

WIRRAL GRAMMAR SCHOOL FOR BOYS

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WEBSITE: www.wirralgrammarboys.com

Headteacher: S P Ascroft BSc MA(Ed) NPQEL






Dear Parents / Guardians,

We are very excited to be welcoming your child to our school.

In order to ensure that communications between home and school are seamless, it is important that you are able to access the MyChildAtSchool (MCAS) website and application.

These can be accessed either on the web or via the app store of your mobile device. The Wirral Grammar School for Boys **school code is 13756.**

Web (Browser Based)	www.mychildatschool.com
App  	 MyChildAtSchool - Parent App Bromcom Computers Plc 4.5★ 22.9K reviews 500K+ Downloads PEGI 3 Install Share Add to wishlist

This document will assist you in submitting the required admissions information with MCAS. At this stage we require you to:

- **Login to MCAS**
- **Complete the online admissions form**
- **Complete the online parental consent forms**

Please ensure to have submitted all the required admissions information for your child. This must be completed within one session, so it is advisable to ensure that you have all the required information to hand before starting the process. This is likely to include information relating to:

- Personal details for your child, yourself and others with parental responsibility.
- Contacts and emergency contacts
- Medical, allergens and dietary requirements
- School history

If you are unable to complete the admissions form in one session, you will be required to start from the beginning the next time that you log in.

If you encounter difficulties and require assistance, please contact admissions@wirralgrammarboys.com.

