

July 2025

Dear Parents/Carers

Transition to Bromcom as The School's New Management Information System

We wrote to you in January informing you that we were having a new management information system called Bromcom which we started using some functionality on the 1 April 2025. Our management information system stores all our data including student and staff information.

Bromcom will be the new MIS for all schools within The Wessex Learning Trust. Bromcom is a modern, user-friendly platform that offers a wide range of benefits for both the Academy and our students. With its advanced features, Bromcom will allow us to manage attendance, assessment, communication, and other key aspects of student life more efficiently and effectively. Bromcom will allow us to have access to a comprehensive platform that will streamline communication between school and our Parents/Carers. Bromcom will allow us to communicate with you more efficiently and bring the management of all clubs, trips, parent evening bookings, and meals into one system.

With our previous system, we purchased additional software such as ParentPay and ClassCharts at an additional cost. However, Bromcom has much of this functionality built into it and comes at a reduced cost compared with our previous management information systems.

We will be leaving ParentPay and ClassCharts at the end of July 2025. You can continue to top up your child's ParentPay account until Friday 18 July 2025, at which point any balances will be transferred automatically to Bromcom. If you have an automatic top up set up, please cancel before the 18 July 2025. Parents/Carers will be able to top-up their Bromcom account, for meals, from 1 August 2025 ready for the new term.

For those parents/carers with students in Years 11 and 13 the option to pay for remarks for exam papers will continue to be paid for on ParentPay. Full details will be included with your child's results.

As part of the new system, you will be required to download an app or access My Child at School via your internet browser.

A key advantage to support you during your child's journey through our school is the opportunity to access the parent portal via the Bromcom website or access the app (Apple or Android) called My Child at School (MCAS), which will replace ClassCharts. If you have children at other Wessex Learning Trust schools, or other schools using Bromcom, your single login will allow you to see information about all your children in the same place.

How to Self-Sign Up for Parents/Carers:

As part of the new system, you will be required to download an app or access My Child at School via your internet browser.



 **POSITIVITY**  **RESPECT**  **INTEGRITY**  **DEMOCRACY**  **EQUALITY**

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Parents/Carers can access the Parent Login screen in two ways:

1. From within the web browser type [MyChildAtSchool - Login](#) This will open the Parent Login screen.
2. From the MyChildAtSchool mobile phone app. This will open the Parent Login screen.

Apple Store for all iPhone and iPad Users

Please note, that to enable notifications, you must approve this at the time of downloading the app. If this step is missed, you will need to delete the app and download it again, as it cannot be changed within settings.



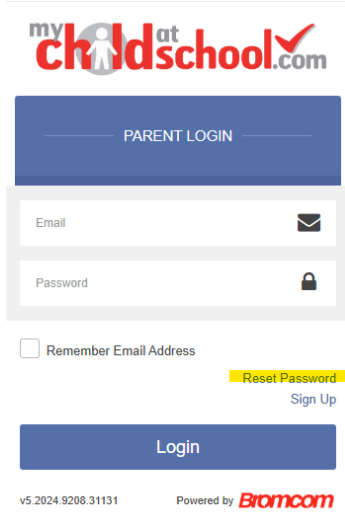
Play Store for All Android Users

Notification settings are set once the app has been downloaded and can be changed.



Once you have downloaded the app or accessed via the web browser, the Parent Login screen will appear. Parents/Carers should follow these steps:

- Open the App and below the login box select reset/forgot password option.



The screenshot shows the 'myChildAtSchool.com' logo at the top. Below it is a blue header with 'PARENT LOGIN'. There are two input fields: 'Email' with an envelope icon and 'Password' with a lock icon. Below the password field is a checkbox labeled 'Remember Email Address'. To the right of the checkbox are two links: 'Reset Password' (highlighted in yellow) and 'Sign Up' (in blue). At the bottom is a large blue 'Login' button. At the very bottom, it says 'v5.2024.9208.31131 Powered by Bromcom'.

- Enter the registered email address into the box and click send reset email.



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- Please access your email and follow the steps to create your password. NB your password should be eight or more characters, including one upper case, one lower case, one numeric and one special character.
- Once you have reset/created your password you will receive a confirmation email.
- Re-open the app and log in with your new details.
- You will be prompted to enter a five-digit pin

Once the password has been created, Parents/Carers 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/Carers should contact the Academy if:

- The parent's email address is not recognised.

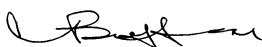
The transition to Bromcom for our school is scheduled to take place over the remainder of this term. From **Monday 7 July 2025** if your child is absent, please could you advise us using the My Child at School App.

We will try to keep the disruption to a minimum as we move to our new system. We would appreciate it if all Parents/Carers could please set up their accounts as soon as possible, so if you do have any queries they can be answered before the Academy closes for the Summer.

If you have any questions, please do not hesitate to contact the school office. The Parent Guide of MCAS can be found on the website or alternatively please follow the link [here](#). Students will be given access to the student app upon their return to school in September.

We appreciate your support as we work towards making this transition as smooth as possible.

Yours sincerely



Michelle Buffham
Operations Manager



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