

# MCAS Parent Guide

## MyChildAtSchool [MCAS]



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## Introduction

**MyChildAtSchool** [MCAS] is a portal enabling parents to view their child's academic performance in real-time via a web browser. This facility allows exclusive access to the child's **Attendance**, **Assessment** and **Behaviour** whenever the parent/carer wishes. As well as student performance data, the portal also provides general useful information about school such as the **Academic Calendar** and **Announcements**.

In summary, **MyChildAtSchool** provides:

- Access to real-time **Attendance** and **Behavioural** data
- Instant access to **Published Reports** and **Letters**
- Option to purchase **Items (such as uniform, production tickets)** or book and pay for **Trips**

**Note:** The information in this guide is based on all the modules being available to the school. Some options like **Behaviour** or **Assessment** may not be used by the school, therefore these will not be available on your **Home Page**.

**Note:** This guide will explain all of the options available to a MyChildAtSchool User. Your school may not have the modules that enable all of these options so you may not see all of them when you view MyChildAtSchool. Also some of the options are configurable and the school may not give access to all of the options for example access to staff e-mails. The school also has configuration options of Colour, Menu Titles and Sub Menu Titles so these may also differ from the images in this guide

**Note:** If you have any issues logging into your account, please contact the school directly and not Bromcom. Bromcom only supply the software, the school maintain User login details.

## How to Access MCAS

To login to the **MCAS Parent Portal** you will need to have a valid e-mail address registered with the school and an **Invitation Code** which the school would have sent to you. If you do not have an **Invitation Code** please contact the school for one, as you will **NOT** be able to access the **Parent Portal** without one.

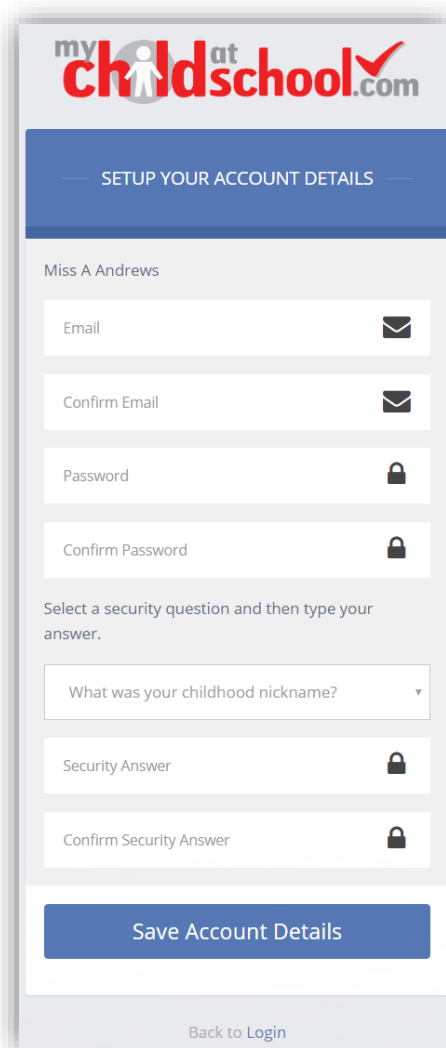
From within your web browser type [www.mychildatschool.com](http://www.mychildatschool.com) this will open the login page.

The screenshot shows the 'PARENT LOGIN' page. At the top is the logo 'my child at school.com'. Below it is a blue header with the text 'PARENT LOGIN'. The main form has three input fields: 'Your School ID' with a keypad icon, 'Your User Name' with a person icon, and 'Password' with a lock icon. Below these fields is a checkbox labeled 'Remember School ID and Username' which is checked. To the right of the checkbox are two links: 'Forgotten Login Details?' and 'Redeem Invitation Code?'. The 'Redeem Invitation Code?' link is highlighted with a red rectangle. At the bottom of the form is a large blue button labeled 'Login'. At the very bottom, it says 'v5.2019.7195.22715' and 'Powered by Bromcom'.

The screenshot shows the 'REDEEM YOUR INVITATION CODE' page. At the top is the logo 'my child at school.com'. Below it is a blue header with the text 'REDEEM YOUR INVITATION CODE'. The main form has three input fields: 'School ID' with a keypad icon, 'Username' with a person icon, and 'Invitation Code' with an envelope icon. Below these fields is a checkbox labeled 'I'm not a robot' which is unchecked. To the right of the checkbox is a reCAPTCHA logo with links for 'Privacy' and 'Terms'. At the bottom of the form is a large blue button labeled 'Redeem Code'. At the very bottom, there is a link that says 'Back to Login'.

Click on the **Redeem Invitation Code?** link and enter your **School ID**, **Username** and the **Invitation Code**, which will be a unique 10 character alphanumeric code, [which can only be used once to setup the **Account**], tick the **I'm not a robot** box and click on the **Redeem Code** button.

You will then be asked to **Setup** your **Details**, enter the required information to setup the **Login Details** and click on the **Save Account Details** button, a message will be displayed that the new **Login** setup has been successful and you will be returned to the **Login** page. **Please note not all systems are set up to require a security question**



The screenshot shows the 'mychildat school.com' logo at the top. Below it is a blue header with the text 'SETUP YOUR ACCOUNT DETAILS'. The form is for 'Miss A Andrews' and includes fields for 'Email', 'Confirm Email', 'Password', and 'Confirm Password', each with an icon (envelope or lock). Below these is a section for a security question: 'Select a security question and then type your answer.' with a dropdown menu showing 'What was your childhood nickname?'. This is followed by 'Security Answer' and 'Confirm Security Answer' fields, each with a lock icon. At the bottom is a blue 'Save Account Details' button and a 'Back to Login' link.

An e-mail will also be sent to the e-mail address entered asking for the **Login** information to be verified, if this is not verified the you will not be able to **Recover Account Details** or change the **Password** in the future.

Dear MyChildAtSchool user,

Thank you for setting up your username and password retrieval details.

Security Question:

What was the name of your first pet?

Answer:

S\*\*\*\*

Please click [Here](#) to validate this information – If you do not validate the details provided you will not be able to retrieve a forgotten username or password on-line.

A pop-up reminder will appear every time you log into MyChildAtSchool until you validate these details.


Please do not reply to this email as it is automatically generated.

Kind Regards

MyChildAtSchool.com

You will now be able to **Login** using your new **Login Details**.

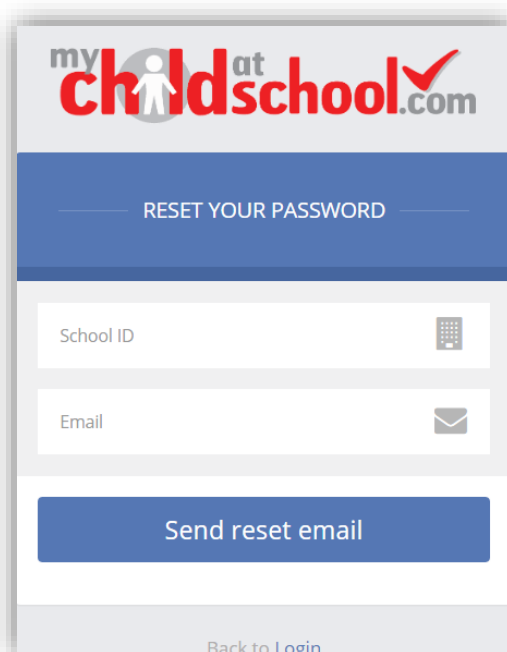
If you should forget your **Login Information**, clicking on the **Forgotten Login Details?** link will allow you to reset your **Password** or **Recover Account Details**.



The screenshot shows the MyChildAtSchool.com login page. The header features the logo. Below it, a blue bar contains the text "WHAT DO YOU NEED TO RECOVER?". Underneath this bar are two buttons: "I need to reset my password" and "I need to recover my account details". At the bottom of the form is a link that says "Back to Login".

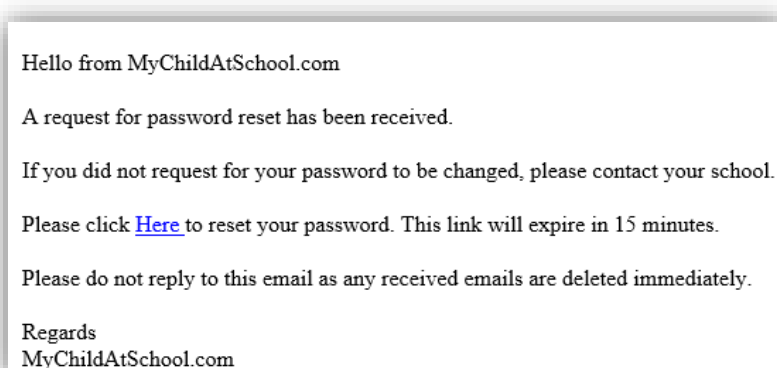
### Reset Password

Selecting the **I need to reset my password** option will open the **Reset Password** window, where you will be asked to enter the **School ID** and **Email** address then click the **Send Reset email** button.



