Stockingate, South Kirkby, Pontefract, West Yorkshire, WF9 3DP
Telephone: 01977 643187
Email: skaoffice@watertonacademytrust.org
Website: www.southkirkbyacademy.org
Head of School: Mr Adam Potter

Dear Parents and Carers,

Before the summer, we communicated that we would be moving away from Pupil Asset as our student information system. We are now ready to introduce the new system – 'My Child at School' is our new app-based way to communicate between school and home. It works with all our school systems and will allow you to update and pay for dinner money/school trips/after school clubs, as well as receive updates, letters, reports, information on achievements and much more.

We will be starting basic with payments, introducing more elements once it is up and running.

Below are the login details that you will need in order to access your child's school account.

Please visit https://mychildatschool.com and then click **"Redeem Invitation Code"** and enter the following details:

School ID: **13492**

If it says your username or password is incorrect, please make sure you clicked "Redeem Invitation Code" first, as the invitation code is not your password - you set the password yourself.

Follow the onscreen instructions to set up your account and create your own password (This must be 8 characters or more and contain a combination of upper and lower case letters, numbers and special characters).

If you have multiple children at our school, all information will be accessible via this one account.

Once your account has been set up you can download the app on your smartphone or tablet by searching "My Child At School" in the app store.
Please remember to tick 'Allow notifications' on the app. This will allow communications to come to you via the app.

We have sent invites for the app to Priority 1 contacts who have parental responsibility. If there are additional contacts or you are a split family and require separate accounts to be set up, please contact the school office.

In the app, you can check the information we hold for you is correct. Please go to the **Data Collection** form by clicking the three lines on the left side. You can then click edit details and click either student or personal. Please check we have the correct contact number, address and email address.

As we are now in a new school year, we also need parents/carers to check parental consents. This can be found in the app by clicking the three lines on the left, then **Parental Consent**. Please read through each statement and click on the grey circle if you give consent, then click save.
If you wish to revoke consent, you will need to contact the school office.

We are hopeful you will find the transition to the new app much smoother than last year. We have spent the summer trialling and testing it but as with any new system, there may be teething problems.
We have attached a quick 'How to' step by step for adding payments below.

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- Click the three lines on the left
- Click Dinner Money
- Add the amount you wish to top up (School meals are £2.50 per day, £12.50 per week and **must** be paid in advance)
- Click add to basket

You can also access any outstanding payments by clicking the three lines on the left – **Outstanding Payments**. This will list anything that is outstanding and allow you to add to your basket for payment.
If you have multiple children at our school, you can switch between them and add everything to one basket for one payment.
If you have any issues logging in or using the app, please contact the school office.

Many Thanks,
Mr Potter and Mrs Neary
Head of School and Senior Administration Officer

Access key information on your mobile device.

Step 1: Download the app.

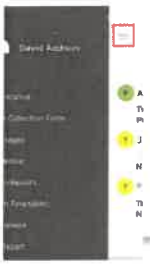
Step 2: Allow notifications.

Step 3: Choose a memorable pin.

Step 4: Select Redeem Invitation Code.

Step 5: Add the required information using the email sent to you by school and press Redeem Code.

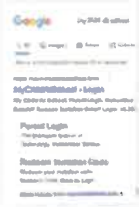
Step 6: Add the required information and press Save Account Details. You will now be logged into your account.



Step 7: Clicking on the 3 bars provides a side menu to navigate to the different areas of the parent portal.

Step 8: The information displayed in the menu is managed by the school.

Access key information from your web browser.



Step 1: Search for MyChildAtSchool Login page.

Step 2: Select Redeem Invitation Code.

Step 3: Add the required information using the email sent to you by school .

Step 4: Select Redeem Code.

Step 5: Add the required information Click Save Account Details.

Step 6: Log into your MyChildAtSchool Account.

Step 7: Login to your email and validate your email address.

Step 8: Go back to MyChildAtSchool and log into your account to complete the process.