



HENLEY BANK HIGH SCHOOL

12th July 2023

Dear Parents and Carers

Launch of Online Payments Facility using My Child at School (MCAS)

Since our launch of My Child at School (MCAS) earlier this term, it has been fantastic to see so many of you register for this facility enabling you to view your child's school data, and all school communications on your smartphone, or any internet enabled device, in real time. As we advised on the launch we will continue to add additional features to enable you to have access to more information all in one place.

We are pleased to inform you that we are now in a position to launch the Online Payments module of MCAS which will replace the existing ParentPay facility with effect from mid-August 2023.

You will be able to make payments for school trips and events, catering accounts and other miscellaneous items by making online payments. Please note that any credits or debits on your ParentPay account will be automatically transferred to the new system.

Henley Bank High School will continue to send all correspondence electronically. This means that all correspondence will go straight to you as the Parent. If you are using the MCAS App, you will receive a notification each time we send a message.

What do I need to do?

- **If you are already registered on MCAS there is no need for you to do anything. Once the system is live it will appear in your list of options to select.**
- **If you have not yet registered you will need to do this to gain access to Online payments.** You will have been provided with the School ID, your Username and Invitation Code. If you have more than one child in school you only need one account and can use these details for each of them. If you need a reminder of your login details please contact us at MCASSupport@henleybankhighschool.co.uk and a reminder will be sent to you.

The Parent App can be downloaded from Apple or Google Play stores for use on iPhones or Android smartphones accordingly, by searching for MCAS, or you can search online using <https://www.mychildatschool.com/MCAS/MCSParentLogin> and follow the instructions for installation. You will be prompted to redeem your invitation code and answer security questions.

We hope that you see this new online system as a positive move and share our vision of achieving a more efficient payment system.



The date we currently have assigned to switch to our new providers is Wednesday 16th August. We will send confirmation once this change has been made.

Should you envisage any difficulties in using this facility please do not hesitate to contact the school by emailing admin@henleybankhighschool.co.uk

Kind regards

A handwritten signature in black ink that reads "SJDerry".

Mr Stephen Derry
Headteacher