

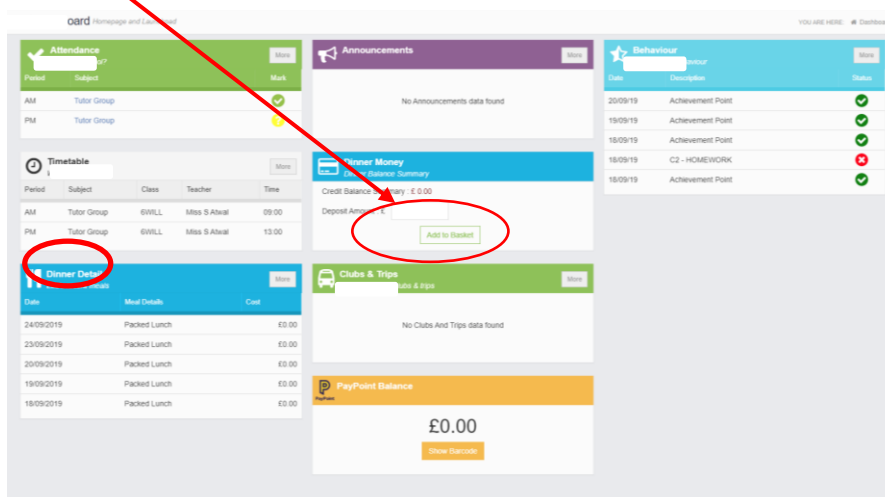
School ID: 11826

## 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.

### Paying for School Dinners:

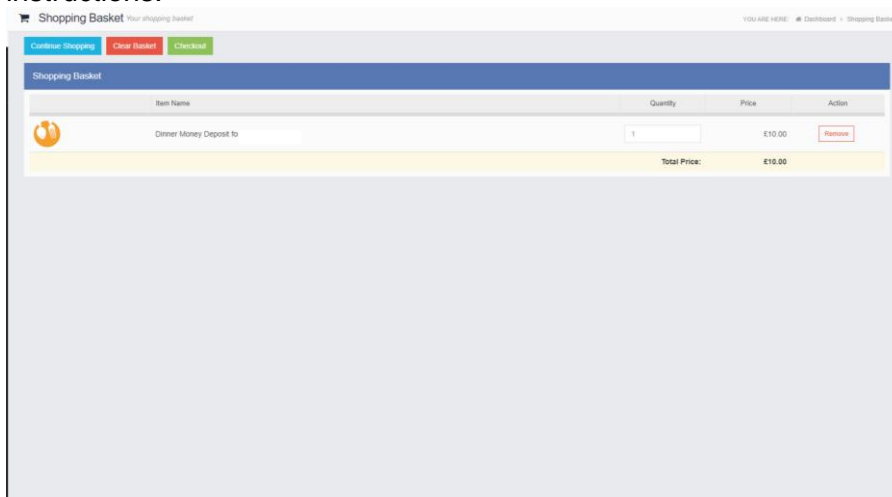
1. You can make payments for School Dinners by entering your dinner balance into the 'Dinner Money' widget as shown below and click 'Add to Basket'.



The screenshot shows the 'My Child at School' dashboard. The 'Dinner Money' widget is highlighted with a red circle, and the 'Add to Basket' button is circled in red. A red arrow points from the 'Add to Basket' button in the 'Dinner Money' widget to the 'Add to Basket' button in the 'Dinner Money' widget.

