

Bromcom MyChildAtSchool Clubs and Trips

Webinar



Data Protection Disclaimer

Screenshots used in this presentation have been taken from a test / training system, which contains details of fake people.

Any similarity to those living or dead is purely coincidental.

Session Objectives

- By the end of this session, you should
 - Understand how to manage and use clubs, trips and wrap around
 - Understand the different payment options which are available and when to use them
 - How to setup, clubs, trips and wrap around are

We will not be covering

- Setting up MCAS for the first time
 - If you are not yet using MCAS in school, we recommend booking a session with us to do bespoke setup - please email schoolsict@coventry.gov.uk to request a session.
- New Users to MCAS
- Online Purchases
- Reports

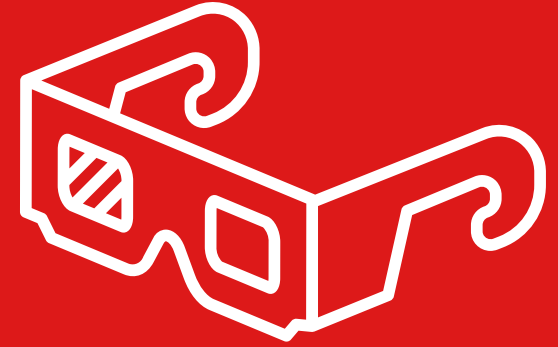
We have different sessions available for all the above.

Terminology

Whilst most users of **MCAS** will be parents with parental responsibility, rather than using the word **Parent**, throughout this session we will refer to users of MCAS as **Contacts**

Clubs, Trips and Wraparound care are mostly setup through the groups menu and are typically referred to as 'Clubs' all references to clubs should also be taken to reference clubs, trips and wraparound.

Overview



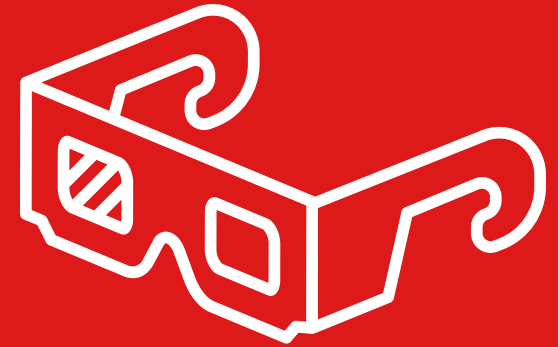
What is MyChildAtSchool?

- MCAS is a one stop shop app & Website for parents to interact with school and allows parents access to much of the data in the MIS - it also allows parents to self-serve for many different things.
- It has the following features
 - Take payments for clubs, trips, wraparound, dinner money and school shop items (books, uniform etc)
 - Show parents data from the MIS such as school reports, attendance, assessment, behaviour, school diary
 - Allow parents to book clubs, trips and wraparound
 - Parents can choose meal menu items for their child
 - Submit data changes to school
 - Share newsletters and other importance school documents and announcements
 - Parents can pay using, credit and debit card and PayPoint
 - Record parental consent

What else do I need to know?

- Each contact that you want to access MCAS must have a valid email address registered in your MIS.
- Contacts can only see their own information and that of the child (this includes the child's address).
- Contacts can access different children through the same log in, for example if they have multiple children at school.
- Contacts with children at different schools that use Bromcom can use the same email address to login.
- Online **payments & refunds** made through MCAS attract a transaction fee of around **1.275%** (please check the fee applicable to your school).

Getting Started



Configuration

- **Config > MyChildAtSchool > Clubs / Trips Setting**
- You can setup and alter the Title, Subtitle, messages, colour of message, reserve time and sort order for each part of MCAS.
- Remember to **Save** if you make any changes.

Clubs Settings

Enable Clubs Module

Clubs Title:

Clubs Subtitle: ?

No Data Existing Message:

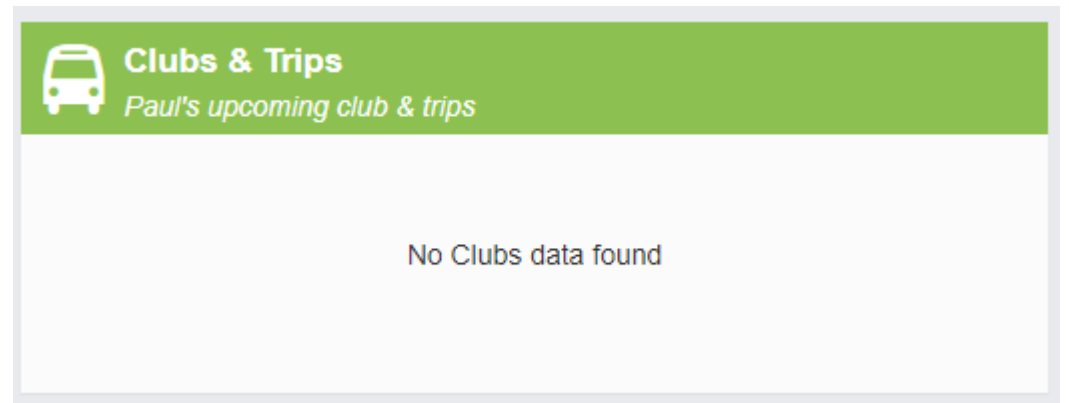
Colour of Message:

Items added to the basket will be reserved for minutes

Sort Order Name Day Of Week

Hint

- Some contacts get confused as the widget on the homepage shows booked trips, and not upcoming trips
- It might be a good idea to change the "No Data Existing Message" to be **"%StudentName% is not booked on any trips"**



Clubs Settings

Enable Clubs Module

Clubs Title:

Clubs Subtitle: ⓘ

No Data Existing Message:

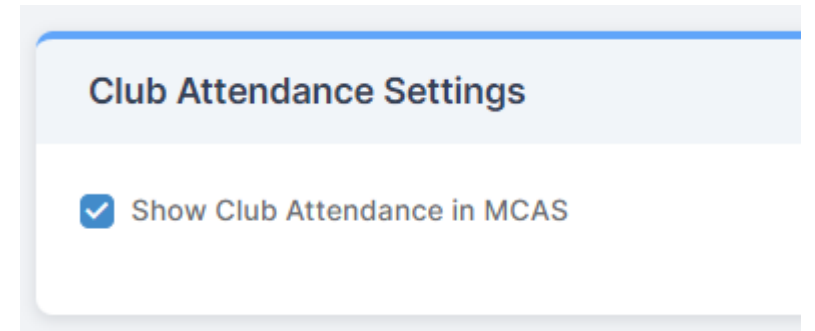
Colour of Message:

Items added to the basket will be reserved for: minutes

Sort Order: Name Day Of Week

Attendance on MCAS

- **Config > MyChildAtSchool > Clubs / Trips Setting - Club Attendance Settings**
- Ticking this box allows contacts to see the attendance at a club by their linked children.



Types of Club

Free



- When you don't need to take payment.
- But you do want to record consent, attendance etc
- Can be booked via MCAS

Paid



- Can be a club or a trip
- Different payment options are available
- Can be booked via MCAS

Running Balance



- Regular reoccurring club (e.g. wraparound) The contact runs a balance which is debited each time the child is booked onto a session.
- Contacts can book or indicate preferences on MCAS

Categories of Club

- **Trip**

- Typically, a one-off event - e.g. a visit to Alton Towers

- **Club**

- Something which takes place regularly for a specified period of time. E.g. Book Club, Football Club

- **Wraparound Care**

- Also known as a running balance club
- Like a club, sessions run regularly for a defined period of time (but can be open ended)

- The category of the club denotes where on MCAS it shows to parents.

