

# MCAS Parent Guide MyChildAtSchool [MCAS]



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## Introduction

**MyChildAtSchool** [MCAS] is a portal enabling parents to view their child's **Attendance**, **Academic Calendar** and **Announcements**.

In summary, **MyChildAtSchool** provides:

- Access to real-time **Attendance** data
- Communication facilities to improve contact between parents and schools
- Instant access to **Letters**
- Option to purchase **Items**, join **Clubs** or book **Trips**

**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.

my child at school.com

PARENT LOGIN

Your School ID

Your User Name

Password

Remember School ID and Username

[Forgotten Login Details?](#)

[Redeem Invitation Code?](#)

Login

v5.2019.7195.22715 Powered by Bromcom

my child at school.com

REDEEM YOUR INVITATION CODE

School ID

Username

Invitation Code

I'm not a robot

reCAPTCHA  
Privacy - Terms

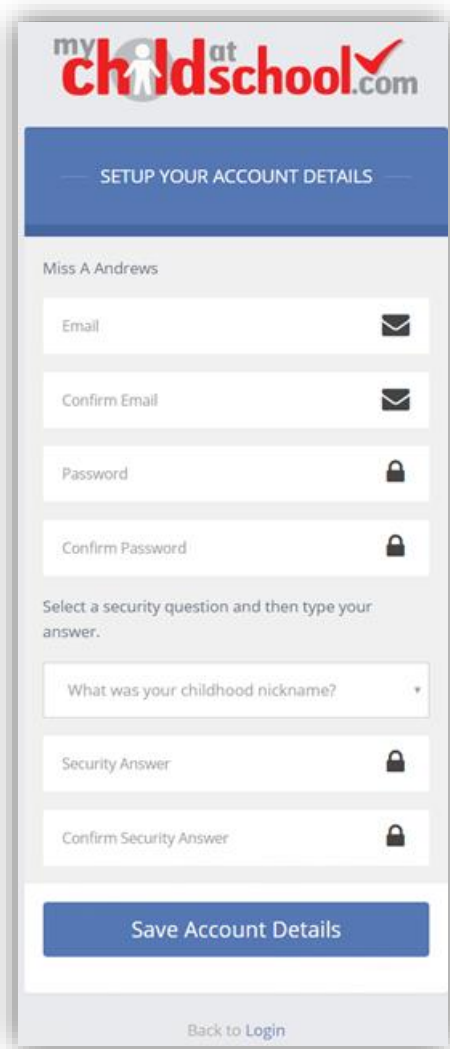
Redeem Code

[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.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'SETUP YOUR ACCOUNT DETAILS'. The user's name 'Miss A Andrews' is displayed. The form contains several input fields: 'Email' and 'Confirm Email' (both with envelope icons), 'Password' and 'Confirm Password' (both with lock icons), and a security question dropdown menu with the text 'What was your childhood nickname?'. Below the dropdown are 'Security Answer' and 'Confirm Security Answer' fields (both with lock icons). A large blue button labeled 'Save Account Details' is at the bottom, with a 'Back to Login' link below it.

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**.

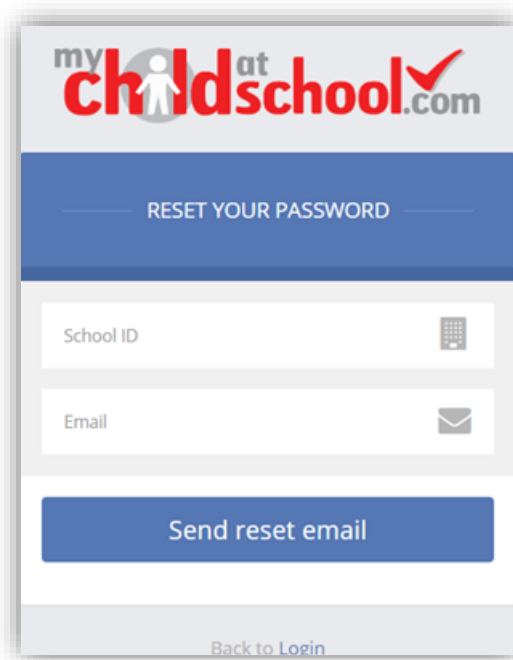


If you should forget your **Login Information**, clicking on the **Forgotten Login Details?** link will allow you to reset your **Password** or **Recover Account Details**.

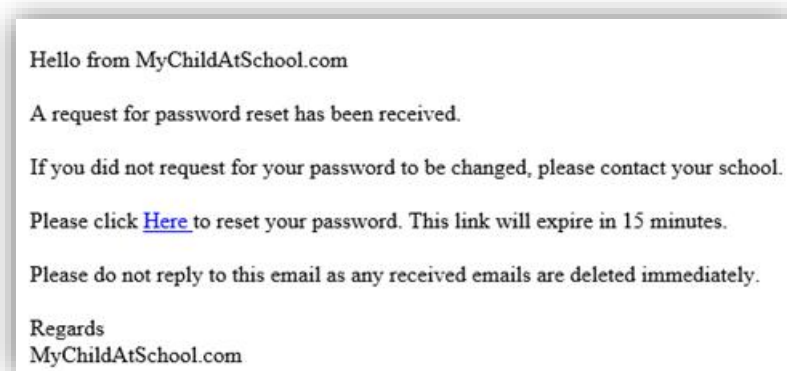


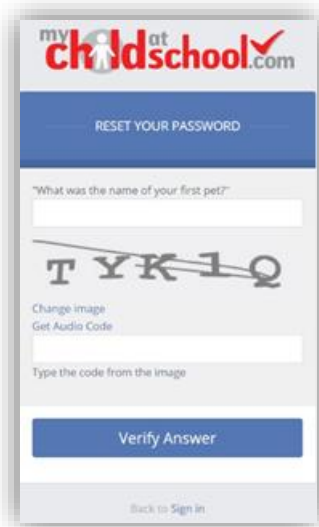
### Reset Password

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.

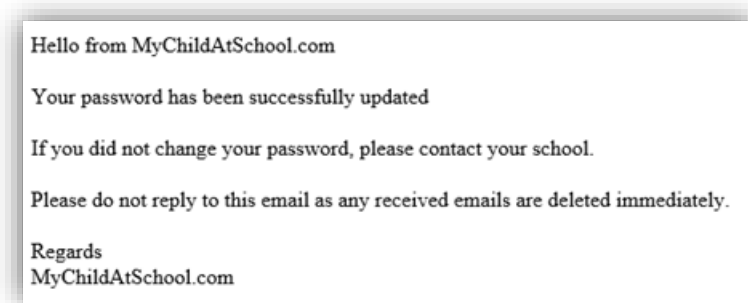


An e-mail will be sent to the verified e-mail address entered, click on the **Here** link.



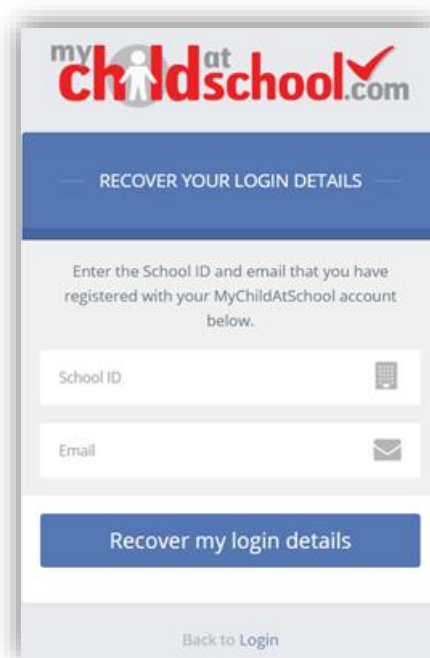


The **Security Question** set previously will be asked and the **Code** from the image will need to be entered, then click the **Verify Answer** button, a new page will show that the requested changes have been made and a confirmation e-mail will be sent.

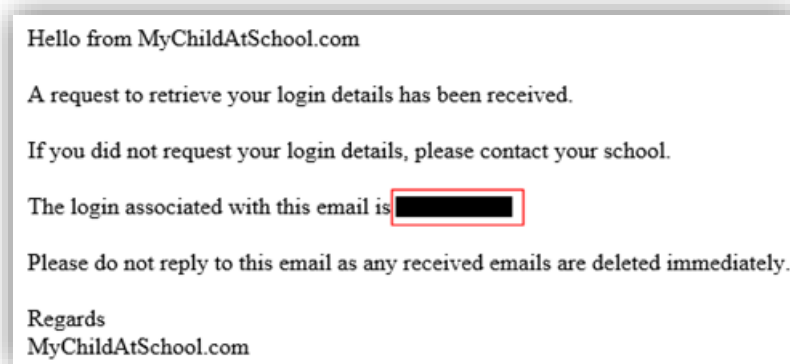


### Recover Login Details

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.



