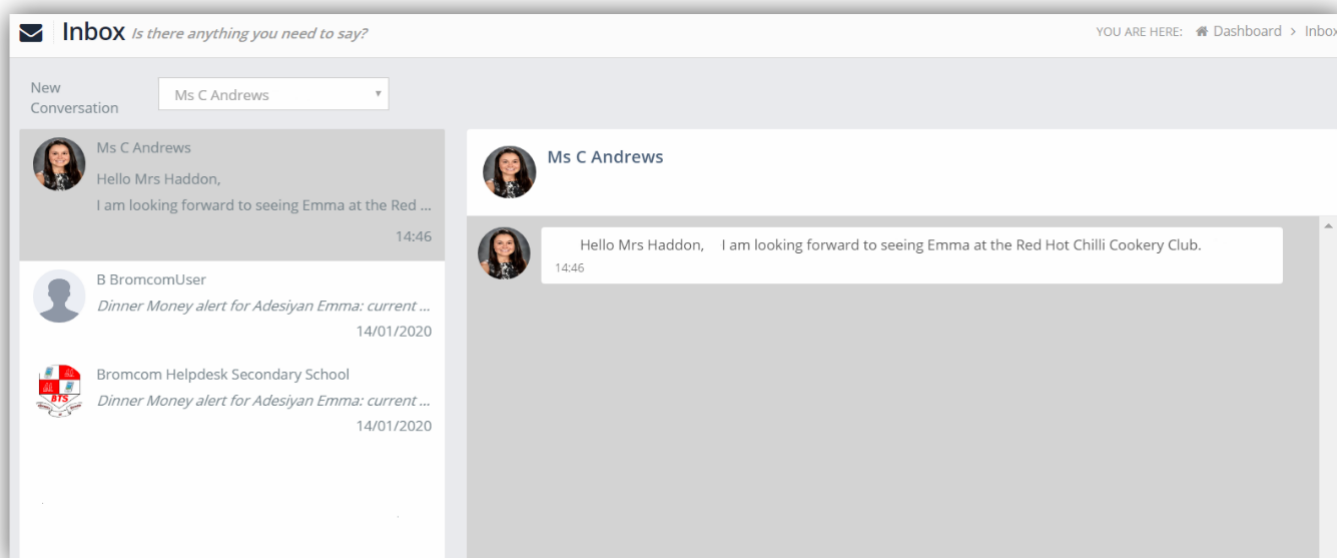
Note: The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

The **Inbox** page contains any **Conversations** between the school and the **User**.

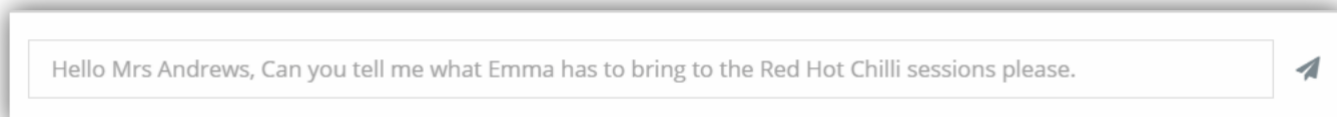


The left panel displays the latest **Conversations**, clicking on one of these will display the content of the **Conversation** in the right panel.

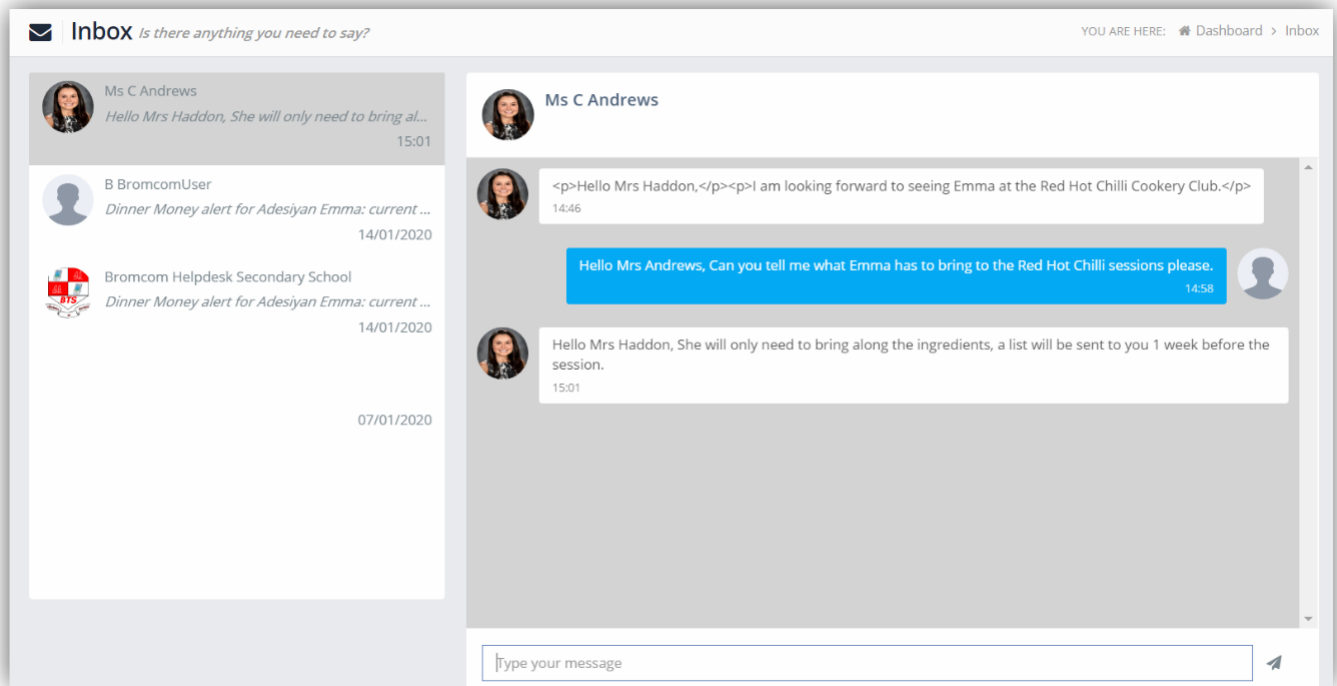
To select a **Conversation** with a particular member of staff, select them from the dropdown list.



To start a new **Conversation** with a member of staff select them from the dropdown list and enter your message at the bottom of the page and click on the **Flight** icon.



You will then be able to follow the **Conversation** and reply.

