



Shacklewell Primary School  
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Executive Headteacher: Ms Nicole Reid  
Headteacher: Mr Rory McGrath

Friday 19<sup>th</sup> June 2026

Dear Shacklewell Families,

**re: Update on end-of-year school reports**

At Shacklewell we are always looking for ways to work more efficiently, look after our environment, and make communication with families as smooth as possible.

With this in mind, we are updating how we share your child's end-of-year school report this summer. In line with the standard approach practised by many schools, we will no longer be sending home a printed paper copy of the report. Instead, we will share a digital version of your child's report securely through the My Child at School (MCAS) app.

The end-of-year-reports will be published on MCAS by 2.00pm on Friday 10<sup>th</sup> July. If you are already using MCAS all you will need to do is log in and check the Reports section. However if you are not using MCAS you must read and follow the step-by-step guidance attached to this letter in order to access it.

Some of you may not have a smartphone or computer so please contact the school office to establish an alternative arrangement. However the school office will not be printing reports for any child.

Thank you for your continued support as we make this positive change.

Kind regards,

A handwritten signature in black ink, appearing to read "Rory McGrath".

Rory McGrath  
Headteacher



# SETTING UP YOUR MY CHILD AT SCHOOL ACCOUNT

FOR SHACKLEWELL PARENTS



## WHAT YOU NEED



YOUR PHONE



INVITATION EMAIL WITH YOUR CODE

### 1. DOWNLOAD THE APP

OPEN THE APP STORE ON  
YOUR IPHONE OR ANDROID DEVICE.



SEARCH FOR MCAS AND DOWNLOAD.

### 2. OPEN & REGISTER

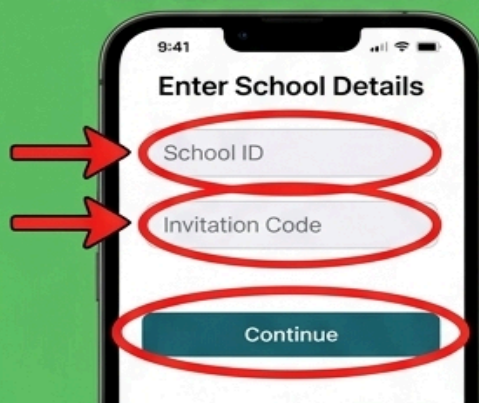
TAP TO OPEN THE MCAS APP  
FOR THE FIRST TIME.



TAP "REDEEM INVITATION CODE".

### 3. ENTER SCHOOL DETAILS

YOUR SCHOOL SENT YOU THESE  
DETAILS IN AN EMAIL.



TYPE IN YOUR SCHOOL ID  
AND INVITATION CODE.

### 4. CREATE LOGIN DETAILS

PICK YOUR SAFE DETAILS  
FOR SIGNING IN.



CREATE A USERNAME AND SAFE PASSWORD.  
OPTIONAL: ENABLE FACE ID OR TOUCH  
ID FOR EASY ACCESS NEXT TIME!



### STILL NEED HELP?

If you get stuck, we are here for you.  
Please email our school admin team at:  
[swoffice@newwavefederation.co.uk](mailto:swoffice@newwavefederation.co.uk)