

18 December 2019

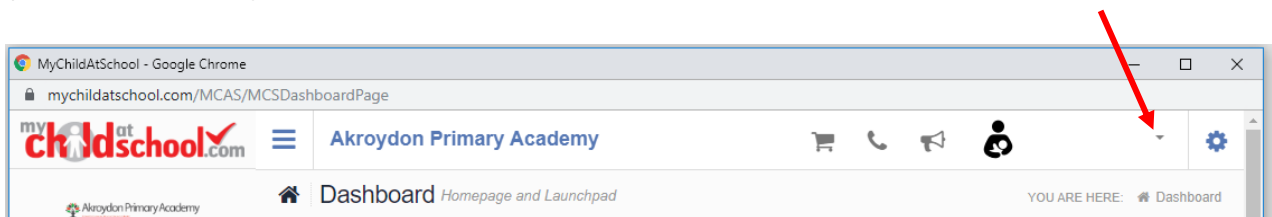
Dear Parent/Carer

## Data Collection

As we now actively use our parent portal MCAS (MyChildAtSchool) please be aware that we will no longer be issuing printed Data Collection sheets.

Data Collection sheets have been used previously for you to check that the records we hold, such as contact details, are accurate. As parents now have access to this information via the parent portal we need you to regularly check and amend any data as and when needed. Reminders will be sent periodically, however it is your responsibility to ensure the data held is kept up to date.

In order to access your registered contact details you need to login to your MCAS account via an online browser, then select 'contact details' from the dropdown box in your account profile (screen shot below).

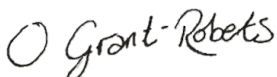


Please note that the MCAS App is still in its infancy and only has limited ability, and whilst you can view behaviour and attendance information, contact details cannot currently be amended in the App so it is important that you access this via an online browser.

It is essential that e-mail addresses and contact phone numbers are up to date to ensure that you can be contacted in an emergency and that you receive all school communication.

Thank you for your co-operation in this matter.

Yours sincerely



Mr O Grant-Roberts  
Vice Principal