

# Rawlins Online Platforms

## A Guide for everyone



At Rawlins we use Microsoft and Google online services. This means that we do have two ways of logging into our online platforms. This is because we have improved our services and access to online learning over the years and as we move forward, we will continue to advance our services but will always be there to support you.

Information is available in both the Parents and Pupils sections on the Rawlins website. Rawlins IT Support Team is also available to assist.

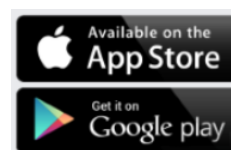
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## Downloadable Apps

These online platforms have Apps available for download:

- MyChildAtSchool – Parent App
- Microsoft Outlook
- Google Classroom
- Seneca App



## Top Tip

All these websites can be saved in your 'Favourites'. We encourage you, as adults and the students, to save all these web links into your 'Favourites'.

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### Bromcom - my child at school (MCAS)

This is our parent portal. During your child's time at Rawlins you as the parent or guardian, will keep us informed of any changes to your circumstances i.e. change of home address, email, phone number etc. To do this we need you to access our parental portal "**My Child at School**".

You can do this in either of two ways:

1. Visit the website directly: [www.mychildatschool.com](http://www.mychildatschool.com)
  - a. Add this page to your '**Favourites**'
2. or download the app from your mobile device's App Store.

The app is available on both Apple and Android devices.  
The app is called: MyChildAtSchool – Parent App



### How to log into MCAS

You will need two pieces of information:

1. Rawlins site ID: **14386**
2. and your username and password

Now try to log in:

- To obtain your username and password, select '**password reset**'
- Type in the email address that you have given us to contact you on
- A password reset link will be sent to your email address.

You will use MCAS for:

- Parental Consent and Data collection forms

A helpful video on how to use the system can be found [here at Bromcom](#)

Please be aware that not all features are being used at Rawlins at present e.g. payments are still being made through ParentPay and the Assessments are being held in Go4Schools.



**PARENT ONLY**

The screenshot shows the login interface for 'mychildatschool.com'. At the top is the logo. Below it is a blue bar with 'PARENT LOGIN'. There are two input fields: 'Email' with an envelope icon and 'Password' with a lock icon. Below these is a checkbox for 'Remember Email Address'. To the right of the checkbox are links for 'Reset Password' and 'Sign Up'. A large blue 'Login' button is at the bottom. At the very bottom, it says 'v5.2024.9015.30895' and 'Powered by Bromcom'.

# Rawlins Online Platforms

## A Guide for everyone

### Go4Schools - everything you need to know about your child's education development

You will need to log into Go4Schools with the same email address we have on Bromcom (our MIS).

To get started, you will need to log into [www.go4schools.com](http://www.go4schools.com) – whatever you do, DON'T use the G4S's app.

1. Log into the website directly by clicking on **'First-time user?'**

2. Type in the email we have on Bromcom.
3. An activation email will ping into your Inbox. Follow the instructions to set up your password.

Once logged in you will have access to the following details:

- Attendance data
- Behaviour records
- Class lists
- Homework
- Reports
- Timetable

Students log in by clicking on **'Sign in with Microsoft'** and use their school email and password.



**PARENT ONLY**

# Rawlins Online Platforms

## A Guide for everyone



**PARENT ONLY**

### How to log into your ParentPay account

Normally, when your child starts at Rawlins, you would receive an email with your ParentPay details. If this doesn't happen, please email [rawlinsitsupport@rawlins.embracemat.org](mailto:rawlinsitsupport@rawlins.embracemat.org) to request your login details. Your email must be on our system for this to work. Post 16 students can request access to their own ParentPay account.

