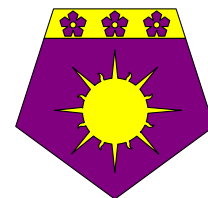


# St. John's C of E Primary School



Little Baddow Road, Danbury, Essex CM3 4NS

10<sup>th</sup> June 2026

Dear Parents and Carers

## **MCAS - Launch Information for Parents and Carers**

Following on from our previous correspondence, we are pleased to confirm that we will be going live with the My Child At School (MCAS) from Monday 22 June 2026.

From this date, all school meal bookings and future payments will need to be made through MCAS.

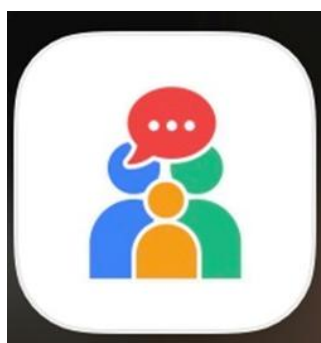
You will shortly receive a separate email directly from MCAS with the subject line –

### **'Create Password for your new MCAS Account'**

Please follow the instructions in this email and complete the login process. Please note that the link provided will expire after **24 hours**, so we kindly ask that you action this as soon as possible.

MCAS can be accessed via a desktop computer or through the mobile app. We strongly recommend downloading the app, as it provides a much better user experience on mobile devices and simplifies navigation.

The app is available from the Apple App Store and Google Play Store. Search for MyChildAtSchool by Bromcom. The icon will look like this:



Please ensure you allow notifications from the MCAS app.

We can provide guidance documents to help you use MCAS, however, we do not wish to overwhelm families with unnecessary information. Many parents and carers are already familiar with similar systems and may not require additional support.

Guidance documents can be found via the link below, and we have also created a page on our website under **Parents / My Child At School**, where we will publish additional guides and support materials:

<https://docs.bromcom.com/article-categories/for-parents/>

Parents / Carers with multiple children at the school should only need to log in once to see both children, you can scroll between children in the top lefthand corner.

If you experience any difficulties setting up your MCAS account, please do not hesitate to contact us. Alternatively, you are welcome to visit the school office before Friday 19th June 2026, where a member of staff will be happy to assist you with the setup process.

We are continuing to work behind the scenes to ensure that swimming balances and dinner money accounts are accurate, and to make any necessary adjustments. Please bear with us during this transition period and check your balances to ensure you are happy with the information shown.

Please clear any outstanding swimming debt before the move to MCAS. This will help minimise the amount of manual balance transfers required between systems and support a smoother and more efficient transition for the school office.

Where refunds have been made to ParentPay, please ensure that any credit balances are withdrawn if you do not have children with ParentPay accounts at other schools (instructions can be provided if required).

Please also ensure that any outstanding balances are paid promptly including the following trips still active on Parentpay –

- Year 4 – Harry Potter World – 25th June 2026
- Year 5 – Danbury Outdoors – 19th June 2026
- Year 6 – Mersea Residential – 8th–12th June 2026

Thank you for your support as we introduce this new system.

Kind regards

School Office