



EMMANUEL COLLEGE

Emmanuel Schools Foundation

15 December 2021

Dear Parents and Carers

I am writing to inform you of a change to the way in which we will share information with you. We have recently invested in a new school management information system called Bromcom, to replace the system we used previously used, which was SchoolBase. We hope that the move to Bromcom will help us communicate more effectively with you and bring improvements to the way we manage your son or daughter's data in College.

Our new system has student, teacher and parent mobile applications, commonly known as apps. The parent app is called "My Child At School" (MCAS) and will allow you to access to your own child's information. The app is an extremely secure service that complies with GDPR regulations. MCAS is also accessible via a web page at <http://www.mychildatschool.com>.

In the next few days you will receive an email containing your username, an invitation code and the school ID. You will need to go to <https://www.mychildatschool.com/MCAS/MCSRedeemInvitationCode> to set up MCAS using the details sent. After setting up your account you will then be able to download the MCAS app.

Please be aware that [SchoolBase parent portal](#) will only be available until 31 January 2022. There may be some documents that you have relied upon it to hold for you, such as school reports or letters. Unfortunately, historic documents will not be accessible to you through MCAS although any new documents produced will be. **We advise parents and carers to download any documents they wish to save prior to 31 January** before the SchoolBase parent portal is switched off.

Bromcom is now running successfully in College. Over the course of the next few weeks and months we plan to increase the functionality of MCAS but there are currently no plans to move away from ParentPay for paying for school dinners and visits.

If you have any questions about this, please do not hesitate to contact me or speak to a member of our reception team.

Yours sincerely

Mr G Steer

Assistant Vice Principal