Clubs Homepage

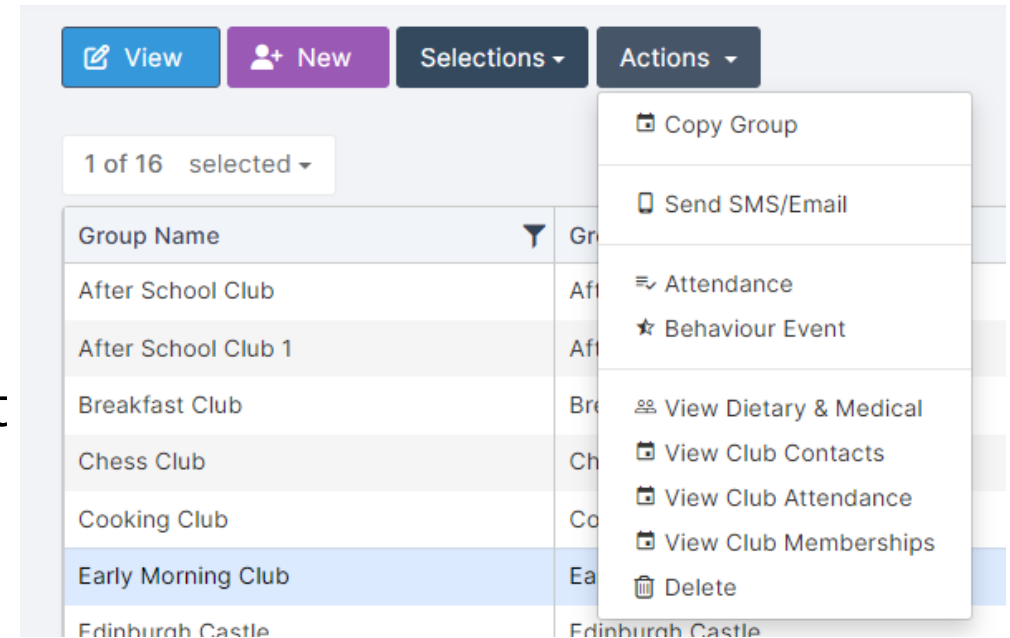
- Most of the club management is performed from the Groups page
- Click Groups on the left-hand side, then change the Group Type to be Club

The screenshot displays the Bromcom Primary School Clubs Homepage. The interface includes a navigation menu on the left with options: Home, Favourites, Modules, Students, Staff, and Groups (highlighted). The main content area shows a table of clubs with columns for Group Name, Group Description, Group Type, and Main Teacher. A 'Group Type' dropdown is set to 'Club'. A search bar and 'Search Filters' are also visible. A red arrow points to the 'Groups' button in the navigation menu, and another red arrow points to the 'Group Type' dropdown.

Group Name	Group Description	Group Type	Main Teacher
After School Club	After School Club	Club	Ms R Middleton
After School Club 1	After School Club 1	Club	Miss S Abram
Breakfast Club	Breakfast Club	Club	Miss S Duffy
Breakfast Test	Breakfast test	Club	Mr J Alwadi
Chess Club	Chess Club	Club	Mrs J Leech
Cooking Club	Cooking Club	Club	Ms L Kurkowski
Early Morning Club	Early Morning Club	Club	Mr J Alwadi
Edinburgh Castle	Edinburgh Castle	Club	Mr D Bond

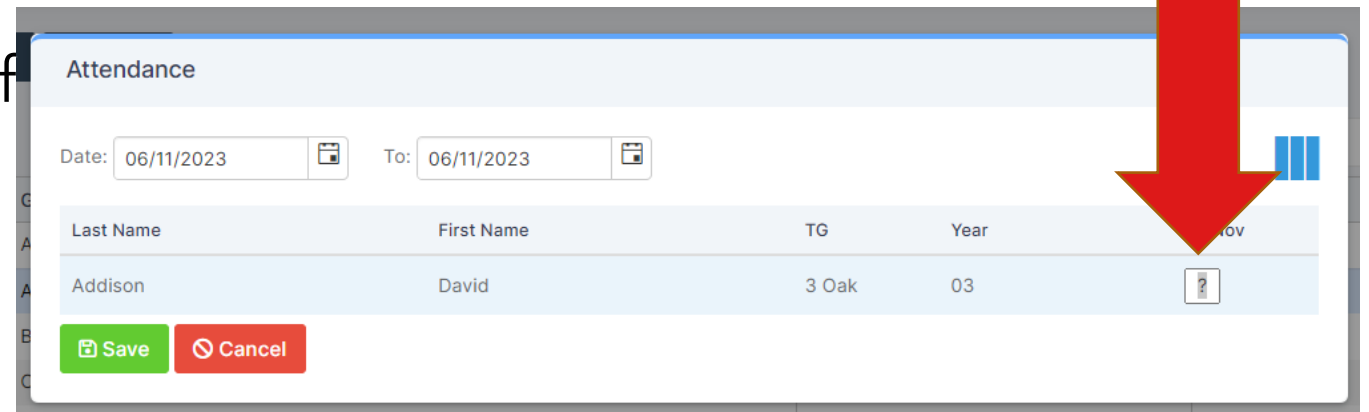
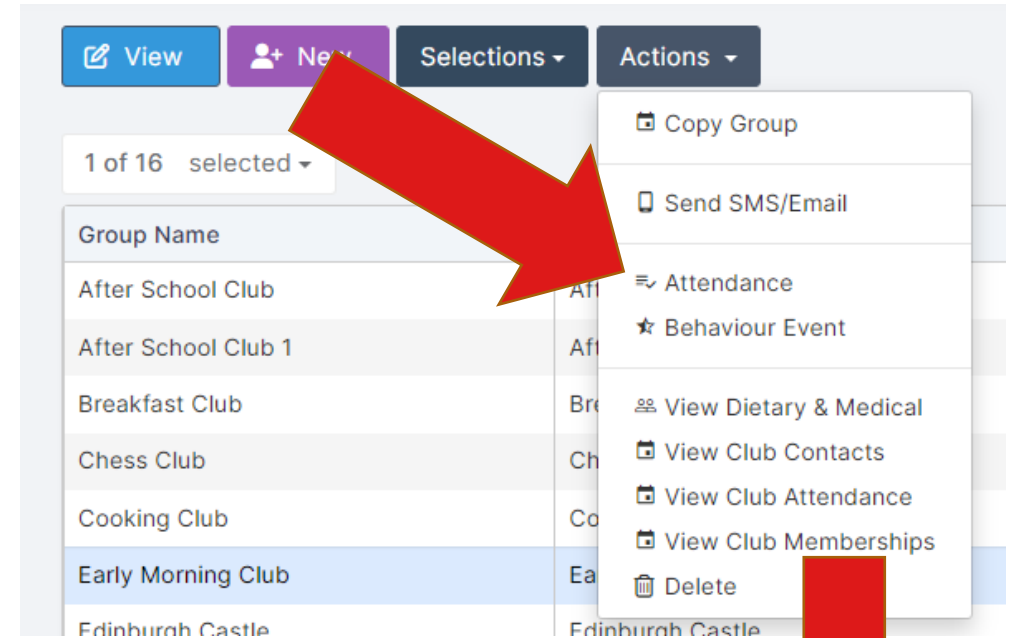
Membership of Clubs / Trip

- Locate a club in the list
- Click **Actions > View Club Membership**
- View contacts with View Club Contacts
- View Dietary & Medical to get a quick report of dietary and medical information for the members of a club.



Club Attendance

- You can record attendance for a club. First locate a club in the list then Click **Actions** > **Attendance**
- Enter the appropriate attendance code (standard Df Codes) in the box







Note on Membership List and Amounts

- For clubs/trips which are run on an instalment basis you will not see the total amount paid here. You will generally see the first amount the contact paid. For some that will be the full amount for others it may be only the deposit. See the **View Purchases** Screen for full details.

Student Memberships - 19 (Female 5 / Male 14)

Add Multiple  Delete



<input type="checkbox"/>	Last Name	First Name	Year	TG	Gender	Order ID	Amount	Order Status	Start Date	End Date	Actions
<input type="checkbox"/>	Adams	Thomas	N2	N - Foxes	M	45034-0004029	£50.00	Outstanding	19/10/2023	31/08/2024	 
<input type="checkbox"/>	Addison	Harry	05	5 Maple	M	45034-0004030	£50.00	Outstanding	19/10/2023	31/08/2024	 
<input type="checkbox"/>	Addison	Peter	02	1 Caterpillars	M	45034-0004031	£50.00	Outstanding	19/10/2023	31/08/2024	 

Tips

- Avoid adding students to groups yourself, it's much better to get parents to do it.
- You can view MCAS as if you are a contact (the green jelly baby) and complete actions on the parent's behalf.

Wraparound (1)

- Wraparound care should be setup as running balance club.
- Each time the child is booked on a session the balance is debited. Contacts can top the balance up via MCAS.
- You can add bookings to a running balance club by opening it from the Clubs list in the Groups Menu
- Scroll down to the **Student Memberships**

Wraparound (2)

- Make a booking by clicking next in the appropriate sell and selecting the appropriate charge.

Student Memberships

[+ Add](#) [Delete](#) [Send Messages](#) [Edit Membership Dates](#) Show Only Active Memberships

[← Move backwards](#) [Move forwards →](#)

<input type="checkbox"/>	Last Name ↓↑	First Name ↓↑	TG ↓↑	6/11 Mon ↓↑	7/11 Tue ↓↑	8/11 Wed ↓↑	9/11 Thu ↓↑	10/11 Fri ↓↑
<input type="checkbox"/>	Addison	David	3 Oak	AF1	AF1	AF1		
<input type="checkbox"/>	Addison	Harry	5 Maple					
<input type="checkbox"/>	Addison	Paul	2 Butterflies					
Members/Limit:				1/∞	1/∞	1/∞	0/∞	0/∞

Memberships (all types of club)

- To add new members to a club, use the Add button and select from the list.
- If a child ceases to be a member, select them and then click the Edit Membership Dates button and insert the correct dates.
- For wraparound clubs - If you want to send messages to members the 'Send Messages' button to be taken to the message, send screen with the appropriate children selected.