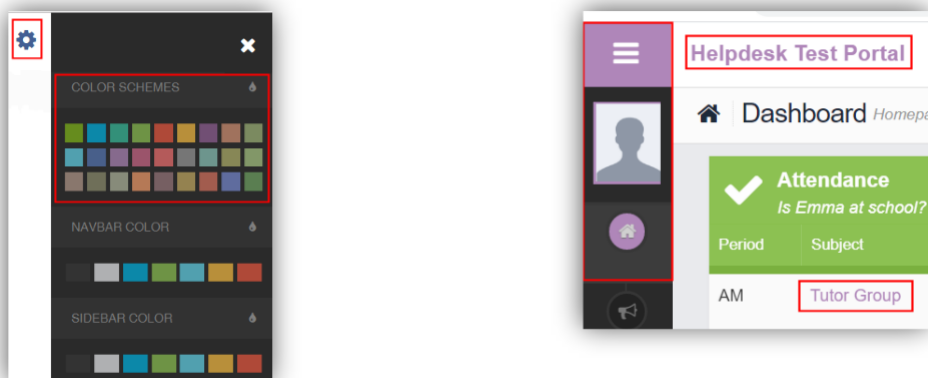


Note: The **Helpdesk Test Portal** in the dropdown list box is the name of the **Database** being used for this Guide, the name of the school would be here.

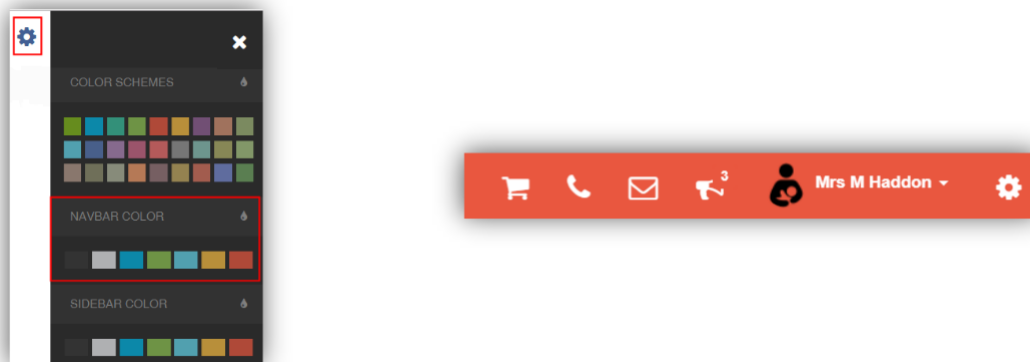
Customising the Pages

The **Colour Scheme** option allows the **Homepage** to be customised.

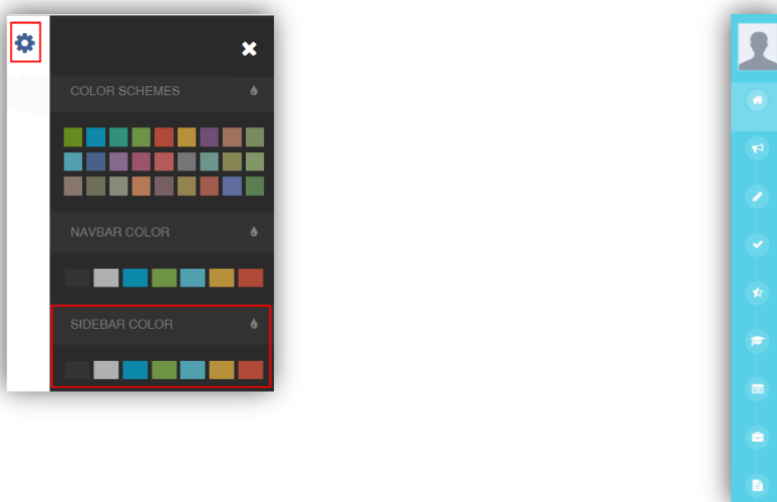
Selecting a colour from the **Colour Schemes** section will change the colour of the header bars and the text.



The **Navbar Colour** option will change the background colour of the **Navbar**.

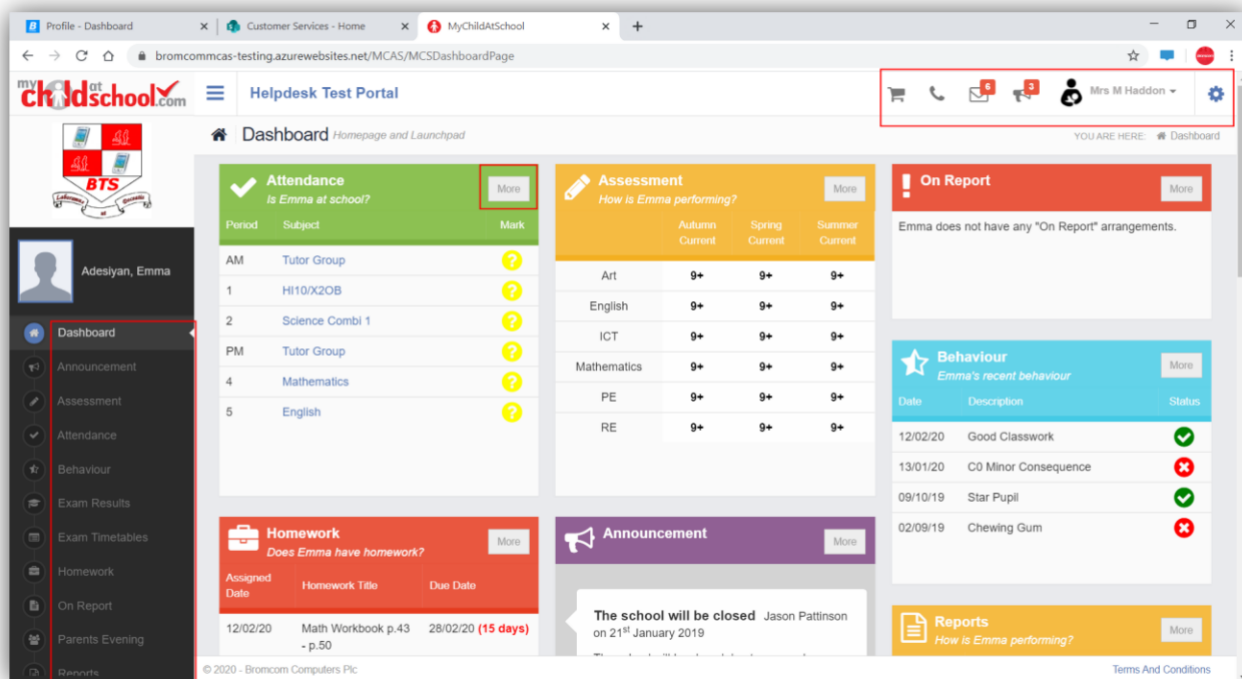


The **Sidebar Colour** option will change the colour of the **Menu Bar**.



