Introduction to MCAS [My Child at School] App



MyChildAtSchool [MCAS] is a portal enabling parents to view their child's academic performance in real-

time via a web browser. This facility allows exclusive access to the child's **Attendance**, **Assessment** whenever the parent/carer wishes. As well as student performance data, the portal also provides general useful information about school such as the **Academic Calendar** and **Announcements**.

In summary, MyChildAtSchool provides:

- Access to real-time Attendance, Assessment data
- An insight to parents on their child's schoolwork (homework topics etc.)
- Communication facilities to improve contact between parents and schools
- Instant access to Published Reports and Letters
- Option to purchase Items, join Clubs or book Trips

Note: The information in this guide is based on all the modules being available to the school. Some options like **Behaviour** or **Assessment** may not be used by the school, therefore these will not be available on your **Home Page**.

Note: This guide will explain all of the options available to a MyChildAtSchool User. The school will not have the modules that enable all of these options so you may not see all of them when you view MyChildAtSchool. Also some of the options are configurable and the school may not give access to all of the options for example access to staff emails. The school also has configuration options of Colour, Menu Titles and Sub Menu Titles so these may also differ from the images in this guide

Note: If you have any issues logging into your account, please contact the school directly and not Bromcom. Bromcom only supply the software, the school maintain User login details.

MIS Parent Guide MyChildAtSchool

How to Access MCAS

To login to the **MCAS Parent Portal** you will need to have a valid e-mail address registered with the school and an **Invitation Code** which the school would have sent to you. If you do not have an **Invitation Code** please contact the school for one, as you will **NOT** be able to access the **Parent Portal** without one.

From within your web browser type <u>www.mychildatschool.com</u> this will open the login page.

Childschool.com	Child school.com
PARENT LOGIN	- REDEEM YOUR INVITATION CODE -
Your School ID	School ID
Your User Name	Username 🐣
Password	Invitation Code
Remember School ID and Username Forgotten Login Details? Redeem Invitation Code?	I'm not a robot
Login	Redeem Code
v5.2019.7195.22715 Powered by Bromcom	Back to Login

Click on the **Redeem Invitation Code**? link and enter your **School ID**, **Username** and the **Invitation Code**, which will be a unique 8 character alphanumeric code with at least one special character, [which can only be used once to setup the **Account**], tick the **I'm not a robot** box and click on the **Redeem Code** button.

You will then be asked to **Setup** your **Details**, enter the required information to setup the **Login Details** and click on the **Save Account Details** button, a message will be displayed that the new **Login** setup has been successful, and you will be returned to the **Login** page.

"child school	com
SETUP YOUR ACCOUNT DETAILS	5 —
Miss A Andrews	
Email	
Confirm Email	
Password	
Confirm Password	
Select a security question and then type your answer.	r)
What was your childhood nickname?	٣
Security Answer	
Confirm Security Answer	
Save Account Details	
Back to Login	

An e-mail will also be sent to the e-mail address entered asking for the **Login** information to be verified, if this is not verified the you will not be able to **Recover Account Details** or change the **Password** in the future.

Dear MyChildAtSchool user,
Thank you for setting up your username and password retrieval details.
Security Question: What was the name of your first pet?
Answer: S****
Please click Here to validate this information - If you do not validate the details provided you will not be able to retrieve a forgotten username or password on-line.
A pop-up reminder will appear every time you log into MyChildatSchool until you validate these details.
Please do not reply to this email as it is automatically generated.
Kind Regards MyChildAtSchool.com

You will now be able to **Login** using your new **Login Details**.

If you should forget your Login Information, clicking on the Forgotten Login Details? link will allow you to reset your Password or Recover Account Details.

Child school
— WHAT DO YOU NEED TO RECOVER? —
l need to reset my password
I need to recover my account details
Back to Login

Reset Password

Selecting the **I need to reset my password** option will open the **Reset Password** window, where you will be asked to enter the **School ID** and **Email** address then click the **Send Reset email** button.

	hool.com
RESET YOUR PA	SSWORD
School ID	
Email	
Send reset	email
Back to Lo	gin

An e-mail will be sent to the verified e-mail address entered, click on the Here link.