We are using **ParentPay** as our one stop for all purchasing items. You can purchase these items:

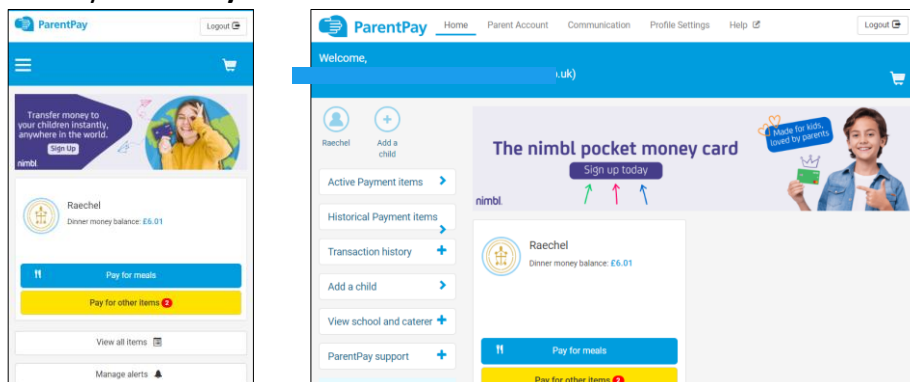
- Dinner money
- Trips
- Replacement ID card and Lanyard
- Lost library books
- Charity event donations


There **isn't** a ParentPay App. You will need to go to [www.ParentPay.com](http://www.ParentPay.com)



Add this page to your **'Favourites'**

1. You can log into the system by using the username and password provided to you via email from Rawlins.
2. To add dinner money. Click **'Pay for Meals'**



3. Type in how much you want to add to the account and click **'Add to basket'** or **'Set up One-click payments'**
4. If you chose the 'Add to basket' option, click on the basket icon  and make your payment. This money will only be used for dinner money.
5. To pay for trips: Click on the trip option and pay through that link. It's similar to adding dinner money.
6. If your account goes into the negative, you will receive an automated message reminder to top up. If you notice anything unusual on statements, you can contact Rawlins Finance department. If you have issues logging into your account, IT Support is available to assist you.

### ParentPay for Post 16 students

Post 16 students can request access to their ParentPay account.

# Rawlins Online Platforms

## A Guide for everyone

### How to log into SchoolCloud for your Parents Evening

We use **SchoolCloud** for our Parent Evenings. We can offer both online and some in school face to face meetings.

To get access and select a bookable slot for your meeting, your email must be on our system for it to work. You will also need to provide your child's name and date of birth.

Click this link [School Cloud Parents' Evening](#)  
Add this page to your 'Favourites'



The screenshot shows the 'Rawlins Academy' header in a green bar. Below it, the 'SchoolCloud' logo is displayed. A welcome message states: 'Welcome to the Rawlins Academy booking system. Bookings can be amended via a link from the email confirmation - please ensure your email address is correct.' The form is divided into two sections: 'Your Details' and 'Student's Details'. The 'Your Details' section includes fields for Title (a dropdown menu), First Name, Surname, Email (with a placeholder 'your email must be on our system'), and Confirm Email. The 'Student's Details' section includes fields for First Name, Surname, and Date of Birth (with dropdowns for day, month, and year). A green 'Log In' button is located at the bottom left of the form.

Please note that booking slots **will not appear** until the release date and time that is provided in communication that is sent home.

The screenshot shows the Rawlins Academy website. The header includes the 'ates' logo (Powered by schoolcloud) and the 'Rawlins Academy' name. A green sidebar on the left contains links for Home, My Bookings, Send Feedback, and Sign Out. The main content area features a green banner for 'Year 7 Parents Evening' with a red button that says 'Opens in 6 months'. Below the banner, the text 'Year 7 Parents Evening' is displayed. To the right, there is a section titled 'Click a date to continue' which shows 'Thursday, 8th May' with a red 'X' icon and the text 'Not yet open for bookings'. A link 'I'm unable to attend' is visible below this section.

Our website has parent evening dates and further instructions.