Selecting the MCAS Dashboard

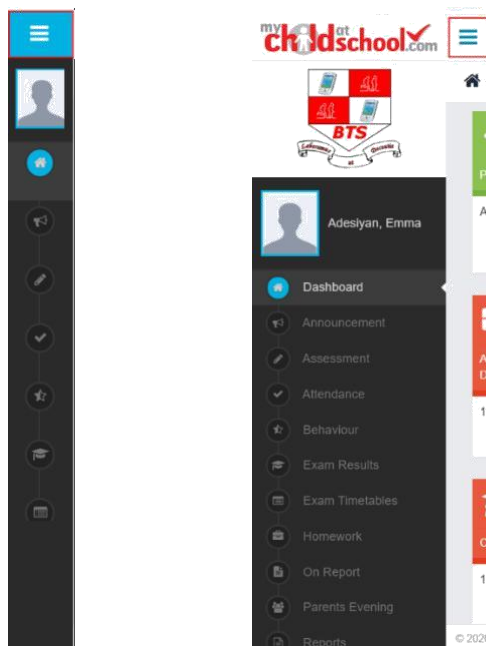
Once you have logged in the **Dashboard** will be displayed.



Please Note: What is displayed here is enabled by the school, who may **NOT** use all of the available options. The school also has configuration options of **Colour**, **Menu Titles** and **Sub Menu Titles** so may differ from the images in this **Guide**.

Each **Widget** will display a quick view, clicking on the **More** button will open that option, giving more detailed information. The **Widget** options can also be opened from the **Menu Bar** on the left by clicking on the option.

The **Menu Bar** also has a scrollbar to the left and can be minimised or maximised by clicking on the **Three Bar** icon.



Note: Some of the options are only accessible via the **Menu Bar** and are not displayed as **Widgets**.

You will always know where you are within the **MCAS Module**.



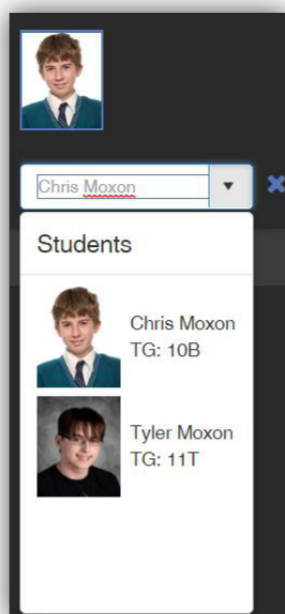
The following options are available and will only be displayed if enabled by the school:

Academic Calendar	Dinner Money	Parent Evenings
Announcement	Dinners	Parental Consent
Assessment	Dinner Detail	PayPoint Balance
Attendance	Exam Results	Reports
Behaviour	Exam Timetables	School Shop
Classes	Homework	Timetable
Clubs & Trips	On Report	Outstanding Payments

Multiple Students

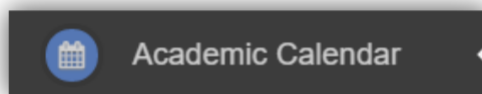
Clicking on the name of the student, next to the photograph, will open a list of other students associated with the **User**.

Click on the photograph or the text to change views. Allowing information for more than one associated **Student** to be viewed without having multiple logins.

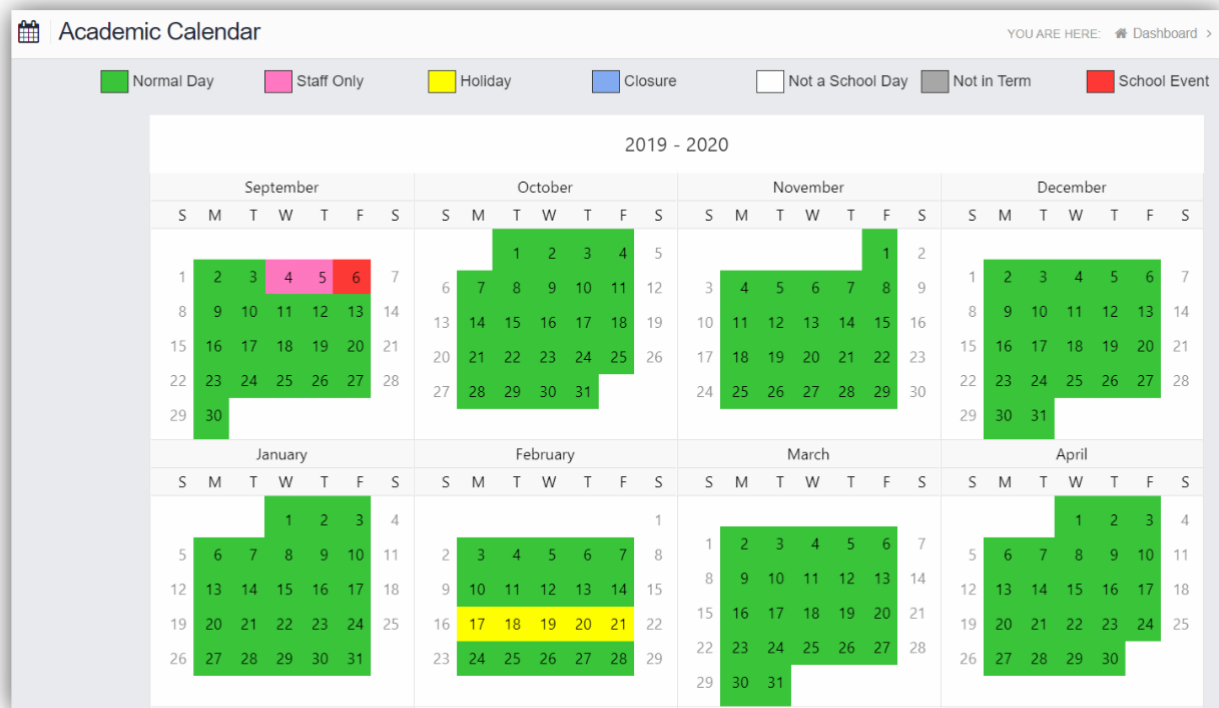


Academic Calendar

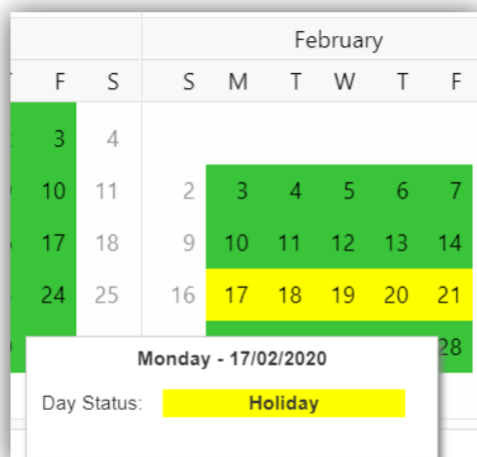
The **Academic Calendar** is accessible from the **Menu Bar** only.



