

# How to book Clubs, Trips and Wraparound Care in MCAS

Parents can use this guide to view and book the following on a desktop/web version of **MCAS (MyChildAtSchool)**

- [Paid & Free Clubs](#)
- [Trips](#)
- [Wraparound Care](#)

The example screenshots in this guide are for illustration purposes only and may differ from your view as these screens and any clubs or trips are configured by your school.

See also [How to use the MCAS Parent Portal](#) and [How to reset MCAS Password](#)

## Clubs

From the **MCAS Dashboard** choose **Clubs** on the left hand menu, this will show available clubs for your child. If your child is already booked onto a Club then it will show in the **Clubs and Trips** Widget



Alwadi, Dina

**Dashboard**

Data Collection Form

Announcement

Assessment

Attendance in School

Behaviour

Exam Results

Exam Timetables

Homework

On Report

Parents Evening

Student Reports

Timetable

Academic Calendar

School Shop

All

School Fees

Shop - Equipment

Shop - Uniform

**Clubs**

Trips

Wraparound Care

Dinners

Parental Connect

In this example 3 clubs are available for you to book.

- Year 10 Dance Club is a free club
- Year 10 Drama Club is a fixed price club at £25
- Year 10 French has a variable price of £25 to £50

In the **two paid clubs examples** this is the price for the **whole club** not per session

Club Name	Teacher	Next Booked Session	Start Time	Room	Cost/Balance			
No upcoming clubs were found.								
Available Clubs <small>(click on tap a club to view more details and sign up)</small> <input type="checkbox"/> Hide fully booked events								
Club Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	Spaces Available	
Year 10 Dance	K Austin	31/05/2023	Wed	16:00	60	£0.00	50	Q
Year 10 Drama Club	Mr S Barnes	01/06/2023	Thu	16:00	60	£25.00	50	Q
Year 10 French Club	Miss J Bennett	02/06/2023	Fri	16:00	60	£25.00 to £50.00	50	Q

Click on the **right hand spy glass** to see more information about the **Club**, this could include a document attached to the **Club** with information.

For the **Free Club** you have the option to **Enrol Now**

Club/Trip Detail - Alwadi, Dina

**Type:** Club      **Main Teacher:** K Austin

**Club Name:** Year 10 Dance

**Description:** Year 10 Dance

**Next Session:** Wed 31/05      **Places:** 50

**Start Time:** 16:00      **Spaces Available:** 50

**Session Length:** 60 mins      **Total Cost:** Free

[Enrol Now](#) [Close](#)

For a **Paid Club** click **Add to Basket** to sign your child up for this **Club**.

Club/Trip Detail - Alwadi, Dina
✕

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<b>Type:</b>	Club	<b>Main Teacher:</b>	Mr S Barnes
<b>Club Name:</b>	Year 10 Drama Club		
<b>Description:</b>	<input style="width: 100%;" type="text" value="Year 10 Drama Club"/>		
<b>Next Session:</b>	Thu 01/06	<b>Places:</b>	50
<b>Start Time:</b>	16:00	<b>Spaces Available:</b>	50
<b>Session Length:</b>	60 mins	<b>Total Cost:</b>	£25.00

Add To Basket
Close

Your school can set how long an item can stay in a basket for before the basket is emptied.



For the **Variable Price Club** when you click **Add to Basket** you have the option on how much to pay in a range.

This is price range is configured by your school.

Year 10 French Club
✕

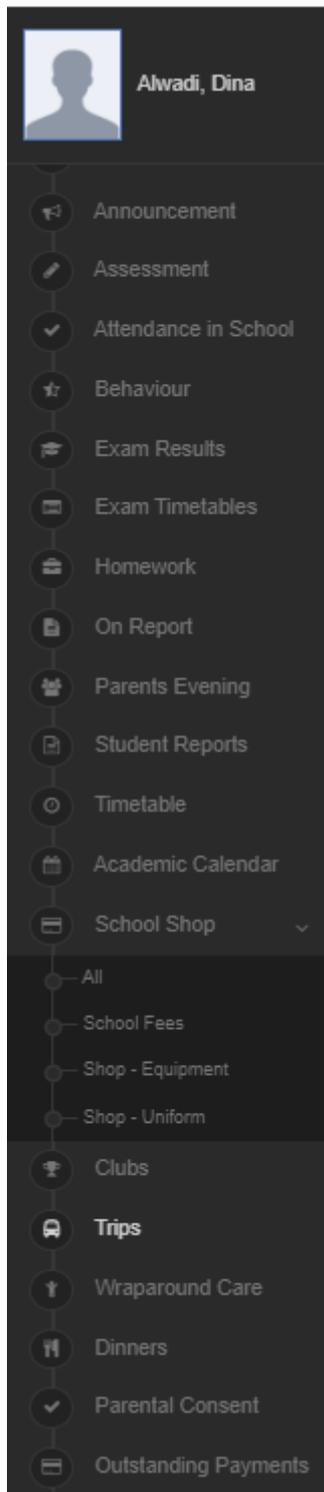
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**Price** £

Cancel
Add to Basket

## Trips

The process is exactly the same for **Trips** as it is for **Clubs**. Your school has the option to create a **Menu Item** on the left hand side of your **MCAS Dashboard** called **Trips**



Trips Dina's upcoming trips

YOU ARE HERE: # Dashboard > Trips

Dina's Trips

Trip Name	Teacher	Next Booked Session	Start Time	Room	Cost/Balance
No upcoming trips were found.					