2. You can access your basket via the  symbol.

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

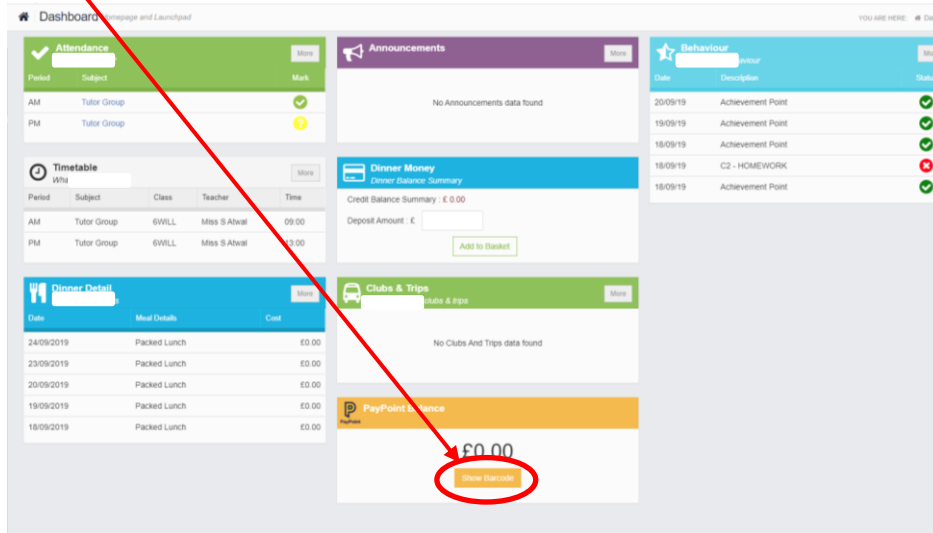


The screenshot shows the 'Shopping Basket' page. The basket contains one item: 'Dinner Money Deposit to' with a quantity of 1 and a price of £10.00. The total price is £10.00.

## **Paying via PayPoint:**

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

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

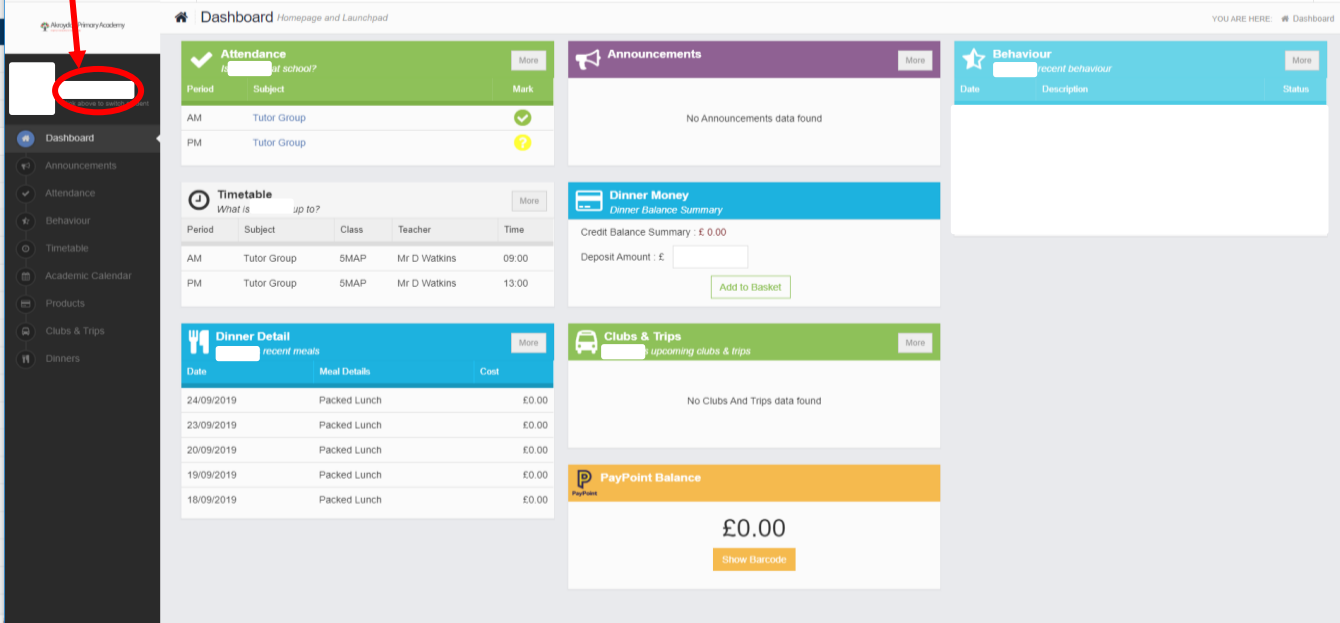


This will then bring up a unique barcode linked to your MCAS account that you can use to scan at any PayPoint shop. Please allow 48 hours for the payment to appear on to your account. Once the payment is showing, you can then pay for Clubs/Trips via the methods above and simply clicking 'use PayPoint 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.



