



Choosing a preferred language in MyChildAtSchool

Dear Parents/Carers,

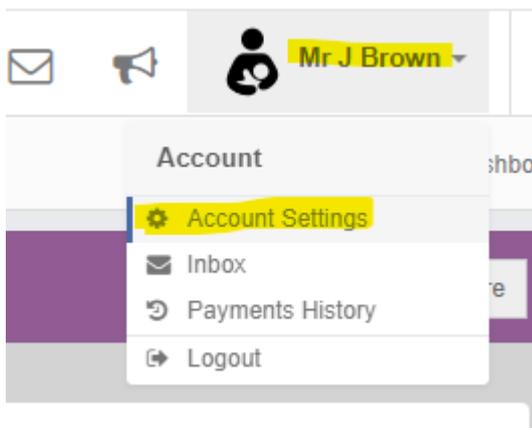
This document gives you instructions on how to choose a preferred language in MyChildAtSchool. It is set to English as default.

Step 1:

Log into MyChildAtSchool (MCAS) on a laptop/desktop device.

Step 2:

Click on your name at the top of the page and select account settings



Step 3:

Find the section called 'Preferred Communication Language' and select a language from the dropdown menu.

Preferred Communication Language

Select your preferred communication language from the dropdown menu below. Click 'Update' to confirm your language choice.

Preferred Communication Language

Step 4:

Click update

If you experience any technical difficulties then please email mcas@aldermanwhite.school