Where is my club/trip? (1)

My Club or Trip is not showing in MCAS

This is usually because of one of the following.

- Date visible on MCAS has passed.
- The club end date has passed.
- The club has no schedule.
- The club is not available to the relevant students - e.g. it has the wrong membership
- It is set to show in the wrong area - this is set from the Basic Details in the group.

Where is my club/trip? (2)

- Open the club
- Groups > Change the filter to clubs
- Locate the club and open it
- Check the dates highlighted and then click the Schedule Panel.

Panels All

Basic Group Details

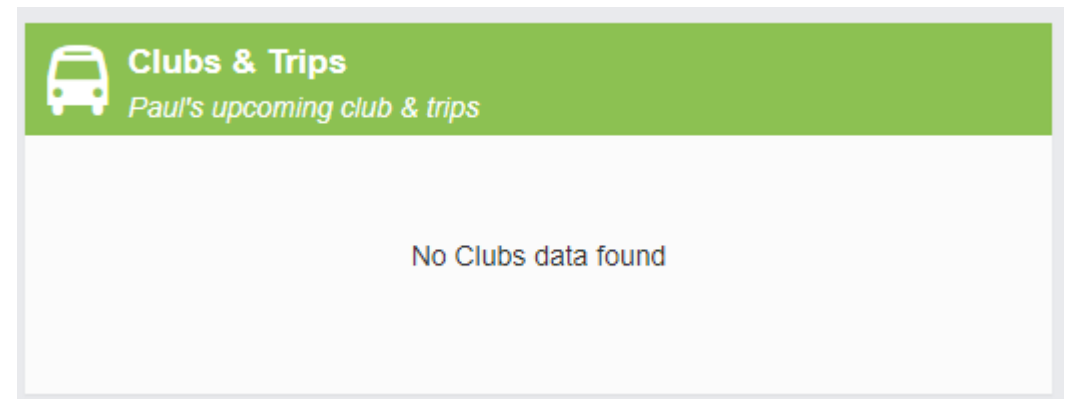
Name*	<input type="text" value="Chess Club"/>	Description*	<input type="text" value="Chess CLub"/>
Start Date*	<input type="text" value="01/01/2019"/>	End Date*	<input type="text" value=""/>
Display club in the following section on MCAS*	<input type="text" value="Clubs"/>	Payment Type*	<input type="text" value="Free"/>

Additional Group Details

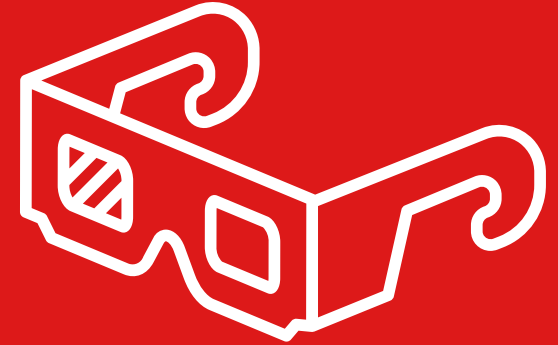
Attachments	<input type="button" value="Browse"/>	<input type="text" value="Choose a file"/>	<input type="text" value="<NOT SELECTED>"/>
Membership Limit	<input type="text" value="20"/>	Reserved Spaces	<input type="text" value=""/>
Live on MCAS Between	<input type="text" value="27/08/2023 00:00"/>	<input type="text" value="and"/>	<input type="text" value=""/>

Contact says the club isn't showing but it is?

- This is often because the contact is looking in the wrong place.
- The Clubs and Trips Widget will only show booked trips.
- Or, the contact has multiple children, and trip is available only to one of their children and they are logged in as the wrong child.

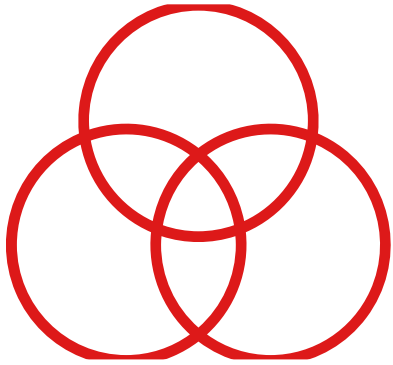


Payment Options

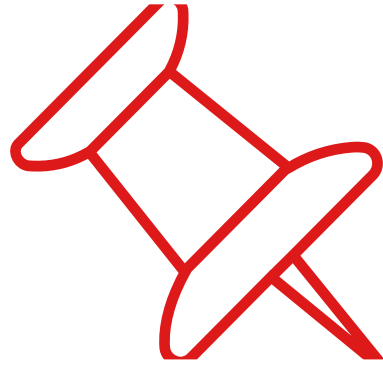


Payment Options Available

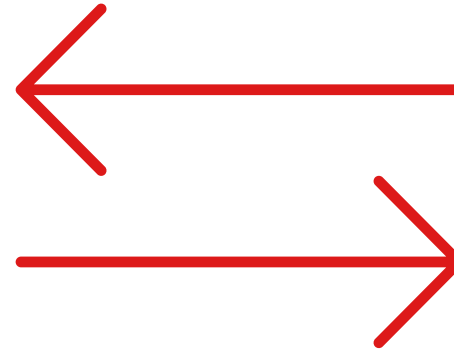
- MyChildAtSchool allows you to use various payment options, these are:



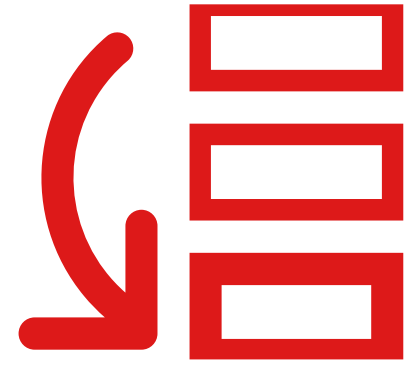
Variations



Fixed Price



Variable Price



Instalments

- Once the payment option has been used, it can't be changed.

Variations

- Allows you to set different prices for different groups of students.
- Works like a 'fixed' price. Contacts have to pay the amount specified - there are no instalments.
- Students can be put into different groups
- System will match the first item in the list and display that price.

Use for different prices of clubs for different groups of students:

e.g.

- Pupil Premium Students
- Different prices for different year groups

Doesn't allow instalments.

Fixed Price

- One single price for a club or trip
- The contact must pay the full amount

Use for when clubs / trips have one price.

Often used for lower cost clubs.

Can't have instalments or variations.

Variable Price

- One single payment
- Contact can choose how much they want to pay between the amounts that you specify.
- School can set a minimum payment
- Once, **one** payment has been made then no more are possible

Useful for when clubs/trips only require a donation, and you are not intending on chasing for different payments

Only useful in limited circumstances.

Instalments

Works in two ways

1. Payment Plan

- Set a total amount
- Set a required deposit
- Set a number of instalments
- All payments can have due dates

2. Part Payment

- Set a total amount
- Set a deposit
- Contacts can pay the balance in whatever instalments they choose

Useful for more expensive clubs and trips.

Contacts will be sent reminders through MCAS for outstanding balances they need to pay.

How to charge different amounts for Pupil Premium Students

- For cheaper trips use variations
 - Create a reporting group for your PP students and set a different price for those students.
- For more expensive trips with instalment plans
 - Option 1: Make a 'voucher' payment towards to an instalment (s) to reduce the balance owing.
 - Option 2: Create a separate trip for PP and non-PP children and set different payment plans up for those

Trips



Let's setup a trip

- Scenario: Year 5 are going to Alton Towers in on 5th March, The cost is £50 to be paid in instalments.
- **Groups > New Group**
- **Before you start, make sure you have**
 - Who is going on the trip
 - The trip letter (if relevant)
 - The cost of the trip
 - When it is taking place

Trip Setup (1)

- Complete the details.
- The item price is the total price of this trip.
- Start Date and End Date is for the group, leave this as wide as possible. We can control when parents see this later.
- Click **Save & Edit**

Create New Group

Group to create: Club

Payment Type* Paid ⓘ Item Price (£)* 50

Group Name* Alton Towers Year 5 Description* Alton Towers Year 5

Start Date* 27/08/2023 📅 End Date* 31/08/2024 📅

Enable Waiting List

Attachments 📁 Browse Choose a file <NOT SELECTED>





Linked Groups* 🔍 ↩ ✕ *Open the club to all pupils by leaving this field empty.*

💾 Save 📄 Save & Edit 🚫 Cancel

Trip Setup (2) Basic Group Details

- Change the 'Display in the following section on MCAS' to **Trip**
- Click **Edit Payment Options**
- The start date and end date must be left as wide as possible!