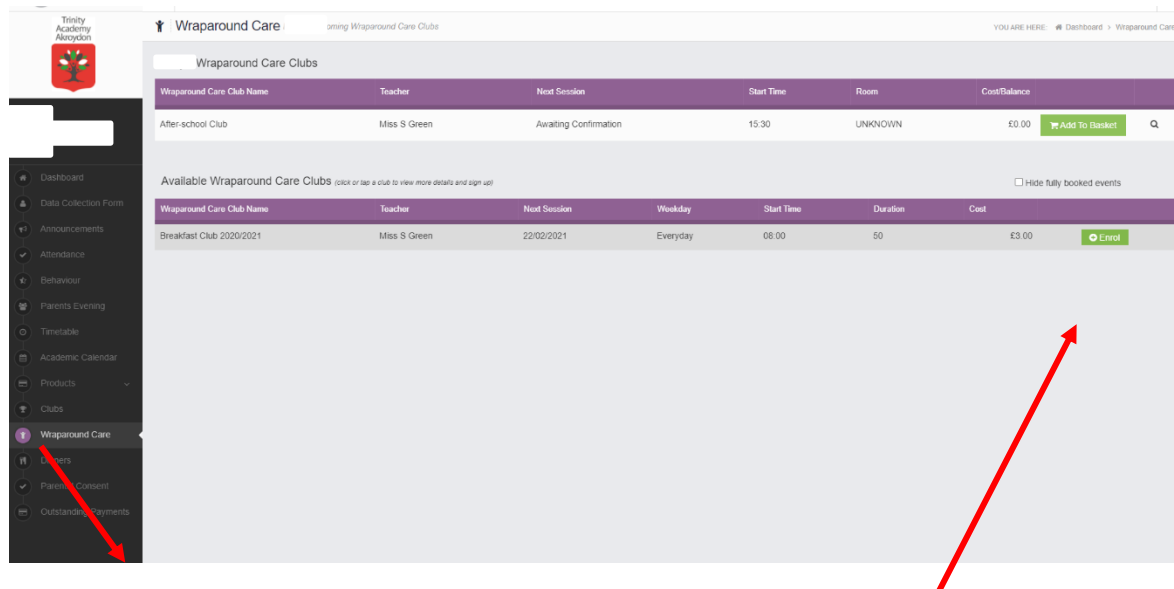
The screenshot shows the parent dashboard interface. In the top left corner, there is a dropdown menu for selecting a child's account, which is highlighted with a red circle and a red arrow. The dashboard is divided into several sections:

- Attendance:** A table showing attendance for AM and PM sessions for the Tutor Group, with a 'Mark' column.
- Announcements:** A section for school announcements, currently showing 'No Announcements data found'.
- Behaviour:** A section for tracking student behaviour, currently showing 'No Behaviour data found'.
- Timetable:** A table showing the school timetable for AM and PM sessions, including subjects, classes, and teachers.
- Dinner Money:** A section for managing dinner payments, showing a credit balance summary and a deposit amount.
- Dinner Detail:** A table showing recent meals and their costs.
- Clubs & Trips:** A section for managing club and trip payments, currently showing 'No Clubs And Trips data found'.
- PayPoint Balance:** A section for checking the current balance, showing £0.00.

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

## **Booking onto Breakfast Club (Wraparound care):**

To ensure that we have sufficient numbers of staff to look after your children on a daily basis we now require you to book your places in advance. We will be able to accommodate 20 children each morning. Breakfast club is £3.00.



The screenshot shows the 'Wraparound Care' section of the Trinity Academy Akroydon website. On the left, a navigation menu lists various options, with 'Wraparound Care' highlighted. The main content area displays a table of 'Wraparound Care Clubs'. The first table shows an 'After-school Club' with a cost of £0.00 and an 'Add To Basket' button. Below this, a section titled 'Available Wraparound Care Clubs' includes a checkbox for 'Hide fully booked events'. The second table lists the 'Breakfast Club 2020/2021' with a cost of £3.00 and an 'Enrol' button. A red arrow points to the 'Enrol' button.

Wraparound Care Club Name	Teacher	Next Session	Start Time	Room	Cost/Balance
After-school Club	Miss S Green	Awaiting Confirmation	15:30	UNKNOWN	£0.00

Wraparound Care Club Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost
Breakfast Club 2020/2021	Miss S Green	22/02/2021	Everyday	08:00	50	£3.00

1. Select wraparound care down the left hand side and click enrol if your child isn't already.

Wraparound Care Club Name	Teacher	Next Session	Start Time	Room	Cost/Balance	
After-school Club	Miss S Green	Awaiting Confirmation	15:30	UNKNOWN	£0.00	<a href="#">Add To Basket</a> <a href="#">Q</a>
Breakfast Club 2020/2021	Miss S Green	Awaiting Confirmation	08:00	UNKNOWN	£0.00	<a href="#">Add To Basket</a> <a href="#">Q</a>
Available Wraparound Care Clubs (click or tap a club to view more details and sign up)						
<input type="checkbox"/> Hide fully booked events						
Wraparound Care Club Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost
No upcoming wraparound care clubs were found.						