It displays the school year showing school days and holidays, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image.

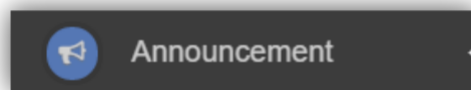


Clicking on a day will display the details for that day.

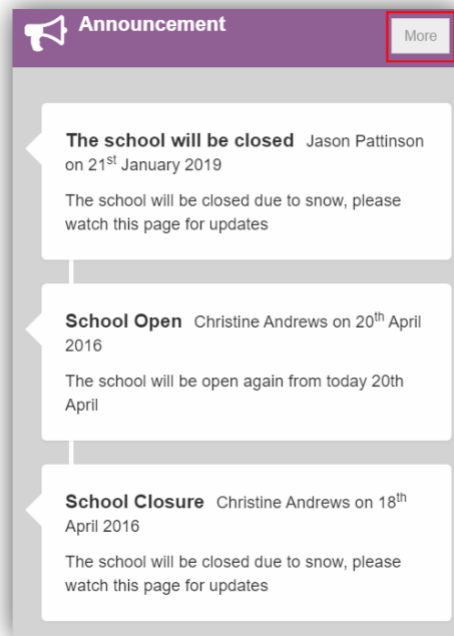


Announcements

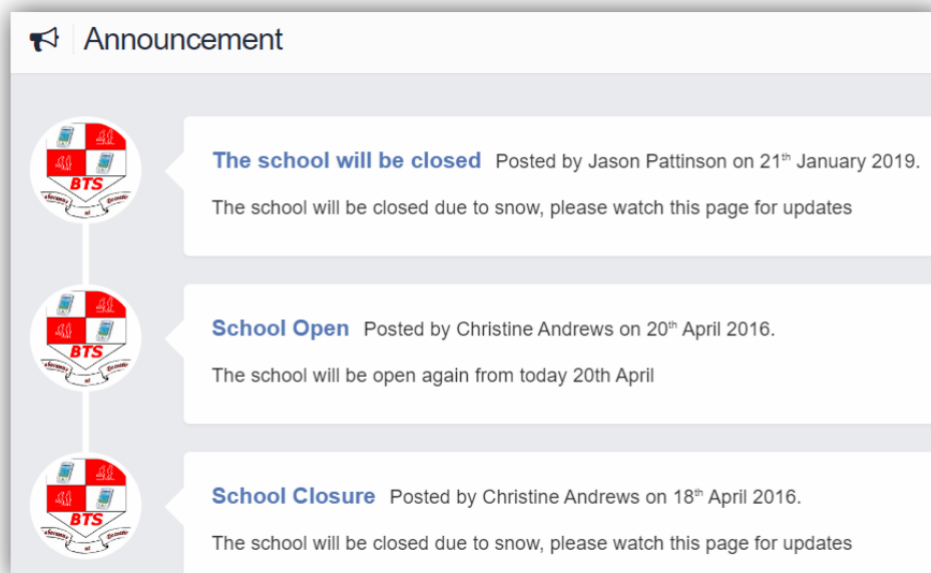
The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the latest **Announcements**, click on the **More** button to open the page.

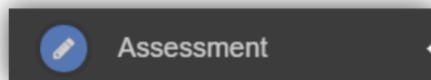


If there are any previous **Announcements** they will also be displayed.



Assessment

The **Assessment** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the last 6 published **Assessment** grades, click on the **More** button to open the page.

Assessment How is Emma performing?			
	Autumn Current	Spring Current	Summer Current
Art	9+	9+	9+
English	9+	9+	9+
ICT	9+	9+	9+
Mathematics	9+	9+	9+
PE	9+	9+	9+
RE	9+	9+	9+

The **Assessment Grades** will be displayed and can be ordered in ascending and descending order by clicking on the **Up/Down Arrows** at the top of each column.

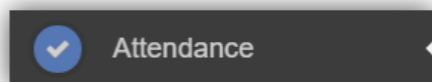
Assessment How is Emma performing?								
Year 10 - 19/20				Search:				
Subject	Subject Teacher	Attendance (%)	Autumn Current	Autumn Target	Spring Current	Spring Target	Summer Current	Summer Target
Art	Mr S Williams	100.00	9+	7	9+	7	9+	7
Drama	Mr C Taylor	100.00						
English		98.33	9+	7	9+	7	9+	7
ICT	Mr G Strachan	100.00	9+	7	9+	7	9+	7
	Mrs J Janice							
Mathematics	Mr J Marshall	96.88	9+	7	9+	7	9+	7
PE	Mr D Thompson	93.75	9+	7	9+	7	9+	7
	Mr P Oddie							
RE	Mr S Mehmet	100.00	9+	7	9+	7	9+	7
Science Combi.1	Mr A Obenguyee	97.50						

A Search option allows a search to be made on the **Assessment Collection** for example selecting **English** will list the **English Grades**.

Assessment How is Emma performing?								
Year 10 - 19/20				Search: English				
Subject	Subject Teacher	Attendance (%)	Autumn Current	Autumn Target	Spring Current	Spring Target	Summer Current	Summer Target
English		98.33	9+	7	9+	7	9+	7