Hello from MyChildAtSchool.com	
A request for password reset has been received.	
If you did not request for your password to be changed, please contact you	ır school.
Please click Here to reset your password. This link will expire in 15 minut	es.
Please do not reply to this email as any received emails are deleted immed	iately.
Regards	
MyChildAtSchool.com	

"Childschool.com	
RESET YOUR PASSWORD	
"What was the name of your first pet?"	
TYK-1Q Change image Get Audio Code	
Type the code from the image	
Verify Answer	I.
Back to Sign in	



The **Security Question** set previously will be asked and the **Code** from the image will need to be entered, then click the **Verify Answer** button, a new page will show that the requested changes have been made and a confirmation email will be sent.

Iello from MyChildAtSchool.com	
Your password has been successfully updated	
f you did not change your password, please contact your school.	
lease do not reply to this email as any received emails are deleted immediately	<i>.</i>
legards	
/lyChildAtSchool.com	

Recover Login Details

Selecting the **Recover my login details** option will open the **Recover login Details** window, where you will be asked to enter the **School ID** and **Email** address then click the **Recover my login details** button.

An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].

Hello from MyChildAtSchool.com	Email	
A request to retrieve your login details has been received.	Darrowski	1
If you did not request your login details, please contact your school.	Recover my	iogin deta
The login associated with this email is	Back to	Login
Please do not reply to this email as any received emails are deleted immediately.		
Regards		
MyChildAtSchool.com		

RECOVER YOUR LOGIN DETAILS

Enter the School ID and email that you have registered with your MyChildAtSchool account below.

Account Options

On first login to **MCAS** your **Contact Details** will be displayed, if they are correct click on the **My details are correct** button, if they are not click on the **Update my details now** button and update your **Details** and **Save** when finished.

The school set the frequency this option appears, it maybe just once or every 30 or 60 days etc., allowing for new phone numbers or changes to e-mails to be updated.

orrect?
Mrs Marian Haddon
Your Telephone Number will be displayed here
Your e-mail Address will be displayed here
Your Address will be displayed here
My details are correct Update my details now

These details can be updated at any time from the **Account** option, by clicking on the down arrow right of your name and selecting the option from the dropdown menu.

A	ccount
¢	Account Settings
å	Contact Details
崉	Student Details
\sim	Inbox
Ð	Payments History
•	Logout

Note: What will be displayed in these options is dependent on the school. Therefore not all of these options may be visible to you.

The **Account Settings** page contains the **Reset Password**, **e-mail Address** (that will be used with **MyChildAtSchool**) and the **Security Details** options.

Account Settings Update your accourt	t information here	YOU ARE HERE: M Dashboard > Account
Update		
Reset Password		
Enter your current password, and then enter	your new password twice. Click 'Update' to save your new password	
Current Password	Current Password	
New Password	New Password	
Re-enter New Password	Re-enter New Password	
Email Address Enter a new email address, then click 'Upda	e' to save your email address information.	
	e' to save your email address information. Your e-mail address	
Enter a new email address, then click 'Upda Email address		n user account details
Enter a new email address, then click 'Upda Email address	Your e-mail address	n user account details
Enter a new email address, then click 'Upda Email address	Your e-mail address	n user account details
Enter a new email address, then click 'Upda Email address	Your e-mail address	n user account details
Enter a new email address, then click "Upda Email address This I Security Details	Your e-mail address	n user account details
Enter a new email address, then click "Upda Email address This I Security Details	Your e-mail address	n user account details

Update the information and click on the **Update** button to save.

