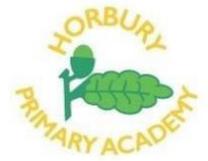


A Guide to Paying for Outstanding Balances through My Child At School (MCAS)



Parents/Carers can now complete payments for our Wraparound Care clubs via the MCAS website or the MCAS App.

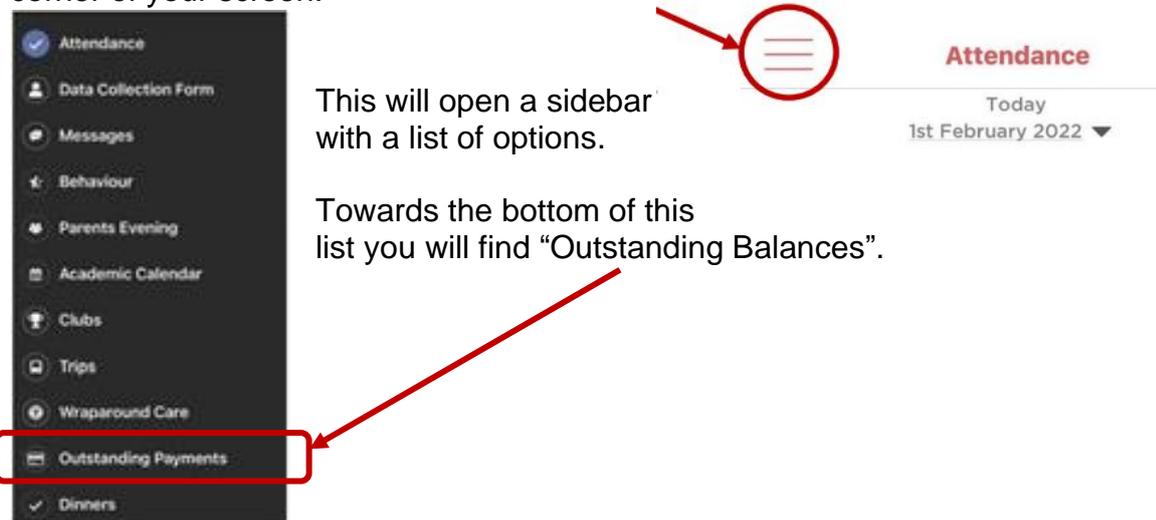
We have created a simple step-by-step guide to help families navigate their way around the new App and aid them in completing and aid them in completing payments for Wraparound Care.



If you are having any issues with payments on your MCAS App please contact our dedicated mcas@horburyprimary.accordmat.org email and a member of our Admin Team will endeavour to help you

Payng for Outstanding Balances on the MCAS App

Login to your app and select the Menu logo (three horizontal lines) in the top left corner of your screen.



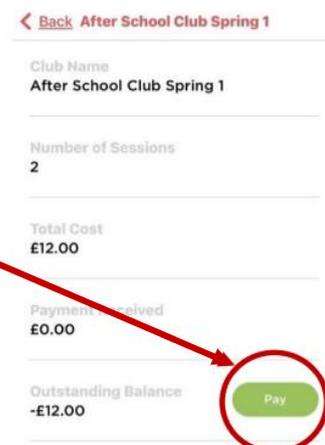
This will open a sidebar with a list of options.

Towards the bottom of this list you will find "Outstanding Balances".

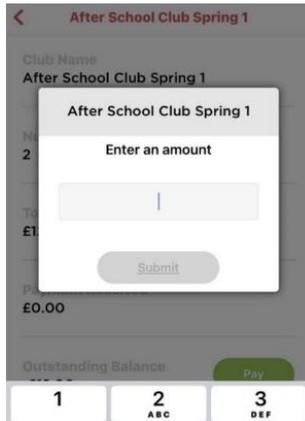
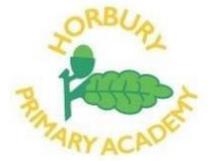
If you click on "**Outstanding Payments**" this should show all the outstanding balances for any club your child has accessed.

Clicking on each item will then give you a breakdown of the total cost, any payments already received and the outstanding balance.

You should see a green "**Pay**" button.



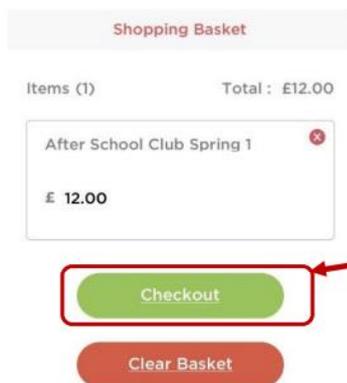
A Guide to Paying for Outstanding Balances through My Child At School (MCAS)



Clicking on the "Pay" button will enable you to enter the amount you would like to pay and then add the payment to your basket.

Please type in the amount and click "**Submit**". This adds the amount to your shopping basket, and you can then proceed to add your card details and complete checkout.

Once you have clicked "Submit" you will be taken to the "**Shopping Basket**" screen. This screen will detail the item/service and the amount you are paying.



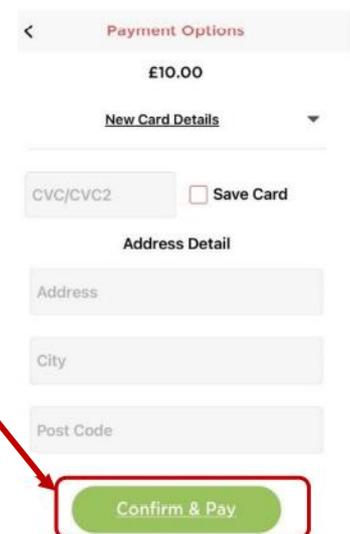
If you use more than one service you might see a few items within your shopping basket, with the total of all the items displayed at the top right of the screen.