Basic Group Details

Name*	<input type="text" value="Alton Towers Year 5"/>	Description*	<input type="text" value="Alton Towers Year 5"/>
Start Date*	<input type="text" value="27/08/2023"/> 	End Date*	<input type="text" value="31/08/2024"/> 
Display club in the following section on MCAS*	<input type="text" value="Trips"/> 	Payment Type*	<input type="text" value="Paid"/> 

[Edit Payment Options](#)

Instalment

- Contacts are expected to pay four payments for this trip.
- Due dates have been entered.
- Contacts can pay multiple instalments at the same time if they wish.
- Reminders will be sent through MCAS when they are due.
- Make sure you choose the bank account to receive the money and then click Save

Payment Options

Variations Yes No

Price Options Fixed Price Variable Price Instalments

Enable part payment

Total Price (£)*

Deposit (£)*

Instalments*

	Amount (£)	Due Date
Deposit	<input type="text" value="10.00"/>	<input type="text" value="24/11/2023"/>
Instalment1	<input type="text" value="13.33"/>	<input type="text" value="31/12/2023"/>
Instalment2	<input type="text" value="13.33"/>	<input type="text" value="31/01/2024"/>
Instalment3	<input type="text" value="13.34"/>	<input type="text" value="29/02/2024"/>

Additional Group Details

- Attachment - allows you to set a file/letter for contacts
- Membership limit - how many spaces. Reserve Spaces - how many spaces do you want to keep back to not be available on MCAS for those parents who you know can't use MCAS

Additional Group Details

Attachments	<input type="button" value="Browse"/> Choose a file	<NOT SELECTED>
Membership Limit	<input type="text" value="40"/>	Reserved Spaces <input type="text" value="5"/>
Live on MCAS Between	<input type="text" value="16/11/2023 00:00"/> <input type="button" value="📅"/> <input type="button" value="🕒"/>	and <input type="text" value="31/12/2023 00:00"/> <input type="button" value="📅"/> <input type="button" value="🕒"/>
<input checked="" type="checkbox"/> Enable Waiting List	<input checked="" type="checkbox"/> Is a Trip? ⓘ	
<input checked="" type="checkbox"/> Consent Required	<input type="text" value="By making this purchase you are confirming that you are giving your consent"/>	

Additional Group Details (2)

- Live On MCAS Between Dates - this determines when the trip is available for contacts to book on MCAS
- Waiting List - this will activate when the trip is full.
- Is a trip - allows you to use Trip Income Receipt in Bromcom Finance
- Consent Required - allows you to capture consent for a trip.

Additional Group Details

Attachments	<input type="button" value="Browse"/> Choose a file	<input type="text" value="<NOT SELECTED>"/>
Membership Limit	<input type="text" value="40"/>	Reserved Spaces <input type="text" value="5"/>
Live on MCAS Between	<input type="text" value="16/11/2023 00:00"/> <input type="button" value="📅"/> <input type="button" value="🕒"/>	and <input type="text" value="31/12/2023 00:00"/> <input type="button" value="📅"/> <input type="button" value="🕒"/>
<input checked="" type="checkbox"/> Enable Waiting List	<input checked="" type="checkbox"/> Is a Trip? ⓘ	
<input checked="" type="checkbox"/> Consent Required	<input type="text" value="By making this purchase you are confirming that you are giving your consent"/>	

Associated Group Details

- This panel allows you to specify which groups can book on to this trip.
- If its blank, all year groups in school can book.
- For this trip we are selecting Year 5 as we only want Year 5 to be able to book.
- This does not book those children on to this trip.

Associated Group Details

Linked Groups 🔍 ↶ ✕

Grid actions Copy Excel CSV PDF Print

Group Name	Group Type	Delete
05	Year Group on Roll	

Schedule

- Each trip or club must have a schedule for it to display on MCAS.
- The schedule works on a reoccurrence pattern, so if just setting for one day you would choose the start and end date as the same and make sure you choose the correct Weekday.
- Make sure you **Save**

Schedule

Include Past Sessions

Group Scheduling

From Date* To Date*

Weekday*

Start Time* End Time*

Session Length*

Main Teacher* Location*

Associated Teachers

Exclude holidays and inset days

Clubs

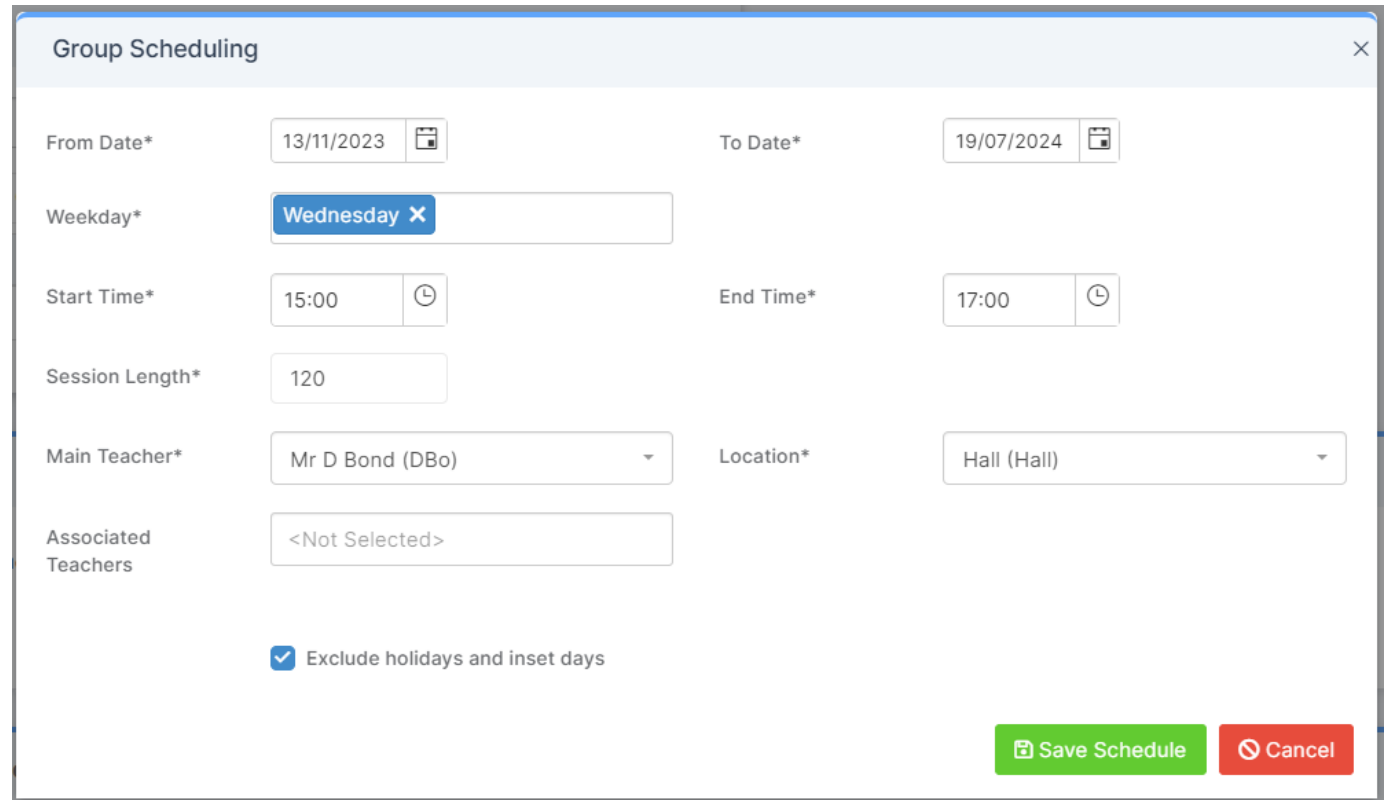


Club Setup

- Clubs work in much the same way as trips, where you choose Trips you would select Club.
- A club as a membership limit – not individual sessions.
- They have the same payment types and options as trips
- The big difference is that Clubs typically run for many different sessions so have a larger schedule.

Football Club

- For example: Football Club which runs every Wednesday Evening for 2 hours until the end of term.
- From the Schedule panel click Add



The screenshot shows a 'Group Scheduling' dialog box with the following fields and values:

Field	Value
From Date*	13/11/2023
To Date*	19/07/2024
Weekday*	Wednesday
Start Time*	15:00
End Time*	17:00
Session Length*	120
Main Teacher*	Mr D Bond (DBo)
Location*	Hall (Hall)
Associated Teachers	<Not Selected>







There is a checked checkbox for 'Exclude holidays and inset days' and two buttons at the bottom right: 'Save Schedule' (green) and 'Cancel' (red).