The screenshot shows the "RESET YOUR PASSWORD" form on the MyChildAtSchool.com website. It has a blue header with the text "RESET YOUR PASSWORD". Below the header are two input fields: "School ID" with a phone icon and "Email" with an envelope icon. At the bottom of the form is a large blue button labeled "Send reset email". A link at the very bottom says "Back to Login".

An e-mail will be sent to the verified e-mail address entered, click on the **Here** link.



The screenshot shows an email message from MyChildAtSchool.com. The text reads: "Hello from MyChildAtSchool.com", "A request for password reset has been received.", "If you did not request for your password to be changed, please contact your school.", "Please click [Here](#) to reset your password. This link will expire in 15 minutes.", "Please do not reply to this email as any received emails are deleted immediately.", "Regards", "MyChildAtSchool.com".

The **Security Question** set previously will be asked if required and the **Code** from the image will need to be entered, then click the **Verify Answer** button, a new page will show that the requested changes have been made and a confirmation e-mail will be sent.

Hello from MyChildAtSchool.com

Your password has been successfully updated

If you did not change your password, please contact your school.

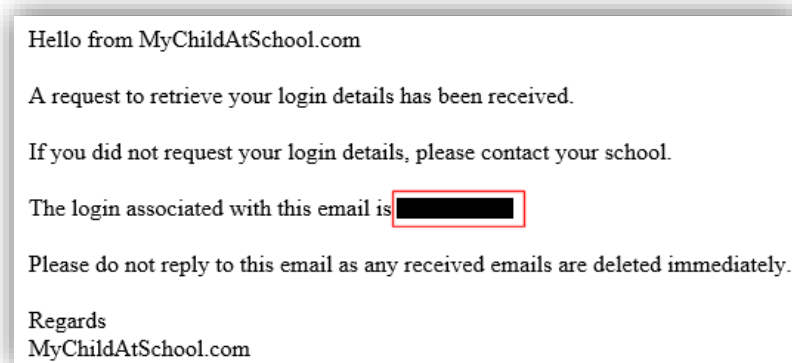
Please do not reply to this email as any received emails are deleted immediately.

Regards  
MyChildAtSchool.com

## Recover Login Details

Selecting the **Recover my login details** option will open the **Recover login Details** window, where you will be asked to enter the **School ID** and **Email** address then click the **Recover my login details** button.

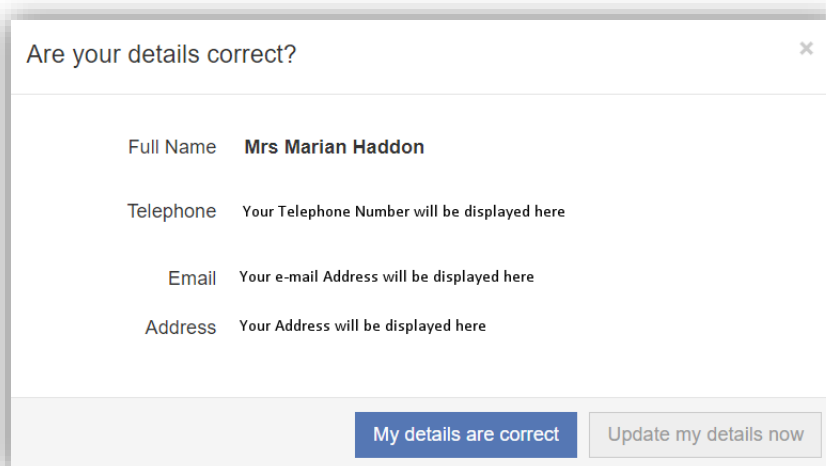
An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].



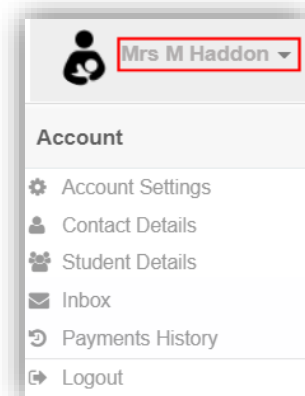
## Account Options

On first login to **MCAS** your **Contact Details** will be displayed, if they are correct click on the **My details are correct** button, if they are not click on the **Update my details now** button and update your **Details** and **Save** when finished.

The school set the frequency this option appears, it maybe just once or every 30 or 60 days etc., allowing for new phone numbers or changes to e-mails to be updated.

A dialog box titled "Are your details correct?" with a close button (X) in the top right corner. It contains four rows of details: "Full Name Mrs Marian Haddon", "Telephone Your Telephone Number will be displayed here", "Email Your e-mail Address will be displayed here", and "Address Your Address will be displayed here". At the bottom, there are two buttons: "My details are correct" (blue) and "Update my details now" (grey).

These details can be updated at any time from the **Account** option, by clicking on the down arrow right of your name and selecting the option from the dropdown menu. Please note your account layout may not be identical to that shown below.





**Note:** What will be displayed in these options is dependent on the school. Therefore not all of these options may be visible to you.

The **Account Settings** page contains the **Reset Password**, **e-mail Address** (that will be used with **MyChildAtSchool**) and the **Security Details** (if required) options.

The screenshot shows the 'Account Settings' page with the following elements:

- Header:** 'Account Settings' with a sub-link 'Update your account information here'. On the right, a breadcrumb trail reads 'YOU ARE HERE: Dashboard > Account Settings'.
- Update Button:** A green button labeled 'Update' is highlighted with a red box.
- Reset Password Section:** A blue header bar is followed by the instruction: 'Enter your current password, and then enter your new password twice. Click 'Update' to save your new password'. Below this are three input fields: 'Current Password', 'New Password', and 'Re-enter New Password'.
- Email Address Section:** A blue header bar is followed by the instruction: 'Enter a new email address, then click 'Update' to save your email address information.'. Below this is an 'Email address' input field. A light blue informational box states: 'This is the email address that MyChildAtSchool will use when you request forgotten user account details'.
- Security Details Section:** A blue header bar is followed by the instruction: 'Select a new security question and then type your answer. Click 'Update' to save your new security details.'. Below this are a 'Question' dropdown menu (showing 'What was your childhood nickname?') and an 'Answer' input field (labeled 'Security Answer').

Update the information and click on the **Update** button to save.

The **Data Collection** page contains the **Personal Details** of the **User**.

**Contact Details** *Is the information we have correct?* YOU ARE HERE: [Dashboard](#) > [Contact Details](#)

**Save**

**Personal Details**

Please note - Any amendments will first be approved by **Helpdesk Test Portal** administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.

Legal Full Name

Honours

Salutation

Preferred Form of Written Contact

Member of UK Armed Forces ☐

Telephone Details   **Delete**

Email Details   **Delete**

Address Details   **Delete**

**Find**  **Select**

Update the information by using the dropdown menus and the **Delete** buttons to remove out of date information and click on the **Save** button to save.

**Note:** Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.

**Note:** The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

The **Data Collection** page also contains the **Student Details** and **Medical Information**.

**Student Details** *Is the information we have on Emma correct?* YOU ARE HERE: [Dashboard](#) > [Student Details](#)

[Save](#)

**Student Details**

Please note - Any amendments will first be approved by [Helpdesk Test Portal](#) administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.

Legal First Name

Legal Middle Name

Legal Last Name

Preferred First Name

Preferred Last Name

Former Last Name

Date of Birth

Telephone Details

|  |          |                        |
|--|----------|------------------------|
| Your work Phone <input type="text"/>   | Work ▾   | <a href="#">Delete</a> |
| Your Home Phone <input type="text"/>   | Home ▾   | <a href="#">Delete</a> |
| Your mobile Phone <input type="text"/> | Mobile ▾ | <a href="#">Delete</a> |
| Telephone <input type="text"/>         | Select ▾ |                        |

Email Details

|  |          |
|--|----------|
| Your e-mail Address <input type="text"/> | Select ▾ |
|--|----------|

Address Details

|   |                      |                        |                        |
|---|----------------------|------------------------|------------------------|
| <input type="text" value="1, Acer Road, Westerham, Big"/> | Home ▾               | <a href="#">Delete</a> |                        |
| postcode <input type="text"/>                             | <a href="#">Find</a> | <input type="text"/>   | <a href="#">Select</a> |

**SEN (Special Educational Needs)**

Provisions

| Provision (Stage) | Date Placed on Stage | Review Date | End Date |
|-------------------|----------------------|-------------|----------|
|-------------------|----------------------|-------------|----------|

Needs

| Priority | Type of Need | Start Date | End Date | Notes |
|----------|--------------|------------|----------|-------|
|----------|--------------|------------|----------|-------|

**Medical**

NHS Number

Blood Group

Emergency Consent to School

Paramedical Support

Doctors

Linked Surgeries

Medical Conditions

Disabilities

Only the **Student Details** can be updated, once done click on the **Save** button to save.