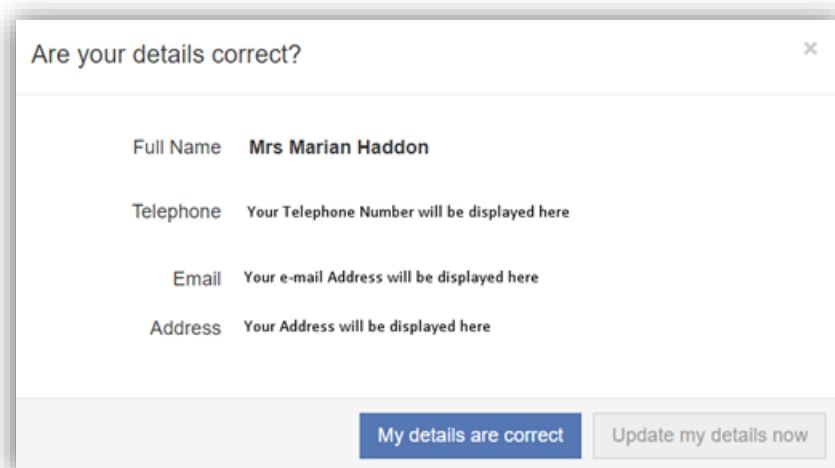
An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].



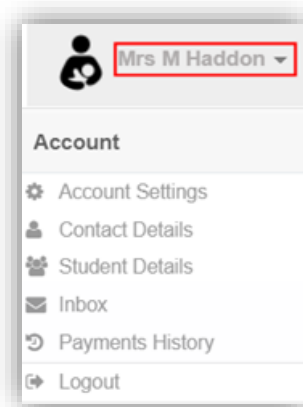
## Account Options

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.



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.



**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** options.

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

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

- Header:** 'Account Settings' with a gear icon and the subtitle 'Update your account information here'. On the right, it says '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 labeled 'Reset Password'. Below it, the instruction reads: 'Enter your current password, and then enter your new password twice. Click 'Update' to save your new password'. There are three input fields: 'Current Password', 'New Password', and 'Re-enter New Password'.
- Email Address Section:** A blue header bar labeled 'Email Address'. Below it, the instruction reads: 'Enter a new email address, then click 'Update' to save your email address information.'. There is one input field labeled 'Email address' containing the placeholder text 'Your e-mail address'. A light blue callout box below the field states: 'This is the email address that MyChildAtSchool will use when you request forgotten user account details'.
- Security Details Section:** A blue header bar labeled 'Security Details'. Below it, the instruction reads: 'Select a new security question and then type your answer. Click 'Update' to save your new security details.'. There are two input fields: a dropdown menu for 'Question' (currently showing 'What was your childhood nickname?') and a text box for 'Answer' (containing 'Security Answer').

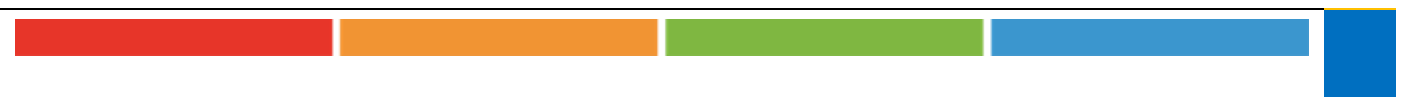


The **Data Collection Form** on the menu bar page contains the **Personal Details** of the **User**.

The screenshot shows a web form titled "Contact Details" with a sub-header "Personal Details". A "Save" button is highlighted in the top left. A light blue notice states: "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." The form contains several sections: "Legal Full Name" with dropdowns for "Mrs" and "Marian" and a text field for "Haddon"; "Honours" with an empty text field; "Salutation" with a dropdown for "Mrs M Haddon"; "Preferred Form of Written Contact" with a dropdown for "Mail"; "Member of UK Armed Forces" with an unchecked checkbox; "Telephone Details" with two rows of text input, dropdowns for "Mobile" and "Select", and a red "Delete" button; "Email Details" with two rows of text input, dropdowns for "Home" and "Select", and a red "Delete" button; and "Address Details" with a text input for "Your Address", a dropdown for "Home", a red "Delete" button, a "Postcode" field, a green "Find" button, and a green "Select" button.

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.



The **Student Details** page contains the **Student Details**, **SEN (Special Educational Needs)** 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

Your Home Phone

Your mobile Phone

Telephone

Email Details

Your e-mail Address

Address Details

postcode

**SEN (Special Educational Needs)**

Provisions				Needs				
Provision (Stage)	Date Placed on Stage	Review Date	End Date	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

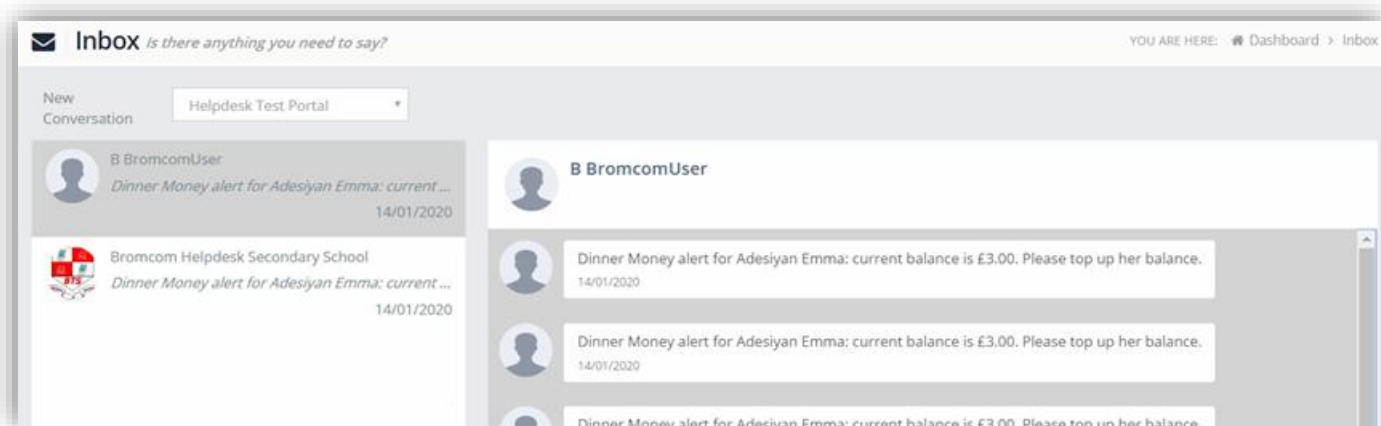
Disabilities

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.

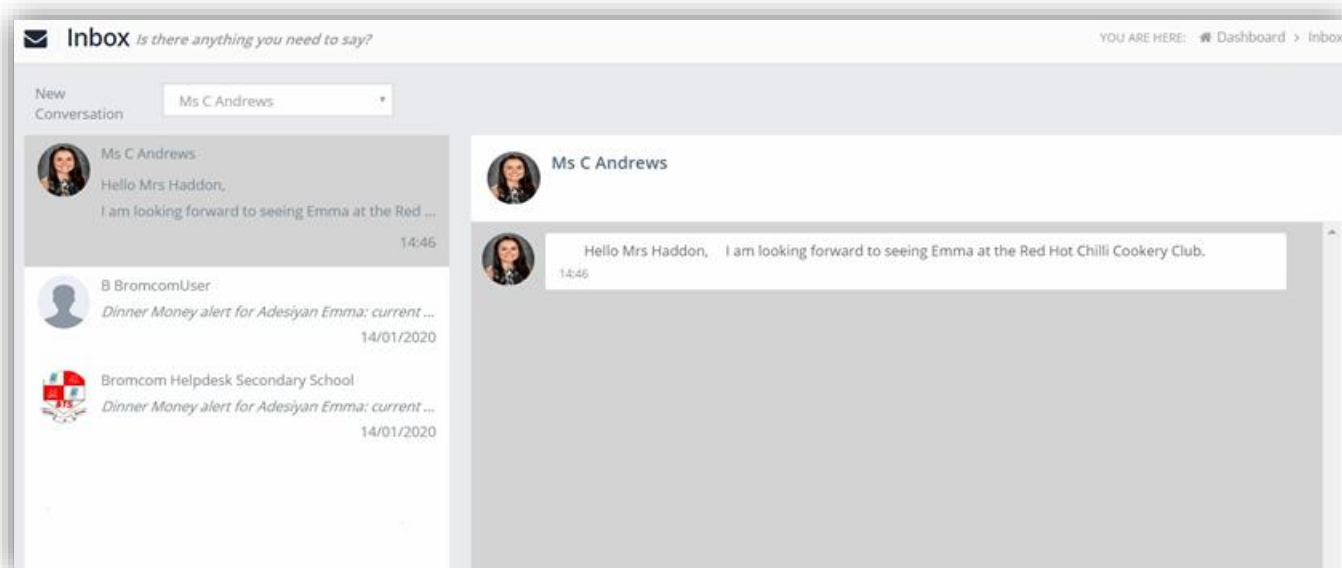


The **Inbox** page contains any **Conversations** between the school and the **User**.

