



## Quick Guide to MyChildAtSchool (MCAS)

The **MyChildAtSchool (MCAS) App** gives parents and carers instant access to important information about their child, including attendance, reports, timetables, announcements and communication from school.

### 1. Scan the relevant QR Code to Download MCAS App

Android QR Code



Apple QR Code



*(ensure that you use the same email address that you have given the school)*

### 2. Check for Email from MIS@ sent from school

- You will receive an email from school via [MIS@archden.croydon.sch.uk](mailto:MIS@archden.croydon.sch.uk) asking you to 'Create a Password' for your new MCAS account
- (if you have not received an email or cannot locate, please send an email to [reception@archden.croydon.sch.uk](mailto:reception@archden.croydon.sch.uk) to request a new email
- Via the 'click here' function within the email, create your new account
- **Please Note** - that the link expires in 24 hours, so you will need to create asap
- Follow the prompts in via the link to complete the process.

### 3. Main Features of MCAS

Once logged in, you will see the **home dashboard** which include:

- **Attendance**
- **Homework**
- **Timetable**
- **Dinner and Dinner Money Information**
- **Assessment**
- **Announcements**
- **Behaviour/Rewards**
- **Reports**
- **Detentions**
- **Store** – (to purchase items such as ties, gum shields, text books etc.

### 4. Tips and Support

- Enable **notifications** so you don't miss important messages from school.
- If you forget your login details, use the **Forgot Password** option or contact the school office for assistance.

## **EXAMPLE EMAIL THAT YOU WILL RECEIVE TO CREATE A PASSWORD**

----- Forwarded message -----

From: <[MIS@archten.croydon.sch.uk](mailto:MIS@archten.croydon.sch.uk)>

Date: Tue, 15 Jul 2025 at 14:56

Subject: Create Password for your new MCAS account

To: <[xxxx@gmail.com](mailto:xxxx@gmail.com)>

Hello from MyChildAtSchool.com

A request to setup your MCAS account has been received.

Below are the details to setup your account.

Email - [xxxxxxx@gmail.com](mailto:xxxxxxx@gmail.com)

Password - Please click [Here](#) to create your login password. This link will expire in 24 hours.

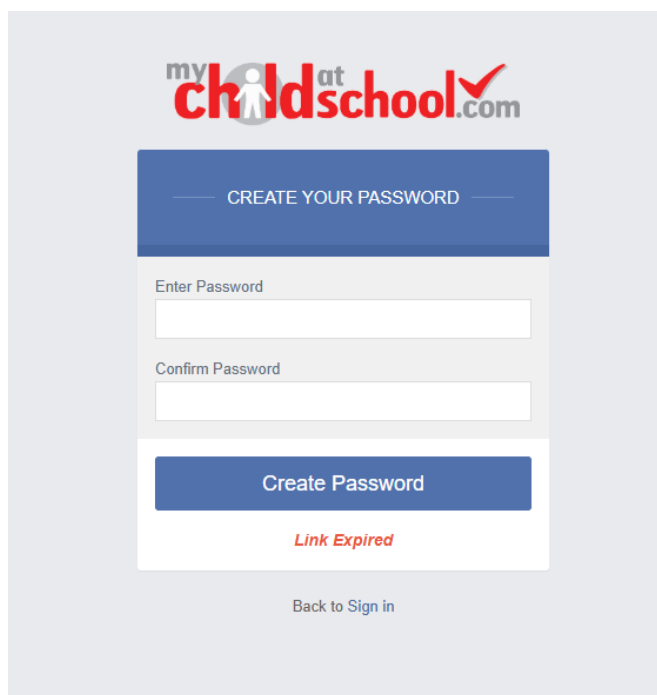
If you did not request these details, please contact your school.

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

Regards

MyChildAtSchool.com

**This is the page that you will be directed to via the link to create your account –**



my child at school.com

CREATE YOUR PASSWORD

Enter Password

Confirm Password

Create Password

Link Expired

[Back to Sign in](#)