Click this link [Parents' Evening | Rawlins - A Church of England Academy](#)

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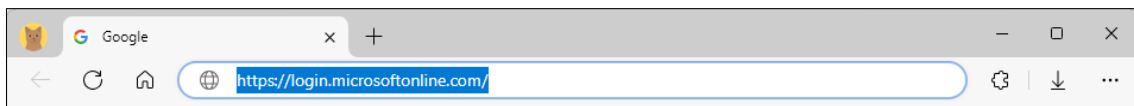
**STUDENT ONLY**

### Your child's Microsoft Outlook School Email

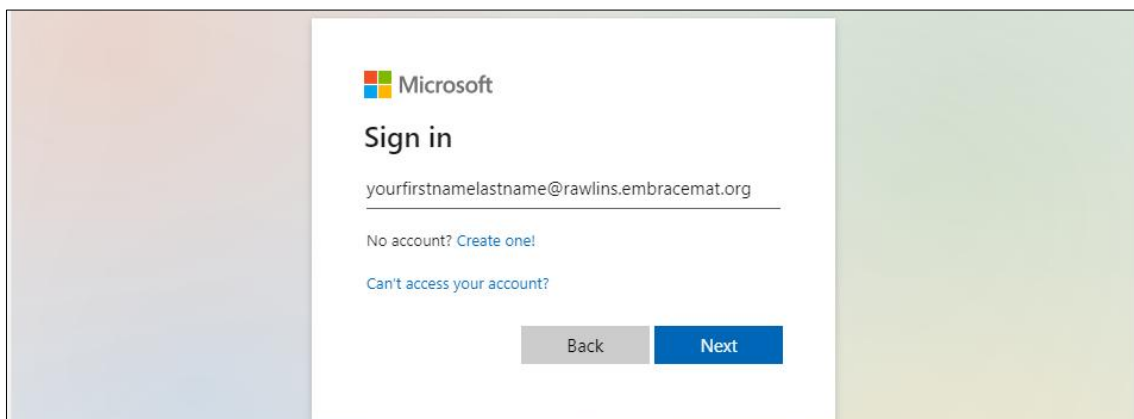
When your child arrives at Rawlins, they will be issued an IT account. This will give login credentials, which connects to multiple online platforms. Some platforms will require you to select either 'Sign in with Microsoft' or 'Sign in with Google' and this email account will give you access.

### How to help them log into their Microsoft School Email

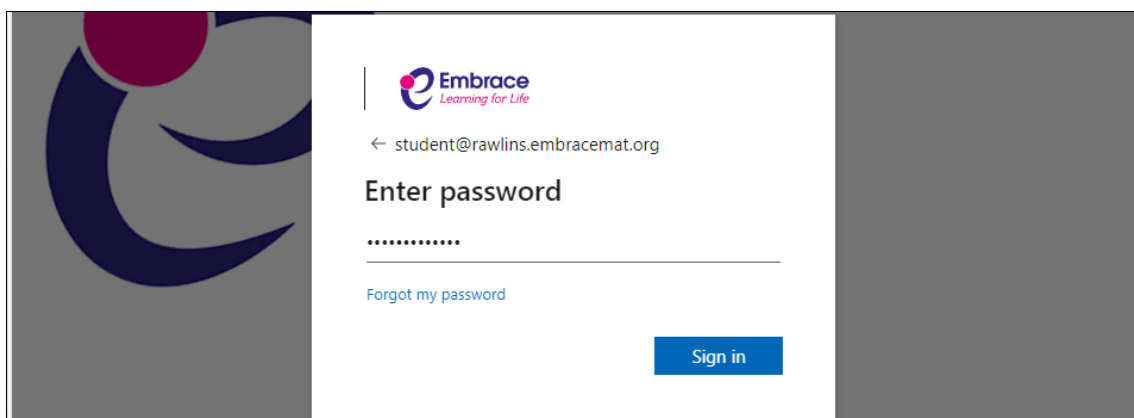
1. Go to this website: <https://login.microsoftonline.com/>
  - a. Add this page to your **'Favourites'**



2. They must type in their school email and click **'Next'**
  - a. The email must be the school email with their first name and last name
    - i. Example email: joebloggs@rawlins.embracemat.org



