

School ID: 11826

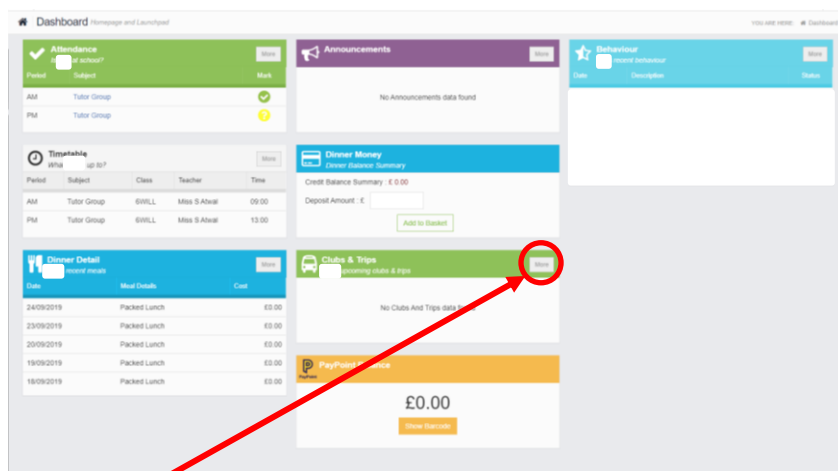
My Child at School User Manual

You will be sent an invitation code to set up your account on your child's first day. Please activate this within 48 hours of receiving the text.

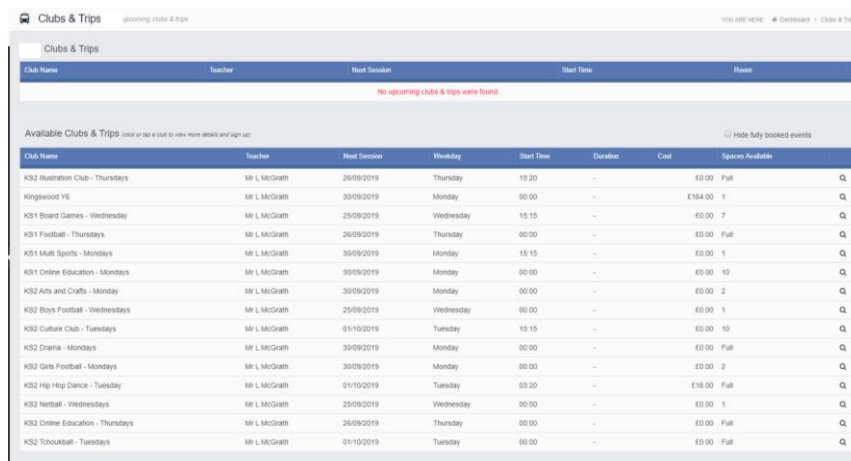
Please note: in order to make payments/bookings please ensure you are logged in via a web browser and not the app.

Booking onto Clubs/Trips:

1. Log on to your MCAS account using a web browser



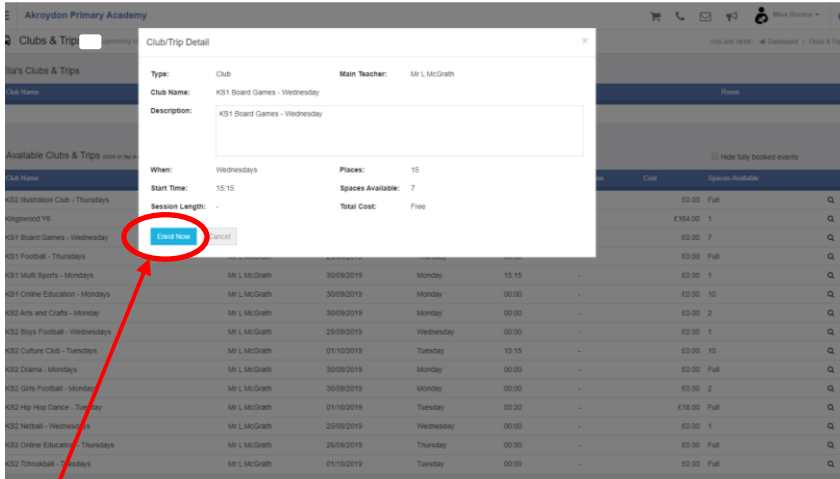
2. To view the available Clubs/Trips for your child please click 'more' button.
3. You will then be taken to the Clubs/Trips page as shown below.