2. Click on breakfast club.

Club/Trip Detail

Type: Club Main Teacher: Miss S Green

Club Name: Breakfast Club 2020/2021

Description: Breakfast Club 2020/2021

Next Session: Tue 16/03

Start Time: 08:00

Session Length: 50 mins Cost Per Session: £3.00

Sessions: ■ Spaces Available ■ Session Full ■ Enrolled/Booked Sessions ■ Unavailable

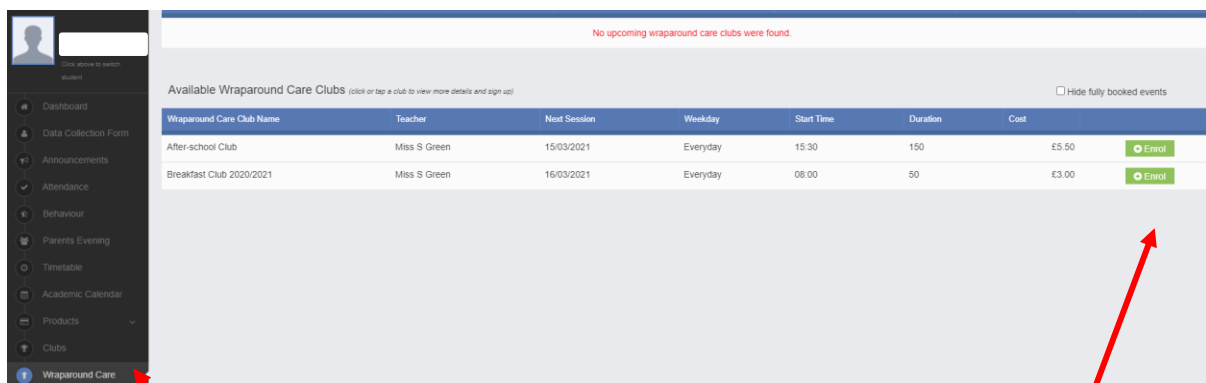
Use the grid below to select each session you would like your child to attend. When you click 'Proceed', your child will be enrolled into all the sessions you have chosen.

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
15/03					
22/03					
29/03					
05/04					
12/04					
19/04					
26/04					
03/05					
10/05					
17/05					
24/05					
31/05					
07/06					
14/06					
21/06					
28/06					

- This screen will then appear. Here you can select your days. Once selected, click proceed and make payment.

### **Booking onto After-School Club (Wraparound care):**

To ensure that we have sufficient numbers of staff to look after your children on a daily basis we now require you to book your places in advance. We will be able to accommodate 20 children after-school. After-school club is £5.50.



No upcoming wraparound care clubs were found.

Available Wraparound Care Clubs (click or tap a club to view more details and sign up) ☐ Hide fully booked events

Wraparound Care Club Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	
After-school Club	Miss S Green	15/03/2021	Everyday	15:30	150	£5.50	<span style="background-color: green; color: white; padding: 2px 5px;">Enrol</span>
Breakfast Club 2020/2021	Miss S Green	16/03/2021	Everyday	08:00	50	£3.00	<span style="background-color: green; color: white; padding: 2px 5px;">Enrol</span>

- Select wraparound care and available wraparound care clubs will show. Click enrol.

Club/Trip Detail - ×

Type: Club

Main Teacher: Miss S Green

Club Name: After-school Club

Description:

After-school Club

Next Session: Tue 16/03

Start Time: 15:30

Session Length: 150 mins

Cost Per Session: £5.50

Sessions:

Spaces Available

Session Full

Enrolled/Booked Sessions

Unavailable

Use the grid below to select each session you would like your child to attend. When you click 'Proceed', your child will be enrolled into all the sessions you have chosen.

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
15/03					
22/03					
29/03					

Proceed
Close

- This screen will then appear. Here you can select your days. Once selected, click proceed and make payment.

## 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.