Contact Details Is the information we had	ve correct?			YOU ARE HERE:	H Dashboard > Contact
Save					
Personal Details					
Please note - Any amendments will first be ap	proved by Helpdesk Test Portal	administration staff be	ore any records are permanently up	dated. Amendments t	nat are not approved will
	rev	vert back to their origina	I state.		
Logal Full Name					
Legal Full Name	Mrs v Marian		Haddon		
Honours					
Salutation	Mrs M Haddon				
Preferred Form of Written Contact	Mail 🔻				
Member of UK Armed Forces					
Telephone Details	Your Mobile Number	Mobile •	Delete		
	Telephone	Select •			
Email Details	Your e-mail address	Home	Delete		
	Email address	Select v			
Address Details	Your Address	Home	Delete		

Update the information by using the dropdown menus and the **Delete** buttons to remove out of date information and click on the **Save** button to save.

Note: Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.

Note: The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

Student Details page contains the Student Details, SEN (Special Educational Needs) and Medical Information.

Subcart Details Passe note - Any senderatements will first be approved by belogdees Test Possilly constructions that all before any records are permanently updated. Advendments that are not approved will not be for organizations Legial Middle Name Legial Middle Name Legial Middle Name Legial Middle Name Perferred Erist Name Deterred Eri	Student Details 181	the information we h	ave on Emma correct?				YOU	ARE HERE: 🗌 Dast	board > Student
Prese note - Any amendments will first be approved by lengdesk. Text Profile Johnson taxt to before any records are permanently updated. Amendments that are not approved will recreate to their original stats.	Save								
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Legal Middle Name Legal Last Name Deferred First Name Other of Binit Defe of Binit Dour work Phone Vour mobile Phone Work Telephone Binit Over menil Address Select Telephone Select Telephone Select Telephone Select Telephone Telephone Telephone Telephone Telephone Select	Please note - Any amendm	ients will first be ap	proved by Helpdesk Test Portal a reve	administration s ert back to their	taff before original s	e any records are perma tate.	nently updated. Ame	endments that are n	ot approved will
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Address Details 1, Acer Road, Westerham, Bit Home Detek postcode Find Select SEN (Special Educational Needs) Provisions Needs			Telephone	Select	٣				
Postcode Find Saled SEN (Special Educational Needs) Provisions Needs		Email Details	Your e-mail Address	Select					
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SEN (Special Educational Needs) Provisions Needs		Address Details	1, Acer Road, Westerham, Big	Home	74	Delete			
Provisions Needs			postcode Find			Select			
Provisions Needs									
Provisions Needs					_				
	SEN (Special Educationa	al Needs)							
Provision (Stage) Date Placed on Stage Review Date End Date Prionity Type of Need Start Date End Date Notes	Provisions			,	leeds				
	Provision (Stage) Di	ate Placed on Stage	Review Date End	d Date	Priority	Type of Need	Start Date	End Date	Notes
Medical	Medical								
Medical	Medical								
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NHS Number Blood Group Emergency Consent to School	Emergency Co	Blood Group							
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NHS Number Blood Group Emergency Consent to School Paramedical Support	Emergency Co Parar	Blood Group insent to School nedical Support Doctors							

Only the **Student Details** can be updated, once done click on the **Save** button to save.

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Note: The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

Customising the Pages

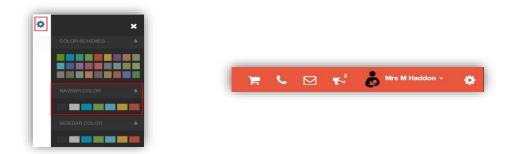
The **Colour Scheme** option allows the **Homepage** to be customised.

Selecting a colour from the **Colour Schemes** section will change the colour of the header bars and the text.





The Navbar Colour option will change the background colour of the Navbar.