Club Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	Spaces Available	
No upcoming clubs & trips were found.								
Available Clubs & Trips (click on any club to view more details and sign up)								
K52 Illustration Club - Thursdays	Mr L McGrath	26/09/2019	Thursday	15:30	-	£0.00	Full	Q
Kingswood Y5	Mr L McGrath	30/09/2019	Monday	00:00	-	£164.00	1	Q
K51 Board Games - Wednesdays	Mr L McGrath	26/09/2019	Wednesday	15:15	-	£0.00	7	Q
K51 Football - Thursdays	Mr L McGrath	26/09/2019	Thursday	00:00	-	£0.00	Full	Q
K51 Multi Sports - Mondays	Mr L McGrath	30/09/2019	Monday	18:15	-	£0.00	1	Q
K51 Online Education - Mondays	Mr L McGrath	30/09/2019	Monday	00:00	-	£0.00	10	Q
K52 Arts and Crafts - Monday	Mr L McGrath	30/09/2019	Monday	00:00	-	£0.00	2	Q
K52 Boys Football - Wednesdays	Mr L McGrath	25/09/2019	Wednesday	00:00	-	£0.00	1	Q
K52 Culture Club - Tuesdays	Mr L McGrath	01/10/2019	Tuesday	15:15	-	£0.00	10	Q
K52 Drama - Mondays	Mr L McGrath	30/09/2019	Monday	00:00	-	£0.00	Full	Q
K52 Girls Football - Mondays	Mr L McGrath	30/09/2019	Monday	00:00	-	£0.00	2	Q
K52 Hip Hop Dance - Tuesday	Mr L McGrath	01/10/2019	Tuesday	03:30	-	£18.00	Full	Q
K52 Netball - Wednesdays	Mr L McGrath	25/09/2019	Wednesday	00:00	-	£0.00	1	Q
K52 Online Education - Thursdays	Mr L McGrath	26/09/2019	Thursday	00:00	-	£0.00	Full	Q
K52 Schoolball - Tuesdays	Mr L McGrath	01/10/2019	Tuesday	00:00	-	£0.00	Full	Q

Akroydon Primary Academy, Rawson Street North, Halifax, HX3 6PU
tel: 01422 351291 email: admin@akroydon.org web: www.akroydonprimary.org

- Click on the Club/Trip you would like to book and a small booking screen will appear.



Club/Trip Detail

Type: Club Main Teacher: Mr L McGrath

Club Name: KS1 Board Games - Wednesday

Description: KS1 Board Games - Wednesday

When: Wednesdays

Start Time: 15:15

Session Length: -

Places: 15

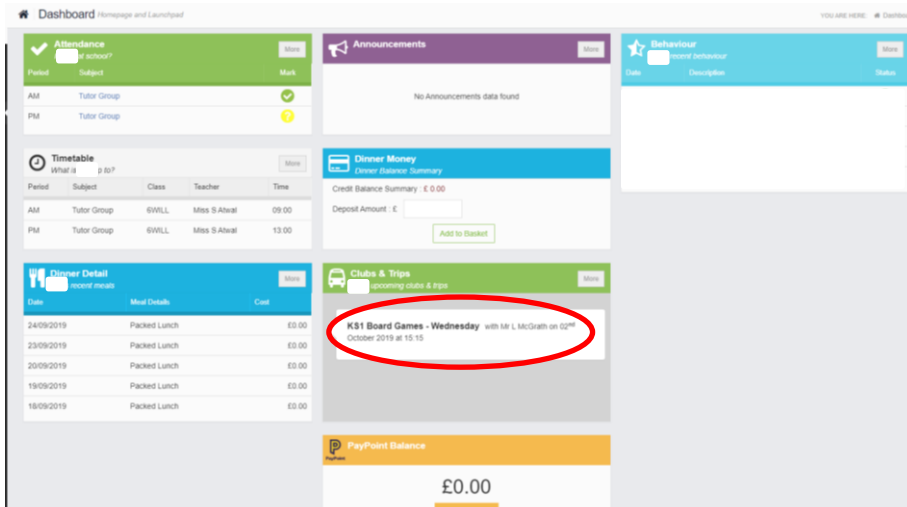
Spaces Available: 7

Total Cost: Free

Enrol Now Cancel

- Once you are happy with your selection, please click Enrol Now.