Attendance

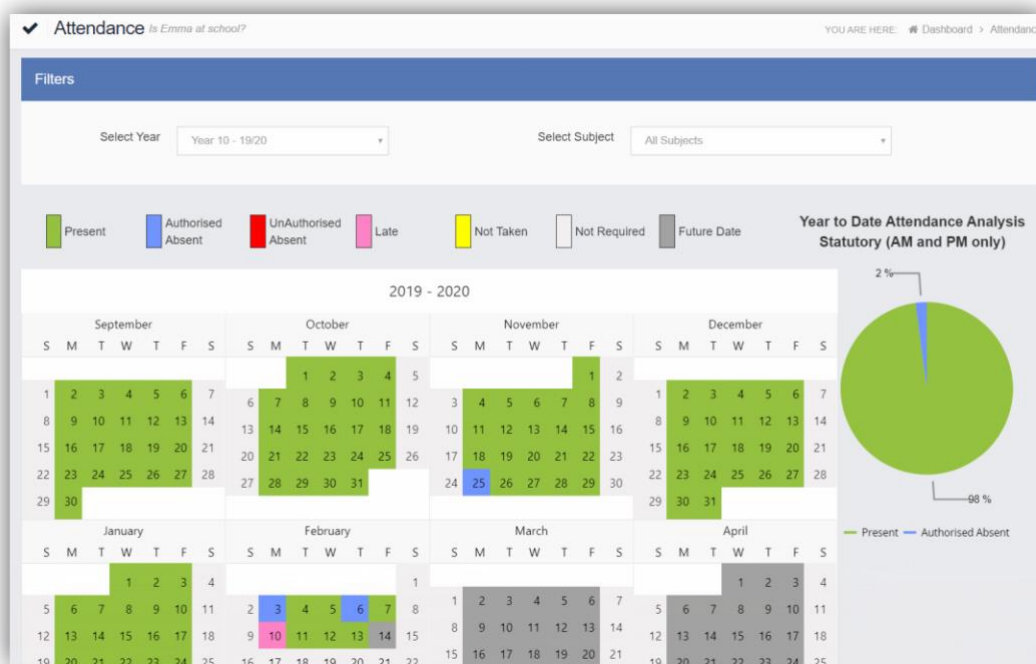
The **Attendance** option is accessible from both the **Menu Bar** and a **Widget**.



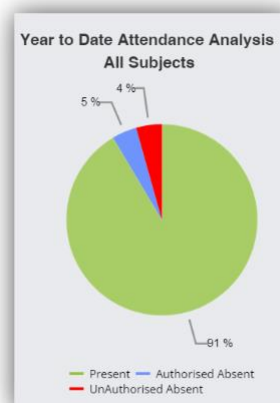
The **Widget** displays the **Attendance** for the current day. Clicking on a subject will open the **Attendance** page with a **Summary Pie Chart** for the year to date for that subject. Click on the **More** button to open the **Attendance** page.

Attendance <i>Is Emma at school?</i>			More
Period	Subject	Mark	
AM	Tutor Group	✓	
1	HI10/X2OB	✓	
2	Science Combi 1	✓	
PM	Tutor Group	?	
4	Mathematics	?	
5	English	?	

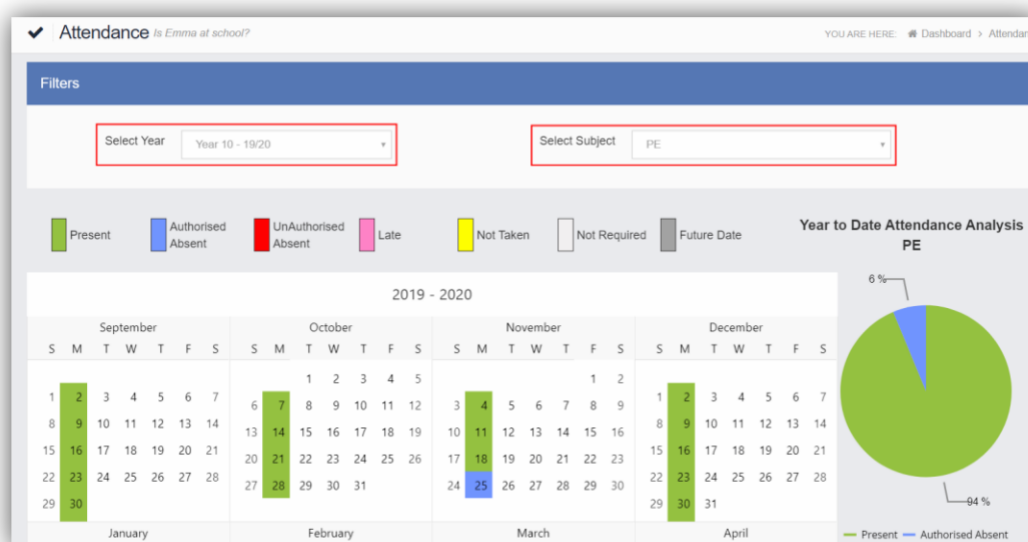
This displays the school year showing school days with the student marks, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image. The displayed colour for each day is taken from the highest priority recorded for that day with **Unauthorised Absence** being the highest i.e. any recorded **Unauthorised Absence** will result in that day being highlighted in red or the schools chosen colour, even if it is only for 1 period.



The school also configures the data to be displayed and it may be set to display the **Year to date AM/PM** statutory marks or the **Year to date AM/PM and All Subject** marks.



The **Attendance** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.



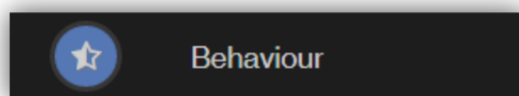
Clicking on any day in the **Calendar** will display the timetabled periods for the student for that day and the registered marks.

Monday 10/02/2020

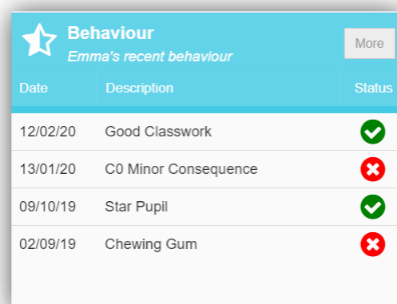
Period	Attendance	Subject
08:45 AM	Present	Tutor
09:05 1	Present	PE
10:16 2	Present	Science Combi 1
11:11 3	Present	PE
12:45 PM	Present	Tutor
13:00 4	5 min Late	Mathematics
13:55 5	Present	English

Behaviour

The **Behaviour** option is accessible from both the **Menu Bar** and a **Widget**.

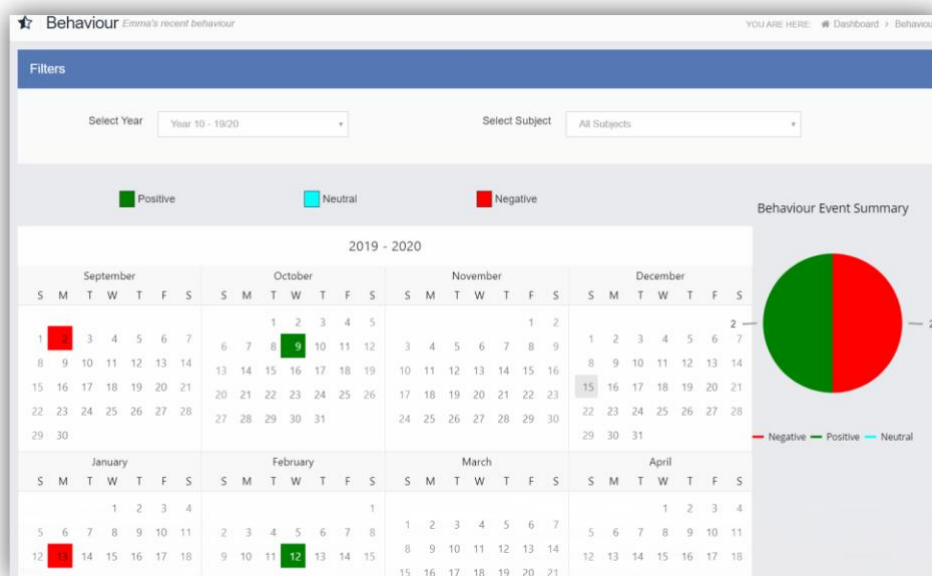


The **Widget** displays the **Behaviour** for the last 5 **Events**. Click on the **More** button to open the **Behaviour** page.