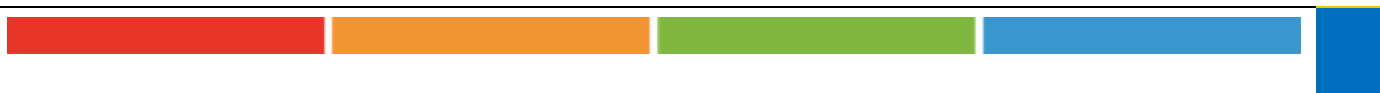
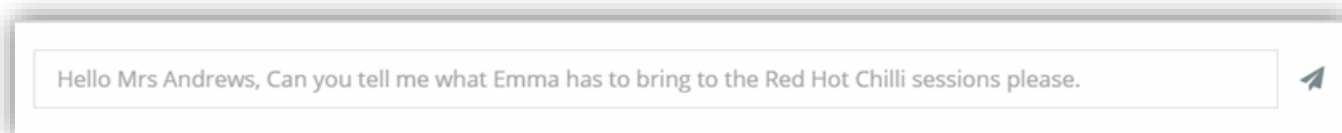


The left panel displays the latest **Conversations**, clicking on one of these will display the content of the **Conversation** in the right panel.

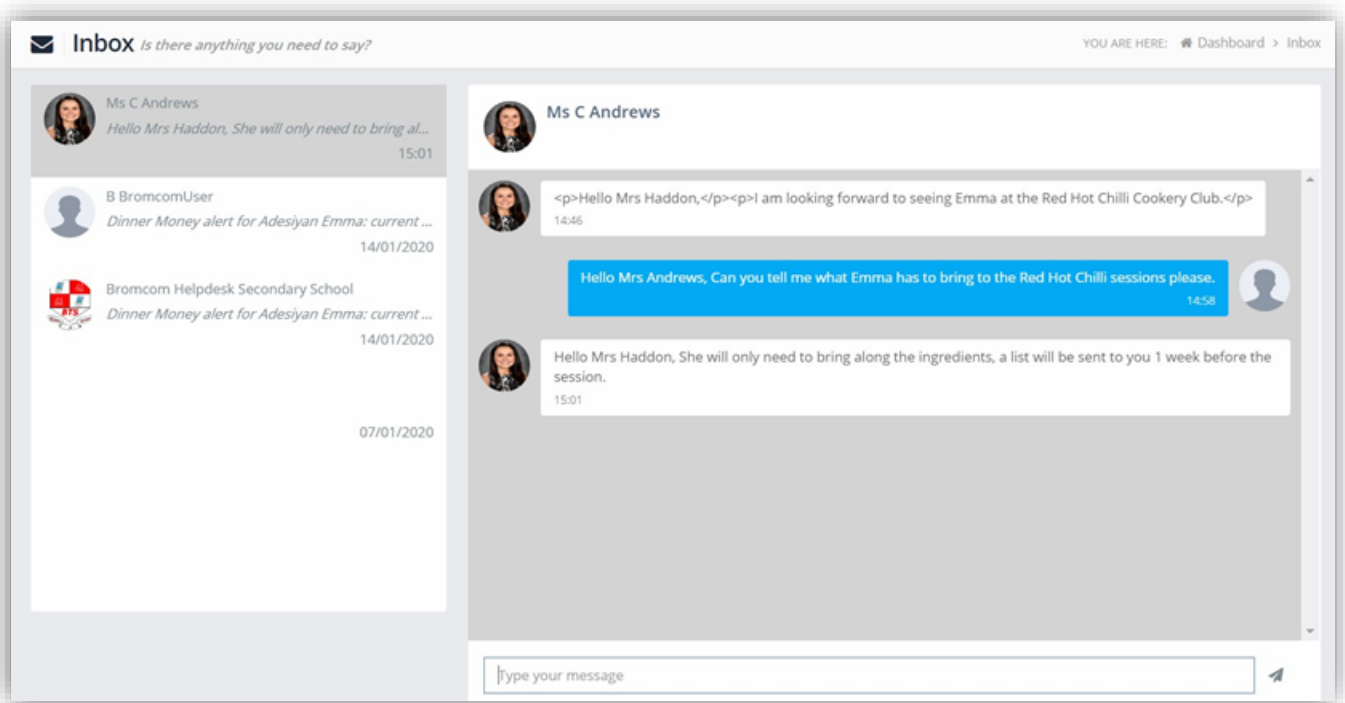
To select a **Conversation** with the school, select Purley Oaks Primary School from the dropdown list.



To start a new **Conversation** with a member of staff select them from the dropdown list and enter your message at the bottom of the page and click on the **Flight** icon.



You will then be able to follow the **Conversation** and reply.



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

The screenshot shows the 'Payments History' page with a table of 10 entries. The table has the following columns: Order Number, Authorisation Code, Order Date, # of Items, Payment Method, Total Amount, and Order Status. The data is as follows:

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

Showing 10 entries

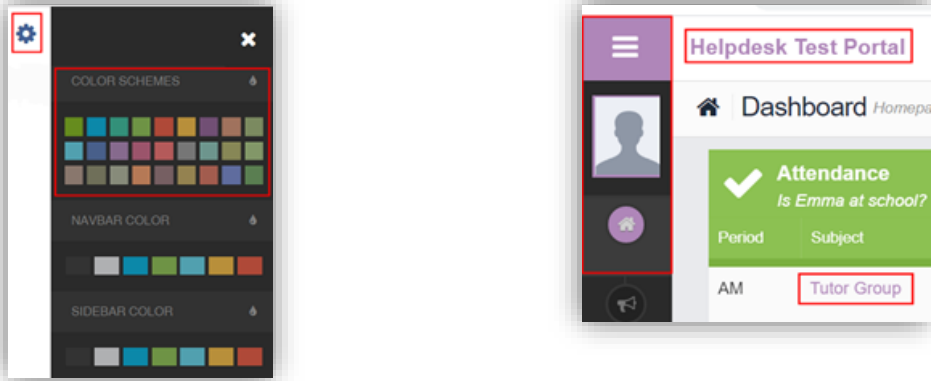
This page can be **Searched** or **Ordered** by **Columns**.



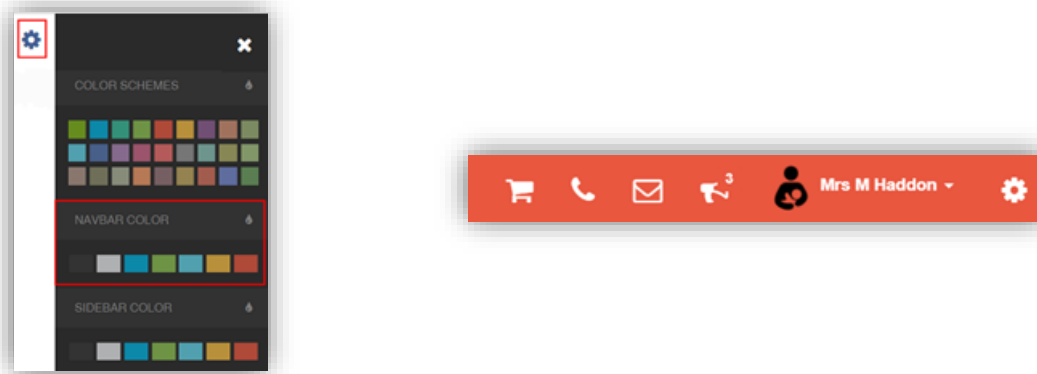
## Customising the Pages

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

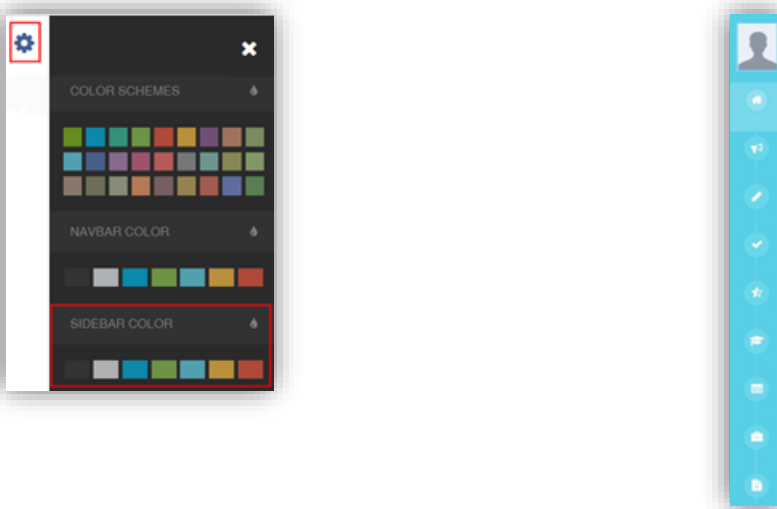
Selecting a colour from the **Colour Schemes** section will change the colour of the header bars and the text.