- Your club selection will then appear on your Dashboard.



Dashboard Homepage and Launchpad

Attendance **Announcements** **Behaviour**

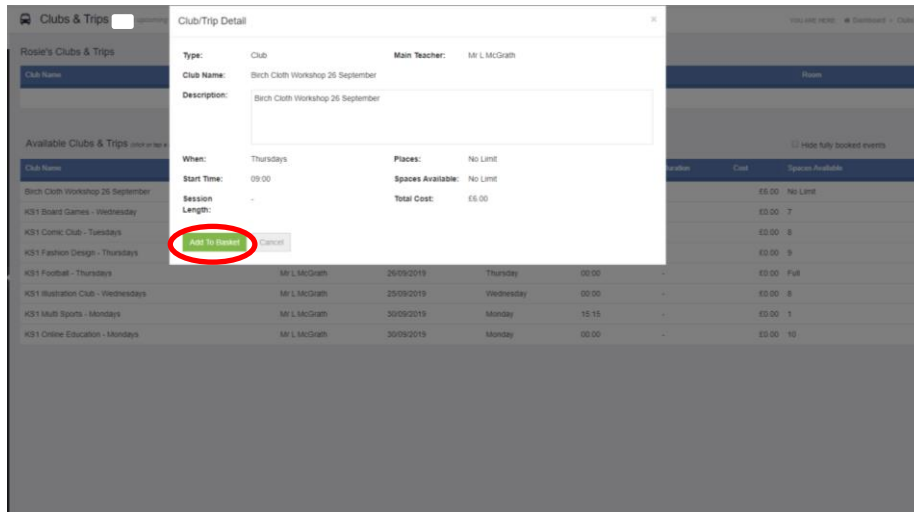
Timetable **Donner Money** **Clubs & Trips**


KS1 Board Games - Wednesday with Mr L McGrath on 02nd October 2019 at 15:15

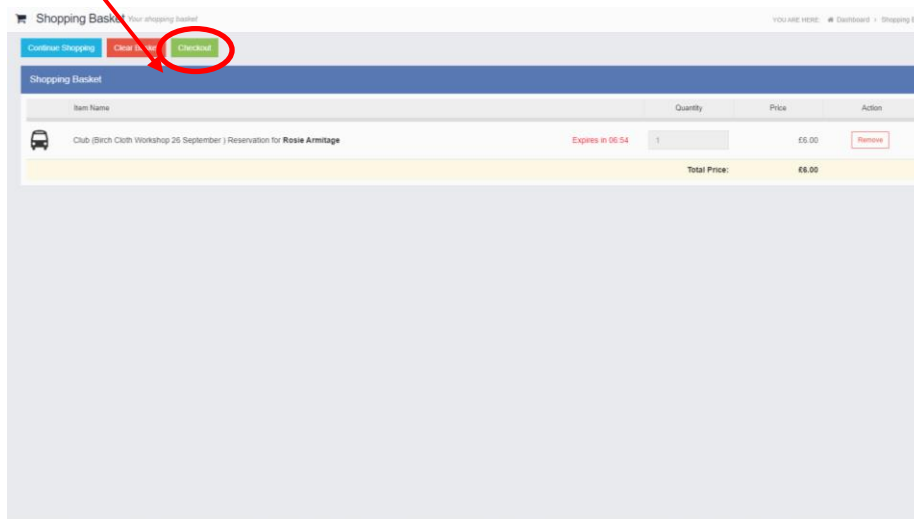
PayPoint Balance £0.00

Paying for Clubs/Trips:

1. If you are booking onto a Club/Trip that requires payment, steps 1-4 above apply, once you have selected your chosen Club/Trip please click 'Add To Basket' as shown below.