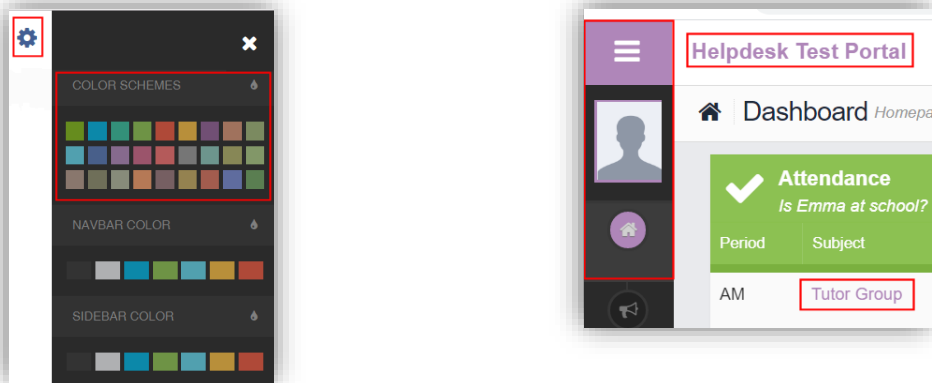
**Note:** Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.

**Note:** The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

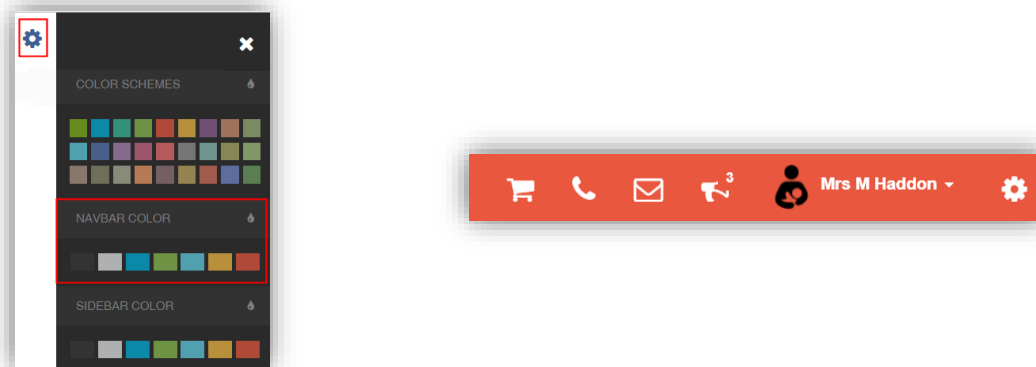
## Customising the Pages

The **Colour Scheme** option allows the **Homepage** to be customised.

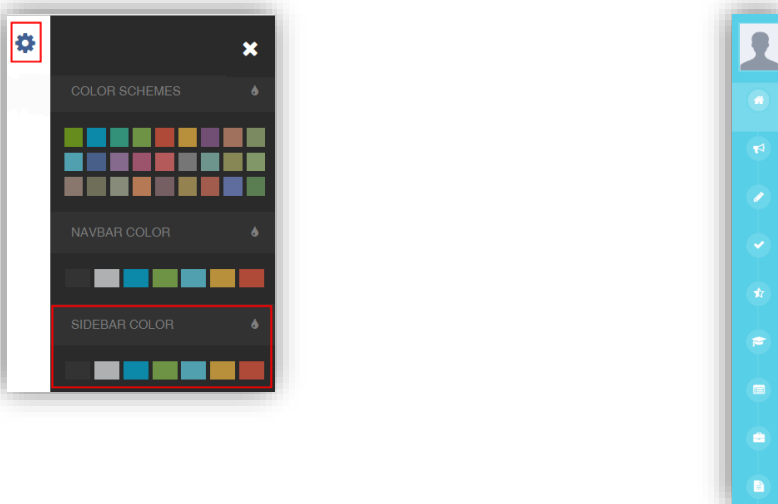
Selecting a colour from the **Colour Schemes** section will change the colour of the header bars and the text.



The **Navbar Colour** option will change the background colour of the **Navbar**.

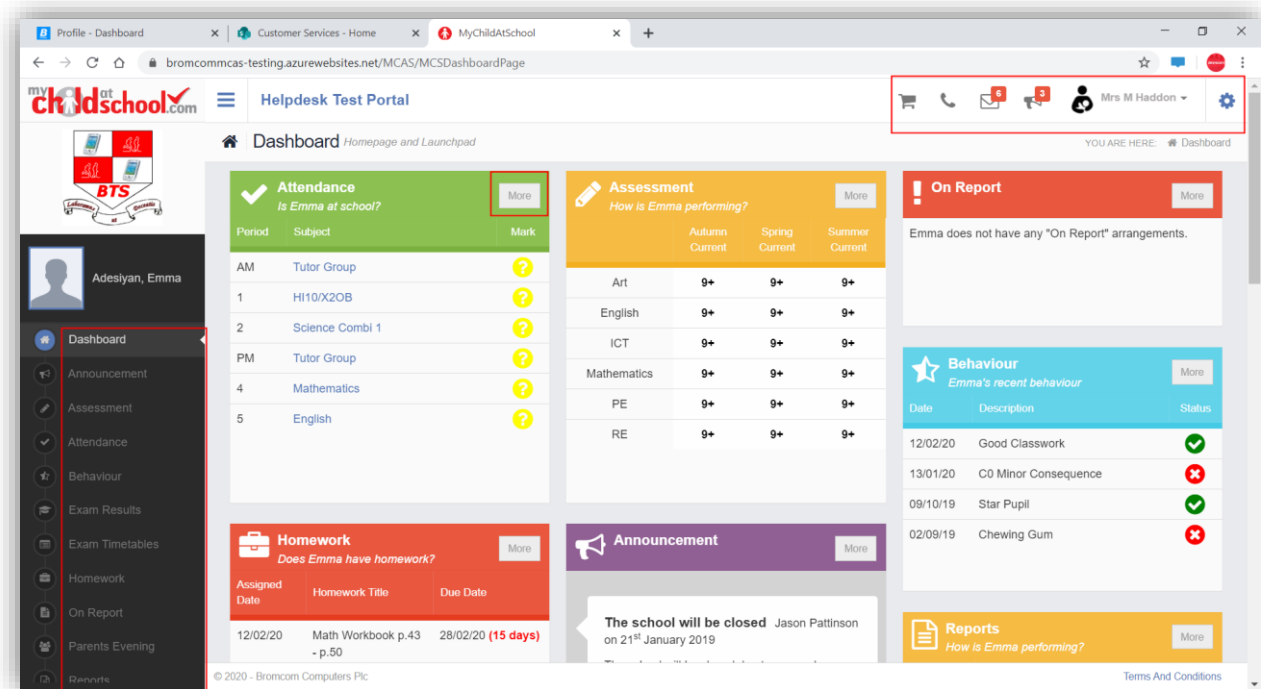


The **Sidebar Colour** option will change the colour of the **Menu Bar**.



## Selecting the MCAS Dashboard

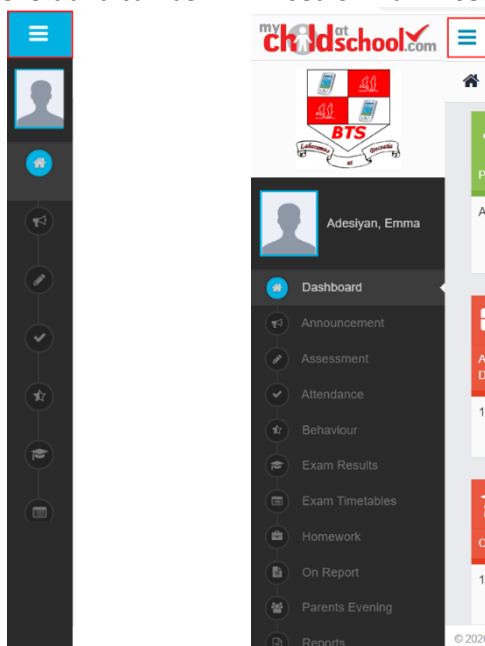
Once you have logged in the **Dashboard** will be displayed. Please note not all schools will be using all modules so layout will vary.



**Please Note:** What is displayed here is enabled by the school, who may **NOT** use all of the available options. The school also has configuration options of **Colour**, **Menu Titles** and **Sub Menu Titles** so may differ from the images in this **Guide**.

Each **Widget** will display a quick view, clicking on the **More** button will open that option, giving more detailed information. The **Widget** options can also be opened from the **Menu Bar** on the left by clicking on the option.

The **Menu Bar** also has a scrollbar to the left and can be minimised or maximised by clicking on the **Three Bar** icon.



**Note:** Some of the options are only accessible via the **Menu Bar** and are not displayed as **Widgets**.

You will always know where you are within the **MCAS Module**.