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

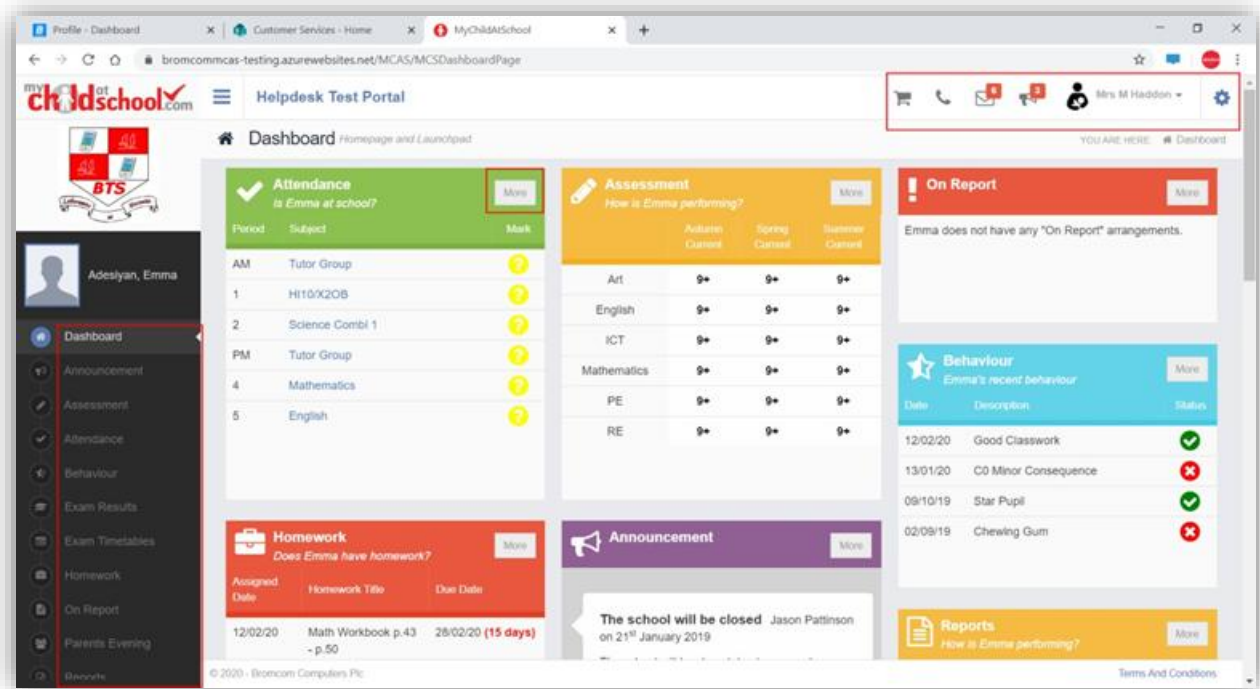


The **Sidebar Colour** option will change the colour of the **Menu Bar**.



## Selecting the MCAS Dashboard

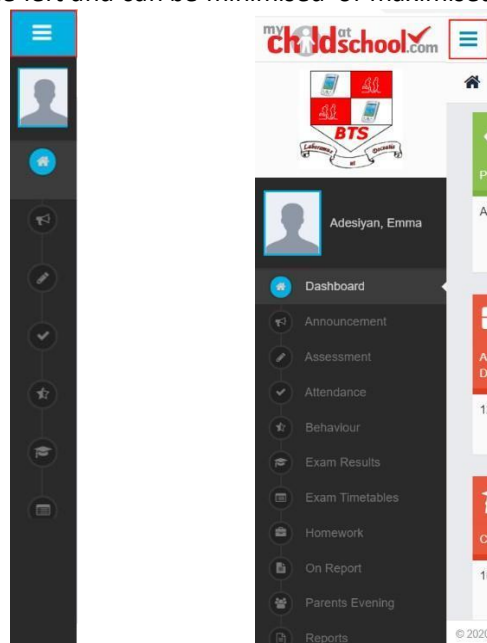
Once you have logged in the **Dashboard** will be displayed.



**Please Note:** 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**.



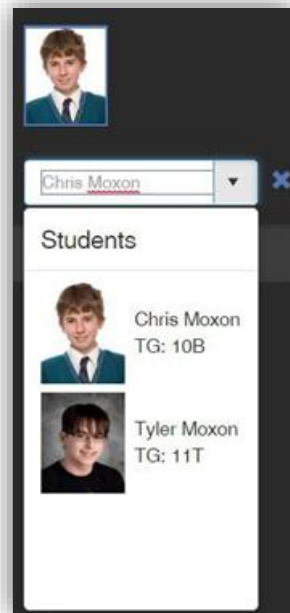
The following options are available and will only be displayed if enabled by the school:

- Announcement
- Attendance
- Clubs
- Data Collection Form
- Dinner Money
- Parent Evenings
- Outstanding Payments
- School Calendar
- Trips
- Wraparound care
- Useful Documents

## Multiple Students

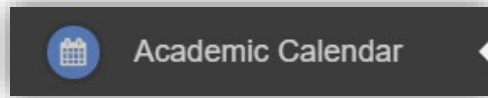
Clicking on the name of the student, next to the photograph, will open a list of other students associated with the **User**.

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.

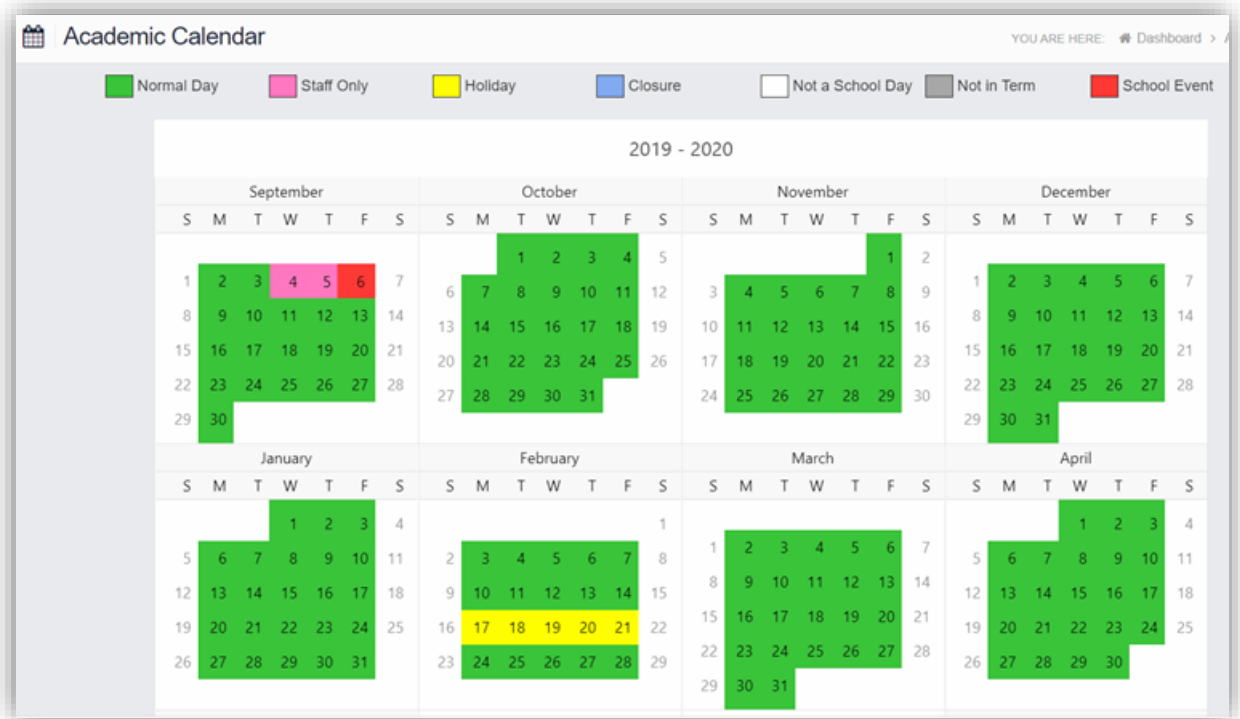


# Academic Calendar

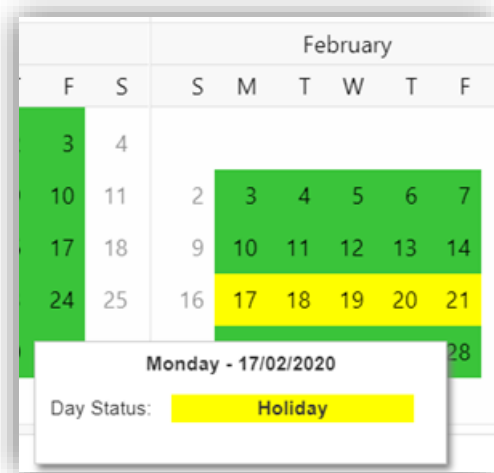
The **Academic Calendar** is accessible from the **Menu Bar** only.



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.