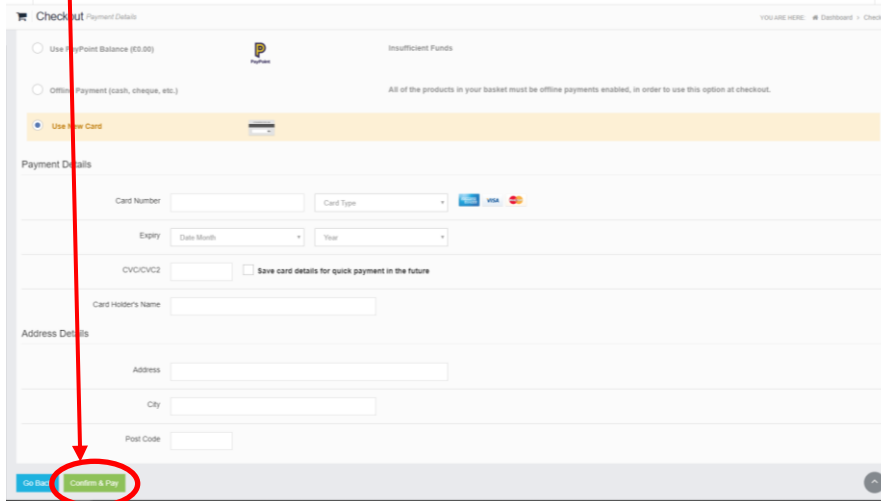


2. You can access your basket  via the symbol.
3. You will then be taken to your online basket where you will be given 10 minutes to pay for your items. Once you are happy with your selection, please click 'Checkout'




Akroydon Primary Academy, Rawson Street North, Halifax, HX3 6PU
tel: 01422 351291 email: admin@akroydon.org web: www.akroydonprimary.org

4. You can then pay via card/PayPoint and your transaction is complete.





Checkout Payment Details

YOU ARE HERE: [Dashboard](#) > [Checkout](#)

☐ Use PayPoint Balance (£0.00)  Insufficient Funds
☐ Offline Payment (cash, cheque, etc.) All of the products in your basket must be offline payments enabled, in order to use this option at checkout.

Use New Card

Payment Details

Card Number Card Type  

Expiry Date Month Year

CVC/CVC2 ☐ Save card details for quick payment in the future

Card Holder's Name

Address Details

Address

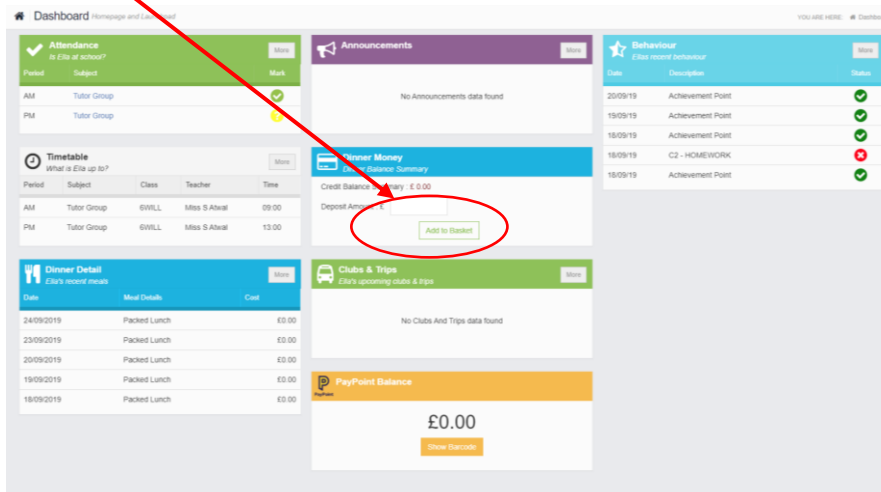
City

Post Code

[Go Back](#) [Confirm & Pay](#)

Paying for School Dinners:

1. You can make payments for School Dinners by entering your dinner balance into the 'Dinner Money' widget as shown below and click 'Add to Basket'.



