



Archbishop Courtenay
Church of England
Primary School

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Headteacher: Mrs S Heather
Chair of Governors: R O'Connell

11th July 2022

Dear Parents and Carers

INTRODUCTION OF THE SCHOOL'S NEW COMMUNICATION SYSTEM - BROMCOM

From September 2022 we will be introducing a new system to communicate with you and which will also give you access to useful features including the School Diary, Announcements, Attainment and Attendance. At a later date, we will add the facility to pay for school meals, clubs and trips. We are moving to Bromcom to streamline and link all of the systems we currently use in school.

This parental portal is called **MCAS, MyChildAtSchool**. You will be sent an invitation to your current email address. This email will include a link that will take you to the setup page.

You can access MCAS through a web page or a downloadable mobile app. You will be emailed instructions before the rollout begins, but sessions will be held in school when we return in September if you need help to set up your account.

NOTE: The instructions will explain all of the options available to a MyChildAtSchool user. However, we will not be using all of these modules immediately so you may not be able to see them all when you view MyChildAtSchool.

You may already be familiar with MCAS from another school. If so you can link your new Archbishop Courtenay account to the one you already have set up for your other child/children.

We will let you know the date that the activation emails will be sent to you.

Kind regards

Mrs J Bond
Deputy Headteacher



Aquila, The Diocese of Canterbury Academies Trust

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