Reviewing Schedule

- The schedule will display, to edit click the Pencil or to delete a session click the Bin icon.
- You can't edit sessions in bulk, you need to delete and recreate
- Additional sessions can be added if necessary

Schedule

Add Delete Include Past Sessions

<input type="checkbox"/>	Session Date	Day	Start Time	End Time	Location	Main Teacher	Associated Teacher	Actions
<input type="checkbox"/>	15/11/2023	Wednesday	15:00	17:00	Hall	Mr D Bond		 
<input type="checkbox"/>	22/11/2023	Wednesday	15:00	17:00	Hall	Mr D Bond		 
<input type="checkbox"/>	29/11/2023	Wednesday	15:00	17:00	Hall	Mr D Bond		 

Wraparound



Wraparound Care


- Wraparound care runs via a Running Balance Club - each booking debits from the balance
- You can prevent parents from creating negative balances
- Each session has a membership limit -> a wraparound group can have unlimited pupils but each session is limited in how many can attend.
- Parents can create bookings for sessions, they can indicate preferences, or you can just show parents what they have chosen via MCAS
- Over the next few slides, we will setup an after-school club,
 - which runs for different sessions each evening after school for 50 children.
 - Parents indicate preferences on MCAS

New Wraparound


- **Groups > New**
- Choose **Club**
- **Running Balance**

Create New Group

Group to create:




Payment Type* 

Group Name* Description*

Start Date* 

Enable Waiting List

Attachments

Linked Groups*    *Open the club to all pupils by leaving this field empty.*





• Name clashes in the date range



Group Details


- We must complete these details

Additional Group Details

Attachments [Browse](#) Choose a file <NOT SELECTED>

Live on MCAS Between   and  

MCAS Buying Option* <NOT SELECTED>  Purchase Cut-Off (Days) 

Associated Account* <NOT SELECTED> 

Consent Required

Charges*

Active	Charge Name	Code	Default	Available for Parents	Cost	Associated Group	Delete
+ Add New Record							

Group Details (2)

- **Attachments** – letters etc for parents to read, perhaps club rules
- **Live on MCAS** – date from an to when the club is visible on MCAS
- **MCAS Buying Option**
 - **Indicate Preferences** – contacts choose sessions, but school must finally allocate.
 - **Enrol to Session** – parents select and confirm which sessions they are booked onto
- **Purchase Cut Off Days** – how far in advance do purchases have to be made
- **Associated Account** – which bank account should funds be paid (you can have multiple bank account setup).
- **Consent Required** – is consent required for attendance at this group

Group Details (3)

- You can setup different types of charges.
- Here we have different charges for different time frames
- When sessions are booked a charge is chosen, this can be changed if need be




Active	Charge Name	Code	Default	Available for Parents	Cost	A
<input checked="" type="checkbox"/>	3pm-5pm	B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£6.50	
<input checked="" type="checkbox"/>	3pm-6pm	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£7.50	
<input checked="" type="checkbox"/>	3pm-4pm	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£5.00	

[+ Add](#)


Associated Group Details

- This panel allows you to specify which groups can book on to this wraparound.
- If its blank, all year groups in school can book.
- You might want to setup a specific group so only pre-approved children can book wrap around.

Associated Group Details

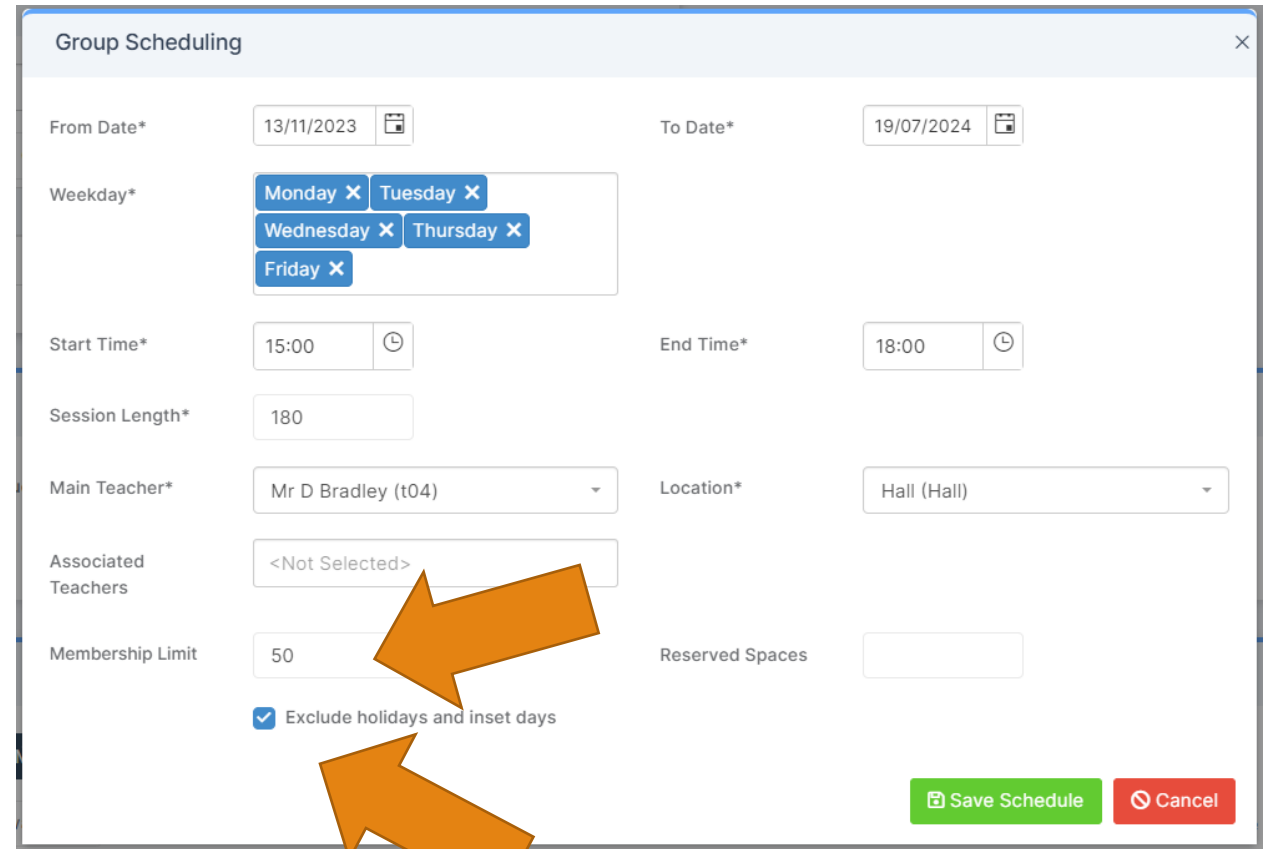
Linked Groups   

Grid actions

Group Name	Group Type	Delete
05	Year Group on Roll	

Setting Up a Schedule for Wraparound

- Set the session up for the full session times
- If **membership limit** does not appear the first time, Cancel. Save the group and reload your page.
- Make sure you exclude holidays and inset days.
- You cannot easily change sessions in bulk. So please double and triple check before you press save.



The screenshot shows the 'Group Scheduling' interface with the following fields and values:

- From Date*:** 13/11/2023
- To Date*:** 19/07/2024
- Weekday*:** Monday, Tuesday, Wednesday, Thursday, Friday
- Start Time*:** 15:00
- End Time*:** 18:00
- Session Length*:** 180
- Main Teacher*:** Mr D Bradley (t04)
- Location*:** Hall (Hall)
- Associated Teachers:** <Not Selected>
- Membership Limit:** 50
- Reserved Spaces:** (empty)
- Exclude holidays and inset days




At the bottom right, there are two buttons: 'Save Schedule' (green) and 'Cancel' (red). Two orange arrows point to the 'Membership Limit' and 'Exclude holidays and inset days' fields.

Creating Memberships

- Depending on how you have configured the group, contacts can either book their children onto sessions (and by extension as a member of the group) or you can book them on yourself.
- First students must be a member of the wraparound group.
- If doing in school yourself, Add them from the 'Student Membership' panel by using the 'Add' button.

Booking & Charging for Sessions

- Once children are members of groups they can be booked into sessions.

<input type="checkbox"/>	Last Name	First Name	TG	13/11 Mon	14/11 Tue	15/11 Wed	16/11 Thu	17/11 Fri	Total Sessions	Amount Paid	Total Balance	Actions
<input type="checkbox"/>	Addison	Paul	2 Butterflies	A	<input type="text" value=""/>				1	£0.00	-£5.00	  
Members/Limit:				0	0/50	0/50	0/50	0/50	Total:	£0.00	-£5.00	













- A booking is made by choosing a price for the day they have attended.
- The system will calculate the charge and show a balance

MCAS



Outstanding Items

- Contacts will see a list of outstanding items on their home page.
- Contacts can pay for any item shown including instalments which aren't yet due.
- School can add an outstanding order for the parent to pay.