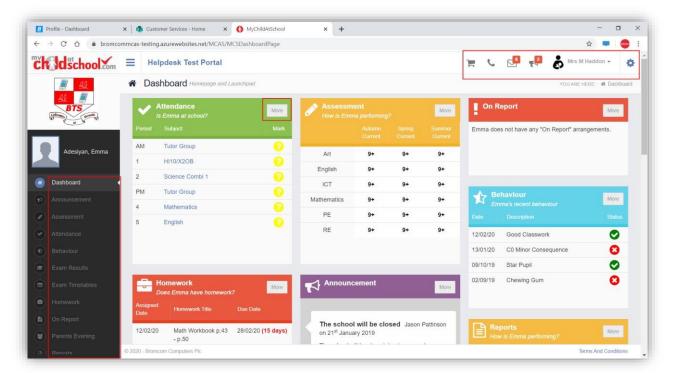
The **Sidebar Colour** option will change the colour of the **Menu Bar**.



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Selecting the MCAS Dashboard

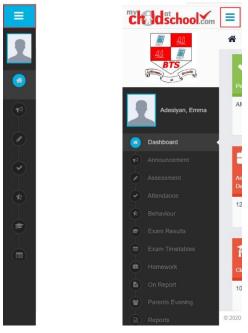
Once you have logged in the **Dashboard** will be displayed.



Please Note: What is displayed here is enabled by the school, who may **NOT** use all of the available options. The school also has configuration options of **Colour**, **Menu Titles** and **Sub Menu Titles** so may differ from the images in this **Guide**.

Each **Widget** will display a quick view, clicking on the **More** button will open that option, giving more detailed information. The **Widget** options can also be opened from the **Menu Bar** on the left by clicking on the option.

The Menu Bar also has a scrollbar to the left and can be minimised or maximised by clicking on the Three Bar icon.



Note: Some of the options are only accessible via the Menu Bar and are not displayed as Widgets.

You will always know where you are within the **MCAS Module**.

The following options are available and will only be displayed if enabled by the school:

Academic Calendar Announcement Parent Evenings Parental Consent Parent/Student Contact Details checking

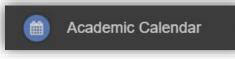
Multiple Students

Clicking on the name of the student, next to the photograph, will open a list of other students associated with the **User**.

Click on the photograph or the text to change views. Allowing information for more than one associated **Student** to be viewed without having multiple logins.

Academic Calendar

The Academic Calendar is accessible from the Menu Bar only.



It displays the school year showing school days and holidays, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image.

					brua		
F	S	S	М	T	W	Т	F
3	4						
10	11	2	3	4	5	6	7
17	18	9	10	11	12	13	14
24	25	16	17	18	19	20	21
	1	Aonday	- 17/	02/202	0		28
Day	Status:		Н	loliday	r.		

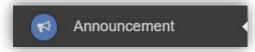
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	S	м	Т	w	Т	F	S	S	м	Т	w	т	F	s	S	м	Τ	w	Т	F	s	S	м	т	w	τ	F	
					_					Ť	2	3	4	5						1	2		_					
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	8	9	10	11	12	13	14	13	14	-15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	1
	15	16	17	18	19	20	21	20	21			24	25	26	17	18	19	20		22		15	16	17	18	19	20	1
	22	23	24	25	26	27	28	27	28	29	30	31	C. Draw		24	25	26	27	28	29	30	22	23	24	25	26	27	2
	29	30							1.00		- Selection											29	30	31				
		_	A	anuar	y					Fe	brua	ry						March							April			
	S	м	Т	W	т	F	s	S	м	т	w	Т	F	5	S	м	T	W	T	F	s	S	м	т	W	T	F	
				1	Ż	3	4							. 1											T.	2	3	
	5	6.	7	8	9	10	11	2	3	4	5	6	7	8	1	.2	3	4.	5	6	7	5	6	7	8	9	10	1
	12	13	14	15	16	17	18	9	10	11	12	13	14	15	- 8	9	10	11	12	13	54	12	43	14	15	16	17	
	19	20	21	22	23	24	25	16	17	18	19	20	21	22	15	16	17	18	19	20	21	19	20	21			24	
	26		28	29	30	31			24	25	26	27	28	29	22	23	-24	25	26	27	28	26	27	28	29	30		

Clicking on a day will display the details for that day.