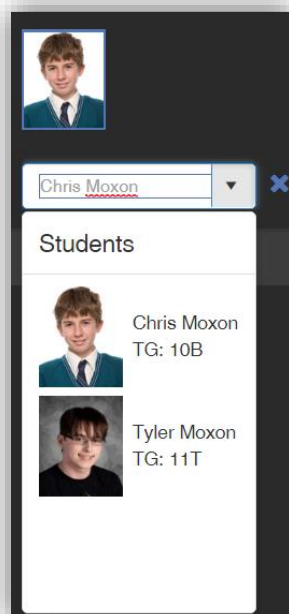
The following options are available and **will only be displayed if enabled by the school**:

- Academic Calendar
- Announcement
- Assessment
- Attendance
- Behaviour
- Classes
- Clubs & Trips
- Exam Results
- Exam Timetables
- Homework
- On Report
- Reports
- School Shop
- Timetable
- Outstanding Payments

## Multiple Students

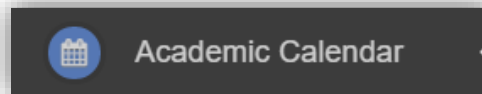
Clicking on the name of the student, next to the photograph, will open a list of other students associated with the **User**.

Click on the photograph or the text to change views. Allowing information for more than one associated **Student** to be viewed without having multiple logins.

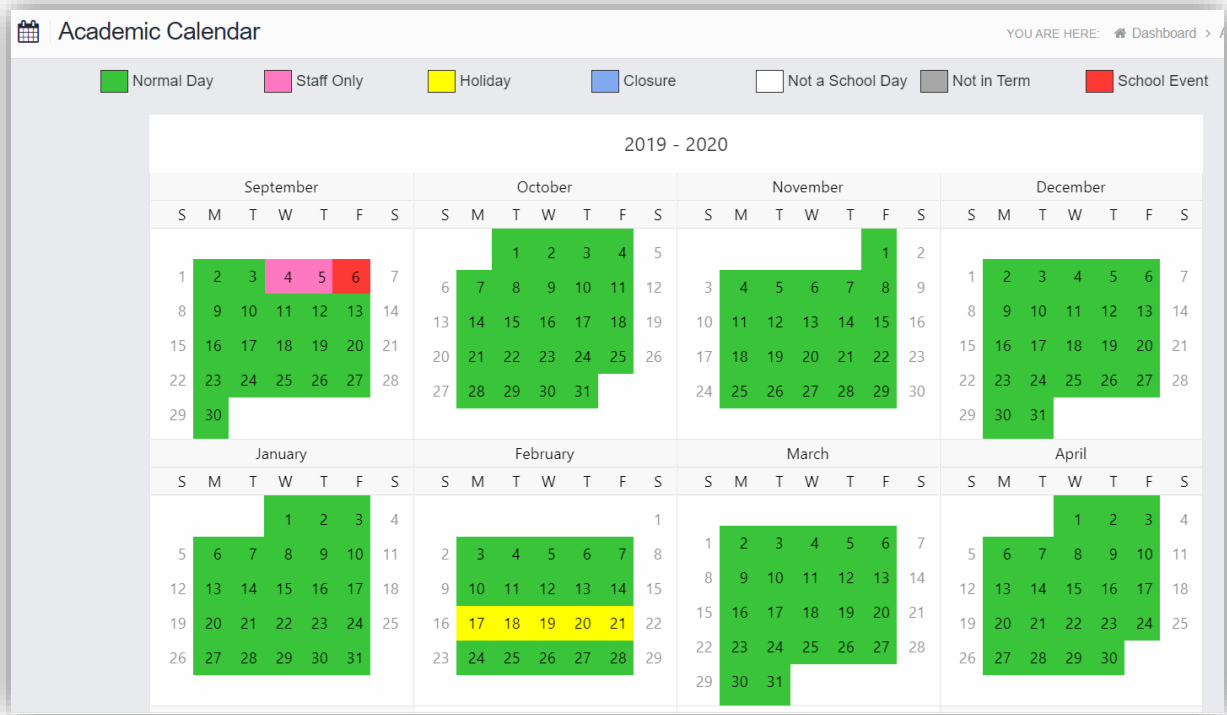


## Academic Calendar

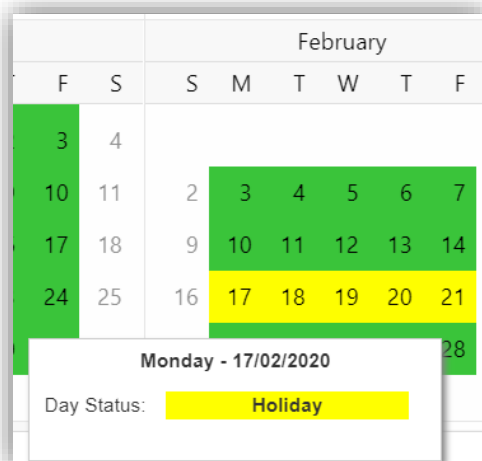
The **Academic Calendar** is accessible from the **Menu Bar** only.



It displays the school year showing school days and holidays, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image.

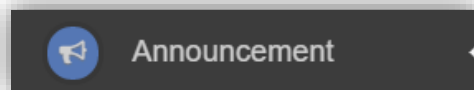


Clicking on a day will display the details for that day.

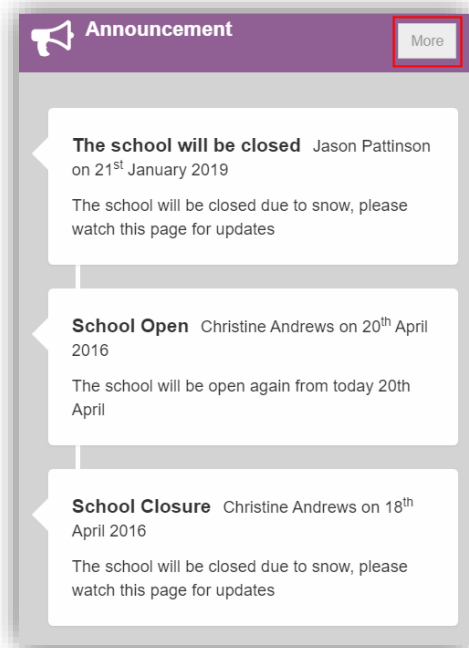


## Announcements

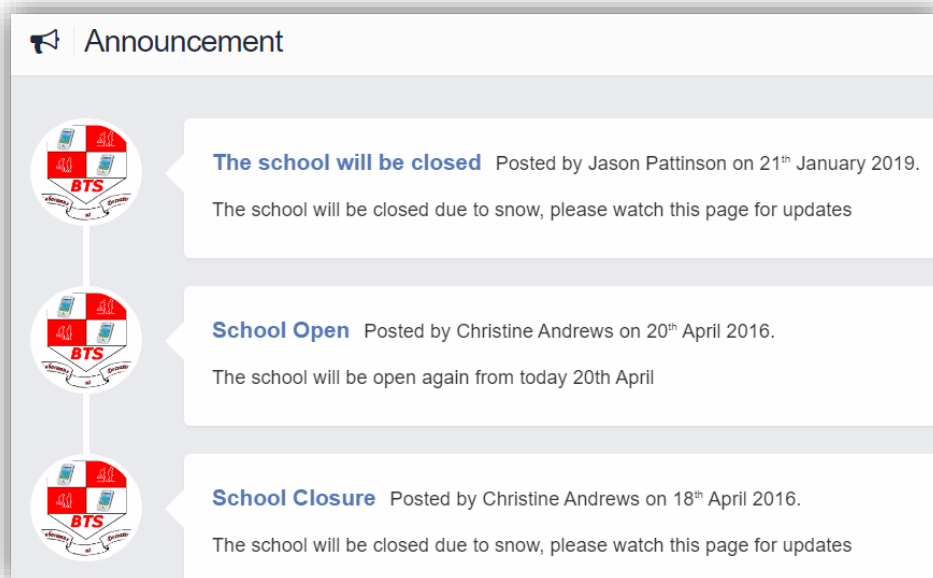
The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the latest **Announcements**, click on the **More** button to open the page.



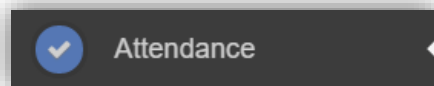
If there are any previous **Announcements** they will also be displayed.





## Attendance

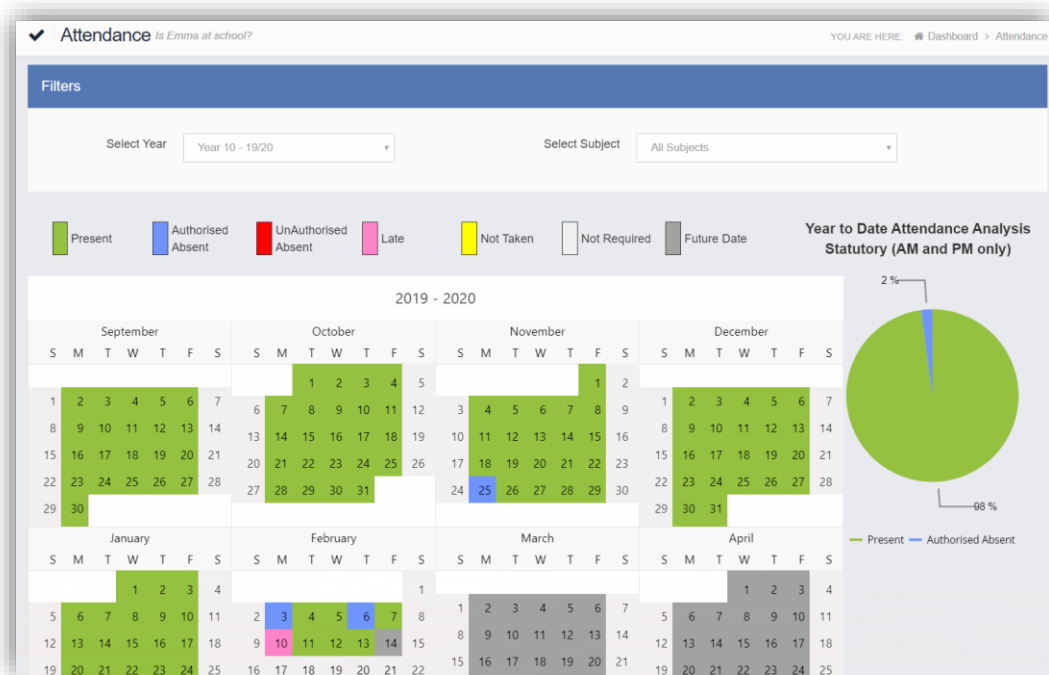
The **Attendance** option is accessible from both the **Menu Bar** and a **Widget**.