Outstanding Payments			All Students	More
Item	Amount	Due Date		
After School Club 1 for David Addison	-£3.00			Add to Basket
Early Morning Club for David Addison	-£2.00			Add to Basket
Club (Football Club) Reservation for David Addison	£5.00			Pay By Card
Skiing Trip for David Addison (Part Paid)	£500.00			Pay By Card
Trip Payment for David Addison	£56.00			Pay By Card
Blazer - small for Harry Addison	£25.00			Pay By Card
Blazer - small for Harry Addison	£25.00			Pay By Card
Art Attack for Harry Addison	£20.00			Pay By Card
Edinburgh Castle for Harry Addison (Deposit)	£50.00			Pay By Card
Skiing Trip (Part Paid) Instalment 1 for David Addison	£400.00			Add to Basket

Trip Booking

- Only trips which are available to this child are shown.
- Booked trips are also shown (if any).

Paul's Trips							
Trip Name	Teacher	Next Booked Session	Start Time	Room	Cost/Balance		
No upcoming trips were found.							
Available Trips <small>(click or tap a club to view more details and sign up)</small>							
<input type="checkbox"/> Hide fully booked events							
Trip Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	Spaces Available
Edinburgh Castle	Mr D Bond	22/02/2024	Thu, Fri	07:30	570	£150.00	Full

Trip Booking

- This trip has an instalment plan.
- The contact can pay the whole amount now or pay the deposit only.
- The due date is shown.
- Adding a child to a trip will give consent too.

Club/Trip Detail - Addison, Paul

Type: Club **Main Teacher:** Mr D Bond

Club Name: Edinburgh Castle

Description:

Instalments:

Instalment	Due Date	Amount
Deposit	31/10/2023	£50.00
Instalment 1	30/11/2023	£33.33
Instalment 2	31/12/2023	£33.33
Instalment 3	31/01/2024	£33.34

Next Session: Thu 22/02 **Places:** 0

Start Time: 07:30 **Spaces Available:** 0

Session Length: 570 mins **Total Cost:** £150.00

Please note: this club can be paid for offline (cash/cheque, etc). To do this, select the 'Offline Payment' option when you get to the checkout screen.

[Add Deposit To Basket](#) [Add Full Amount To Basket](#) [Close](#)

Split Parent Families

- MCAS shows information to the contact about the children they have access to - it shows the same information to all contacts.
- For example, both parents can see bookings (trips, wrap around etc) and outstanding dinner money.
- If one parent has booked a trip with an instalment plan, both parents can view and pay all or part. This is handy if a split parent family want to share the cost.
- The child's main address will also be shown - if this is an address one partner shouldn't know you should hide it from view.

Back Office Processes



Viewing Purchases, Orders, Refunds and Adding Orders on behalf of contacts

Viewing Purchases

- Modules > MyChildAtSchool > View Purchases
- You can see everything that has been bought between the dates specified.
- Double click on an item to open it.

View Purchases ?

Purchases Between 04/10/2019 📅 and 15/10/2023 📅

Grid actions Copy Excel CSV PDF Print Search:

Item Name	Item Type	Quantity	Total Revenue	Total Paid	Total Outstanding
1.7×2.3" Keyring	Product	2	£14.00	£14.00	£0.00
5×7" CLASS print in a sleeve	Product	2	£10.00	£10.00	£0.00
8×6" Print	Product	1	£6.00	£6.00	£0.00
After School Club	Club	1715	£17150.00	£17150.00	£0.00
Art Attack	Club	1	£20.00	£0.00	£20.00
Australia Trip	Club	2	£2400.00	£50.00	£2350.00
Blazer - small	Product	3	£75.00	£25.00	£50.00
Breakfast Club	Club	1283	£1924.50	£1923.00	£1.50
Cardigan	Product	1	£9.00	£9.00	£0.00
Cooking Club	Club	445	£890.00	£890.00	£0.00
Crayons	Product	2	£4.00	£4.00	£0.00
Foothall Club	Club	5	£25.00	£0.00	£25.00

Viewing Purchases

- For clubs this gives a great view of the order status, who has paid and what.
- You can see what is owing and you can send messages from here, and download a copy of the list in Excel, CSV, PDF or you can print it.

The screenshot displays a web interface for viewing purchases. At the top, there are buttons for 'Close' and 'Send Messages'. Below this, four summary boxes show: Quantity (2), Total Amount (£2400.00), Paid Amount (£50.00), and Outstanding Amount (£2350.00). A navigation bar includes 'Assigned People', 'View Income', and 'View Debt' buttons, with a subtitle 'Club details for Australia Trip between 04/10/2019 and 15/10/2023'. The main section is titled 'View Assigned People' and features a table with columns for Last Name, First Name, Year Group, Tutor Group, Ordered By, Quantity, Total Price, Amount Paid, Amount Outstanding, Last Payment Date, and Next Payment Due. The table contains two rows of data and a total row. Grid actions (Copy, Excel, CSV, PDF, Print) and a search box are located above the table.

	Last Name	First Name	Year Group	Tutor Group	Ordered By	Quantity	Total Price	Amount Paid	Amount Outstanding	Last Payment Date	Next Payment Due
<input type="checkbox"/>	Ahmed	Charlotte	03	3 Oak	Ms R Ahmed	1	£1200.00	£50.00	£1150.00		N/A
<input type="checkbox"/>	Ahmed	Lesley	03	3 Oak	Ms C Ahmed	1	£1200.00	£0.00	£1200.00		N/A
					Total	2	£2400.00	£50.00	£2350.00		

Orders

- All payments on MCAS have an order behind them.
- **Modules > MyChildAtSchool > View Orders**

View Orders ⓘ

Orders Between 15/09/2023 📅 and 15/10/2023 📅 Order Status 🖨️ Print Receipt

Grid actions Search:

	Order Date ↕	Order Number ↕	Order Items ↕	Purchaser ↕	Pupil/Staff ↕	Amount ↕	Payment Method ↕	Order Status ↕
<input type="checkbox"/>	13/10/2023 09:39:02	45034-0004027	Trip Payment for Paul Addison x 1, £65.00	Mrs J Addison	Paul Addison (2 Butterflies)	£65.00	Cash	Outstanding
<input type="checkbox"/>	13/10/2023 09:35:18	45034-0004026	Trip Payment for David Addison x 1, £56.00	Miss J Addison	David Addison (3 Oak)	£56.00	Cash	Outstanding
<input type="checkbox"/>	06/10/2023 16:24:50	45034-0004025	Handwriting Pens for Paul Addison x 1, £1.00 London Zoo - Year 4 for Paul Addison x 1, £15.00	Mrs J Addison	Paul Addison (2 Butterflies)	£15.00	Cash	Paid

Viewing an Order

- Double click on an order to open it

Order Details

Order Number	45034-0004025	Order Status	Paid
Order Date	06/10/2023 16:24	Order Authorisation Code	
Ordered By	Mrs J Addison	Order Transaction ID	
Order Value	£15.00	Notes	
Payment Method	Cash	Payment Received Date	06/10/2023 16:25
Payment Received By	Miss S Abram		

Ordered Items

Quantity	Description	Pupil/Staff	Tutor Group	Item Price	Total Price	Refunded By	Refund Date	
1	Handwriting Pens for Paul Addison	Paul Addison	2 Butterflies	£1.00	£1.00			
1	London Zoo - Year 4 for Paul Addison	Paul Addison	2 Butterflies	£15.00	£15.00			× Refund Item
1	Refund - 1 of 1 Handwriting Pens for Paul Addison	Paul Addison	2 Butterflies	-£1.00	-£1.00	Miss S Abram	06/10/2023 16:25	

[Previous](#) [Next](#) [Close](#)

Refunding an Order

- Double click on an order to open it.
- Locate the item to be refunded.
- Click the refund item button
- This will be refunded back to the payment card, PayPoint balance or for cash payments you will have to issue a cash refund or transfer back to their bank.
- Refunds to card/paypoint attract the transaction fee (school pays this fee not the parent).

Order Details

Order Number	45034-0004025	Order Status	Paid
Order Date	06/10/2023 16:24	Order Authorisation Code	
Ordered By	Mrs J Addison	Order Transaction ID	
Order Value	£15.00	Notes	
Payment Method	Cash	Payment Received Date	06/10/2023 16:25
Payment Received By	Miss S Abram		

Ordered Items

Quantity	Description	Pupil/Staff	Tutor Group	Item Price	Total Price	Refunded By	Refund Date	
1	Handwriting Pens for Paul Addison	Paul Addison	2 Butterflies	£1.00	£1.00			
1	London Zoo - Year 4 for Paul Addison	Paul Addison	2 Butterflies	£15.00	£15.00			X Refund Item
1	Refund - 1 of 1 Handwriting Pens for Paul Addison	Paul Addison	2 Butterflies	-£1.00	-£1.00	Miss S Abram	06/10/2023 16:25	

[Previous](#) [Next](#) [Close](#)

Creating an Order



On behalf of contacts

Creating an Order

- You can create an order so that parents can pay for items.
- Use this sparingly.
- Modules > MyChildAtSchool > View Orders
- Click the Create Order button.
- Complete the form by selecting the correct child and the item.