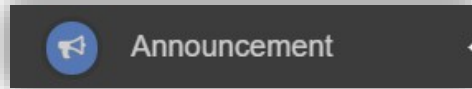


Clicking on a day will display the details for that day.

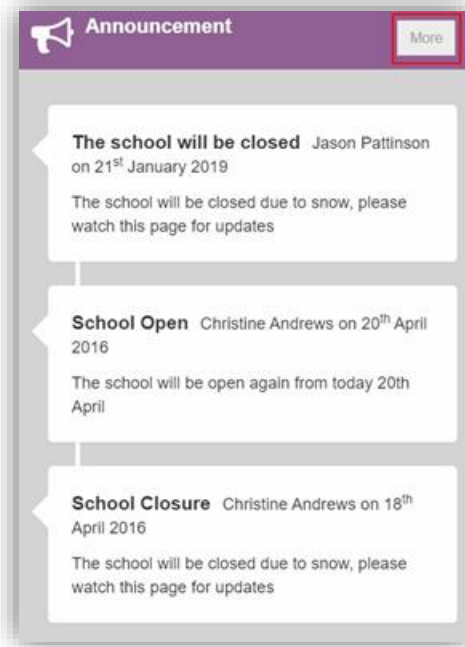


# Announcements

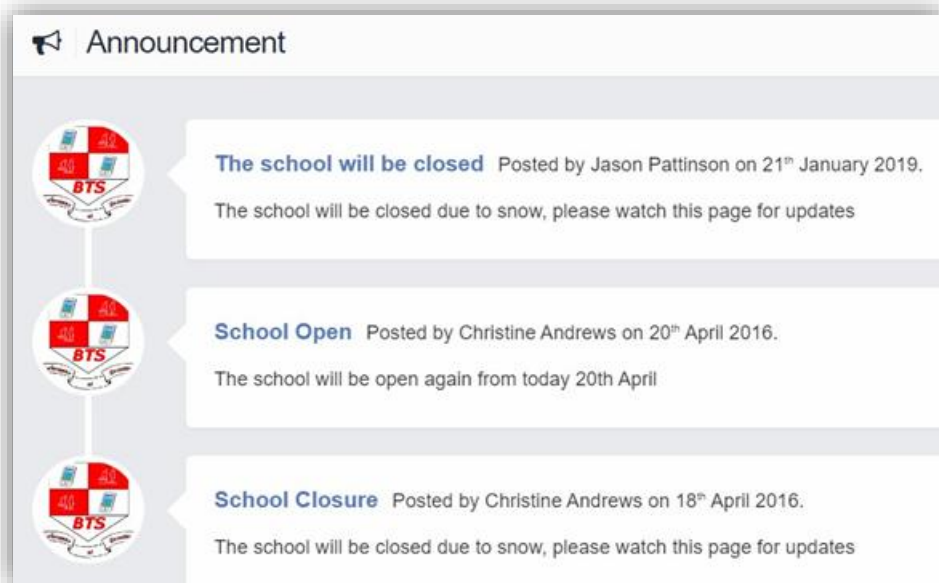
The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.



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

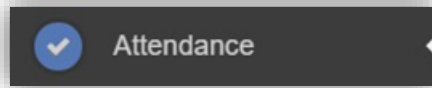


If there are any previous **Announcements** they will also be displayed.



# Attendance

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

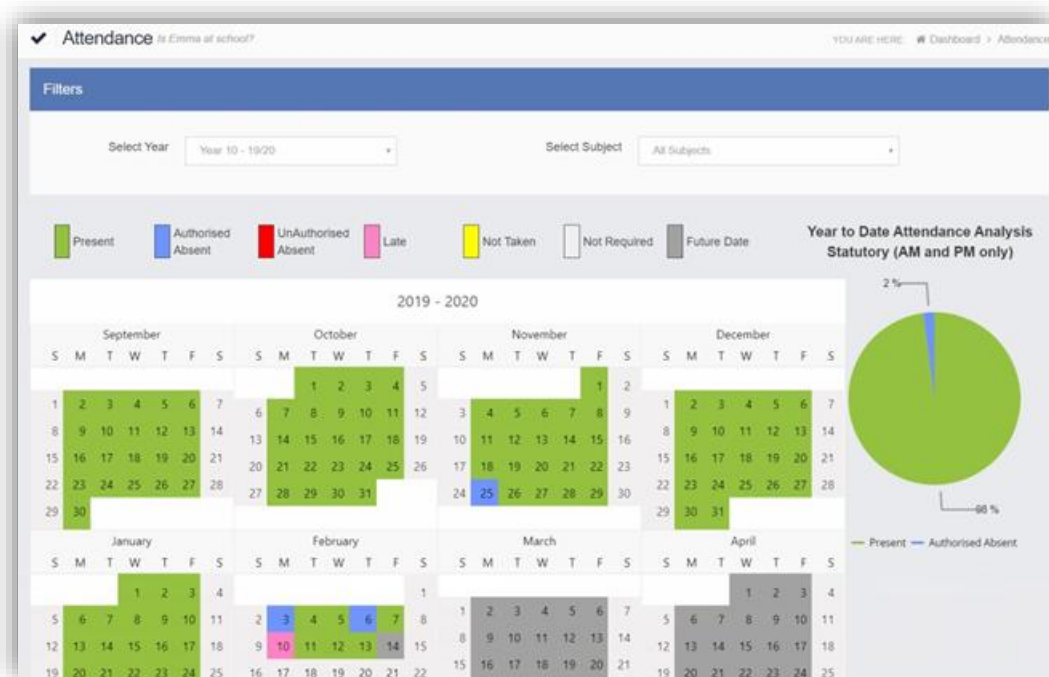


The **Widget** displays the **Attendance** for the current day. Clicking on a subject will open the **Attendance** page with a **Summary Pie Chart** for the year to date for that subject. Click on the **More** button to open the **Attendance** page.

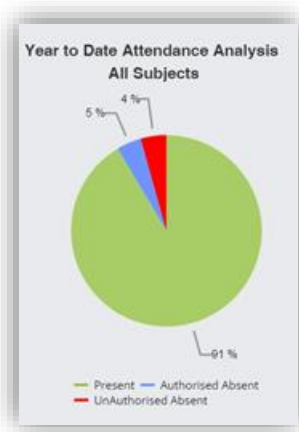
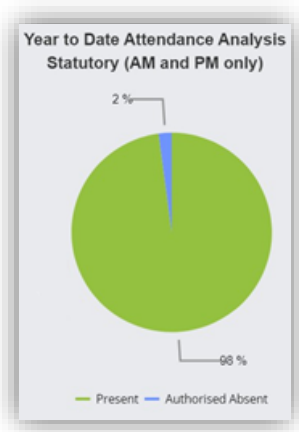
The screenshot shows a widget titled "Attendance" with a green header. Below the header is a table with columns "Period", "Subject", and "Mark". A red box highlights the "Subject" column. A "More" button is in the top right corner.

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.

Attendance *Is Emma at school?* YOU ARE HERE: Dashboard > Attendance

Filters:

Select Year: Year 10 - 1920 | Select Subject: PE

■ Present 
 ■ Authorised Absent 
 ■ Unauthorised Absent 
 ■ Late 
 ■ Not Taken 
  Not Required 
 ■ Future Date

Year to Date Attendance Analysis PE

2019 - 2020																											
September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
22	23	24	25	26	27	28	27	28	29	30	31	24	25	26	27	28	29	30	22	23	24	25	26	27	28		
29	30												24	25	26	27	28	29	30	29	30	31					
January							February							March							April						

