

19th June 2025

Dear Parent/Carer,

I hope that you and your families are well. We are very much looking forward to welcoming you and your child to the Bournville School community. Looking forward to September 2025, it is crucial that we have accurate information to ensure that your child can attend school.

New to the My Child at School app (MCAS)

You will shortly receive an email inviting you to login to your MCAS account (My child at school account). If not received, please check your junk or spam. *Please note the link only lasts for 24 hours, it will then expire.*

You can download the MCAS app onto your mobile phone (please enable notifications to receive messages from the school) via your Google Play or Apple app store. You can also log on using the internet via <https://www.mychildatschool.com/MCAS/MCSParentLogin>

Once you have signed into your account, please complete the Admission Form changing or completing any missing data and ensuring there are **two emergency contacts**.

Already have a MCAS Account

If you already have a MCAS account, open the app click on the 3 red lines, then the red downward arrow to select the student. Please complete the admission form, changing or completing any missing data and ensuring there are **two emergency contacts** – see attached guidelines.

Below is a checklist of the information that needs to be completed on the admission form:

Read the documents and policies	<input type="checkbox"/>	Completed Medical and Language information	<input type="checkbox"/>
Completed student details	<input type="checkbox"/>	Completed parent details	<input type="checkbox"/>
Parental Consents	<input type="checkbox"/>		

Once this information has been completed and submitted to Bournville School you will be issued with a welcome pack containing important information and uniform vouchers.

Should you need any advice, please contact us: • 0121 475 3881 • post@bournville.fmat.co.uk

Yours sincerely,



Miss M Rooney
Principal