



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 can directly message our administration team with any queries you may have.

More importantly, for Year 9 students the portal will allow you to help your child select their option choices.

Please follow the instructions included in this letter to set up the app on your mobile device.

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

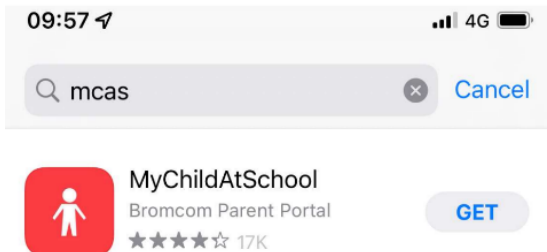
Office Manager

Executive Principal - Nigel Fowler

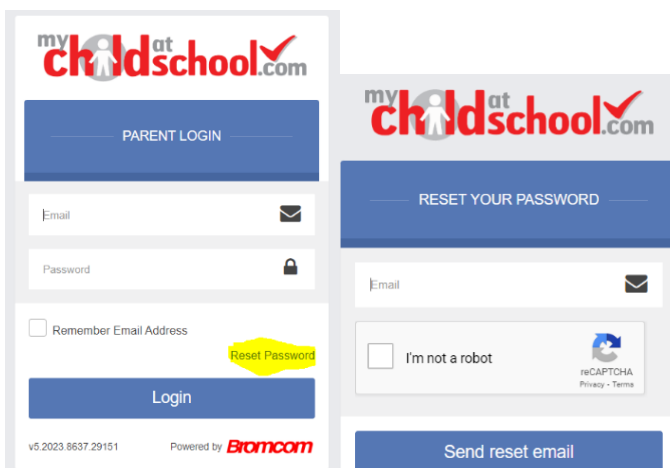
Oasis Academy Leesbrook
Roxbury Avenue, Oldham OL4 5JE

Tel: 0161 290 4000 www.oasisacademyleesbrook.org

  @OasisLeesbrook



- 1) Firstly, you will either head to the My Child At School website, (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.

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A screenshot of the 'my child at school.com' password reset page. The page has a grey header with the logo. Below it is a blue button that says 'RESET YOUR PASSWORD'. There are two input fields: 'Enter Password' and 'Confirm Password'. Below these is another blue button that says 'Update Password'. At the bottom, there is a link that says 'Back to Sign in'.

Hello from MyChildAtSchool.com

A request for password reset has been received.

If you did not request for your password to be changed, please contact your school.

Please click [Here](#) to reset your password. This link will expire in 4 hours.

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

Regards
MyChildAtSchool.com

- 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. You are welcome to come into our reception during our open hours for assistance.

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