6% Present | 94% Authorised Absent

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

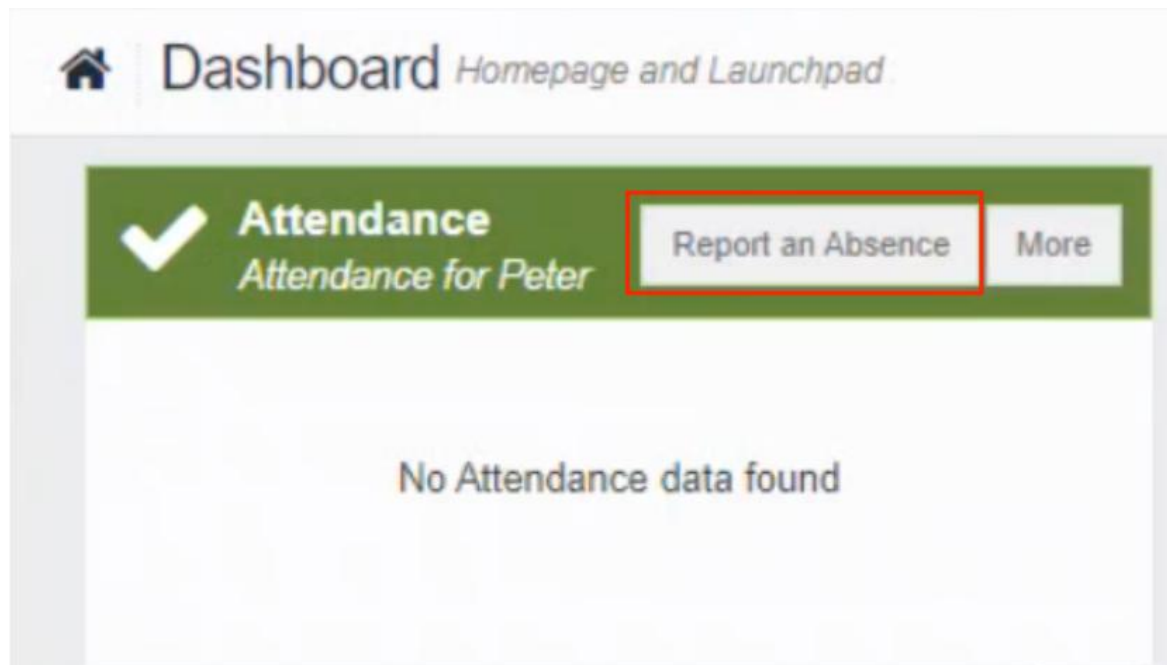
Monday 10/02/2020

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

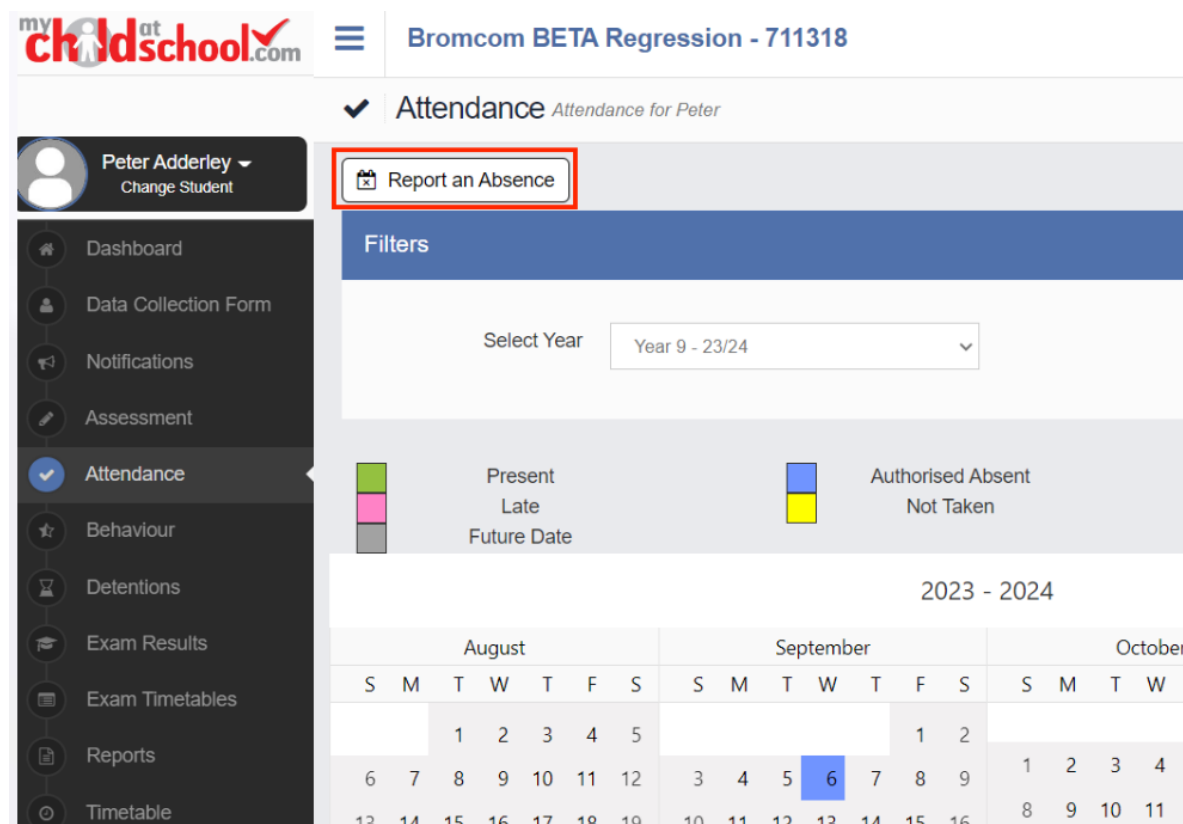


**How to notify the school of a child's future absence:**

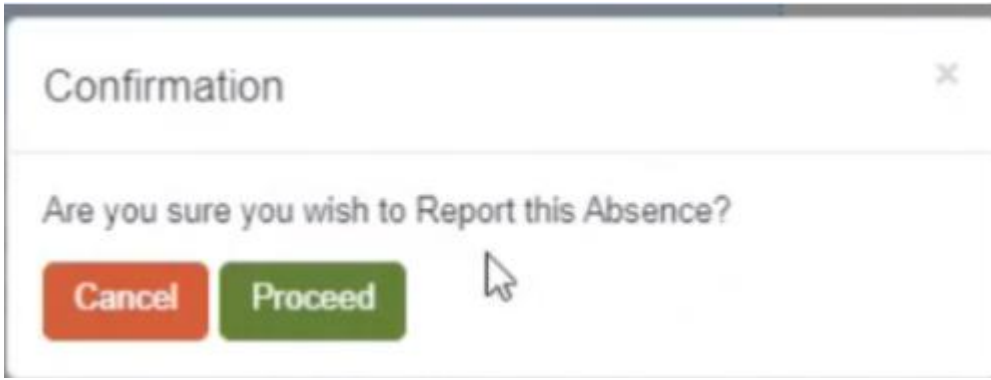
Parents will go to MyChildAtSchool > Dashboard > Attendance



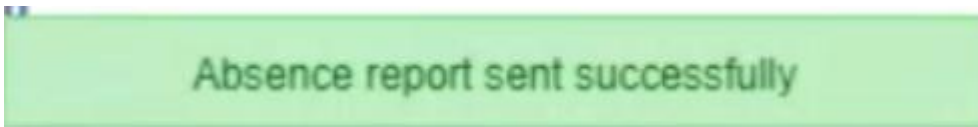
This button is also visible in the MCAS > Attendance screen.



After selecting Send, a Confirmation popup will appear. Click Proceed.

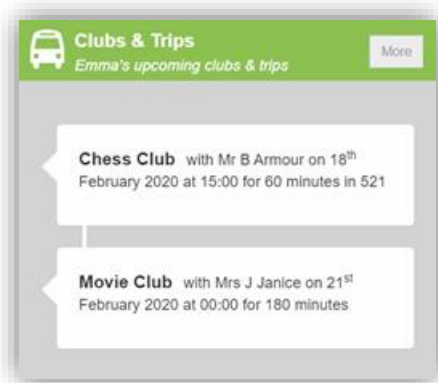
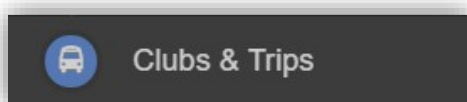


A success message will appear:

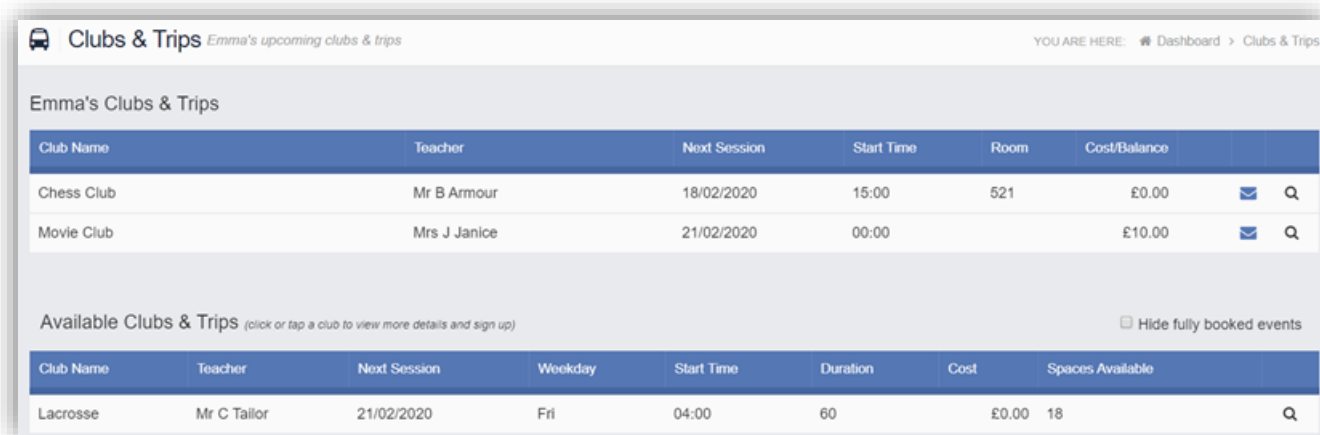


## Clubs & Trips

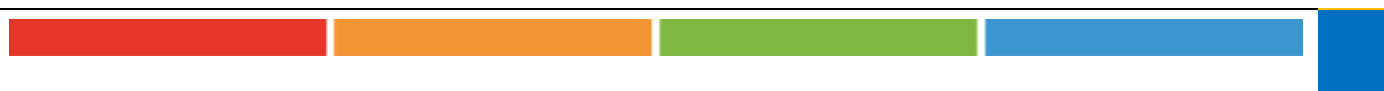
The **Clubs & Trips** option is accessible from both the **Menu Bar** and a **Widget**.