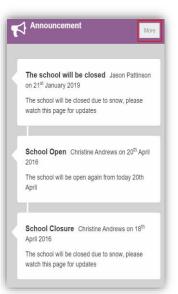


Announcements

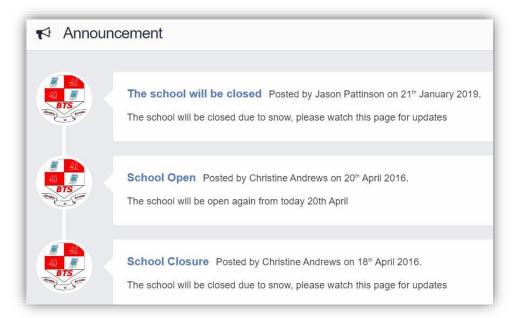
The Announcement option is accessible from both the Menu Bar and a Widget.



The Widget displays the latest Announcements, click on the More button to open the page.

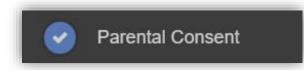


If there are any previous Announcements they will also be displayed.



Parental Consent

The Parental Consent option is accessible only from the Menu Bar.



It displays the **Parental Consent** options for the **Student**. Tick the radio buttons to give or not to give **Consent** for information or images of the **Student** to be used within each of the options.

Parental Consent	YOU ARE HERE	Dashboard > Parental C
Save		
Parental Consent		
	YES, I give consent	NO, I do not give consent
School Displays		
School Displays	0	0
School Magazine		
School Magazine	0	0
School Website		
School Website	0	0
"Please call the school or visit reception to revoke any parental consent.		

Parents Evening

The **Parents Evening** option is accessible only from the **Menu Bar**.



The **Parents Evening** option displays the information about any upcoming **Parents Evening** that the **Student** being viewed is associated with.

(10 Parents eve +					
	Appoir	niments that need book	ang		
Mr C Tailor 🖂 Drama	Mr A Obenguye 🖂 Science Combi 1	Mr J Marshall 🖂 Mathematics	Mrs J Janice 🖂 ICT	Mr P Oddie 🖂 PE	
Mr S Mehmet 🖂 RE	Mr S Williams 🖂 Art				
		s that have already bee			
	Mr C Tallor ⊠ Drama Mr S Mehmet ⊠	Date Booking will Appoin Mr C Tallor B Mr A Obenguye B Drama Science Combi 1 Mr S Mehmet B Mr S Williams B	Date: 27 February 2020, 00:00 Booking will close on 26 February 2020, Appointments that need book Mr C Tailor Mr A Obenguye Science Combi 1 Mr S Mehmet Mr S Williams	Date: 27 February 2020, 00:00 Booking will close on 26 February 2020, 00:00 Appointments that need booking Mr C Tailor I Science Combi 1 Mr S Mehmet I Mr S Williams I Mr S Williams I Science Combi 1	Date: 27 February 2020, 00:00 Booking will close on 26 February 2020, 00:00 Appointments that need booking Mr C Tailor I Drama Mr A Obenguye I Mr J Marshall I Mathematics Mr S Mehmet I Mr S Williams I Mr S Williams I Mr S Mehmet I Mr S Williams I Mr S Will

Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed. If the option to contact teaching staff is available an **Envelope** icon will display to the right of the **Teacher** name. Click on the **Envelope** icon to send a message to that **Teacher**.

Inbox is the	are anything you need to say?	YOU ARE HERE - W Dashboard > Inbox
Compose mes	sage	
🖋 Send Message	Cancol	
To:	Mr S Mehmet	
Subject:		
Message:	Write your message here	

Click on a **Teacher/Subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.

ime slots i	for Mr P Oddie		×
15:00	Available	Book	
15:05	Available	Book	
15:10	Not Available		
15:15	Available	Book	
15:20	Available	Book	
15:25	Not Available		
15:30	Available	Book	
15:35	Available	Book	
15:40	Available	Book	
15:45	Available	Book	
15:50	Available	Book	
15:55	Available	Book	
16:00	Available	Book	
16:05	Available	Book	
16:10	Available	Book	
16:15	Available	Book	- 11
16:20	Available	Book	- 11
16:25	Available	Book	
16:30	Available	Book	
16:35	Available	Book	
16:40	Available	Book	

The **Teacher/Subject** will be removed from the **Appointments** that need booking section and will display as **Appointments that have been booked**, with the details and time.