Yours sincerely,

Mr J Glover

School Data Manager

Discover, Thrive, Belong



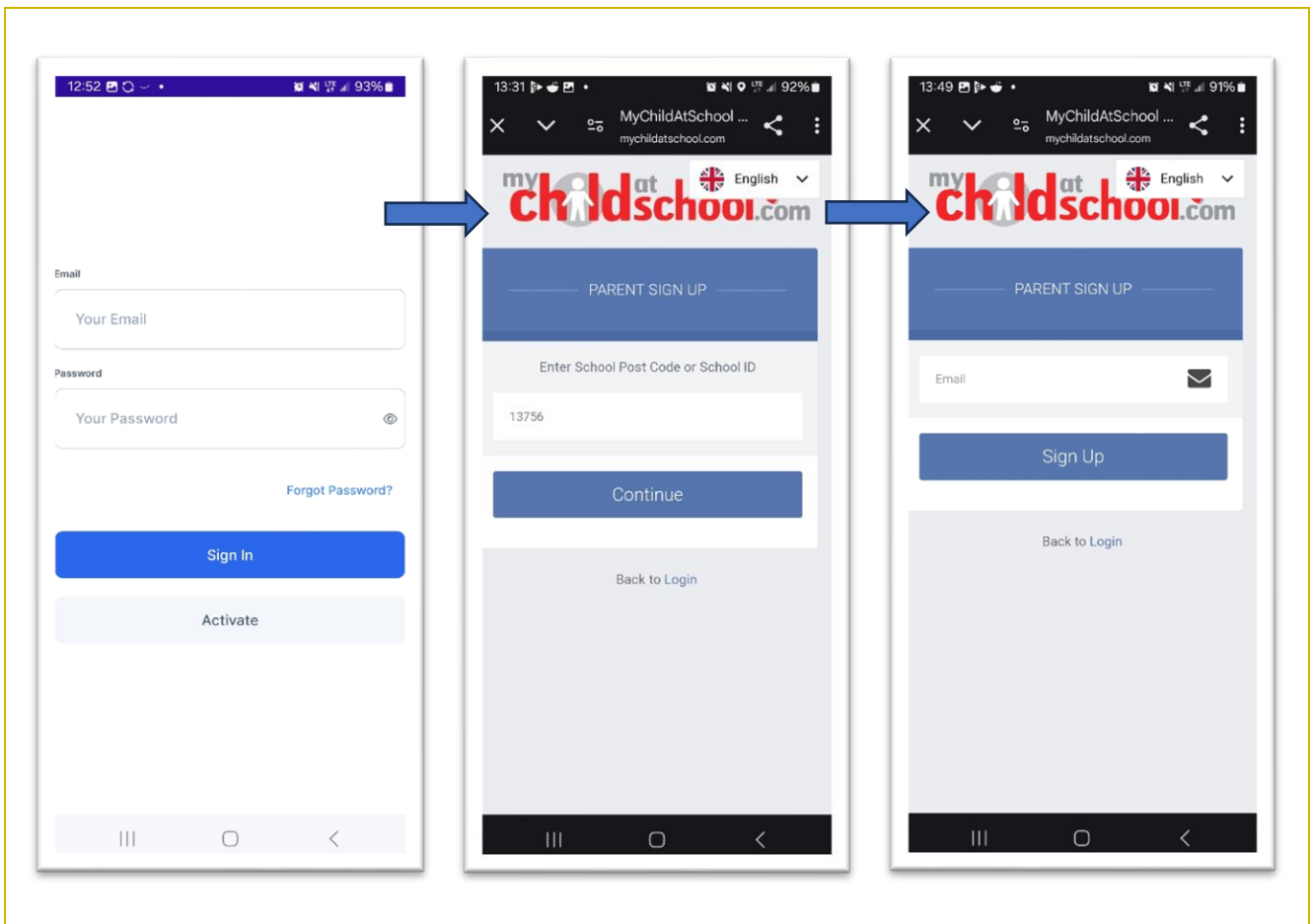
Step 1: First time access to MCAS

Parents can access the **Parent Login** screen in two ways:

1. From within the web browser type www.mychildatschool.com, this will open the **Parent Login** screen.
2. From the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.

Once in the **Parent Login** screen parents should follow these steps:

- Click on the **Sign Up** or **Activate** link in the Parent Login screen.
- Enter the **school's ID - 13756**
- Click **Continue**.
- Enter the registered email address.
- Click **Sign Up**.



Parents will see the message *'To complete your registration, we have sent an email to the email address you provided. Please access your email and follow the steps to create your password'*.



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Parents will receive an email from **MyChildAtSchool** with a link to a **one-time passcode**.

- Click on the **link** for the one-time passcode.
- Enter the one-time passcode.
- Click **Verify**.

As soon as the **one-time passcode** has been verified, parents will be prompted to enter a **password**.

- **Enter Password.**
- **Confirm Password.**
- Click **Create Password**.

Once the password has been created, parents can login from within the web browser and type www.mychildatschool.com, or access the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.

Note: Parents should contact the school if:

- Parental Responsibility has not been assigned to the parent, then a message will appear *'Email address invalid. Please contact the school to gain access to your child's account.'*
- The parent's email address is not recognised.

Note: Parents should go back to the login screen if the email address already exists:

- Enter email address and password to sign into your account.
- Use Forgot Password if the user has forgotten their password.

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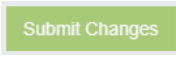
Step 2: Completing the online admissions form.

Parents should select **Admissions Form** from the menu tab on the left-hand side of the screen.

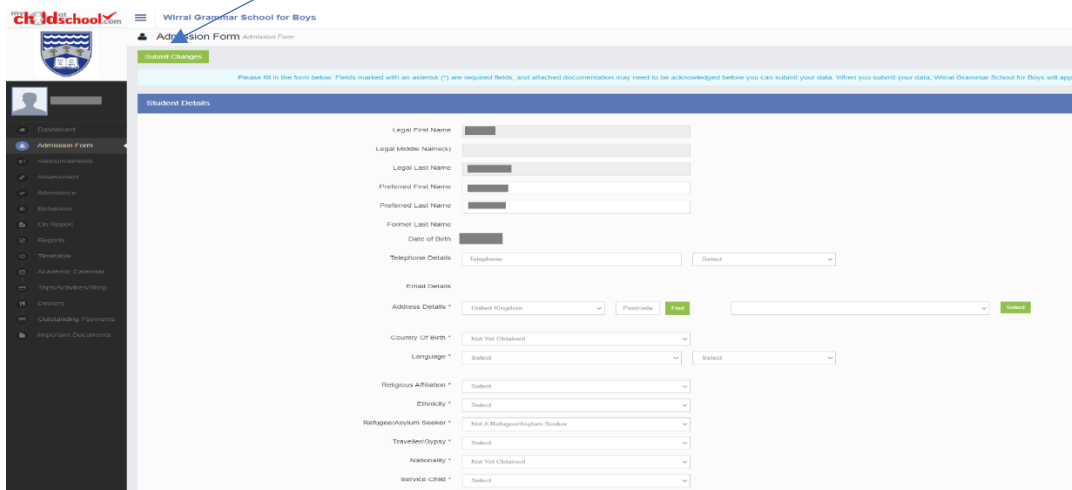
Parents should complete the first two sections of **Student Details**. Please note that the telephone number for the student should be your telephone number.

Parents should now complete any **Medical Information**. It is very important that parents fully complete any medical information that the school needs to be aware of. The drop-down box will give various medical conditions in alphabetical order and will include the option *NONE* if there is no medical information that the school needs to be aware of.