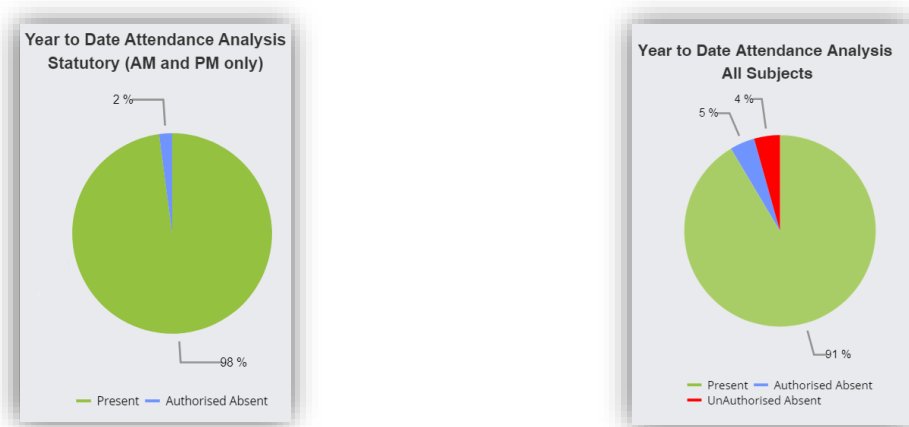
The **Widget** displays the **Attendance** for the current day. Clicking on a subject will open the **Attendance** page with a **Summary Pie Chart** for the year to date for that subject. Click on the **More** button to open the **Attendance** page.

| <div> <b>Attendance</b><br/> <i>Is Emma at school?</i> </div> <div>More</div> |                 |      |
|---|-----------------|------|
| Period  | Subject         | Mark |
| AM  | Tutor Group     |      |
| 1   | HI10/X2OB       |      |
| 2   | Science Combi 1 |      |
| PM  | Tutor Group     |      |
| 4   | Mathematics     |      |
| 5   | English         |      |

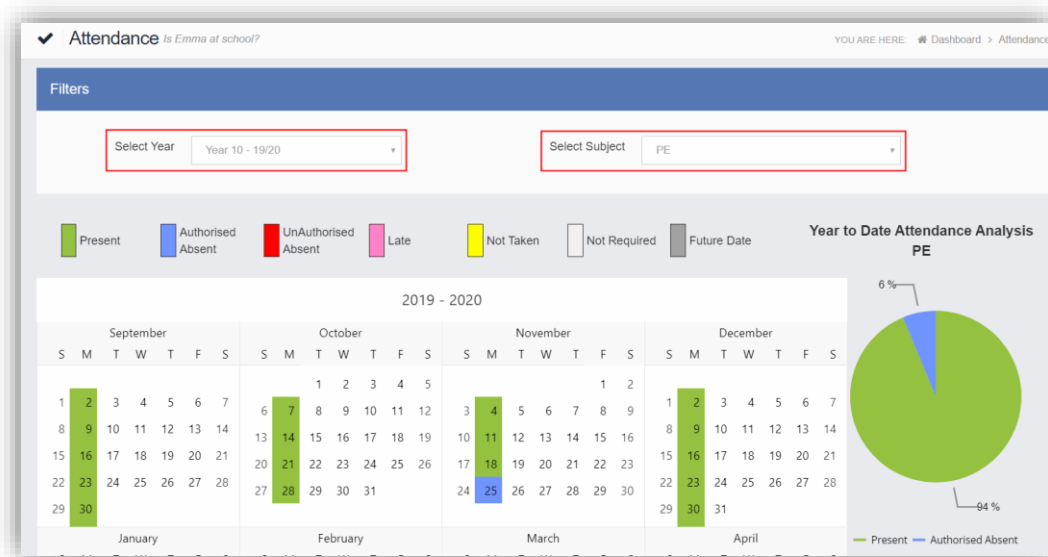
This displays the school year showing school days with the student marks, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image. The displayed colour for each day is taken from the highest priority recorded for that day with **Unauthorised Absence** being the highest i.e. any recorded **Unauthorised Absence** will result in that day being highlighted in red or the schools chosen colour, even if it is only for 1 period.



The school also configures the data to be displayed and it may be set to display the **Year to date AM/PM** statutory marks or the **Year to date AM/PM and All Subject** marks.



The **Attendance** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year (this is available for Year 12 and 13 only).



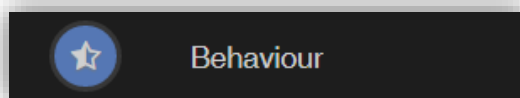
Clicking on any day in the **Calendar** will display the timetabled periods for the student for that day and the registered marks.

Monday 10/02/2020

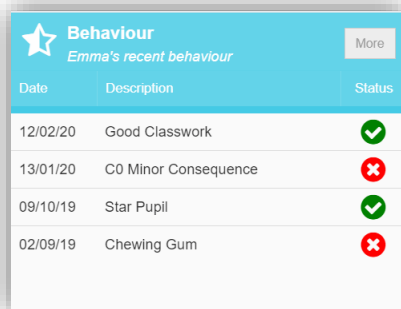
| Period   | Attendance | Subject         |
|----------|------------|-----------------|
| 08:45 AM | Present    | Tutor           |
| 09:05 1  | Present    | PE              |
| 10:16 2  | Present    | Science Combi 1 |
| 11:11 3  | Present    | PE              |
| 12:45 PM | Present    | Tutor           |
| 13:00 4  | 5 min Late | Mathematics     |
| 13:55 5  | Present    | English         |

## Behaviour

The **Behaviour** option is accessible from both the **Menu Bar** and a **Widget**.

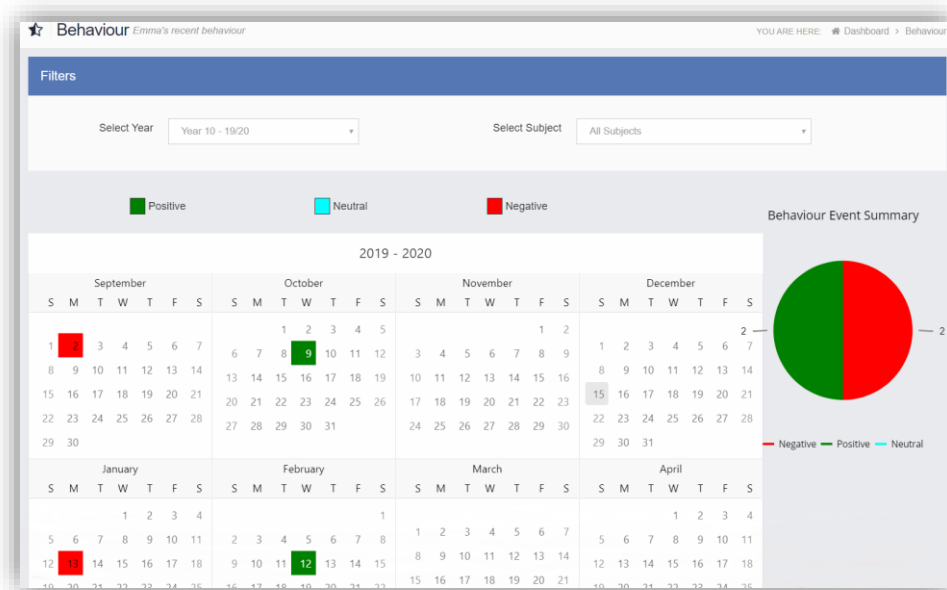


The **Widget** displays the **Behaviour** for the last 5 **Events**. Click on the **More** button to open the **Behaviour** page.

