

12 February 2025

Dear Parents and Carers

Re: Important Information about how you pay for your child's food

As mentioned in our previous communication, we are transitioning from the ParentPay system to Bromcom Parent Payments, which you can access via MCAS (MyChildAtSchool).

To ensure a smooth transition, please top up your child's dinner money balance **in your ParentPay account** by **9:00 AM on Friday 14th February**.

ParentPay will be deactivated after lunchtime on **Friday 14th February**, and you will no longer be able to make payments through this system. The new **Bromcom Parent Payments** system on MCAS will go live on **Monday 24th February**. Any remaining dinner money balance in ParentPay will be automatically transferred to Bromcom, ready for your child to use in school. Payments for trips and other items will also be moved to Bromcom and will be accessible from **Monday 24th February**.

From this date, you will be able to top up dinner money via MCAS. Please refer to the video and links below for guidance on how to do this.

[How to add dinner money in MCAS - video](#)

[How to view and add dinner money in the MCAS app](#)

[How to save card details for future use within MCAS](#)

[How to manage payment cards in MCAS](#)

If you have not yet activated your MCAS account, please do so as soon as possible and **before Friday 14th February**. From **Monday 24th February**, if your child's dinner money is not loaded onto the Bromcom Parent Payment system, **they will be unable to purchase food at school, and you will need to provide them with a packed lunch**.

To activate your MCAS account, please follow these steps:

1. Go to the **Parent Login** screen on the MCAS app (via Google Play or App Store) or the web portal: <https://www.mychildatschool.com/MCAS/MCSParentLogin>
2. Click the **Sign-Up** link (this can be found underneath the Reset Password link).
3. Enter the school postcode: **HA2 9AH** or the school ID: **14876**.
4. Select *Rooks Heath School* from the dropdown list.



5. Click **Continue**.
6. Enter the email address **you have registered with the school**.
7. Click **Sign Up**.
8. You will receive an email with a one-time passcode.
9. Follow the link to verify the passcode.
10. Create your account password.

Once your account is set up, you can log in using your email address and the password you have created.
Important: Please ensure that you **use the email address linked to your child's school records** when signing up. MCAS accounts should only be used by parents and carers with parental responsibility for the child.

For help in using the MCAS app and Bromcom Student Portal, please refer to the following guides:

[MCAS Parent App Tutorial](#)

[MCAS Parent Guide](#)

[Bromcom Student Portal Tutorial](#)

If you have any questions or require further information, please do not hesitate to contact us by emailing MCASQueries@rooksheath.harrow.sch.uk

Thank you for your continued support.

Yours sincerely,



Mrs L Hyde

Assistant Headteacher – Digital Technology & Innovation