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



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



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

Club/Trip Detail - Adesiyan, Emma ✕

**Type:** Club      **Main Teacher:** Mr C Tallor

**Club Name:** Lacrosse

**Description:**

**Next Session:** Fri 21/02      **Places:** 20

**Start Time:** 04:00      **Spaces Available:** 17

**Session Length:** 60 mins      **Total Cost:** Free

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.

**Type:** Club      **Main Teacher:** Ms C Andrews

**Club Name:** Red Hot Chill Club

**Description:**

**Next Session:** Wed 04/03      **Places:** 10

**Start Time:** 16:30      **Spaces Available:** 10

**Session Length:** 120 mins      **Cost Per Session:** £5.00

**Sessions:**
■ Spaces Available   
 ■ Session Full   
 ■ Enrolled/Booked Sessions   
 ■ Unavailable

Use the grid below to select each session you would like your child to attend. When you click 'Enrol', your child will be enrolled into all the sessions you have chosen.

Week Beginning	Wednesday	Thursday
17/02		
24/02		
02/03		⊕
09/03	⊕	
16/03		
23/03		
30/03	⊕	
06/04	⊕	
13/04		
20/04		
27/04		⊕
04/05		⊕
11/05		
18/05	⊕	
25/05	⊕	
01/06	⊕	
08/06		
15/06		
22/06		⊕
29/06		⊕
06/07		
13/07	⊕	
20/07	⊕	




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.

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 Tallor	21/02/2020	04:00		£0.00	✉ 🔍
Movie Club	Mrs J Janice	21/02/2020	00:00		£10.00	✉ 🔍
Red Hot Chill Club	Ms C Andrews	04/03/2020	16:30	N50	-£65.00	🛒 Add To Basket ✉ 🔍

## Dinner Money

The **Dinner Money** option is accessible for **Nursery pupils** and only as a **Widget**.

The **Widget** displays the current **Credit Balance Summary** and gives the option to top-up the **Balance**.

To do this enter the amount in the **Deposit Amount** box and click the **Add to Basket** button. The **Shopping Basket** icon  on the top bar will now display that you have 1 item in the **Basket**, click here to open the **Basket** and view the contents, the item can be removed by clicking on the **X** to the right.


To continue click on the green **Checkout** bar at the bottom to page, which will open the **Shopping Basket**. Here you can click the **Continue Shopping** button to open the **School Shop** and add more items, the **Clear Basket** button to empty the **Basket** or the **Checkout** button to continue and make your payment.



Shopping Basket *Your shopping basket* YOU ARE HERE: [Dashboard](#) > [Shopping Basket](#)

[Continue Shopping](#)
[Clear Basket](#)
[Checkout](#)

### Shopping Basket

Item Name	Quantity	Price	Action
 Dinner Money Deposit for <b>Adesiyan Emma</b>	<input type="text" value="1"/>	£10.00	<a href="#">Remove</a>
<b>Total Price:</b>		<b>£10.00</b>	


Enter your **Payment Details** on the following page, once verified and paid a **Confirmation** message will be given and the **Credit Balance Summary** updated on the **Widget**.



**Thank you. Your payment of £10.00 has been received.**

Order ID: 40007-0000104 | Transaction ID: C75CBE2C-7693-F6B7-552B-39CA3D1A02BE

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


Dinner Money  
*Dinner Balance Summary*

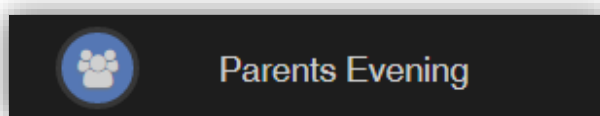
Credit Balance Summary : **£ 21.00**

Deposit Amount : £

[Add to Basket](#)

## Parents Evening

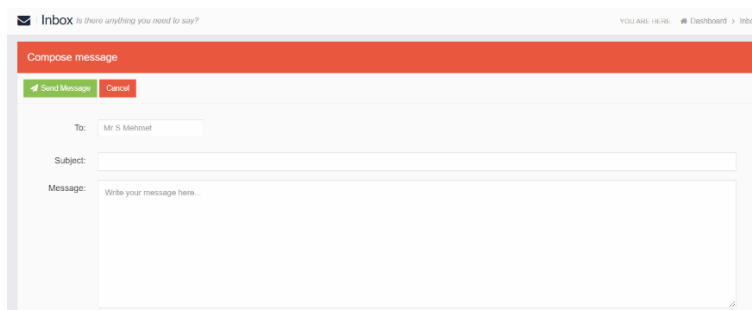
The **Parents Evening** option is accessible only from the **Menu Bar**.



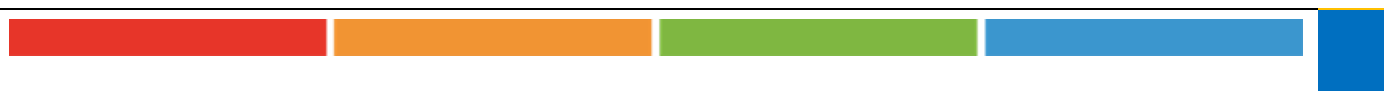
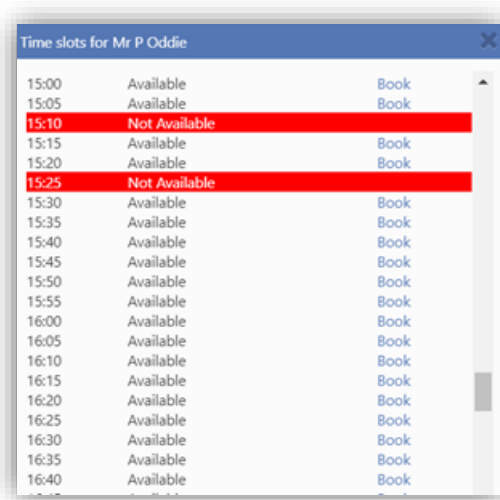
The **Parents Evening** option displays the information about any upcoming **Parents Evening** that the **Student** being viewed is associated with.



Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed. If the option to contact teaching staff is available an **Envelope** icon will display to the right of the **Teacher** name. Click on the **Envelope** icon to send a message to that **Teacher**.



Click on a **Teacher/Subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.



The **Teacher/Subject** will be removed from the **Appointments** that need booking section and will display as **Appointments that have been booked**, with the details and time.

Parents Evening *Parents Evening for Emma* YOU ARE HERE: [Dashboard](#) > [Parents Evening](#)

Parents Evening: Y10 Parents eve

Date: 27 February 2020, 00:00  
Booking will close on 26 February 2020, 00:00

Appointments that need booking

Mr C Tallor Drama

Mr A Obenguye Science Combi 1

Mrs J Janice ICT

Mr P Oddie PE

Mr S Williams Art

Appointments that have already been booked

Time: 15:10	Teacher: Mr S Mehmet	Subject: RE	Location: Default Location	X
Time: 15:25	Teacher: Mr J Marshall	Subject: Mathematics	Location: Default Location	X

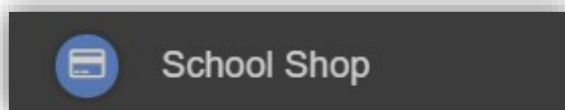
Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the **Printer** icon.

**Note:** this option is only available if the school have the **Diary** module.

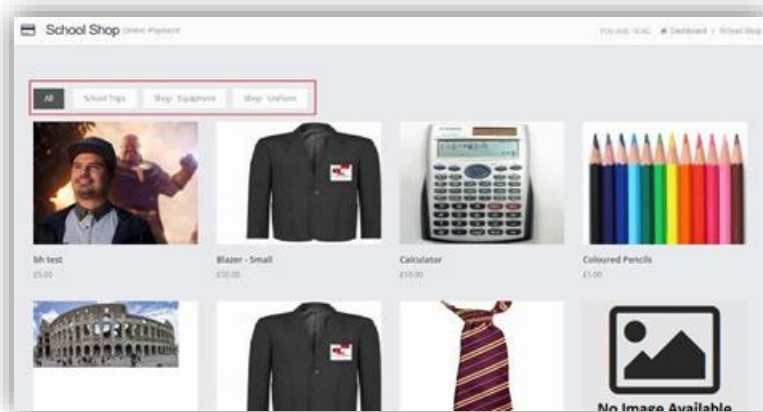


## School Shop

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.