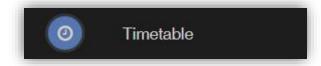
Parents Evening:	′10 Parents ev∉ 🔻					
			te: 27 February 2020, 00:00 Il close on 26 February 202			
		Appoir	ntments that need bool	king		
	Mr C Tailor 🖂 Drama	Mr A Obenguye ⊡ Science Combi 1	Mrs J Janice 🖂 ICT	Mr P Oddie 🖂 PE	Mr S Williams 🖂 Art	
	Drama	Suches Combin	101		Aut	
		Appointments	that have already beer	booked 🖨		
		Appointments	that have already beer	n booked 🖨		
Time: 15:10	Teacher: Mr S Met		that have already beer		ault Location	×
Time: 15:10	Teacher: Mr S Mei				ault Location	*
Time: 15:10	Teacher: Mr S Mel				ault Location	*

Appointments can be changed by clicking on the **X** to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the **Printer** icon.

Note: this option is only available if the school have the **Diary** module.

Timetable

The Timetable option is accessible from both the Menu Bar and a Widget.



The **Widget** will display the timetabled sessions for the day highlighting the current session.

	Timetable What is Emma u	p to?		More
Period	Subject	Class	Teacher	Time
AM	Tutor Group	10A		08:45
2	Mathematics	MA10/A1	Mr J Marshall	10:16
3	Science Combi 1	SCI10/A1	Mr A Obenguye	11:11
PM	Tutor Group	10A		12:45
4	ICT	IT10/A1	Mrs J Janice	13:00
5	Science Combi 1	SCI10/A1	Mr A Obenguye	13:55

Click on the **More** button to open the **Timetable** page, which will display the **Student Timetable** for the current week, the previous and future weeks can be viewed as well.

This Mont	Martin					1.00.40.000
This Week	Next >				Term 2 - W	eek 08 - 16/02/20
Sunday 16th Feb	Monday 17th Feb	luesday 18th Feb	Wednesday 19th Feb	Thursday 20th Feb	Friday 21st Feb	Saturda 22nd Fe
	AM	AM	АМ	АМ		
	10A Tutor Group Mr W Cranston	10A Tutor Group	10A Tutor Group	10A Tutor Group		
	Mr W Cranston		4	1		
	PE10/A1		DR10/X1OB	HI10/X2OB		
	PE Mr P Oddle		Drama Mr C Tallor	Withdrawal Group Mr W Cranston		
	2	2	2	2		
	SCI10/A1 Science Combi 1	MA10/A1 Mathematics	Re10/A1 RE	SCI10/A1 Science Combi 1		
	Mr A Obenguye	Mr J Marshall	Mr S Mehmet	Mr A Obenguye		
	3 PE10/A1	3 SCI10/A1				
	PE Mr D Thompson	Science Combi 1 Mr A Obenguye				
	PM	PM	PM	РМ	P.M	
	10A Tutor Group	10A Tutor Group	10A Tutor Group	10A Tutor Group	10A Tutor Group	
	Mr R Lewis					
	4 MA10/A1	4 IT10/A1	4 MA10/A1	4 MA10/A1	4 SCI10/A1	
	Mathematics	ICT	Mathematics	Mathematics	Science Combi 1	
	Mr J Marshall	Mrs J Janice	Mr J Marshall	Mr J Marshall	Mr A Obenguye	
		5 SCI10/A1	5 Ar10/X1OA		5 Ar10/X1OA	