Dashboard Homepage and Content

YOU ARE HERE: [Dashboard](#)

Attendance [Mark](#)

Period Subject Mark

AM Tutor Group ☒

PM Tutor Group ☒

Timetable [What is left up to?](#)

Period Subject Class Teacher Time

AM Tutor Group @WILL Miss S Akmal 09:00

PM Tutor Group @WILL Miss S Akmal 13:00

Dinner Detail [View](#)

View's recent meals

Date	Meal Details	Cost
24/09/2019	Packed Lunch	£0.00
23/09/2019	Packed Lunch	£0.00
20/09/2019	Packed Lunch	£0.00
19/09/2019	Packed Lunch	£0.00
18/09/2019	Packed Lunch	£0.00

Announcements [View](#)

No Announcements data found

Dinner Money [View](#)

View's dinner money summary

Credit Balance Summary: £ 0.00

Deposit Amount: £ 0.00

[Add to Basket](#)

Clubs & Trips [View](#)

View's upcoming clubs & trips

No Clubs And Trips data found

PayPoint Balance

£0.00

[View Balance](#)

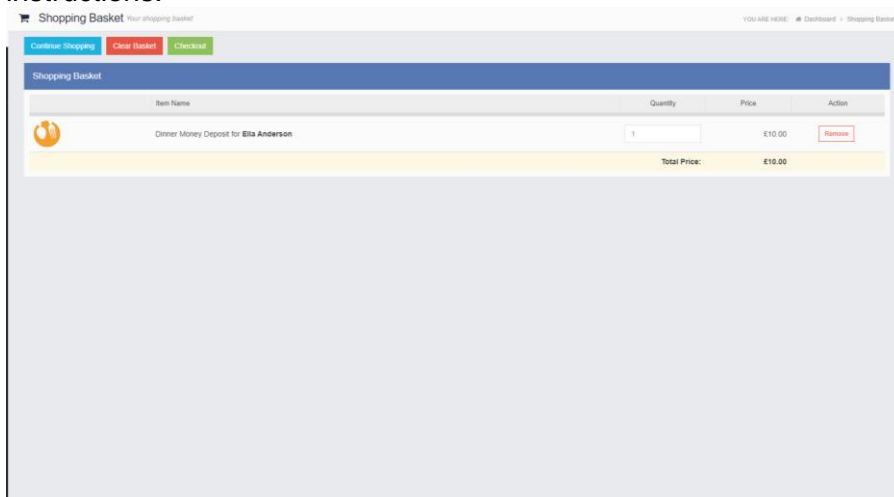
Behaviour [View](#)

View's recent behaviour

Date	Description	Status
20/09/19	Achievement Point	<input checked="" type="checkbox"/>
19/09/19	Achievement Point	<input checked="" type="checkbox"/>
18/09/19	Achievement Point	<input checked="" type="checkbox"/>
18/09/19	C2 - HOMEWORK	<input checked="" type="checkbox"/>
18/09/19	Achievement Point	<input checked="" type="checkbox"/>

2. You can access your basket via the  symbol.

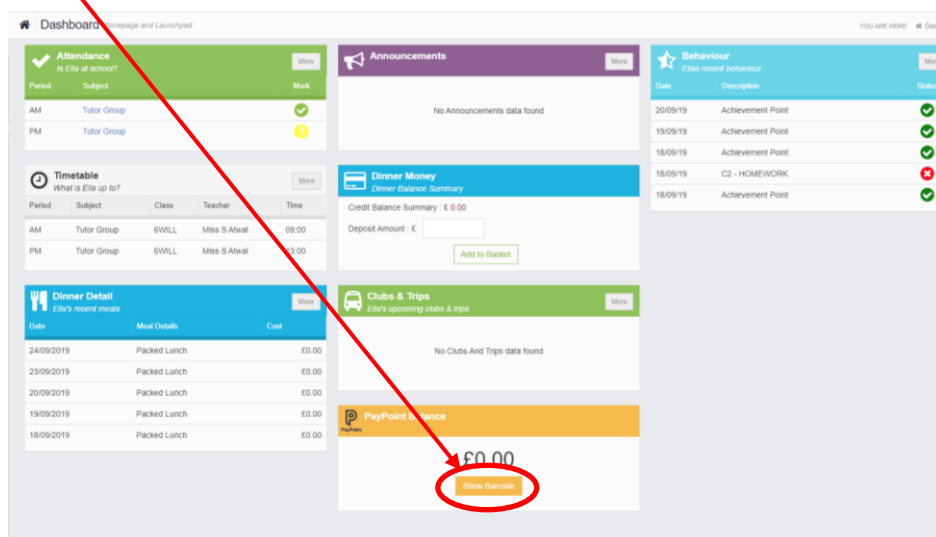
- Once you are happy with your amount, please click 'Checkout' and follow payment instructions.



