



# The Raleigh School

*The Continual Pursuit of Excellence*

Member of the South Farnham Educational Trust

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🌐 www.theraleigh.org

Headteacher: **Mrs Elizabeth Carter-McQueen**

10 June 2025

Dear Parent / Guardian,

## **My Child at School (MCAS)**

We're excited to introduce *My Child at School (MCAS)*, a new platform for parents and carers. MCAS will become our main system for managing key tasks such as payments, bookings, wraparound care, and school communication. Over the coming weeks, we will be phasing out Tucasi/ScoPay as we bring everything together in one easy-to-use place!



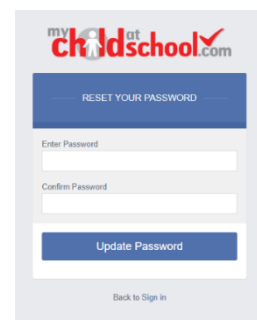
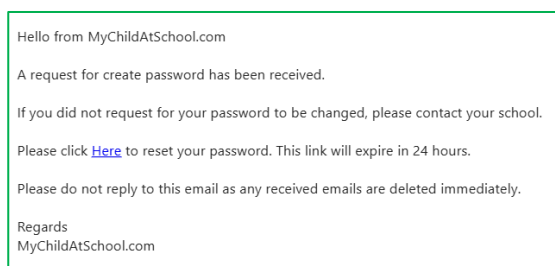
### Account activation

**Over the next two days, you should receive a link to set a password for your MCAS account.**

If you have not received your MCAS password reset by **2:00pm on Wednesday 11th June**, please complete [this form](#) which will be reviewed. *We kindly request that parents do not contact the school office directly about MCAS login difficulties at this time*, as they will be dealing with other enquiries. Any system transition is a significant undertaking, and we really appreciate your patience and support with this.

### Creating a password

Once your account has been activated by the school, you will receive an email from Bromcom asking you to create your password. Please [click here](#) for a 3-minute video tutorial explaining how to register the app.



### Logging in for the first time

After setting your password, you will be able to log in and access your MCAS account. Initially, only the **Attendance** and **Data Collection** modules will be available.



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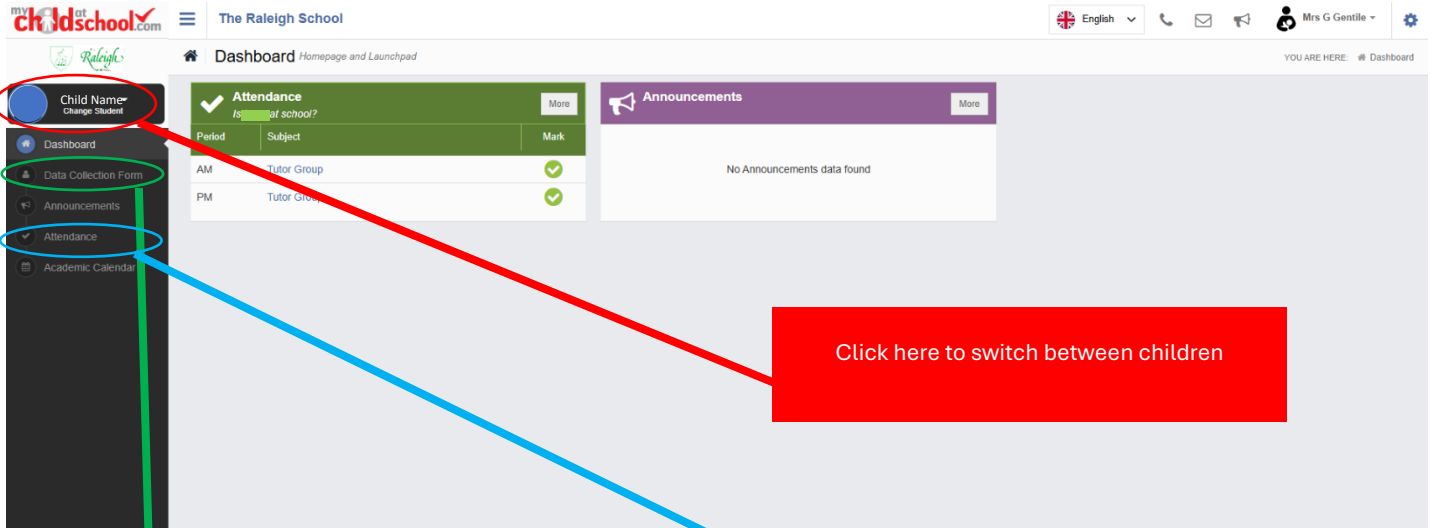
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### More features coming soon

Over the coming weeks, we will gradually roll out additional modules including clubs, trips, online payments, wraparound care, and parental consents. Guidance will be provided as each new feature becomes available.

### My Child at School Desktop Interface



Click here to switch between children

The data collection form can be used to check important information about your child and updated the office of any changes. Please note all changes have to be approved by the school office so will not update immediately.

The attendance function allows you to view your child's attendance at school this year.

### Data collection form

Please could we ask that parents use this opportunity to check that the medical information held by the school is correct. This can be done by clicking on the data collection form and scrolling down to the bottom. If your child's GP surgery is not listed in the drop-down menu, please notify us of this [here](#) so it can be added.



### My Child at School App

Once you have set your password, you will be able to log into the My Child at School (MCAS) app. This is available for iOS and Android in the App Store and Google Play Store.

Starting from Wednesday 18<sup>th</sup> June, we will begin switching our main method of communication from email to app notifications. We kindly ask all parents to ensure they have downloaded and logged into the MCAS app by this date.

The app will become a one-stop-shop for all communication, payments and registrations.

Please note that each parent will have their own account created.



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## Technical support

If you experience any issues with MCAS, please report them using [this form](#) rather than emailing the school office. This helps ensure our office team can continue focusing on day-to-day responsibilities, including first aid and general enquiries. Issues submitted via the form will be addressed as quickly as possible by Mrs Gentile and Mr Fitzgerald to ensure a smooth rollout of MCAS.

We will be holding a technical support drop-in on Tuesday 17<sup>th</sup> June at 8.50am – 9.10am and on Wednesday 18<sup>th</sup> June 8.50am – 9.10am. These will be held in Tyger Wing as an opportunity for any parents who are struggling to access the app to receive support from Mrs Gentile and Mr Fitzgerald.

For more information about MCAS at The Raleigh, please [click here](#). This area of the website will be kept up to date with our transition timeline, parent guides and support resources.

We're excited about the opportunities MCAS offers to streamline communication and simplify school services. Please keep an eye out for updates as more services transition from Tucasi/ScoPay to MCAS and thank you for your continued patience and support.

Yours sincerely,



Mrs Carter-McQueen  
Headteacher



Mr Fitzgerald  
Deputy Headteacher



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