

## Saint Ambrose College MyChildAtSchool Information

MyChildAtSchool is the parent platform/app at Saint Ambrose College.

### MyChildAtSchool can be accessed via:

[www.mychildatschool.com](http://www.mychildatschool.com) in a web browser.



or via the MyChildAtSchool (Bromcom Parent Portal) app – this is available to download free of charge.

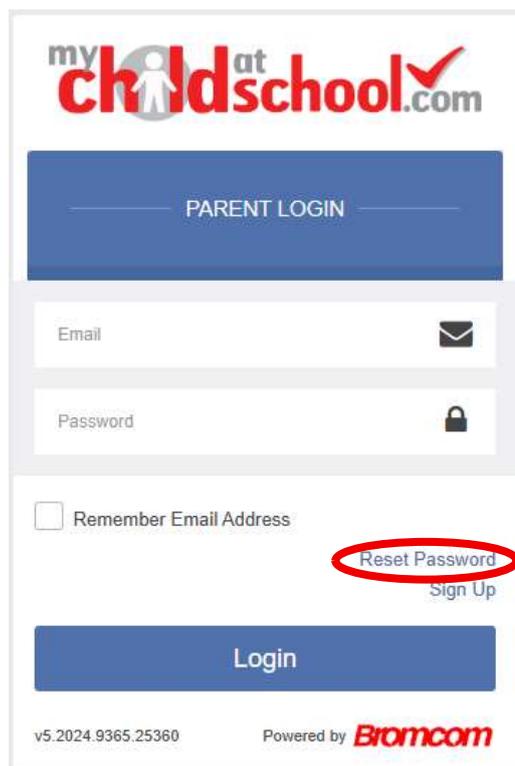
### MyChildAtSchool allows you to view the following information:

- Timetable
- Attendance
- Behaviour
- Detentions
- Data Collection Form – please note you cannot currently amend any details here, please email [office@st-ambrosecollege.org.uk](mailto:office@st-ambrosecollege.org.uk) to inform school of any change of details.
- Messages
- Reports

Please note the information will display slightly differently depending upon if you are using a web browser of the app.

### Accounts are set up for parents with parental responsibility.

To set up your password, please go to the MyChildAtSchool login page and select the 'Reset Password' option, circled below.



my child at school.com

PARENT LOGIN

Email

Password

Remember Email Address

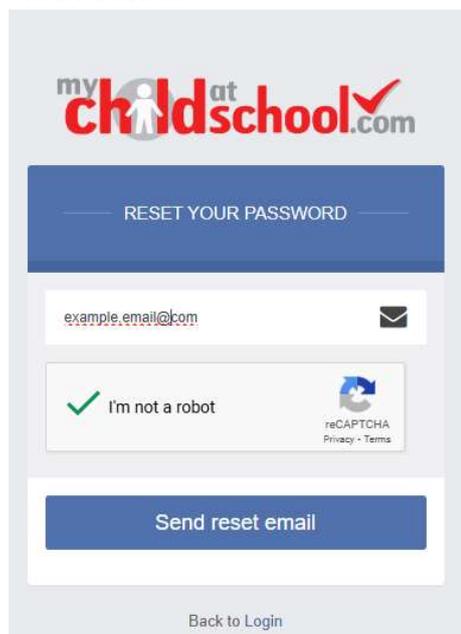
Reset Password

Sign Up

Login

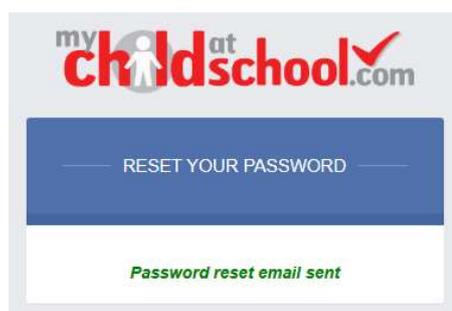
v5.2024.9365.25360 Powered by Bromcom

Please then enter the email address registered with school, tick 'I'm not a robot' & select the 'Send reset email' button.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'RESET YOUR PASSWORD'. Underneath is a white input field containing the email address 'example.email@com' and an envelope icon. Below the input field is a green checkmark and the text 'I'm not a robot', followed by a reCAPTCHA logo and the text 'reCAPTCHA Privacy - Terms'. At the bottom of the form is a blue button labeled 'Send reset email'. Below the form is a link that says 'Back to Login'.

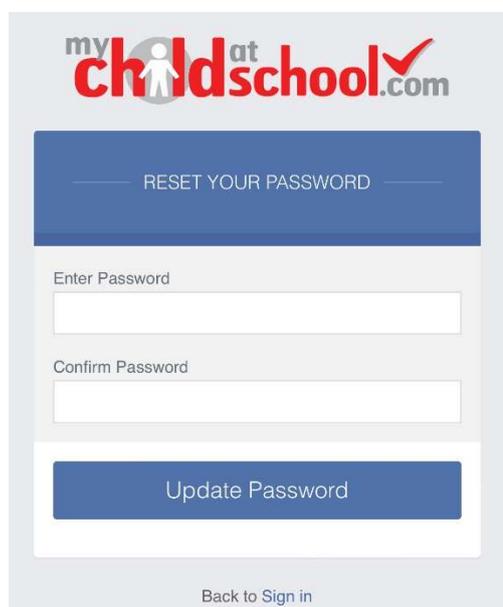
The following message will confirm that an email has been sent to you.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'RESET YOUR PASSWORD'. Below the header is a green message that says 'Password reset email sent'.

You should receive an email from, [no-reply@mychildatschool.com](mailto:no-reply@mychildatschool.com) containing a link to allow you to reset/set your password. Please check your junk folder if the email is not appearing in your inbox.

The link in the email will take you to the following page – please enter a password and confirm your password in the boxes below then select the 'Update Password' button.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'RESET YOUR PASSWORD'. Below the header are two white input fields. The first is labeled 'Enter Password' and the second is labeled 'Confirm Password'. Below the input fields is a blue button labeled 'Update Password'. Below the form is a link that says 'Back to Sign in'.

You should then be able to sign into your account.

*Please note, your username is your email address registered with school.*

## Notifications

If you are using the MyChildAtSchool app, you will receive a message regarding notifications.

Please **'Allow'** MyChildAtSchool notifications.

## Families with more than one child in school

If you have more than one child at school, all your children will appear in MyChildAtSchool.

You can toggle between children to view their details.

## Attendance

Notify of absence via MyChildAtSchool web browser.

'Report an Absence' option in the Attendance screen/tab.

Enter details of the absence (for whole days only) and then press **Send** to notify School.

- **Student:** Parents can select one or more students.
- **Date From:** Parents will be able to select today's date or a date in the future.
- **Date To:** Defaults to the Date From. Parents will be able to select today's date or a date in the future.
- **Message:** Parents will provide details of the absence.
- **Attachments:** Parents can attach multiple files up to 20MB each (PDF, JPG, Word, Excel, and XML) .
- **Close:** No action will be carried out and parent will return to the previous page.
- **Send:** Will send the Absence Notification to the school.

After selecting **Send**, a confirmation popup will appear. Click **Proceed**.

A success message will appear.

School will review the absence notification, and the parent will be notified via the MCAS inbox.

## Behaviour

**Events** – listed on the app or available to view via a calendar in the web browser.

## Points

**Behaviour Event Summary** – please note the positive figure here refers to the number of events recorded and there may be a discrepancy between this figure and the Total Positive Points as some events will allocate more than one positive point.

## Year to Date (YTD)

- Overall Total Points
- Total Positive Points
- Total Negative Points