



Friday 08<sup>th</sup> September 2023

## MCAS Parent Communication App

Dear Parent / Carer,

At Oasis Academy Leesbrook we use a parent portal called My Child At School (referred to as MCAS).

This portal allows you to keep up to date with important notices, as well as viewing your child's attendance, timetable and dinner money.

With the MCAS app you are able to directly message our administration team with any queries you may have.

Please follow the instructions on the back of this letter to set up the app on your mobile device by **Wednesday 13<sup>th</sup> September 2023**. It is imperative that you sign up to the app, especially if your child will be having school dinners.

*If you have any problems downloading or logging into the app, please come into reception at the front of school or call us and we will help you to set up. Alternatively, if you would like a guide on how to use MCAS please contact reception and they will supply you with one via email or in person.*

Yours Sincerely,

Shameem Akhtar,

*S. Akhtar*

Office Manager

Principal – Sarah Livesey

Oasis Academy Leesbrook  
Roxbury Avenue, Oldham OL4 5JE

Tel: 0161 290 4000 [www.oasisacademyleesbrook.org](http://www.oasisacademyleesbrook.org)

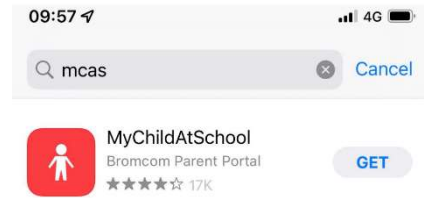
 @OasisLeesbrook

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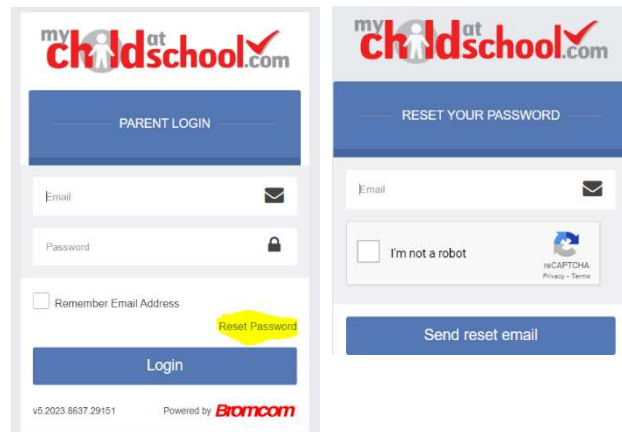
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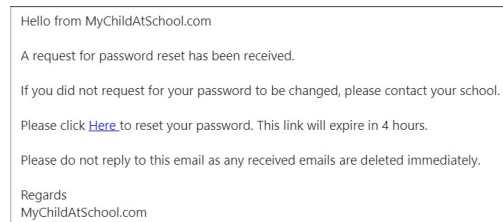
- 1) Firstly, you will either head to the My Child At School website, ([www.mychildatschool.com](http://www.mychildatschool.com)) or to your mobile devices **app store** or **google play store**. Once you are here you will search for and download the MCAS app.



- 2) Secondly, once you are either on the MCAS website or app, you must select **Reset Password**. After this you must input your email address. This **must** be the email address that you supplied us with when completing your admissions forms.



- 3) You will receive an email from My Child At School, this email will have a reset password link taking you to a page to create your own password. Once you are here you must create a password that is secure (more than 8 characters, one symbol (&,£,@), and a capital letter) and memorable.



- 4) Once this is done you can log in as normal and explore the app!

*If you require any assistance or a full parent guide in order to sign up please do not hesitate to contact our administration team on 0161 290 4000 opt 2 or via email on [info@oasisleesbrook.org](mailto:info@oasisleesbrook.org). You are welcome to come into our reception during our open hours for assistance.*

Principal – Sarah Livesey

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