A small widget titled "Behaviour" with a star icon and "Emma's recent behaviour" subtitle. It has a "More" button in the top right. Below is a table with 3 columns: Date, Description, and Status.

| Date     | Description          | Status |
|----------|----------------------|--------|
| 12/02/20 | Good Classwork       | ✓      |
| 13/01/20 | C0 Minor Consequence | ✗      |
| 09/10/19 | Star Pupil           | ✓      |
| 02/09/19 | Chewing Gum          | ✗      |

It displays the school year showing school days with the student **Behaviour Events**, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image. The displayed colour for each day is taken from the highest priority recorded for that day with a **Negative Event** being the highest i.e. any recorded **Negative Event** will result in that day being highlighted in red or the schools chosen colour, even if there are other **Events** that day. The **Pie Chart Summary** displays all **Events**.

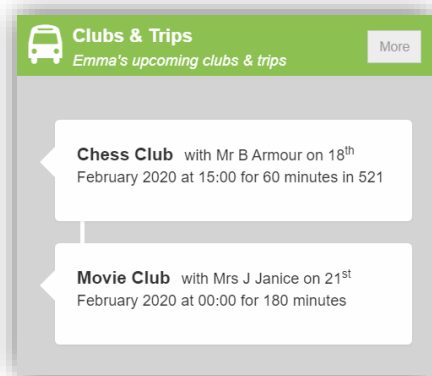
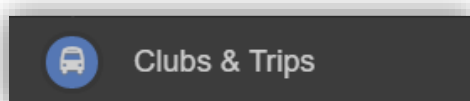


The **Behaviour** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.



## Clubs & Trips

The **Clubs & Trips** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the current **Clubs & Trips** for the **Student** and any that are available to be booked.

**Clubs & Trips** Emma's upcoming clubs & trips YOU ARE HERE: [Dashboard](#) > [Clubs & Trips](#)

Emma's Clubs & Trips

| Club Name  | Teacher      | Next Session | Start Time | Room | Cost/Balance |                   |                   |
|------------|--------------|--------------|------------|------|--------------|-------------------|-------------------|
| Chess Club | Mr B Armour  | 18/02/2020   | 15:00      | 521  | £0.00        | <a href="#">✉</a> | <a href="#">Q</a> |
| Movie Club | Mrs J Janice | 21/02/2020   | 00:00      |      | £10.00       | <a href="#">✉</a> | <a href="#">Q</a> |

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

| Club Name | Teacher     | Next Session | Weekday | Start Time | Duration | Cost  | Spaces Available |                   |
|-----------|-------------|--------------|---------|------------|----------|-------|------------------|-------------------|
| Lacrosse  | Mr C Tallor | 21/02/2020   | Fri     | 04:00      | 60       | £0.00 | 18               | <a href="#">Q</a> |

Clicking on a **Club** in which the **Student** is already a member will display the details for that **Club**.

Club/Trip Detail - Adesiyan, Emma ✕

|                        |                       |                          |              |
|------------------------|-----------------------|--------------------------|--------------|
| <b>Type:</b>           | Club                  | <b>Main Teacher:</b>     | Mrs J Janice |
| <b>Club Name:</b>      | Movie Club            |                          |              |
| <b>Description:</b>    | <div>Movie Club</div> |                          |              |
| <b>Next Session:</b>   | Fri 21/02             | <b>Places:</b>           | No Limit     |
| <b>Start Time:</b>     | 00:00                 | <b>Spaces Available:</b> | No Limit     |
| <b>Session Length:</b> | 180 mins              | <b>Total Cost:</b>       | £10.00       |

[Close](#)

Clicking on a **Club** that is available will open the booking details

Club/Trip Detail - Adesiyan, Emma

Type:

Club

Main Teacher:

Mr C Tailor

Club Name:

Lacrosse

Description:

Lacrosse

Next Session:

Fri 21/02

Places:

20

Start Time:

04:00

Spaces Available:

17

Session Length:

60 mins

Total Cost:

Free

Enrol Now

Close

Click on the **Enrol Now** button, if this is a **Free Club** the student will be enrolled and this **Club** added to the current **Clubs** list. If the **Club** is to be paid for the amount due will be displayed with an **Add to Basket** option.

Some **Clubs** will give the option to select preferred days, to do this click on the days the **Student** is to attend the sessions, these will display as a green tick in a circle, when finished click on the **Enrol** button.

A **Confirmation** message will be given, click on the **Proceed** button to continue, the **Club** will then be added to the current **Clubs** section with the amount to be paid. Click on the **Add to Basket** button and pay for this in the normal way.

**Clubs & Trips**
*Emma's upcoming clubs & trips*

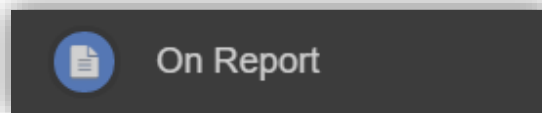
YOU ARE HERE:
Dashboard
>
Clubs & Trips

Emma's Clubs & Trips

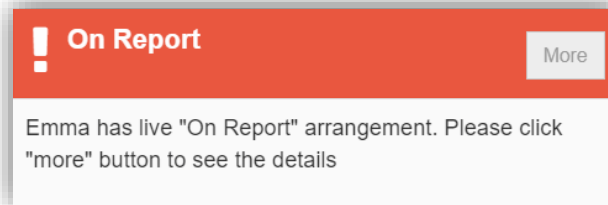
| Club Name           | Teacher      | Next Session | Start Time | Room | Cost/Balance |  |  |
|---------------------|--------------|--------------|------------|------|--------------|--|--|
| Chess Club          | Mr B Armour  | 18/02/2020   | 15:00      | 521  | £0.00        |  |  |
| Lacrosse            | Mr C Tailor  | 21/02/2020   | 04:00      |      | £0.00        |  |  |
| Movie Club          | Mrs J Janice | 21/02/2020   | 00:00      |      | £10.00       |  |  |
| Red Hot Chilli Club | Ms C Andrews | 04/03/2020   | 16:30      | N50  | -£65.00      |  |  |

## On-Report

The **On-Report** option is accessible from both the **Menu Bar** and a **Widget**.



The **On Report** information is displayed on the **On Report Widget**.



Click on the **More** button to open the **On Report** page, all entries made by the **Staff** will be displayed here.

On Report

YOU ARE HERE: Dashboard > On Report

Live On Report from 10/02/2020 to 28/02/2020 (15 days) - Reason: Behaviour

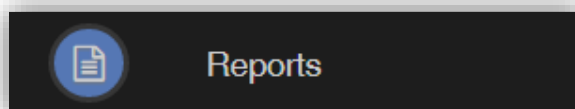
Additional CommentNeeds to think of others

Conclusive Comment

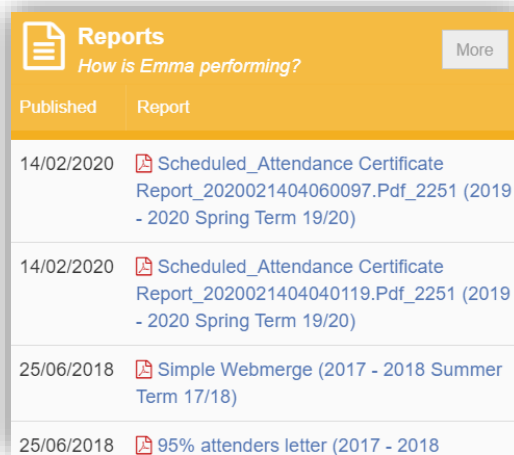
| Date       | Period | Class | Subject | Teacher             | Teacher Comment | Behaviour Rating | Signed By    |
|------------|--------|-------|---------|---------------------|-----------------|------------------|--------------|
| 17/02/2020 | AM     | 10A   |         | Ms C A.PrefLastName | Good work       | ★★★★☆            | Mrs J Janice |

## Reports

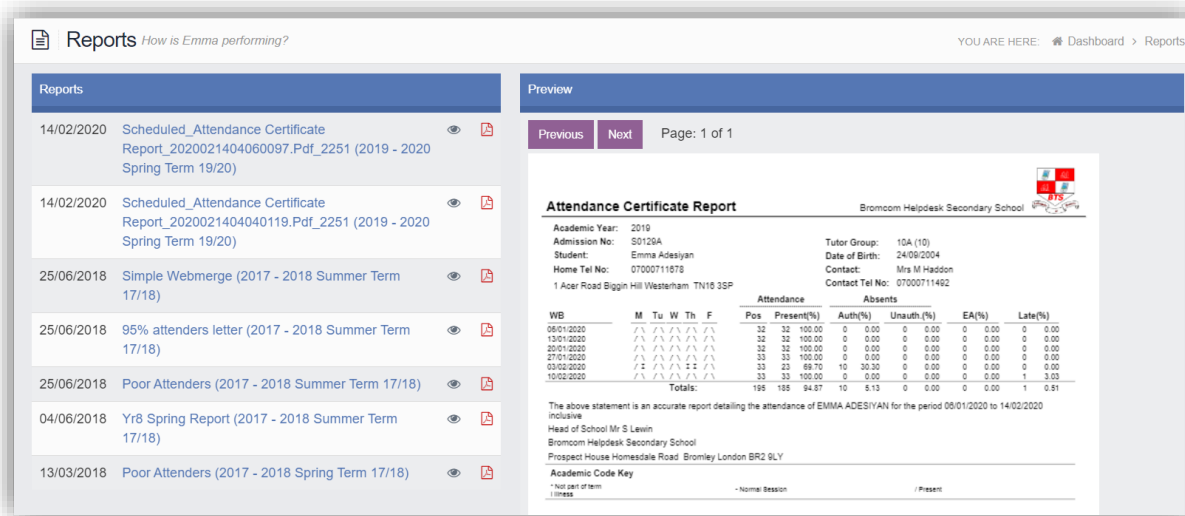
The **Reports** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** will display the last 5 reports or letters that have been published by the school.