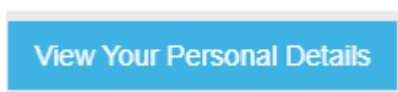
(The SEN section will be completed at a later stage by the school)

Now click on the green tab  button at the top left of your screen.

Please note that any fields marked with * must be completed.



The screenshot shows the 'Admission Form' interface. On the left is a navigation menu with 'Admission Form' selected. The main area is titled 'Student Details' and contains various input fields: Legal First Name, Legal Middle Name(s), Legal Last Name, Preferred First Name, Preferred Last Name, Former Last Name, Date of Birth, Telephone Details (with a dropdown), Email Details, Address Details (Country, Postcode, City/Town/Village, Street), Country of Birth, Language, Religious Affiliation, Ethnicity, Refugee/Asylum Seeker, Traveller/Gypsy, Nationality, and Service Child. A green 'Submit Changes' button is visible at the top left of the form area.


 **Click/tap on this button**



The screenshot shows the 'Data Collection Form' interface. At the top left is the school logo and 'Data Collection Form' title. Below it is a green 'Submit Changes' button. On the right side, there is a blue 'View Your Personal Details' button. A note at the bottom states: 'Please note - Any amendments will first be approved by Wirral Grammar School for Boys administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.'

Parents should now complete their personal details, before selecting **submit changes**.

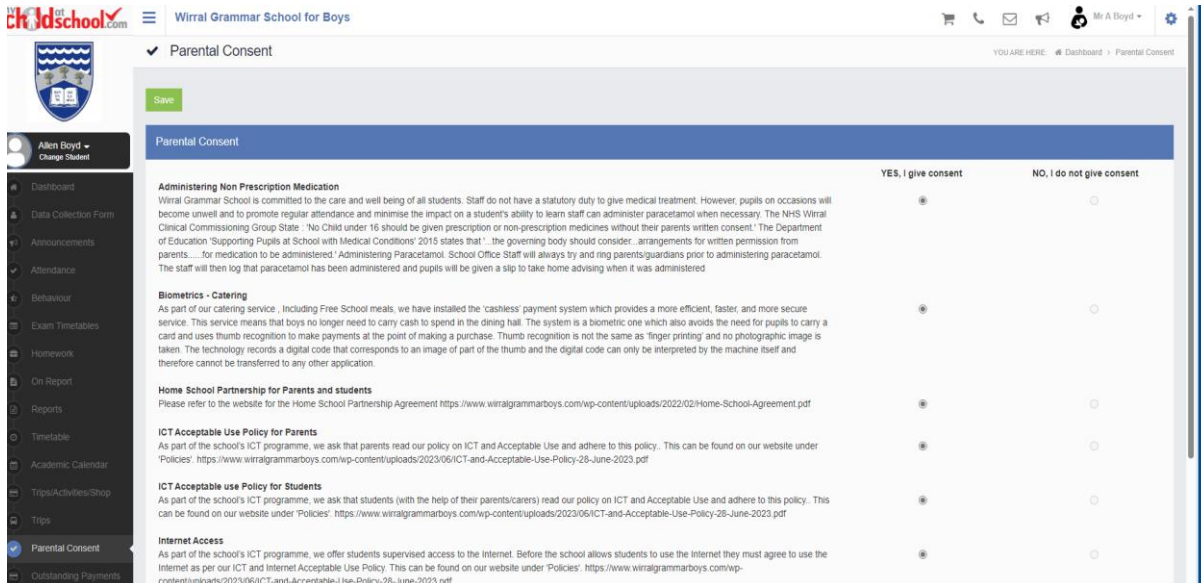
Parents are required to submit at **least one additional** contact, ideally two. This is in case you are not available and we need to contact a family member or close friend in an emergency. To do this select

 under your details and complete and **submit your changes**.



Step 3: Completing Parental Consent

After completing the previous sections, Parents should select the **Parental Consent** tab within the menu on the left-hand side (The box may appear faded, but it can still be selected).



Parents will need to either give or refuse consent to the questions, by **selecting the relevant checkboxes**.

After pressing **save**, the information will be sent to our school office who will check the details and contact you if there are any issues.

If you encounter difficulties and require assistance, please contact admissions@wirralgrammarboys.com.

Useful Links:



[School Website](#)



[MCAS – Parent Guide \(for future reference\).](#)



[MCAS Online Documentation](#)