Paying via PayPoint:

If you do not want to make online payments via MCAS you can access your PayPoint barcode on your account.

- Once on your Dashboard please click 'Show Barcode' as shown below.



This will then bring up a unique barcode linked to your MCAS account that you can use to scan at any PayPoint shop. Please allow 48 hours for the payment to appear on to your

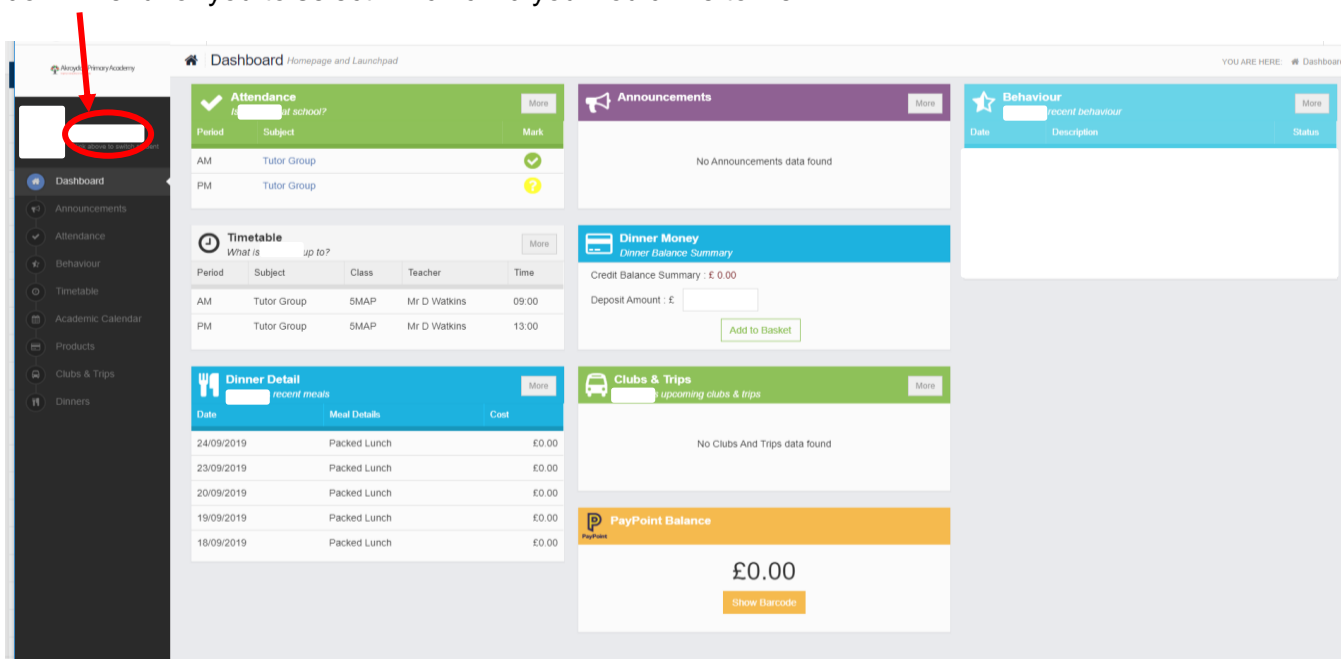
Akroydon Primary Academy, Rawson Street North, Halifax, HX3 6PU
tel: 01422 351291 email: admin@akroydon.org web: www.akroydonprimary.org

account. Once the payment is showing, you can then pay for Clubs/Trips via the methods above and simply clicking 'use PayPoint balance' at checkout.

Please note: if you do not have internet access at home, please contact the school office and they will be able to print off a barcode for you.

Linking Siblings:

If you have siblings in school and need to switch accounts, please click on your child's name in the left hand corner of your Dashboard as shown below. This will then bring up a drop down menu for you to select which child you would like to view.



The screenshot shows the parent dashboard with various sections: Attendance, Announcements, Behaviour, Timetable, Dinner Money, Dinner Detail, Clubs & Trips, and PayPoint Balance. A red circle and arrow highlight the child's name in the top left corner of the dashboard, which is used to select a different child's account.

Please note: if you have children not showing on your drop down menu, please contact the school office.

Log in details:

The School ID is **11826**

If you have not yet received your log in details, please contact the school office and they will issue them again.