A small widget titled 'Behaviour' with a star icon and the subtitle 'Emma's recent behaviour'. It has a 'More' button in the top right. Below is a table with 3 columns: Date, Description, and Status.

Date	Description	Status
12/02/20	Good Classwork	✓
13/01/20	C0 Minor Consequence	✗
09/10/19	Star Pupil	✓
02/09/19	Chewing Gum	✗

It displays the school year showing school days with the student **Behaviour Events**, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image. The displayed colour for each day is taken from the highest priority recorded for that day with a **Negative Event** being the highest i.e. any recorded **Negative Event** will result in that day being highlighted in red or the schools chosen colour, even if there are other **Events** that day. The **Pie Chart Summary** displays all **Events**.



The **Behaviour** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.

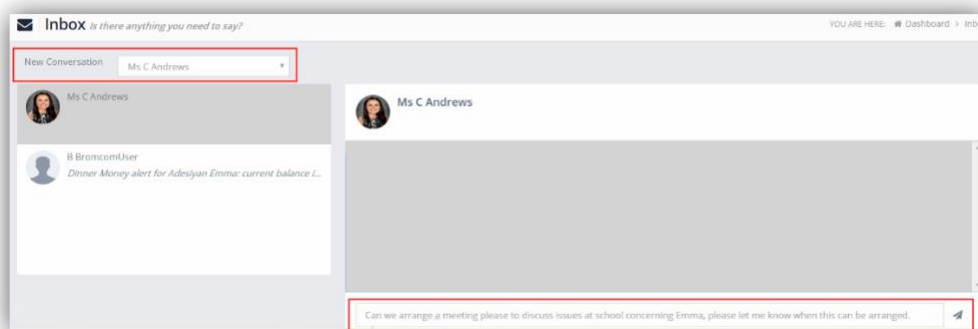
Classes

The **Classes** option is accessible only as a **Widget**.

Classes Emma's Classes		
Class Name	Class Details	Attendance
10A	Tutor Group Ms C Andrews christine.andrews@bromcom.com	97%
Ar10/X10A	Art Mr S Williams	100%
DR10/X10B	Drama Mr C Tallor chad.tallor@bromcom.com	100%
EN10/A1	English	97%
HI10/X20B	History Mr W Cranston	66%
IT10/A1	ICT Mrs J Janice	100%
MA10/A1	Mathematics Mr J Marshall	97%
PE10/A1	PE Mr P Oddie	93%
Re10/A1	RE Mr S Mehmet	100%
SCI10/A1	Science Combi 1 Mr A Obenguye	97%

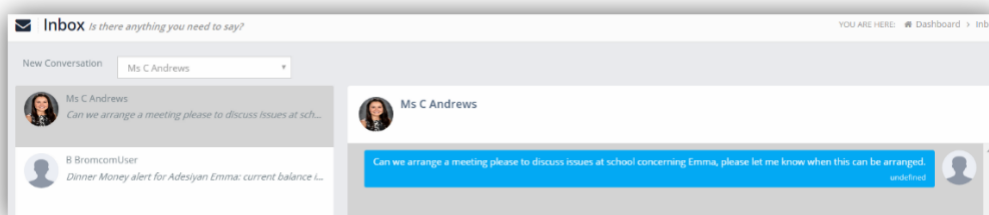
The **Widget** displays the all the **Classes** the student attends with a percentage for the **Attendance** within each. The school can set colours to show **Attendance** between certain percentages, in this example red denotes **Attendance** between 0 to 74% and green 90 to 100%.

Note: The school have the option to display the e-mail address of the teacher and to give an option to e-mail directly to that member of staff. Clicking on the e-mail address will open the e-mail function on the **User's** computer to send an e-mail. Clicking on the **Envelope** icon will open a separate page where a **Conversation** can be started.



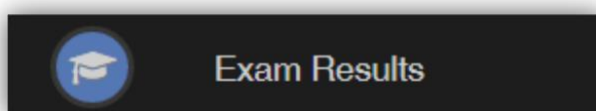
Select the **Teacher** from the dropdown list and enter the message at the bottom of the page, clicking the **Flight** icon on the right to send the message.

The **Teacher** will now be listed in the left panel and the **Conversation** in the right panel.



Exam Results

The **Exam Results** option is accessible only from the **Menu Bar**.



It displays the **Exam Results** for the student, the **Search** option can be used to search for specific **Exams** and the columns can be ordered ascending and descending.

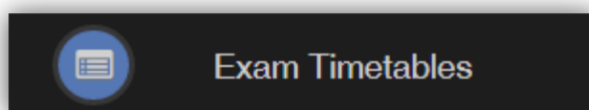
The screenshot shows the "Exam Results" page. At the top, there's a header with a graduation cap icon, the title "Exam Results", and a subtitle "How has Emma performed?". On the right, it says "YOU ARE HERE: Dashboard > Exam Results". Below the header is a search bar labeled "Search:". A table follows with columns: Exam, Board, Exam Level, Season, Coursework Grade, Forecast Grade, Result 1, Result 2, and Mark/Grade. The "Board", "Coursework Grade", "Result 1", "Result 2", and "Mark/Grade" headers are highlighted with red boxes. The table has two rows: "English H (0062A)" with "Mock Exams", "Internal School", "December 2019", "A", and "100"; and "Mathematics (KS3)" with "GCSE-F", "December 2019", and "140(A)". At the bottom, it says "Showing 2 entries".

Exam	Board	Exam Level	Season	Coursework Grade	Forecast Grade	Result 1	Result 2	Mark/Grade
English H (0062A)	Mock Exams	Internal School	December 2019			A		100
Mathematics (KS3)		GCSE-F	December 2019					140(A)

Note: What is displayed is configured by the school the column headers marked in red may not be displayed.

Exam Timetables

The **Exam Timetables** option is accessible only from the **Menu Bar**.



It displays the **Exam Timetables** for the **Student**, the **Search** option can be used to search for specific **Exams** and the columns can be ordered ascending and descending.

