

24 February 2021

Dear Parents/Carers

RE: A NEW WAY TO COMMUNICATE

I am writing to you today about a change in how we will communicate with you about your child that will be an improvement for both you as a parent and for us at school.

We are asking all parents to follow the instructions below to access the latest updates from us about your child. We will be using a free app called My Child At School (MCAS) that will give you access to the following, from your phone, laptop or desktop;

- *Messages from us*
- *Letters and reports (meaning we can save on printing!)*
- *Allows you to update your contact information*
- *Allows you to grant permission/consent*
- *Allows you to view your child's attendance*
- *Allows you to view your child's timetable/classes*
- *Allows you to view our academic calendar*

We strongly recommend that you use the mobile phone app, as this will send notifications to you immediately to alert you of new communications sent by the Academy, whereas laptops and desktops, do not have this notification option.

By signing up with the app, it will be more convenient for you to access information, and we will be able to save money on text message fees and printing costs. There are a few steps to join so that we can make sure your child's information is safe.

1. Make sure that you provide us with your email address.
2. We will email you:
 - a. An Invitation Code
 - b. The School ID Code
 - c. Your Username
3. Either:
 - a. Download the 'MyChildAtSchool' app on your phone
 - b. Or access www.mychildatschool.com
4. Click on 'Redeem Invitation Code', and fill in the information we sent to you by email
5. Fill in the details requested
6. Last step – MyChildAtSchool will email you, please click to confirm you are who you say you are.

If we have your email address, there is nothing to do but look out for an email from us over the coming days. Please check your 'Junk/Spam' email folder if you have not received this.

If you have recently changed email address, or have not provided us with this information, we would be grateful if you could submit this to us by emailing office@oasissilvertown.org.

We have also updated a section of our website which has helpful guides, videos and FAQs on how to register and gain access to the app <https://www.oasisacademysilvertown.org/academy-life/my-child-at-school-mcas>.

We will have a two week changeover period, where we will be using MCAS and also sending text and emails in the usual way. At the end of this two week period (10 March 2021) we will be using MCAS only to communicate with you.

Thank you for your support in this matter. I will be in touch again shortly to update you about our move over to the My Child At School app.

Best wishes



Johanna Thompson
Principal