When you are ready to complete your payment click "**Checkout**".

You will then be prompted to input your bank card details.

When all your details have been entered select "**Confirm & Pay**".

You will now have completed payment for the Wraparound Care services you selected.



A Guide to Paying for Outstanding Balances through My Child At School (MCAS)



Paying for Outstanding Balances on the MCAS Website

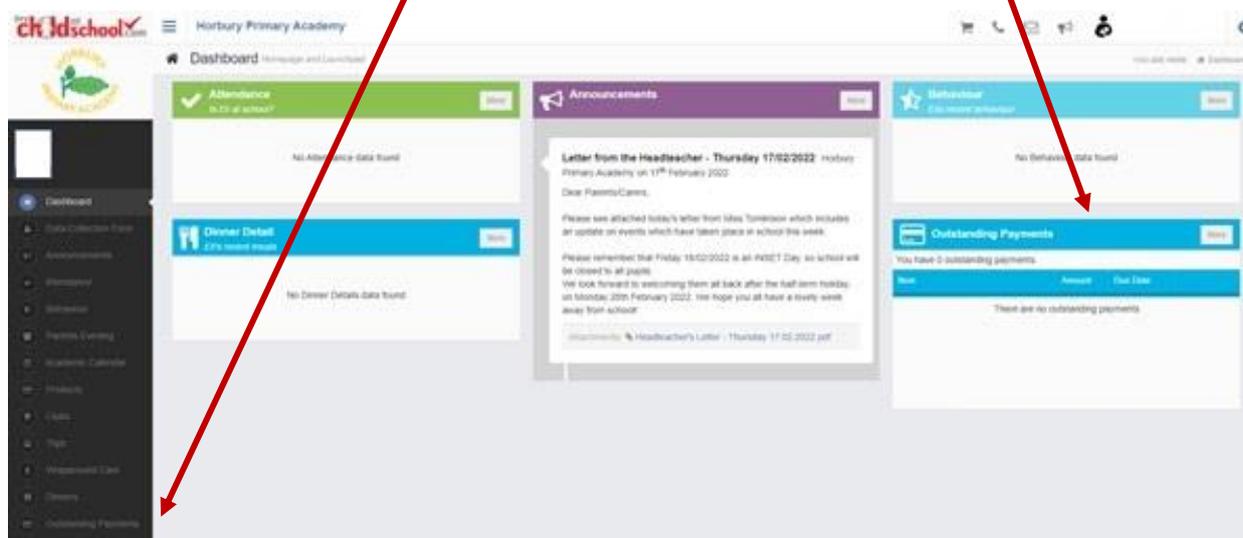
Login to the MCAS website by following this link: <https://www.mychildatschool.com/MCAS/MCSParentLogin> and entering your existing user information.

The School ID is: 11794

Your Username was provided by the Academy and you will have created your own password when you set up your account.

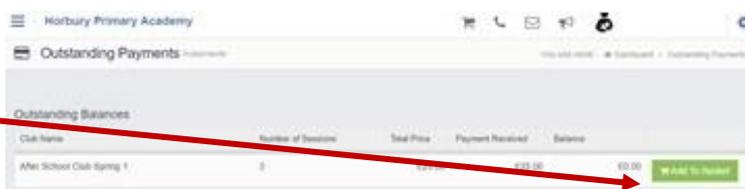
Once you sign in you will be taken to the MCAS homepage/dashboard which has a Menu bar down the lefthand side and a selection of 'Widgets' with various headings relating to your child's account.

"Outstanding Payments" can be accessed through the Menu bar (found at the very end) and a specific "Outstanding Payments" widget on the homepage/dashboard.



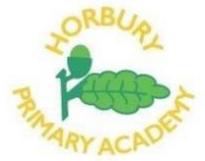
Clicking on either of the "Outstanding Payments" options will take you to the same page which details any/all outstanding payments on your accounts.

Each outstanding amount will have a green **"Add to Basket"** button next to the amount due.

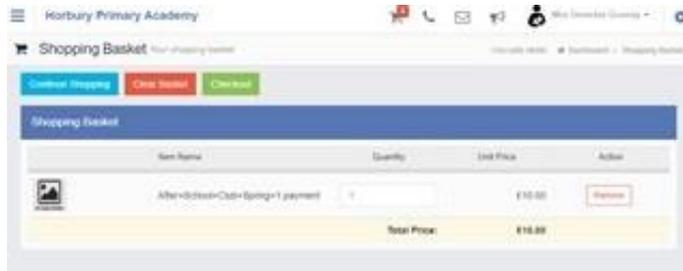


Clicking on the "Add to Basket" button will open a small screen which will enable you to enter the amount you would like to pay and then add the payment to your basket.

A Guide to Paying for Outstanding Balances through My Child At School (MCAS)



Once you have added the payment to the basket you will see a red number showing next to the basket icon at the top of the screen. Clicking on the basket icon will bring up a list of items and amounts within your basket and green prompt asking if you would like to **“Checkout”**.



Clicking on “Checkout” will take you to the **“Shopping Basket”** screen where you will be able to complete your payment.