Available Trips (click or tap a card to view more details and sign up)

Hide fully booked events

Trip Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	Spaces Available
Year 10 Camping Trip	Miss J Bennett	28/07/2023	Fri	08:00	540	£50.00	50

Click on the **right hand spy glass** to see more information about the **Trip**, this could include a document attached to the **Trip** with information.

In this example the **Trip** has an option to **Add Deposit to Basket** or **Add Full Amount to Basket**. It also details when **Deposits** and **Instalments** are due.

This information is all configured by your school.

Club/Trip Detail - Alwadi, Dina

**Type:** Club      **Main Teacher:** Miss J Bennett

**Club Name:** Year 10 Camping Trip

**Description:** Year 10 Camping Trip

**Instalments:**

Instalment	Due Date	Amount
Deposit	02/06/2023	£10.00
Instalment 1	09/06/2023	£10.00
Instalment 2	23/06/2023	£10.00
Instalment 3	07/07/2023	£10.00
Instalment 4	21/07/2023	£10.00

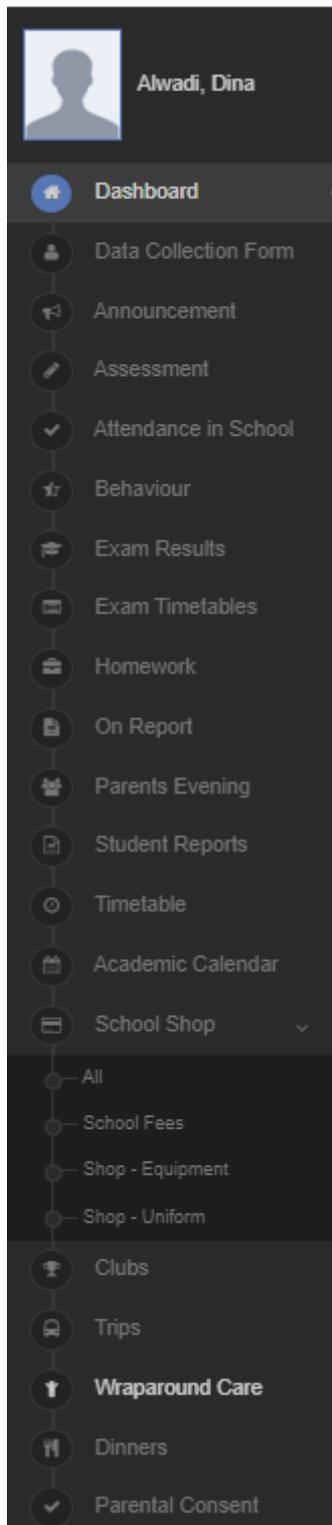
**Next Session:** Fri 28/07      **Places:** 50

**Start Time:** 08:00      **Spaces Available:** 50

**Session Length:** 840 mins      **Total Cost:** £50.00

## Wraparound Care

The process is exactly the same for **Wraparound Care** as it is for **Clubs**. Your school has the option to create a **Menu Item** on the left hand side of your **MCAS Dashboard** called **Wraparound Care**



Wraparound Care Dina's upcoming Wraparound Care Clubs

YOU ARE HERE: # Dashboard > Wraparound Care

Dina's Wraparound Care Clubs

Wraparound Care Club Name	Teacher	Next Booked Session	Start Time	Room	Cost/Balance
No upcoming wraparound care clubs were found.					

Available Wraparound Care Clubs (2023 or tap a club to view more details and sign up)  Hide fully booked events

Wraparound Care Club Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost
Year 10 Breakfast Club	Mrs C Barlow	01/06/2023	Everyday	07:30	60	£2.50

## Enrol to Sessions

In this example the school has allowed parents to **Enrol to Sessions** and there is a choice of **Club Options** : Full Session at £2.50 per session or Half Session at £1.25 per session.

Simply click in the **blue (spaces available) boxes in the grid** and then click **Enrol**, click **next** to see the **following weeks** and so on.

Club/Trip Detail - Alwadi, Dina ✕

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**Type:** Club **Main Teacher:** Mrs C Barlow

**Club Name:** Year 10 Breakfast Club

**Description:**

**Next Session:** Thu 01/06

**Start Time:** 07:30

**Session Length:** 60 mins **Cost Per Session:** £2.50

**Sessions:**  Spaces Available  Session Full  Enrolled/Booked Sessions  Unavailable

Club Options: Please select the club option below you would like to enrol into sessions with

Use the grid below to select each session you would like your child to attend. When you click 'Enrol', your child will be enrolled into all the sessions you have chosen.

