POUND HILL JUNIOR SCHOOL

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Mr A T White, Headteacher

How to navigate MyChildAtSchool website

When a parent logs into the MCAS parent portal via website they will first see the main dashboard with summary selected modules.

There you can see your child's attendance, upcoming trips or clubs, any outstanding payments and you are able to top up your child's lunch account.

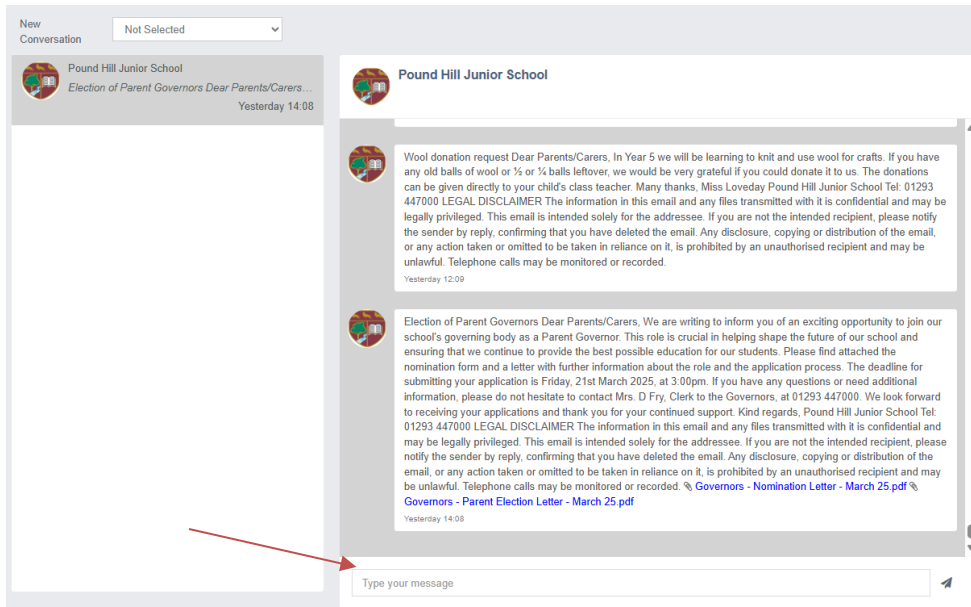## Navidation bar   (top right corner)

 will show items in your basket

 shows school contact details

 shows messages/email communication from the school. There you are also able to contact the school by typing a message. *please note due to the software provider settings, currently all communications are in one communication thread.*
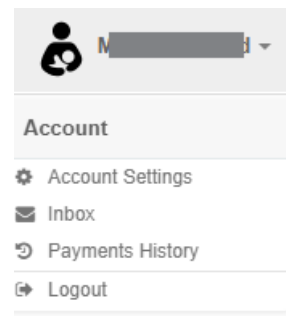

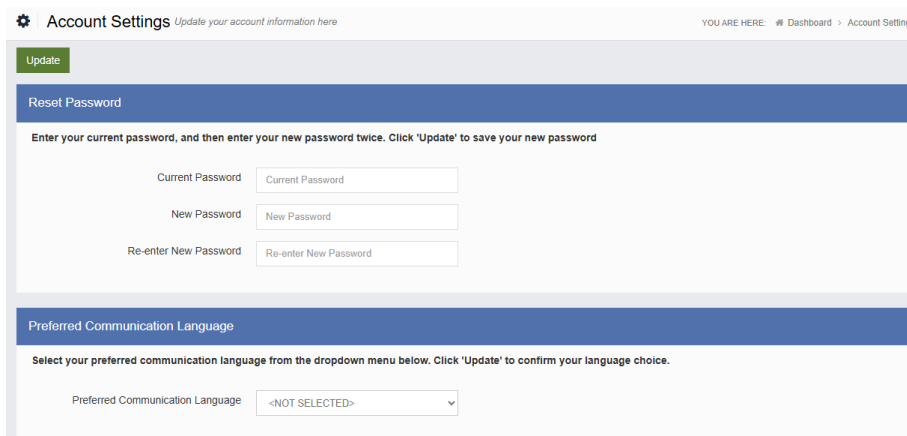 shows any published announcements

Settings and Account Settings

Top right **Settings** symbol will enable you to change the colour schemes, navigation bar colour and sidebar colour.
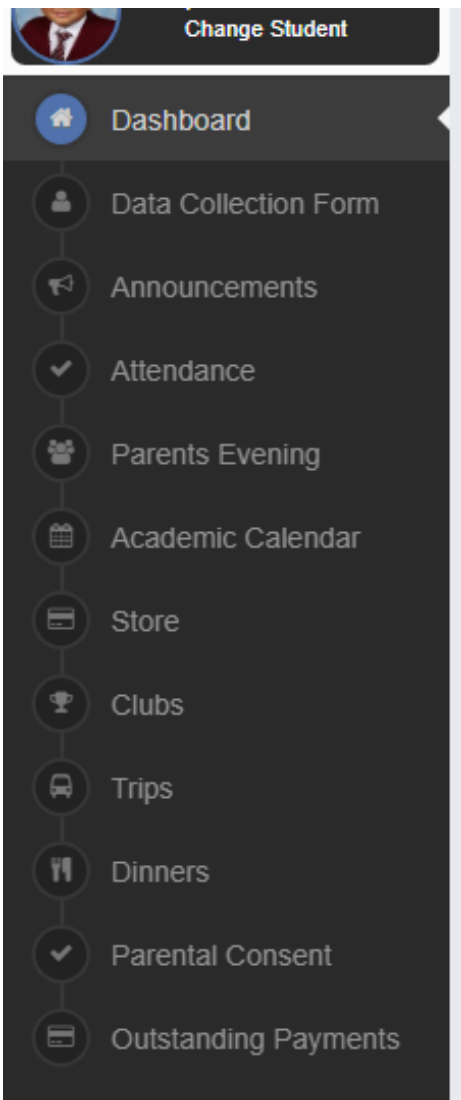
To access **Account Settings, Inbox, Payments History** and **Logout** please click on the down arrow next to

In Account Settings you are able to reset your password and select your preffered communication language:

Sidebar Modules

'Change Student ' – if you have another child at the school, you will be able to switch the siblings

At Pound Hill Junior School we currently use the following modules:

- Data Collection form – where you see information the school have regarding your child. You can also update any change of details there.
- Attendance
- Parents Evening,
- Academic Calendar,
- Store – displays school products that can be purchased online,
- Clubs,
- Trips,
- Dinners – where school dinner options are published and orders placed,
- Parental Consent – please ensure to check all the consents required
- Outstanding payments.

Click on the required **Module** name to see more information.