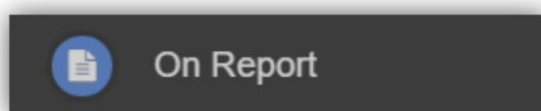
The screenshot shows the "Exam Timetables" page. At the top, there's a header with a calendar icon, the title "Exam Timetables", and a subtitle "Exam dates for Chris". On the right, it says "YOU ARE HERE: Dashboard > Exam Timetables". Below the header is a search bar labeled "Search:". A table follows with columns: Exam, Exam Date, Exam Time, Exam Duration, Exam Room, and Seat Location In Exam Room. The "Exam Room" and "Seat Location In Exam Room" headers are highlighted with red boxes. The table has three rows: "English Level 1 Reading" on 09/06/2020 at 09:00 for 45 minutes; "English Level 1 Writing" on 09/06/2020 at 13:30 for 45 minutes; and "Mathematics Level 1" on 05/06/2020 at 09:00 for 90 minutes. At the bottom, it says "Showing 3 entries".

Exam	Exam Date	Exam Time	Exam Duration	Exam Room	Seat Location In Exam Room
English Level 1 Reading	09/06/2020	09:00	45		
English Level 1 Writing	09/06/2020	13:30	45		
Mathematics Level 1	05/06/2020	09:00	90		

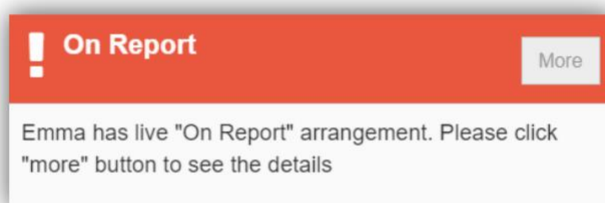
Note: What is displayed is configured by the school the column headers marked in red may not be displayed.

On-Report

The **On-Report** option is accessible from both the **Menu Bar** and a **Widget**.



The **On Report** information is displayed on the **On Report Widget**.



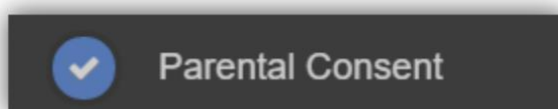
Click on the **More** button to open the **On Report** page, all entries made by the **Staff** will be displayed here.

The screenshot shows the 'On Report' page. At the top, it says 'YOU ARE HERE: Dashboard > On Report'. Below this, a summary bar indicates 'Live On Report from 10/02/2020 to 28/02/2020 (15 days) - Reason: Behaviour'. There are sections for 'Additional Comment' (Needs to think of others) and 'Conclusive Comment'. A table follows with columns: Date, Period, Class, Subject, Teacher, Teacher Comment, Behaviour Rating, and Signed By. One entry is shown for 17/02/2020, AM, 10A, with teacher Ms C A.PrefLastName, comment 'Good work', a 4-star rating, and signed by Mrs J Janice.

Date	Period	Class	Subject	Teacher	Teacher Comment	Behaviour Rating	Signed By
17/02/2020	AM	10A		Ms C A.PrefLastName	Good work	★★★★☆	Mrs J Janice

Parental Consent

The **Parental Consent** option is accessible only from the **Menu Bar**.



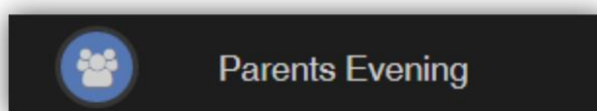
It displays the **Parental Consent** options for the **Student**. Tick the radio buttons to give or not to give **Consent** for information or images of the **Student** to be used within each of the options.

The screenshot shows the 'Parental Consent' page. It has a 'Save' button at the top left. The main section is titled 'Parental Consent' and contains a table with two columns: 'YES, I give consent' and 'NO, I do not give consent'. There are three rows of consent options, each with a radio button in each column. The options are: School Displays, School Magazine, and School Website. A red note at the bottom states: '*Please call the school or visit reception to revoke any parental consent.'

	YES, I give consent	NO, I do not give consent
School Displays	<input type="radio"/>	<input type="radio"/>
School Magazine	<input type="radio"/>	<input type="radio"/>
School Website	<input type="radio"/>	<input type="radio"/>

Parents Evening

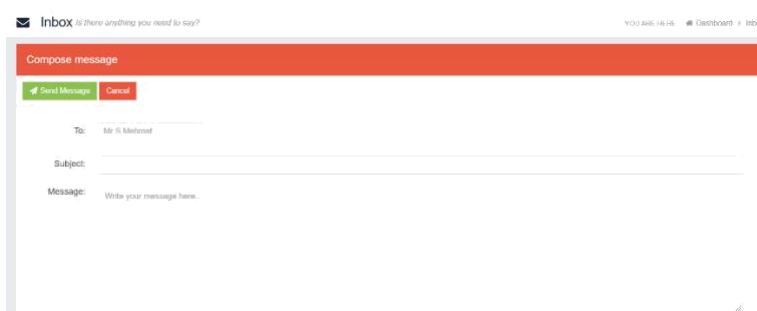
The **Parents Evening** option is accessible only from the **Menu Bar**.



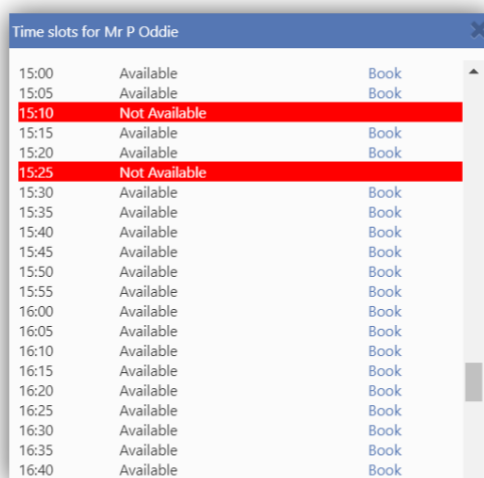
The **Parents Evening** option displays the information about any upcoming **Parents Evening** that the **Student** being viewed is associated with.



Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed. If the option to contact teaching staff is available an **Envelope** icon will display to the right of the **Teacher** name. Click on the **Envelope** icon to send a message to that **Teacher**.



Click on a **Teacher/Subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.



The **Teacher/Subject** will be removed from the **Appointments** that need booking section and will display as **Appointments that have been booked**, with the details and time.