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
29/05					
05/06					
12/06					
19/06					
26/06					
03/07					

Club/Trip Detail - Alwadi, Dina
✕

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**Type:** Club

**Club Name:** Year 10 Breakfast Club

**Description:**

**Main Teacher:** Mrs C Barlow

**Next Session:** Thu 01/06

**Start Time:** 07:30

**Session Length:** 60 mins

**Cost Per Session:** £2.50

**Sessions:**

■ Spaces Available
■ Session Full
■ Enrolled/Booked Sessions
■ Unavailable

Club Options: Please select the club option below you would like to enrol into sessions with

Full Session (FC) - £2.50
Half Session (HC) - £1.25

Use the grid below to select each session you would like your child to attend. When you click 'Enrol', your child will be enrolled into all the sessions you have chosen.

◀ Previous
Next ▶

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
29/05					
05/06	FC		FC		FC
12/06	FC				FC
19/06	FC	FC	FC	FC	FC
26/06		FC	FC	FC	
03/07			FC		FC

Enrol
Close



### Confirmation

You are about to enrol your child into 15 sessions.

This will create a balance of £37.50, which you can view in the Outstanding Payments page.

Press Proceed to continue, or Cancel to return to the selection screen.

Proceed

Cancel

Now when we go back to **Wraparound Care** we can see the balance with the option to **Add to Basket**

Wraparound Care Dina's upcoming Wraparound Care Clubs

YOU ARE HERE: Dashboard > Wraparound Care

Dina's Wraparound Care Clubs

Wraparound Care Club Name	Teacher	Next Booked Session	Start Time	Room	Cost/Balance	
Year 10 Breakfast Club	Mrs C Barlow	05/06/2023	07:30	Main Hall	-£37.50	<a href="#">Add to Basket</a>

Available Wraparound Care Clubs (click or tap a club to view more details and sign up)

Hide fully booked events

Wraparound Care Club Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost
No upcoming wraparound care clubs were found.						

The **payment** will stay in the **basket** for an amount of time set by your school. In this example you can also see the payment in **Outstanding Payments** on the **Dashboard**

 **Outstanding Payments** [More](#)

You have 3 outstanding payments.

Item	Amount	Due Date	
After School Club for Dina Alwadi	-£2.50		<a href="#">Add to Basket</a>
Year 10 Breakfast Club for Dina Alwadi	-£37.50		<a href="#">Add to Basket</a>
Locker Payments for Dina Alwadi	£1.00		<a href="#">Pay By Card</a>

## Indicate Preferences

In this example the school has allowed parents to **Indicate Preferences** and the cost is Full Session at £2.50 per session

**Indicate Preferences** means your school will review your preferences and then allocate sessions to your child.

**Tick the preferred days** and then click **Submit**. The boxes in the grid indicate where **spaces are available in blue**. Click next to see next week and so on.

**Type:** Club **Main Teacher:** Mrs C Barlow  
**Club Name:** Year 10 Breakfast Club 2  
**Description:** Year 10 Breakfast Club 2  
**Next Session:** Fri 02/06  
**Start Time:** 07:30  
**Session Length:** 60 mins **Cost Per Session:** £2.50  
**Club Schedule:** ■ Spaces Available ■ Session Full ■ Enrolled/Booked Sessions ■ Unavailable

← Previous Next →

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
29/05					
05/06					
12/06					
19/06					
26/06					
03/07					

**Preferences:**

Please select your preferred days using the tick boxes below. Once submitted, the school will be able to allocate your child to the club's sessions.

Monday  Tuesday  Wednesday  Thursday  Friday

SubmitClose

Once your school has review your preferences and added your child to the sessions the **Wraparound Care Club** will look like this example

Club/Trip Detail - Alwadi, Dina
✕

**Type:** Club **Main Teacher:** Mrs C Barlow

**Club Name:** Year 10 Breakfast Club 2

**Description:**

**Next Session:** Fri 02/06

**Start Time:** 07:30

**Session Length:** 60 mins **Cost Per Session:** £2.50

**Club Schedule:** 
 Spaces Available
  Session Full
 Enrolled/Booked Sessions
 Unavailable

The grid below shows which sessions your child has been added to.

◀ Previous
Next ▶

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
29/05					FC
05/06	FC		FC		FC
12/06	FC		FC		FC
19/06					
26/06					
03/07					

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**Preferences:**

Your current preferences are shown below. To make any changes, please contact to the school.

Monday
  Tuesday
  Wednesday
  Thursday
  Friday

The outstanding amount now shows in the **Outstanding Payment** Widget and in **Wraparound Care**

### Outstanding Payments More

You have 3 outstanding payments.

Item	Amount	Due Date	
After School Club for Dina Alwadi	-£2.50		<a href="#">Add to Basket</a>
Year 10 Breakfast Club 2 for Dina Alwadi	-£17.50		<a href="#">Add to Basket</a>
Locker Payments for Dina Alwadi	£1.00		<a href="#">Pay By Card</a>

### Widget

Year 10 Breakfast Club 2	Mrs C Barlow	06/02/2023 07:30:00	07:30	Main Hall	-£17.50	<a href="#">Add to Basket</a>		
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Click **Add to Basket** to pay for the **Club**