Click on the **More** button to open the **Report** page, which will list all **Reports** available.

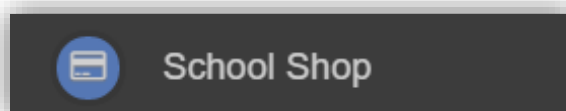


Click on the **Report** name to download it, the format of the **Report** will be displayed to the right. Click on the **Eye** icon to see a **Preview** of the **Report** on the right side of the page.

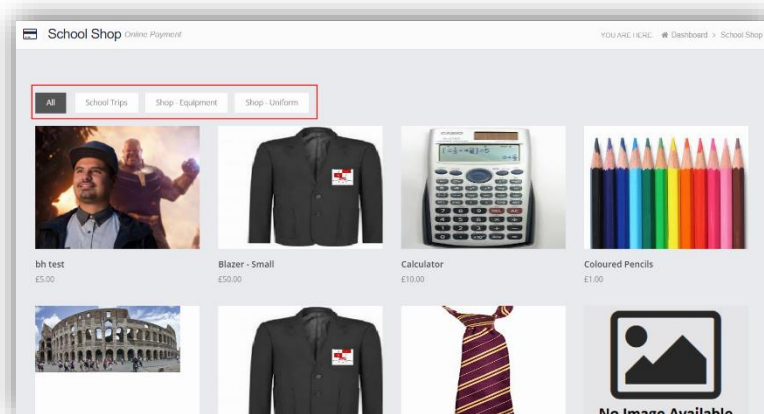


## School Shop

The **School Shop** option is accessible only from the **Menu Bar**.

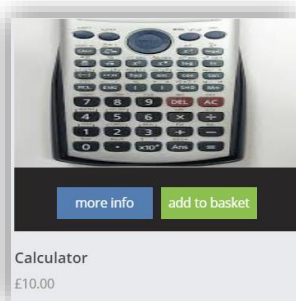


This is an **Online School Shop** and will display the items the school currently have available for you to purchase, what appears on this page is determined by the school, so the following information is just an example.

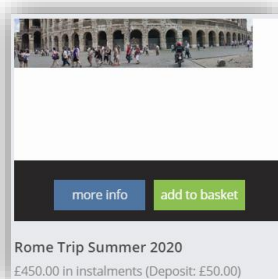


The school have the option to create **Categories**, here we have created **School Trips**, **Shop – Equipment** and **Shop-Uniform**. Clicking on either of these buttons will display just those items or click on **All** to display everything available.

To find out more about an item simply mouse over and click on the **More Info** button, this will display the information the school have created for the item.



|             |                                       |
|-------------|---------------------------------------|
| Category    | Shop - Equipment                      |
| Description | Calculator                            |
| Price       | 10.00 in instalments (Deposit: £0.00) |



Rome Trip Summer 2020 Details

| Category     | School Trips   |            |        |          |         |        |            |              |         |            |              |         |            |              |         |            |              |         |            |
|--------------|--|------------|--------|----------|---------|--------|------------|--------------|---------|------------|--------------|---------|------------|--------------|---------|------------|--------------|---------|------------|
| Description  | Trip to Rome July 2020   |            |        |          |         |        |            |              |         |            |              |         |            |              |         |            |              |         |            |
| Price        | 450.00 in instalments (Deposit: £50.00)  |            |        |          |         |        |            |              |         |            |              |         |            |              |         |            |              |         |            |
| Instalments  | There are 4 instalments for this product.  |            |        |          |         |        |            |              |         |            |              |         |            |              |         |            |              |         |            |
|              | <table><tr><th>Item</th><th>Amount</th><th>Due Date</th></tr><tr><td>Deposit</td><td>£50.00</td><td>28/02/2020</td></tr><tr><td>Instalment 1</td><td>£100.00</td><td>31/03/2020</td></tr><tr><td>Instalment 2</td><td>£100.00</td><td>30/04/2020</td></tr><tr><td>Instalment 3</td><td>£100.00</td><td>29/05/2020</td></tr><tr><td>Instalment 4</td><td>£100.00</td><td>30/06/2020</td></tr></table> | Item       | Amount | Due Date | Deposit | £50.00 | 28/02/2020 | Instalment 1 | £100.00 | 31/03/2020 | Instalment 2 | £100.00 | 30/04/2020 | Instalment 3 | £100.00 | 29/05/2020 | Instalment 4 | £100.00 | 30/06/2020 |
| Item         | Amount   | Due Date   |        |          |         |        |            |              |         |            |              |         |            |              |         |            |              |         |            |
| Deposit      | £50.00   | 28/02/2020 |        |          |         |        |            |              |         |            |              |         |            |              |         |            |              |         |            |
| Instalment 1 | £100.00  | 31/03/2020 |        |          |         |        |            |              |         |            |              |         |            |              |         |            |              |         |            |
| Instalment 2 | £100.00  | 30/04/2020 |        |          |         |        |            |              |         |            |              |         |            |              |         |            |              |         |            |
| Instalment 3 | £100.00  | 29/05/2020 |        |          |         |        |            |              |         |            |              |         |            |              |         |            |              |         |            |
| Instalment 4 | £100.00  | 30/06/2020 |        |          |         |        |            |              |         |            |              |         |            |              |         |            |              |         |            |

If you want to purchase an item it is just like any Online Shopping page, just click on the **Add to Basket** button on the item/s you wish to buy. If the item to be purchased has the option for payment by **Instalments** you will be asked at this point how you want to pay this. Click on the **Add Deposit to Basket** or the **Add Full Amount to Basket** button.

Rome Trip Summer 2020
✕



Would you like to pay deposit only or full amount ?

Cancel
Add Deposit to Basket
Add Full Amount to Basket

The **Shopping Basket** icon will show the number of items in the **Basket**, click on the **Basket** icon to display the items in it.

2

Shopping Basket

|   |                                 |    |        |   |
|---|---------------------------------|----|--------|---|
|   | Calculator (Adesiyan Emma)      | x1 | £10.00 | ✕ |
|  | Rome Trip Summer 2020 (Deposit) | x1 | £50.00 | ✕ |



Checkout 2 items - £60.00

To remove items click on the **X** to the right of the item, to continue and make the **Purchase** click on the green **Checkout** button at the bottom. The Items will be displayed again along with the **Student** name, if buying for siblings both names will be displayed.

Shopping Basket
Your shopping basket
YOU ARE HERE: Dashboard > Shopping Basket

Continue Shopping
Clear Basket
Checkout

Shopping Basket

| Item Name   | Quantity | Price  | Action              |
|---|----------|--------|---------------------|
|  Calculator (Adesiyan Emma)      | 1        | £10.00 | <span>Remove</span> |
|  Rome Trip Summer 2020 (Deposit) | 1        | £50.00 | <span>Remove</span> |
| Total Price:  |          | £60.00 |                     |

To continue shopping click on the **Continue Shopping** button, to clear the **Basket** and start again click on the **Clear Basket** button, to make the **Purchase** click on the **Checkout** button. Items can still be removed at this point by clicking on the **Remove** button to the right of the item.

On clicking the **Checkout** button the payment page will be displayed, again what is displayed here is dependent on the school. Here payments can be made using **PayPoint** if there are sufficient funds or by **Card**, an **Offline Payment** option can be enabled by the school for payments to be made directly to the school, cash or cheque.


**Checkout** *Payment Details* YOU ARE HERE: [Dashboard](#) > [Checkout](#)

[Go Back](#) [Confirm & Pay](#)


### Order Summary

| Item Name                       | Quantity | Price         |
|---------------------------------|----------|---------------|
| Calculator (Adesliyan Emma)     | 1        | £10.00        |
| Rome Trip Summer 2020 (Deposit) | 1        | £50.00        |
| <b>Total Price:</b>             |          | <b>£60.00</b> |




### Payment & Address Details

☐ Use PayPoint Balance (£0.00)  Insufficient Funds

☐ Offline Payment All of the products in your basket must be offline payments enabled, in order to use this option at checkout.

☒ Use New Card 

#### Payment Details

Card Number  Card Type Card Type   

Expiry Date Month Year

CVC/CVC2  ☐ Save card details for quick payment in the future

Card Holder's Name

#### Address Details

Address


City

Post Code

[Go Back](#) [Confirm & Pay](#)

Enter your payment details and click on the **Confirm & Pay** button, the payment will go through the **Secure Payment** process and when completed a **Confirmation** message will be given.

