

Our ref: DHU/HWO

10 July 2025

Dear Parent/Carer

New Parent Communication System – MyChildAtSchool

Following our recent communication on Tuesday 17 June that we would be moving away from ClassCharts to a new parent communication system called My Child At School, I can now provide guidance on what you will need to do to access the system.

On Monday 14 July at 9.00am, we will send emails to all Priority 1 contacts and those with Parental Responsibility. This email will contain details of accessing your account as detailed below.

The new system will go live in September, but I would recommend downloading the app and logging into the system as soon as login details are received.

Downloading the App

1. Open the Apple App Store or the Google Play Store on your device.
2. Search for "MyChildAtSchool"
3. Download and install the app.

Logging into the App

1. On Monday 14 July at 9.00am, the Academy will create and send out details of your account to the email address we have for you.
2. The email will be from Maltby Academy - 15447@bromcomcloud.com and will be titled "Create Password for YOUR new MCAS account".
3. The email contains a link to the Parent Login screen.
4. You should open the Create Your Password screen and enter and confirm your password before clicking the Create Password button.
5. Once the password has been created, you can login
6. When logging into the app, you may be prompted to choose a 5-digit pin number.
7. You may be also asked to turn on biometric authentication.
8. You will be asked to Allow Notifications for the app. We recommend that you click the Allow button to ensure you do not miss any key updates from us.

Further guidance on how to download and log into the app, including screenshots is provided here: [MA MCAS Parent Guide.pdf](#)

A more detailed guide on how to use the app's functionality is here: [MCAS Parent Guide - Detailed.pdf](#)



Should you encounter any difficulties downloading or accessing the app, support is available for any parents who may need help setting up the system or navigating the app through our IT Support team. Please contact the Academy to discuss this with us.

As always, thank you for your continued support and if you have any questions, please do not hesitate to contact us via info@maltbyacademy.com

Yours faithfully

A handwritten signature in black ink, appearing to read "D Hughes", with a horizontal line underneath the name.

Mr Hughes
Associate Assistant Principal