The screenshot shows a web form titled "Create Order - Order Details". At the top, there is a "Select Student" dropdown menu with search, refresh, and close icons. Below it is a toggle for "Add Dinner Money Balance". The main part of the form is a table with the following columns: "Item", "Student", "Quantity/Amount", "Price", and "Total Price". The first row in the table has a dropdown menu showing "<NOT SELECTED>", a quantity of "1", and a green checkmark in the "Total Price" column. At the bottom of the form, there are two buttons: a red "Cancel" button and a green "Next" button.

Note: You will only be able to add a order for a running balance club if the student is already a member of the club.

Add items to the order

- You can add many different items to the order, and you can even mix product types including trip payments and shop items for example.
- Then click **Next**

Create Order - Order Details

Select Student 🔍 ↶ ✕

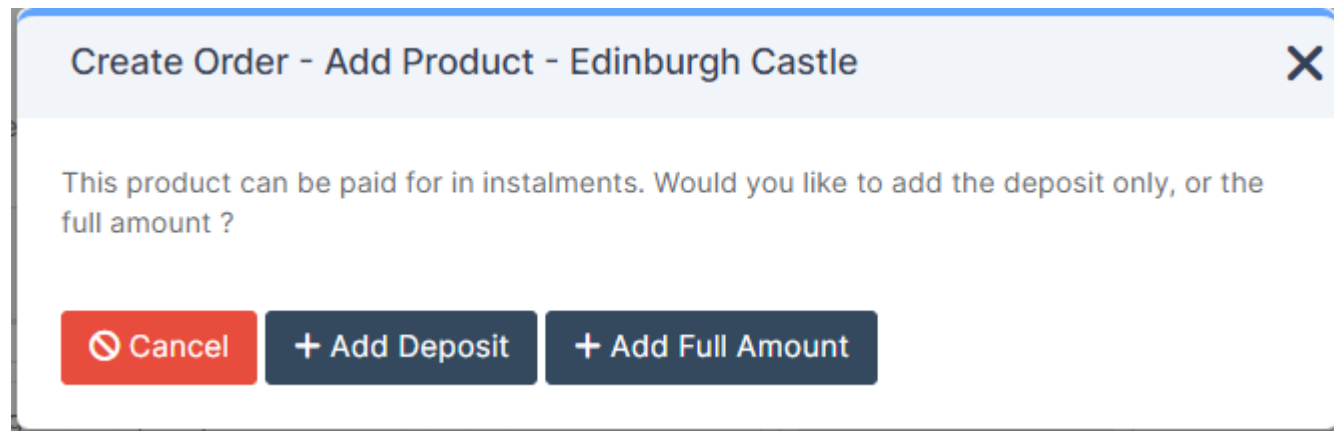
[+ Add Dinner Money Balance](#) [+ Add Running Balance Club Deposit](#) [+ Process Instalments or Part-Paid Items](#)

↕	Item	Student	↕	Quantity/Amount	↕	Price	↕	Total Price	↕	↕
⊖	Blazer - small	Harry Addison		<input type="text" value="1"/>		£25.00		£25.00		
⊖	Crayons	Harry Addison		<input type="text" value="1"/>		£2.00		£2.00		
⊖	Pencil Case	Harry Addison		<input type="text" value="1"/>		£2.50		£2.50		
	<input type="text" value="<NOT SELECTED>"/>			<input type="text" value="1"/>						✔
							Total Price:	£29.50		

⊘ Cancel → Next

Products with additional options

- Here for the 'Edinburgh Castle' trip you can add the Deposit or Full amount as an order.



Order Summary

- Choose a contact who is making the payment.
- Then click either Create Order to create a debt for the contact to pay via MCAS or Create Order and Pay Now if the order is to be paid now.

Create Order - Summary

The following order will be created:

Item	Student	Quantity/Amount	Price	Total Price
Blazer - small	Harry Addison	1	£25.00	£25.00
Crayons	Harry Addison	1	£2.00	£2.00
Pencil Case	Harry Addison	1	£2.50	£2.50
			Total Price:	£29.50

Select Contact:

Cancel Back Create Order & Pay Now Create Order

Pay Now

- Check the order details are correct, then Pay Now

Order Details

Order Number	45034-0004028	Order Status	Outstanding
Order Date	19/10/2023 21:49	Order Authorisation Code	
Ordered By	Miss J Addison	Order Transaction ID	
Order Value	£29.50	Notes	
Payment Method	Cash		

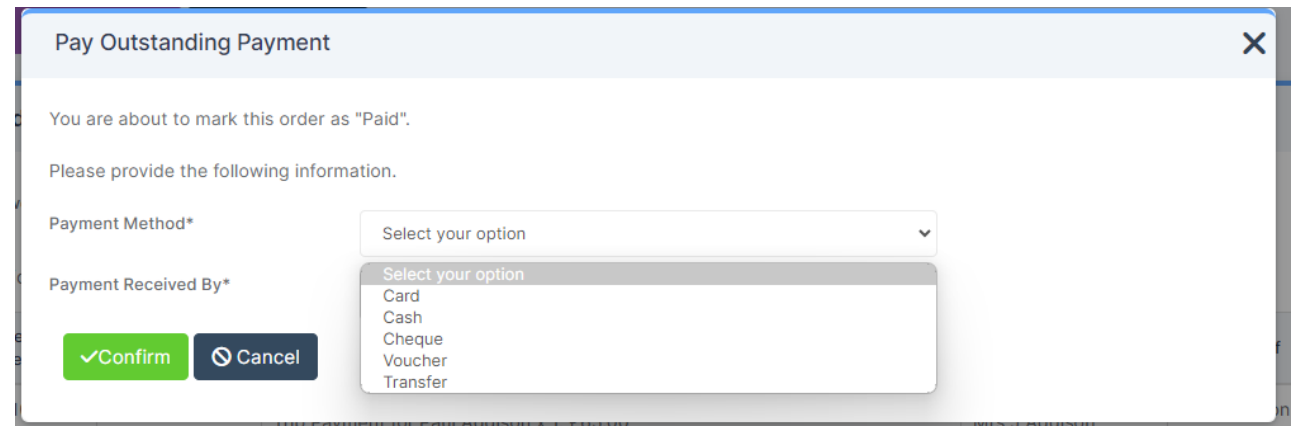
Ordered Items

Quantity	Description	Pupil/Staff	Tutor Group	Item Price	Total Price	Refunded By	Refund Date
1	Blazer - small for Harry Addison	Harry Addison	5 Maple	£25.00	£25.00		
1	Crayons for Harry Addison	Harry Addison	5 Maple	£2.00	£2.00		
1	Pencil Case for Harry Addison	Harry Addison	5 Maple	£2.50	£2.50		

Previous Next Close Cancel Order Pay Order

Pay Outstanding Payment

- Choose the Payment Method and the Member of staff receiving the payment.
- Card will enable you to enter card details.
- Voucher or transfer should be used when you are getting a manual payment into the school account from the parent e.g. tax free childcare.
- Next confirm the payment
- Balances will be updated.




The screenshot shows a dialog box titled "Pay Outstanding Payment" with a close button (X) in the top right corner. The text inside the dialog reads: "You are about to mark this order as 'Paid'." followed by "Please provide the following information." Below this, there are two dropdown menus. The first is labeled "Payment Method*" and has a dropdown arrow. The second is labeled "Payment Received By*" and has a dropdown arrow. Below the dropdowns are two buttons: a green "Confirm" button with a checkmark icon and a dark blue "Cancel" button with a close icon. The dropdown menu for "Payment Received By*" is open, showing the following options: "Select your option", "Card", "Cash", "Cheque", "Voucher", and "Transfer".