3. They must type in their password and click **'Sign in'**



4. Click **'Yes'** if asked. This option may not pop up so don't worry.

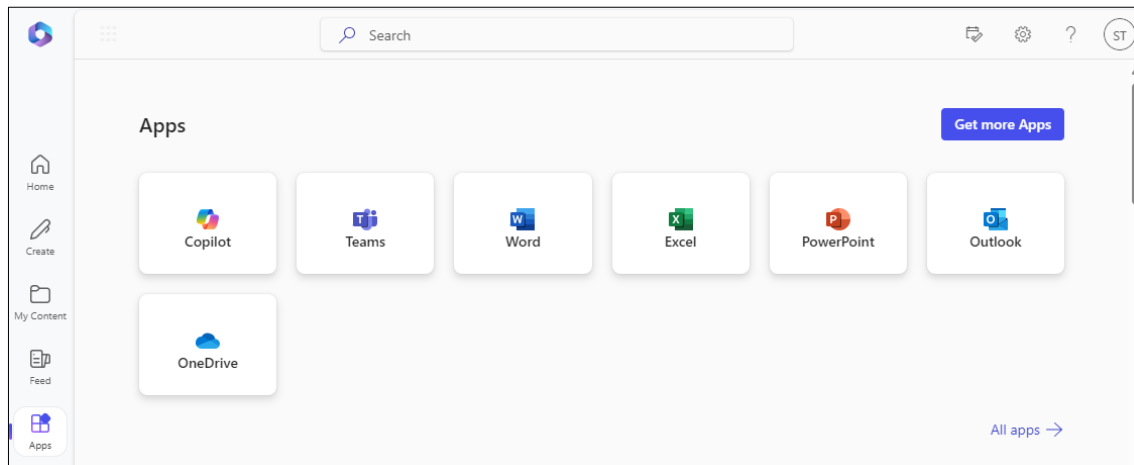
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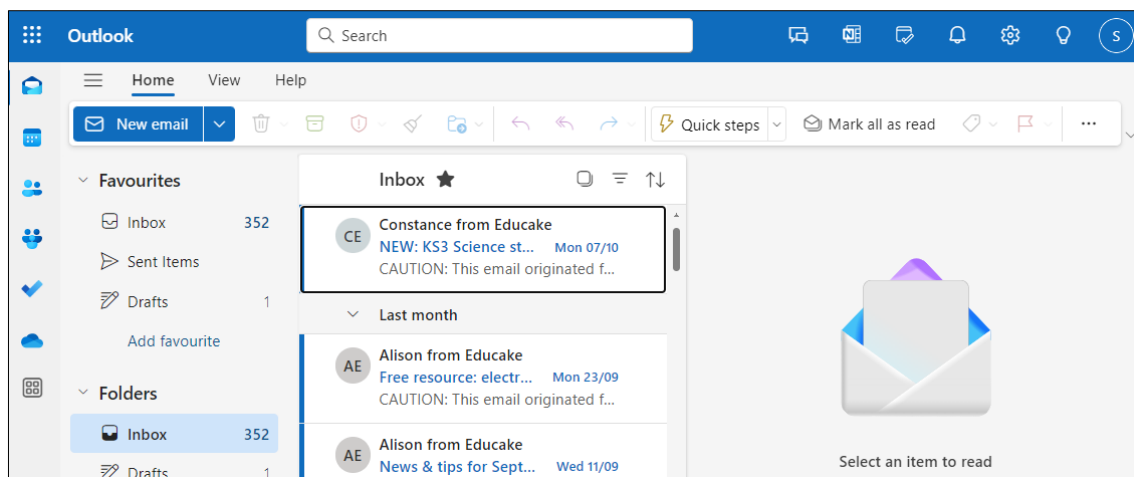


**STUDENT ONLY**

5. Select the 'Apps'
6. You will find online applications such as:
  - Outlook
  - Word
  - PowerPoint
  - Excel
  - OneDrive