**Checkout** *Payment Details* YOU ARE HERE: [Dashboard](#) > [Checkout](#)



**Thank you. Your payment of £60.00 has been received.**

Order ID: 40007-0000109 | Transaction ID: 0A22A2F1-D3B1-FA81-DD1D-329F8F03C1D1

[Continue Shopping](#) [Print](#)

The **Payment History** page contains the last **10 Payments** made by to the **User**.

Payments History *Previous orders and payments*

YOU ARE HERE: [Dashboard](#) > [Payments History](#)

Search:

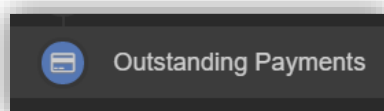
| Order Number ▾                | Authorisation Code ▾ | Order Date ▲        | # of Items ▾ | Payment Method ▾ | Total Amount ▾ | Order Status ▾ |
|-------------------------------|----------------------|---------------------|--------------|------------------|----------------|----------------|
| <a href="#">40007-0000101</a> | 3535756              | 18/02/2020 08:58:59 | 2            | Card             | £60.00         | Paid           |
| <a href="#">99997-0000100</a> | 3300927              | 21/01/2020 11:09:18 | 1            | Card             | £3.00          | Paid           |
| <a href="#">99997-0000099</a> | 3300898              | 21/01/2020 11:06:51 | 1            | Card             | £5.00          | Paid           |
| <a href="#">99997-0000095</a> | 3039335              | 11/12/2019 09:51:42 | 1            | Card             | £5.00          | Paid           |
| <a href="#">99997-0000094</a> | 3039313              | 11/12/2019 09:49:15 | 1            | Card             | £5.00          | Paid           |
| <a href="#">99997-0000093</a> | 3039223              | 11/12/2019 09:42:59 | 1            | Card             | £5.00          | Paid           |
| <a href="#">99997-0000092</a> | 3039176              | 11/12/2019 09:37:23 | 1            | Card             | £10.00         | Paid           |
| <a href="#">99995-0000090</a> | 2614561              | 16/10/2019 09:17:10 | 1            | Card             | £15.00         | Paid           |
| <a href="#">99995-0000089</a> | 2614502              | 16/10/2019 09:10:19 | 1            | Card             | £0.00          | Refunded       |
| <a href="#">99995-0000087</a> | 2583363              | 10/10/2019 18:23:53 | 1            | Card             | £10.00         | Paid           |

Showing 10 entries

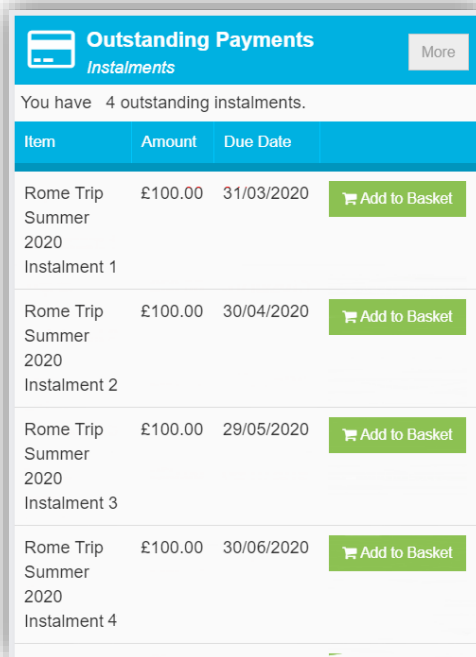
This page can be **Searched** or **Ordered by Columns**.

## Outstanding Payments

The **Outstanding Payments** option is accessible only from the **Menu Bar** and a **Widget**.



When items have been purchased from the **School Shop** and there is an outstanding amount, for instance a payment in **Instalments**, this will be displayed on the **Outstanding Payments Widget**.



Clicking on the **More** button will display the full details. An **Instalment** can be paid by clicking on the **Add to Basket** button on either page, this can then be paid in the normal way.

Outstanding Payments

Instalments

YOU ARE HERE:

Dashboard > Outstanding Payment

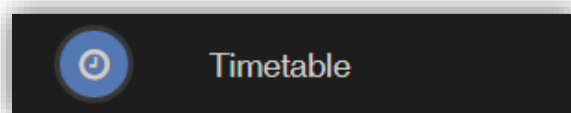
Outstanding Payment Instalments

| Item   | Total   | Instalments | Next Payment Due | Next Payment Amount |
|--|---------|-------------|------------------|---------------------|
| Rome Trip Summer 2020 for Emma Adesiyani (Product) | £450.00 | 4           | 31/03/2020       | £100.00             |

| Instalment   | Order Number  | Amount  | Status  | Due Date   |                          |
|--------------|---------------|---------|---------|------------|--------------------------|
| Deposit      | 40007-0000109 | £50.00  | Paid    | 28/02/2020 |                          |
| Instalment 1 |               | £100.00 | Not Due | 31/03/2020 | <div>Add to Basket</div> |
| Instalment 2 |               | £100.00 | Not Due | 30/04/2020 | <div>Add to Basket</div> |
| Instalment 3 |               | £100.00 | Not Due | 29/05/2020 | <div>Add to Basket</div> |
| Instalment 4 |               | £100.00 | Not Due | 30/06/2020 | <div>Add to Basket</div> |

## Timetable

The **Timetable** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** will display the timetabled sessions for the day highlighting the current session.

A screenshot of the Timetable widget. It has a title bar with a clock icon, the text "Timetable", a subtitle "What is Emma up to?", and a "More" button. Below the title bar is a table with five columns: Period, Subject, Class, Teacher, and Time. The table contains seven rows of data, with the second row highlighted in green.

| Period | Subject         | Class    | Teacher       | Time  |
|--------|-----------------|----------|---------------|-------|
| AM     | Tutor Group     | 10A      |               | 08:45 |
| 2      | Mathematics     | MA10/A1  | Mr J Marshall | 10:16 |
| 3      | Science Combi 1 | SCI10/A1 | Mr A Obenguye | 11:11 |
| PM     | Tutor Group     | 10A      |               | 12:45 |
| 4      | ICT             | IT10/A1  | Mrs J Janice  | 13:00 |
| 5      | Science Combi 1 | SCI10/A1 | Mr A Obenguye | 13:55 |

Click on the **More** button to open the **Timetable** page, which will display the **Student Timetable** for the current week, the previous and future weeks can be viewed as well.

A screenshot of the full Student Timetable page. It shows a weekly view from Sunday 16th Feb to Saturday 22nd Feb. The page has a header with navigation buttons ("Prev", "This Week", "Next"), a "YOU ARE HERE" breadcrumb, and a dropdown for "Term 2 - Week 08 - 16/02/2020". The timetable grid shows sessions for each day, with colors indicating different subjects or groups. The current session for Monday 17th Feb is highlighted.

| Sunday<br>16th Feb | Monday<br>17th Feb                                | Tuesday<br>18th Feb                               | Wednesday<br>19th Feb                        | Thursday<br>20th Feb                                | Friday<br>21st Feb                                | Saturday<br>22nd Feb |
|--------------------|---|---|--|---|---|----------------------|
|                    | AM<br>10A<br>Tutor Group<br>Mr W Cranston         | AM<br>10A<br>Tutor Group                          | AM<br>10A<br>Tutor Group                     | AM<br>10A<br>Tutor Group                            |   |                      |
|                    | 1<br>PE10/A1<br>PE<br>Mr P Oddie                  |   | 1<br>DR10/X10B<br>Drama<br>Mr C Tallor       | 1<br>HI10/X20B<br>Withdrawal Group<br>Mr W Cranston |   |                      |
|                    | 2<br>SCI10/A1<br>Science Combi 1<br>Mr A Obenguye | 2<br>MA10/A1<br>Mathematics<br>Mr J Marshall      | 2<br>Re10/A1<br>RE<br>Mr S Mehmet            | 2<br>SCI10/A1<br>Science Combi 1<br>Mr A Obenguye   |   |                      |
|                    | 3<br>PE10/A1<br>PE<br>Mr D Thompson               | 3<br>SCI10/A1<br>Science Combi 1<br>Mr A Obenguye |  |   |   |                      |
|                    | PM<br>10A<br>Tutor Group<br>Mr R Lewis            | PM<br>10A<br>Tutor Group                          | PM<br>10A<br>Tutor Group                     | PM<br>10A<br>Tutor Group                            | PM<br>10A<br>Tutor Group                          |                      |
|                    | 4<br>MA10/A1<br>Mathematics<br>Mr J Marshall      | 4<br>IT10/A1<br>ICT<br>Mrs J Janice               | 4<br>MA10/A1<br>Mathematics<br>Mr J Marshall | 4<br>MA10/A1<br>Mathematics<br>Mr J Marshall        | 4<br>SCI10/A1<br>Science Combi 1<br>Mr A Obenguye |                      |
|                    |   | 5<br>SCI10/A1<br>Science Combi 1<br>Mr A Obenguye | 5<br>Ar10/X10A<br>Art<br>Mr S Williams       |   | 5<br>Ar10/X10A<br>Art<br>Mr S Williams            |                      |

Timetables may be temporarily disabled as final changes are made but will be available at the start of the term