Balances



Viewing Balances

- Balances for Running Balance Clubs (e.g. Wraparound) and dinner Money can be viewed via Modules > MyChildAtSchool > View Balances

View Balances 

Grid actions: Hide students with overall balance of... Year Groups: Search:

Last Name	First Name	Tutor Group	New Breakfast Club	Weekend Mornings Club	Dinner Money	Total
Adams	Thomas	N - Foxes	-	-	£8.90	£8.90
Addison	David	3 Oak	-	-	£55.00	£55.00
Addison	Harry	5 Maple	£0.00	£0.00	£1050.00	£1050.00
Addison	Peter	1 Caterpillars	-	-£50.00	£0.00	-£50.00
Ahmad	Richard	3 Oak	-	-£50.00	£0.00	-£50.00
Ahmed	Charlotte	3 Oak	-	-£50.00	£0.00	-£50.00
Aldridge	Charlie	6 Willow	-	-	£10.00	£10.00
Alsop	Steven	6 Birch	-	-£50.00	£12.70	-£37.30
Angell	Charlotte	6 Birch	-	-£50.00	-£2.30	-£52.30
Argent	James	6 Birch	-£15.00	-	£10.00	-£5.00
Total			-£15.00	-£250.00	£801.60	£536.60

Overall Balances

View Balances ⓘ

Grid actions: Copy CSV Excel PDF Print Hide students with overall balance of... Year Groups: <NOT SELECTED> Search:

Last Name	First Name	Tutor Group	New Breakfast Club	Weekend Mornings Club	Dinner Money	Total
Adams	Thomas	N - Foxes	-	-	£8.90	£8.90
Addison	David	3 Oak	-	-	£55.00	£55.00
Addison	Harry	5 Maple	£0.00	£0.00	£1050.00	£1050.00
Addison	Peter	1 Caterpillars	-	-£50.00	£0.00	-£50.00
Ahmad	Richard	3 Oak	-	-£50.00	£0.00	-£50.00
Ahmed	Charlotte	3 Oak	-	-£50.00	£0.00	-£50.00
Aldridge	Charlie	6 Willow	-	-	£10.00	£10.00
Alsop	Steven	6 Birch	-	-£50.00	£12.70	-£37.30
Angell	Charlotte	6 Birch	-	-£50.00	-£2.30	-£52.30
Argent	James	6 Birch	-£15.00	-	£10.00	-£5.00
		Total	-£15.00	-£250.00	£801.60	£536.60

Showing 1 to 100 of 101 entries

Previous **1** 2 Next

Transferring balance between students or payment item

- From the View Balance screen click the child with the balance you want to transfer from.
- Click Transfer
- Complete the form. 1 The balance you want transfer from, 2. The student to transfer to (can be themselves), 3. The club or dinner money. 4. The amount and 5. You must give a Comment.

The screenshot shows a 'Transfer Balance' form with the following fields and values:

- Source:**
 - Student: Harry Addison
 - Tutor Group: 5 Maple
- From*:** 1 Dinner Balance (£1050.00)
- Destination:**
 - Student*: 2 Harry Addison (5 Maple)
 - To*: New Breakfast Club (£0.00) 3
- Amount (£)*:** 4 900
- Comment*:** 5

At the bottom, there are two buttons: a red 'Close' button and a green 'Confirm' button. A red arrow points to the 'Confirm' button.

Balance Transfers

- Its good practice to make sure that the contacts for a student know that their balance is being transferred and why.
- You can transfer balances between siblings only and not other children.
- Can be useful to do this at the end of the school year if the child leaving has a credit balance that you want to transfer to a sibling.
- Use balance transfers before issuing a refund as refunds attract the transaction fee which school must pay.
- Balances for Clubs which are not setup as Running Balance clubs cannot be transferred.

Bromcom Finance



Online Payment Mapping

- When Products have been added to Online Payments, or Clubs, Trips or Wraparound have been set up. They need to be mapped to the relevant Cost Centre or Ledger Code in Finance.
- If your school has been using MCAS for a while some of this will already have been done, but you must set this up for each new product, club, trip or running balance club.
- **NOTE:** You will not be able to map products until a financial transaction has been made in the system i.e. a journal of some type has been posted (journal, order, invoice etc.)

Adding Mappings

- Modules > Finance > Routines > Online Payment Mappings
- There are three sections on this screen, Products, Running Balance Clubs and Dinner, work through each in turn.
- Highlight the item to be mapped and click View / Edit
- Add in the necessary codes for the payment to go against
 - Ledger Code
 - Cost Centre
 - Fund Code (will be automatically filled in)
 - VAT Code (Add the appropriate code for the product)
 - Pay From (Choose the appropriate bank account)
 - Ensure that the correct VAT code is selected.

The screenshot shows a 'View/Edit Payment Mapping' dialog box with the following fields:

Field	Value
Product Name	BADGE
Product Type	Product
*Ledger Code	Sales, 83601E, IN
Cost Centre	Inc: School Shop, 9018
Fund Code	01, Delegated Budget
VAT Code	8, VAT Exempt Supply Income
*Pay From	Bank Account - Current, 99991

Buttons: Save, Cancel

BACS Report

- Bromcom sends the BACS remittance weekly on a Thursday. The payment will be received in the bank account on Thursday, Friday or Monday depending on the receiving bank.
- This remittance will be automatically emailed to the address set up in -
Config > MyChildAtSchool > Online Payments

Running the BACS report

- You can run the BACS report yourself **Reports > MyChildAtSchool > BACS Transfers**
- If the report is being run manually, care should be taken to ensure that the dates selected are from a **Thursday** date to a **Wednesday** date, or the Net Payment amount may display differently to the amount received in the payment.
- We have published guidance notes on this process.

Page 1

Category Summary shows the income for each category, the Transaction Fee payable and the VAT. The Net Payment is the Amount paid less the Transaction Fee and VAT.

BACS Transfers

Coventry Primary School(50047)



From 12/04/2023 To 20/04/2023 School ID 50047

Category Summary

Category	Transactions	Amount Paid	Transaction Fee	VAT*	Net Payment
Club/Trip	4	£272.50	£3.49	£0.70	£268.31
Dinner	3	£239.70	£3.06	£0.61	£236.03
Product	15	£201.25	£2.57	£0.51	£198.17

* Subject to rounding

Bank Payment Summary

Bank Account	Amount Paid	Transaction Fee	VAT*	Net Payment
Bromcom Technology Corp. (12-34-56/12-45678)	£713.45	£9.12	£1.82	£702.51
Total	£713.45	£9.12	£1.82	£702.51

* Subject to rounding

Bank Payment Summary shows the total income the total Transaction Fee payable and the VAT. The Net Payment is the Amount paid less the Transaction Fee and VAT. The Net Payment is the amount received in the Bank

Page 2

Product Summary shows the income for each individual product, the Transaction Fee payable and the VAT. The Net Payment is the Amount paid less the Transaction Fee and VAT.

BACS Transfers

Coventry Primary School(50047)



Product Summary

Purchase Item	Amount Paid	Transaction Fee	VAT*	Net Payment
Student Dinner	£194.70	£2.49	£0.50	£191.71
Staff Dinner	£45.00	£0.57	£0.11	£44.32
Banana	£0.75	£0.01	£0.00	£0.74
Beach - Donkey	£10.00	£0.13	£0.03	£9.84
Before School Childcare	£100.00	£1.28	£0.26	£98.46
Before School Club - September 2022	£162.50	£2.08	£0.42	£160.00

If the **Include Transaction List** box is ticked Page 3 will show each individual transaction

BACS Transfers

Coventry Primary School(50047)



Transaction List

Date & Time	Order Number	Item Description	Category	Amount Paid	Transaction Fee	Bank Account	Person Name
18/04/2023 13:11:10	90087-0000650	Broom and Cat for Chelsea Augustine (Part Paid)	Product	£1.00	£0.01	Bromcom Technology Corp.	Mrs T Maclean
18/04/2023 13:11:10	90087-0000650	School Blazers - Small for Chelsea Augustine	Product	£12.00	£0.15	Bromcom Technology Corp.	Mrs T Maclean
18/04/2023 13:11:10	90087-0000650	PE Kit - Small for Chelsea Augustine	Product	£15.00	£0.19	Bromcom Technology Corp.	Mrs T Maclean

Processing BACS remittance and Posting to Bank Reconciliation

- When a payment has been received at the Bank, check that the bottom line Net Payment on the BACS Transfer Report is the same amount as has hit the bank.
 1. Go to Modules > Finance > Routines > Online Payment Mappings
 2. Click on **Process Payments** this button will not be available if the mappings have not been done.
 3. Enter the dates that the BACS Remittance Covers
 4. Click Process
 5. This will create the journal Popups must be enabled for this. A separate tab will open showing the journal.

Processing BACS remittance and Posting to Bank Reconciliation (2)

6. Check that the Amount Paid on the BACS Transaction Report matches the totals in brown on the top right
7. In the Journal Lines section, the totals will show for the various Cost Centres and Ledger Codes.
8. Click **Add Lines** to add a line for the Fees.
9. 9. Enter the Ledger Code, Cost Centre, Fund Code and VAT Code F for the Transaction Fees
10. Enter the Amount as the Total Transaction Fee shown on the Transaction Report
11. Tick as Net
12. Tick as Debit/Credit
13. Add a remark e.g. Bromcom Transaction Fees and click **Save**

Processing BACS remittance and Posting to Bank Reconciliation (3)

11. Two journal lines will be added - one for the Fees and another for the VAT on the Fees
12. The Bank line will now show the Net Payment made to the bank as per the BACS Transaction Report
13. If all totals are correct, return to the top of the page and **Save**
14. The Journal should then be posted using the **Post Journal** button
15. This will now show on the Bank Reconciliation page ready for reconciling. The VAT will show on the VAT Report

Any Questions?



Remember we want to hear from you!

Please keep logging your queries, problems no matter how small

Email schoolsict@coventry.gov.uk

or Call **024 7678 6620**

We will soon be releasing our new call logging portal for schools too, known as Motion some of you may be using it already but soon it will have more options specifically for schools.