Parents Evening: Y10 Parents eve

Date: 27 February 2020, 00:00
Booking will close on 26 February 2020, 00:00

Appointments that need booking

Mr C Tailor Drama, Mr A Obenguye Science Combi 1, Mrs J Janice ICT, Mr P Oddie PE, Mr S Williams Art

Appointments that have already been booked

Time: 15:10, Teacher: Mr S Mehmet, Subject: RE, Location: Default Location

Time: 15:25, Teacher: Mr J Marshall, Subject: Mathematics, Location: Default Location

Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the **Printer** icon.

Note: this option is only available if the school have the **Diary** module.

PayPoint

The **PayPoint** option is accessible only as a **Widget**.

PayPoint Balance

£0.00

Show Barcode

The **Widget** displays the current **PayPoint Balance**, clicking on the **Show Barcode** button will display the **Barcode** allowing this option to be setup and used by **PayPoint Users**.

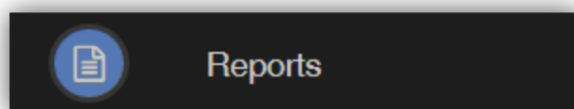
PayPoint Barcode

9826022100000014473

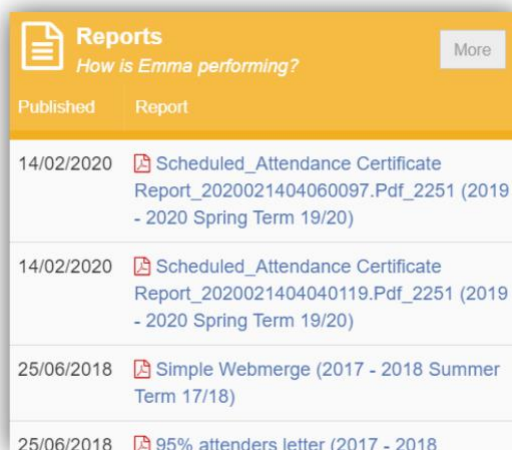
Print

Reports

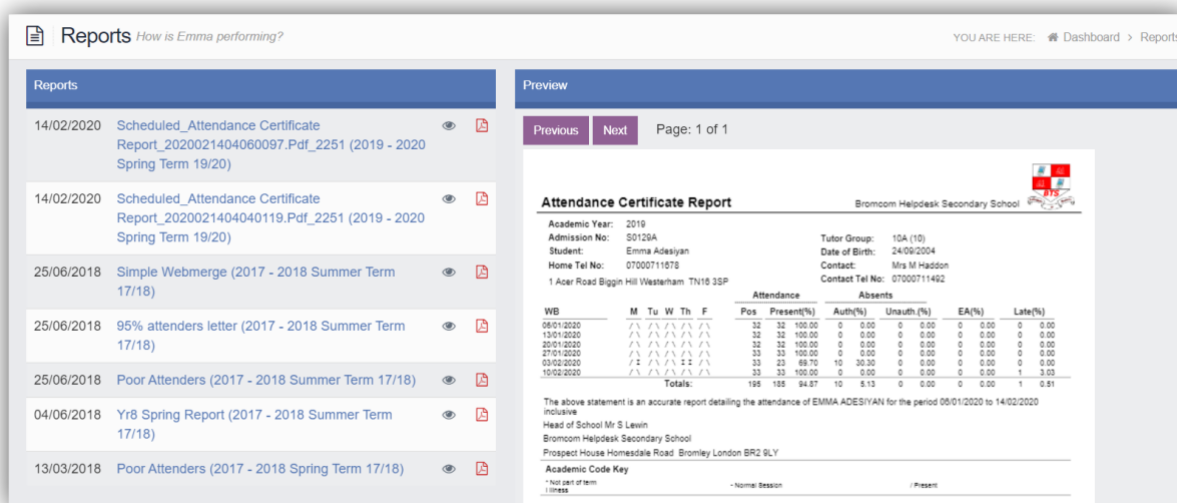
The **Reports** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** will display the last 5 reports or letters that have been published by the school.



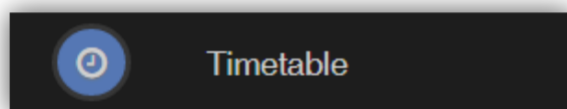
Click on the **More** button to open the **Report** page, which will list all **Reports** available.



Click on the **Report** name to download it, the format of the **Report** will be displayed to the right. Click on the **Eye** icon to see a **Preview** of the **Report** on the right side of the page.

Timetable

The **Timetable** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** will display the timetabled sessions for the day highlighting the current session.

<div> Timetable What is Emma up to? More </div>				
Period	Subject	Class	Teacher	Time
AM	Tutor Group	10A		08:45
2	Mathematics	MA10/A1	Mr J Marshall	10:16
3	Science Combi 1	SCI10/A1	Mr A Obenguye	11:11
PM	Tutor Group	10A		12:45
4	ICT	IT10/A1	Mrs J Janice	13:00
5	Science Combi 1	SCI10/A1	Mr A Obenguye	13:55

Click on the **More** button to open the **Timetable** page, which will display the **Student Timetable** for the current week, the previous and future weeks can be viewed as well.

<div> Timetable What is Emma up to? YOU ARE HERE: Dashboard > Timetable </div>						
<div> < Prev This Week Next > Term 2 - Week 08 - 16/02/2020 </div>						
Sunday 16th Feb	Monday 17th Feb	Tuesday 18th Feb	Wednesday 19th Feb	Thursday 20th Feb	Friday 21st Feb	Saturday 22nd Feb
	AM 10A Tutor Group Mr W Cranston	AM 10A Tutor Group	AM 10A Tutor Group	AM 10A Tutor Group		
	1 PE10/A1 PE Mr P Oddie		1 DR10/X10B Drama Mr C Talor	1 HI10/X20B Withdrawal Group Mr W Cranston		
	2 SCI10/A1 Science Combi 1 Mr A Obenguye	2 MA10/A1 Mathematics Mr J Marshall	2 Re10/A1 RE Mr S Mehmet	2 SCI10/A1 Science Combi 1 Mr A Obenguye		
	3 PE10/A1 PE Mr D Thompson	3 SCI10/A1 Science Combi 1 Mr A Obenguye				
	PM 10A Tutor Group Mr R Lewis	PM 10A Tutor Group	PM 10A Tutor Group	PM 10A Tutor Group	PM 10A Tutor Group	
	4 MA10/A1 Mathematics Mr J Marshall	4 IT10/A1 ICT Mrs J Janice	4 MA10/A1 Mathematics Mr J Marshall	4 MA10/A1 Mathematics Mr J Marshall	4 SCI10/A1 Science Combi 1 Mr A Obenguye	
		5 SCI10/A1 Science Combi 1 Mr A Obenguye	5 Ar10/X10A Art Mr S Williams		5 Ar10/X10A Art Mr S Williams	