MyChildAtSchool Instructions

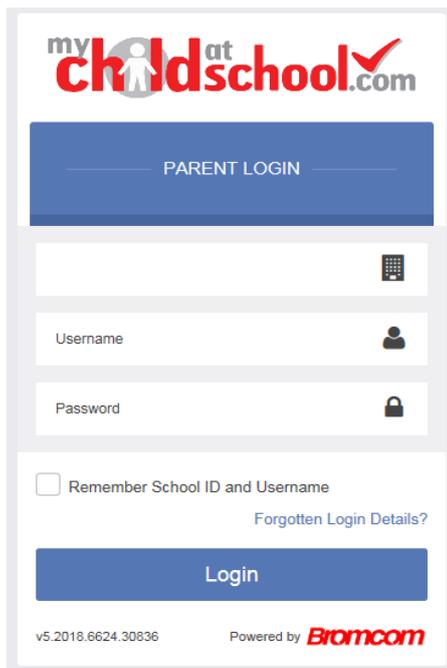To log on, go to www.mychildatschool.com

Use the School ID, User Name and Password you have been sent to access the portal. Ticking the Remember School ID and Username box will retain these details for future logins.

If you have forgotten your login details, click on the Forgotten Login Details? link and follow the instructions.

Once logged in your contact details will be displayed for you to confirm or update if necessary.

At the top of the dashboard there are options to see the school contact details, send a message and change details for you and/or your children.

You can use the same login for all your children at the school and switch between them. Click on the name of the student next to the photo and a list of all students associated with you will be shown.

The dashboard contains widgets with summary information. To access more detail click on the "more" button.

The widgets can also be opened from the menu bar on the left. The menu bar can be closed and the widgets can be dragged to rearrange them on the screen.
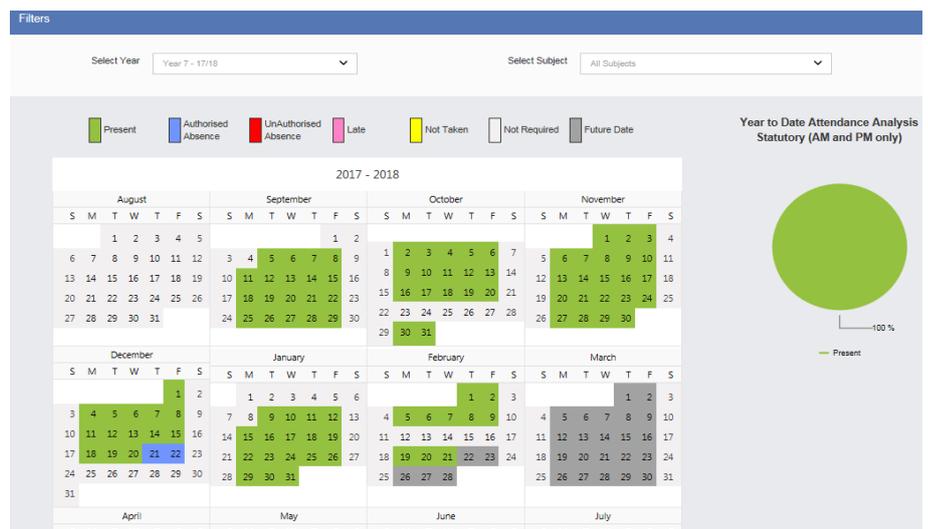

Attendance - on the dashboard you can see attendance for the current day, while opening the widget gives a picture for the year and a pie chart of statistics. Clicking on any day will bring up that day's detail. Selecting a subject will show attendance per subject.

Behaviour - the dashboard shows recent behaviour events. Clicking on More shows a calendar with dates where events have occurred highlighted. Clicking on these days will give you more detail of the behaviour. You can also filter to a specific subject.
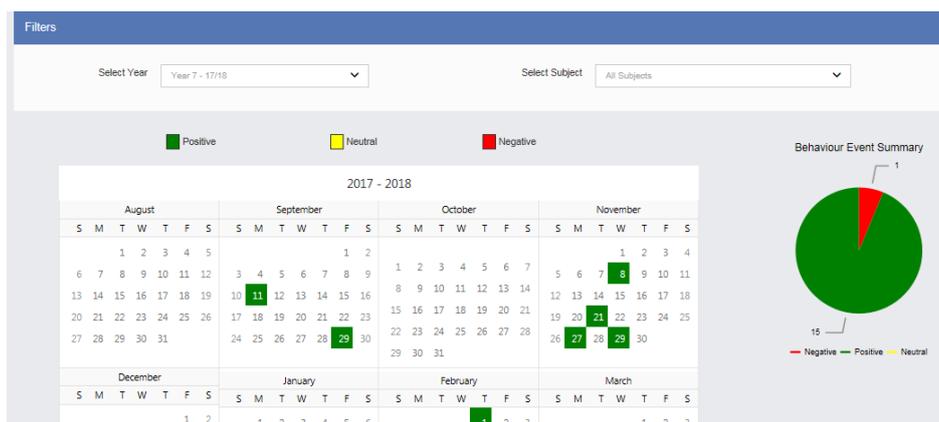
Reports - clicking on the 📄 symbol will open the selected report. Clicking on More shows all the stored reports, with a preview of the most recent one. Clicking on the 👁 symbol will show a preview of the selected report.

Classes - the widget shows teacher and summary attendance data for each class. Click on the ✉ symbol to send a message to any teacher.

Assessment - shows a summary of general assessment data.

Timetable - the dashboard shows the current day's lessons. Clicking on More shows the full timetable for the current week. The date range can be changed to see future or past weeks.

Announcements - reminders about parents evenings and other events will be posted here.

Academic Calendar - accessed from the menu bar, this shows the general school calendar, with holidays.

Parents Evening - available from the menu bar, this will be enabled shortly before a parents' evening. Use this to book appointments directly for a parents' evening with each of your child's subject teachers. Click on the dropdown to select the parents' evening. You will then see a list of the relevant subjects/teachers for your child. Click on the blue box for the teacher/subject you are interested in to see a list of the available appointments. Scroll down and choose the time that suits, you then click on the word Book to make the booking. When the booking period has closed or you have made all your appointments you will be able to see and print off a list of your appointments to bring with you, or take a screen shot of the list of booked appointments.

Exam Timetables - available from the menu bar, this is a list of relevant forthcoming examinations with details of timings and seating information.

A longer quick guide (MCAS Quick Parent Guide) and a more detailed guide (MCAS Full Parent Guide) can be found at: www.risedale.org.uk/parents/my-child-at-school