Charleschool.com

What can I see?

As the My Child At School website reads information directly from the school's Management Information System so you can see information in 'real time'.

View

- Attendance
- Assessment Reports
- Meals taken
- Meals paid

Who has access?

Your username will be in the name of one parent in the household so will need to be shared.

Where both parents are not in the same household, we can issue additional usernames on request.

Signing in

Enter: <u>www.mychildatschool.com</u> into your browser's address bar. In the subsequent login box enter the following information:



More than one child at school?

If you have more than one child at school you can click on the child's name to display a list of all your children at the school. Simply select the child you want to view from this list.



The homepage displays a summary of recent information for your child.

Settings

Under the settings link you can:

- View and update your contact details
- Change and update your password
- Change the way the site is displayed

Paying for a trip

Click on the **Trips** link on the left hand menu bar.

	Dashboard
	Attendance
۲	Parents Evening
	Assessment
	Academic Calendar
	Lookout club -
Breakfast & After School	
	Trips
	Dinners

Any trips which your child is due to attend will be shown under 'Available Trips' and you will be given the option to add payment to the shopping basket.

Once paid your child's trip will appear on the homepage as a reminder.

Making Lookout Club Payments

- Click on the *Lookout Club* link on the left hand menu bar.
- You will be given the option to add your latest invoice figure to the shopping basket.

Forgotten Login Details?

Simply click on the Forgotten Login Details link on the MCAS school page.