7. Their **Outlook** email will look like this.



# Rawlins Online Platforms

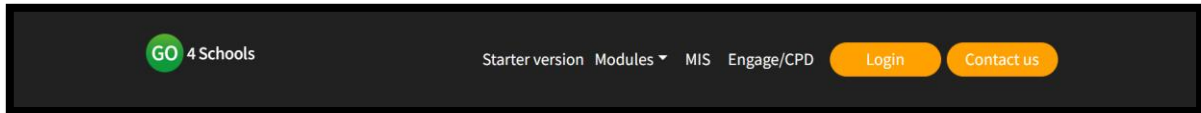
## A Guide for everyone

### Get your child logged into the Go4Schools

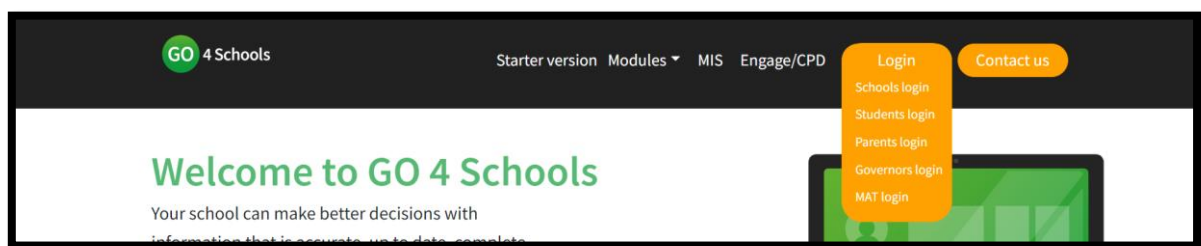


**STUDENT ONLY**

1. Navigate to the website: [www.go4schools.com](http://www.go4schools.com)



2. Click on **“Login”** button, located at the top right of the screen.
3. Select **“Students login”**



4. Click **“Sign in with Microsoft”**

5. Enter your school email address
6. Enter your school email password

Once logged in you will have access to the following details:

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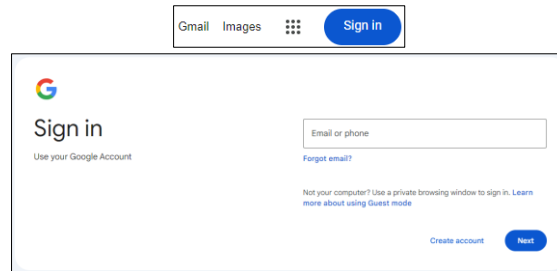


**STUDENT ONLY**

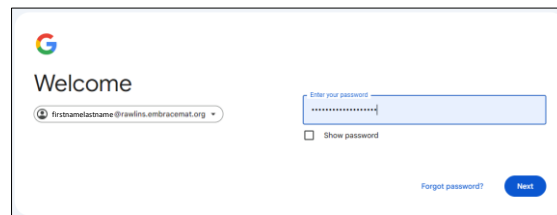
## How to help them log into Google Classroom

We use **Google Classroom** to store homework and everyday schoolwork.

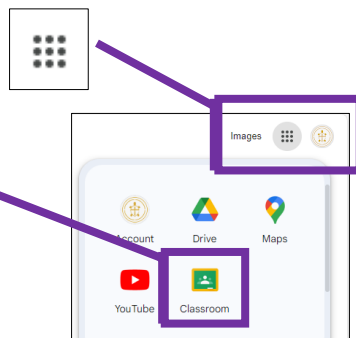
1. Open a web browser and go to <https://www.google.co.uk>
2. Click **'Sign in'**



