



Our ref: NAR/KIS/MCAS/Mar25

Dear Parents or Carers,

We are delighted to share with you the successful completion of the transition to Bromcom as our new Management Information System (MIS). As part of Tove Learning Trust, we join other schools in adopting Bromcom as our single MIS provider. This transition marks a significant step forward in enhancing our communication channels with you, our parents and carers.

What does this mean for you?

With Bromcom, we will have access to a comprehensive platform that will streamline communication between our school, our parents and carers. Bromcom will simplify administrative tasks and provide more efficient systems for both school, parents and carers.

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). If you have children at other Tove Trust schools, or other schools using Bromcom, your single login will allow you to see information about all of your children in the same place.

Payments for dinners, trips and school shop items will remain in Wisepay for the time being. We plan to migrate these to MCAS in the future, however we will write to you nearer the time.

How do I sign up?

From today we have enabled anyone with parental responsibility for a child at our school to sign up to our MCAS system. You will need to sign up with the e-mail address that we hold for you. Please enter our school postcode NN9 5TY or the school code - 15611, pick our school from the list and follow the instructions on screen.

We highly recommend you watch the short parent introduction video on the trust website which takes you step by step through the process.

The system will invite you to create a password for MCAS. Please note you will need to have a minimum of 8 characters, including an UPPERCASE, lowercase, a number and a special character (such as: !@£\$%&+-). Initially you will see your child's Timetable, Attendance and Behaviour, until we enable additional features.

You can use a web browser via (www.mychildatschool.com) or you can download the MCAS parent app from the Apple and Android app stores. [Bromcom - Parent's Guide to getting started](#)

Student Portal

All students have now reviewed an email to their school email address with the details they need to sign up to the student portal. They will need to click on 'Redeem Invitation Code' just above the login button.

<https://www.bromcomvle.com/>

Members of staff are available in the Hall at break and lunch to support any students who need assistance getting access.

We understand that transitioning to a new system may raise questions or concerns. Should you have any questions or require assistance, please do not hesitate to contact the school in the normal way.

Your cooperation and patience during this period are greatly appreciated.

Yours sincerely

Huxlow Academy

Kind regards



Mrs K Isaksen
Headteacher