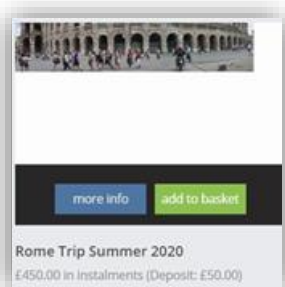


The school have the option to create **Categories**, here we have created **School Trips**, **Shop – Equipment** and **Shop-Uniform**. Clicking on either of these buttons will display just those items or click on **All** to display everything available.

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.



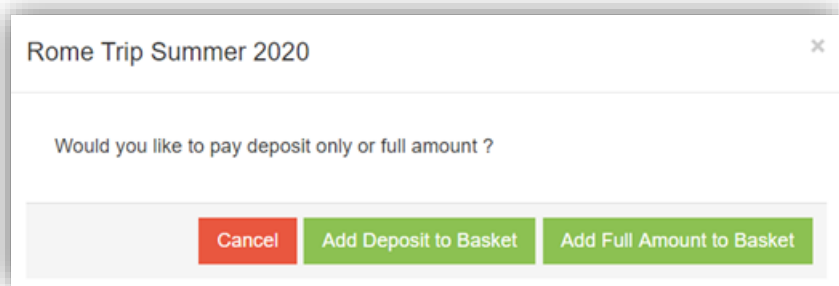
Category	Shop - Equipment
Description	Calculator
Price	10.00 in instalments (Deposit: £0.00)



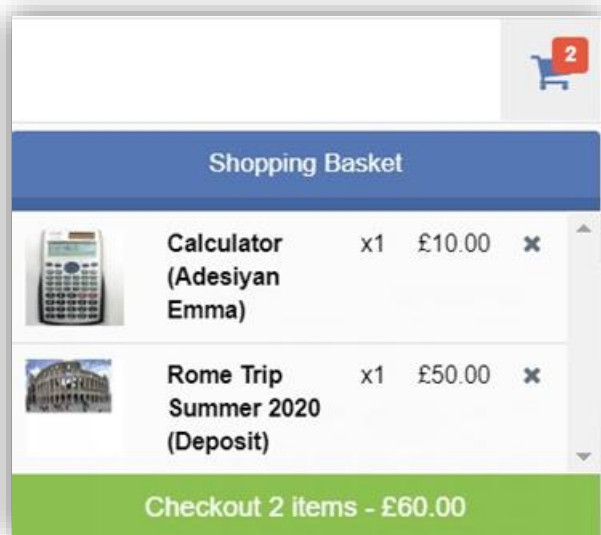
Category	School Trips																		
Description	Trip to Rome July 2020																		
Price	450.00 in instalments (Deposit: £50.00)																		
Instalments	There are 4 instalments for this product.																		
	<table border="1"><thead><tr><th>Item</th><th>Amount</th><th>Due Date</th></tr></thead><tbody><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></tbody></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																	
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Instalment 2	£100.00	30/04/2020																	
Instalment 3	£100.00	29/05/2020																	
Instalment 4	£100.00	30/06/2020																	



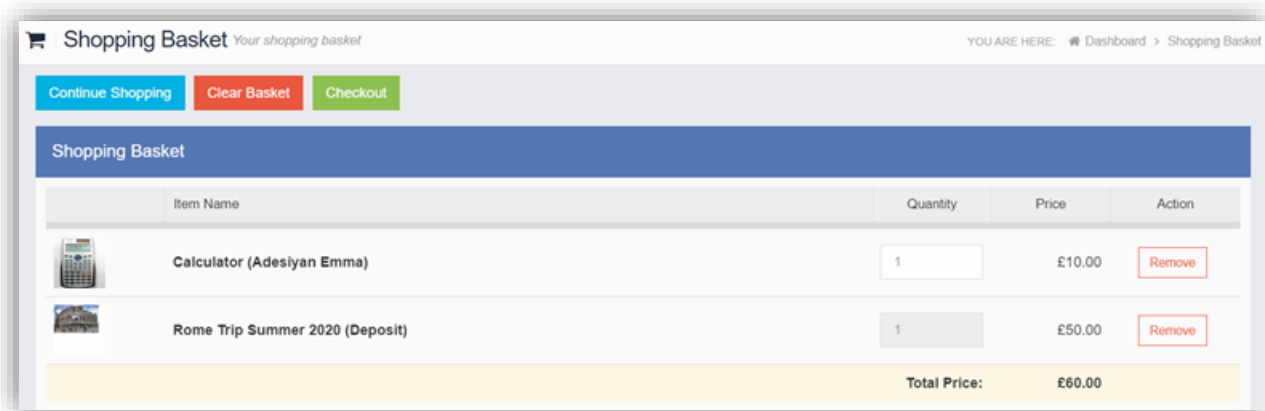
If you want to purchase an item it is just like any Online Shopping page, just click on the **Add to Basket** button on the item/s you wish to buy. If the item to be purchased has the option for payment by **Instalments** you will be asked at this point how you want to pay this. Click on the **Add Deposit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



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



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.



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 (Adeslyan 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    

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.**

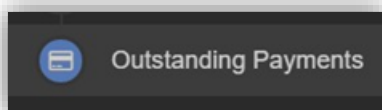
Order ID: 40007-0000109 | Transaction ID: 0A22A2F1-D3B1-FA81-DD1D-329FBF03C1D1

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

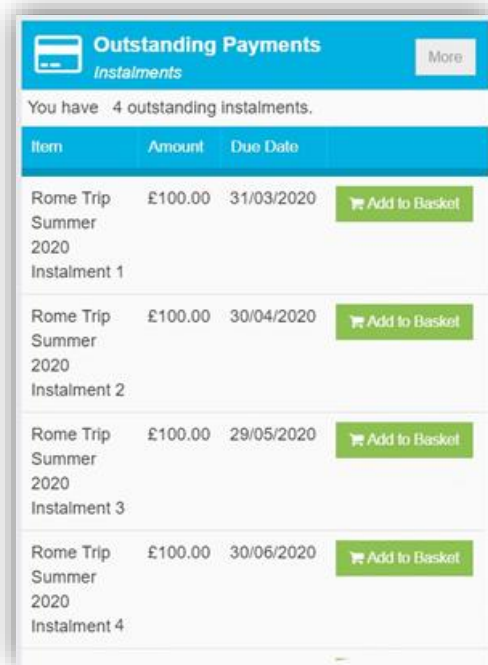


## Outstanding Payments

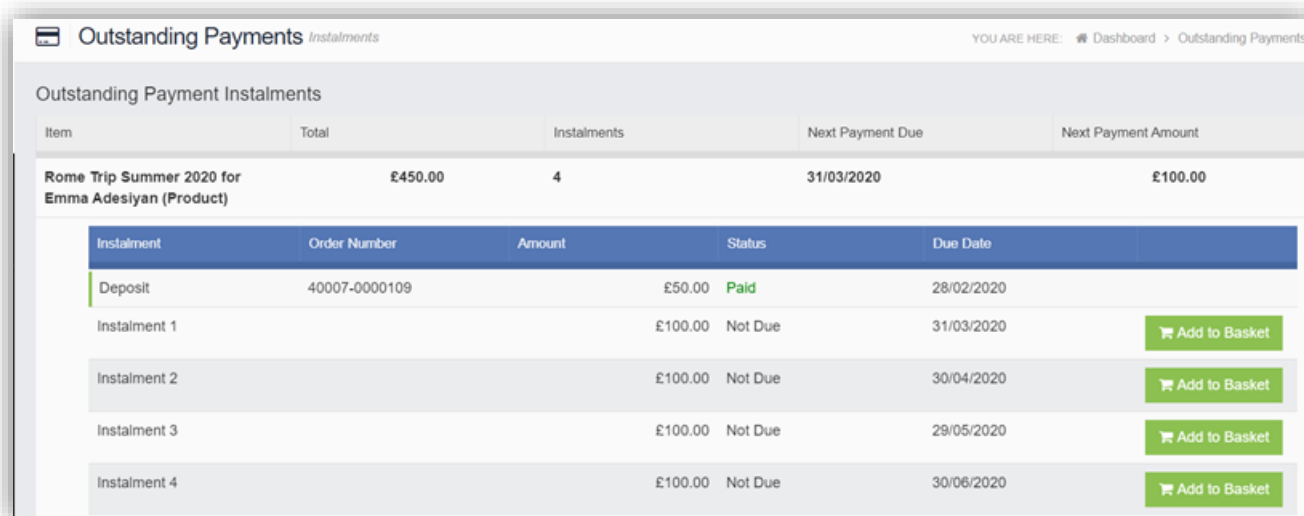
The **Outstanding Payments** option is accessible only from the **Menu Bar** and a **Widget**.



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.



## **School Page**

Can be accessed from the drop down menu by your contact name. This page contains forms such as medicine in school forms.

## **Useful documents**

Can be accessed on the menu bar and contains items such as school menus and PE dates.