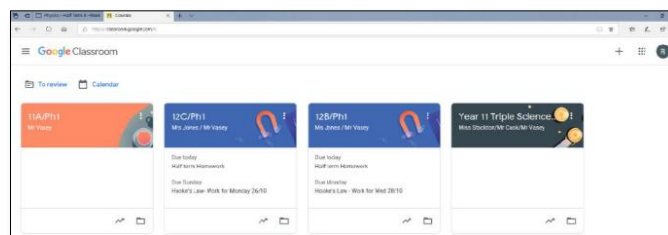
1. They will need to type in their school email address
  - a. [firstname.lastname@rawlins.embracemat.org](mailto:firstname.lastname@rawlins.embracemat.org)
2. Then type in their school password and Click **'Next'**



3. Click **'Next'**
4. Click the dots on the webpage
5. Click **'Classroom'**



6. If this doesn't work, go to the website: [www.classroom.google.com](https://www.classroom.google.com)
  - a. Add this page to your **'Favourites'**
7. This is what you will see.



**Note:** If there is a welcome message, review it and Click **'Accept'**. Review the Terms of Service and Privacy Policy and Click **'I agree'**. You are using an Education Fundamentals account, Click **'I'm A Student'**. Your **'Google Classroom Home'** should show classrooms for each subject.

# Rawlins Online Platforms

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### How to help them log into SPARX Maths, SPARX Reader, SPARX Science



**STUDENT ONLY**

Our Maths, English and Science departments use the Sparx Learning platform as part of their homework and schoolwork. The Sparx login pages are different. Make sure you click on the correct link for the correct subject.

1. Go to the website [sparx-learning.com](https://sparx-learning.com)
  - Add this page to your **'Favourites'**
2. Type **'Rawlins Academy'** in the Select your school
3. Select **'Rawlins Academy'** from the list
4. Click **'Continue'**

5. Click **'Log in to Sparx using Google'**
6. This is very important as it won't log in any other way.

7. Type their school email address into the box or it might ask you to select the email address if you've used it before.
8. Type in their school password and Click **'Next'**
9. You should now be able to see the Sparx Dashboard. You will be able to flip between the Reader, Science and Maths by clicking on the Menu option.

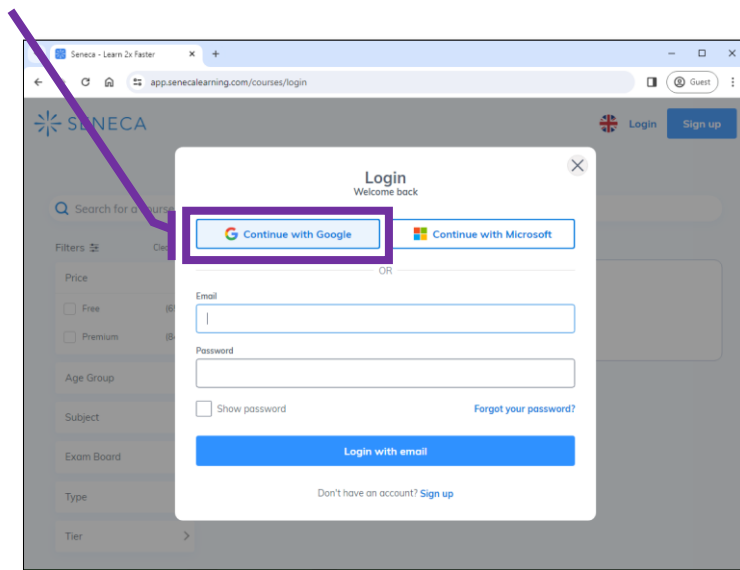
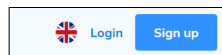
# Rawlins Online Platforms

## A Guide for everyone

### How to help them log into SENECA

Our Modern Foreign Languages and Science departments use the SENECA platform as part of their homework and schoolwork.

1. Go to the website: <https://app.senecalearning.com>
  - a. Add this page to your **'Favourites'**
2. Click **'Login'**
3. Click **'Continue with Google'**



4. They will need to type in their school email address
  - a. [firstname.lastname@rawlins.embracemat.org](mailto:firstname.lastname@rawlins.embracemat.org)
5. Then type in their school password and Click **'Next'**
6. The schoolwork should be on the dashboard, the front page.

