



How to Top up a Catering Account/Student Dinner Balance on My Child at School (MCAS) Online

Locate the Catering Account tab on the Dashboard.

The screenshot shows the MCAS dashboard for Carleton High School. The 'Catering Account' section is highlighted with a red circle. It displays a 'Catering Account Balance Summary' with a credit balance of £4.39 and a deposit amount field set to £0.00. An 'Add to Basket' button is visible below the deposit field.

Date	Meal Details	Cost
17/07/2020	Balance Transfer (ID:643262)	£4.39
17/07/2020	Balance Out (ID:643261)	£-4.39

Enter a deposit amount for dinner money balance, in this example £5.00, and then click on add to basket. This will then show up as an item in the shopping basket.

The screenshot shows the MCAS dashboard for Carleton High School. The 'Catering Account' section is highlighted with a red circle. The deposit amount field is now set to £5.00. The 'Add to Basket' button is visible below the deposit field.

Date	Meal Details	Cost
17/07/2020	Balance Transfer (ID:643262)	£4.39
17/07/2020	Balance Out (ID:643261)	£-4.39



Click on the Shopping Basket to check out. You will then see the page below, click on checkout item.

mychildschool.com/MCAS/MCSDashboardPage

mychildschool.com Carleton High School

Dashboard Homepage and Launchpad

Shopping Basket

YOU ARE HERE: Dashboard

Attendance

No Attendance data found

Classes

Class Name	Class Details
10DWI	Tutor Group Mr D Williams

Dinner Detail

Date	Meal Details	Cost
17/07/2020	Balance Transfer (ID:643262)	£4.39
17/07/2020	Balance Out (ID:643261)	£-4.39

Catering Account

Catering Account Balance Summary

Credit Balance Summary : £ 4.39

Deposit Amount : £

Add to Basket

Reports

Published Report

30/01/2020 Year 9 Midyear Report

Outstanding Payments

No Outstanding Payments data found

This will take you to the screen below. Click on checkout if you are happy with the quantity and price.

mychildschool.com/MCAS/MCSShoppingBasket

mychildschool.com Carleton High School

Shopping Basket Your shopping basket

YOU ARE HERE: Dashboard > Shopping Basket

Continue Shopping Clear Basket Checkout

Shopping Basket




Item Name	Quantity	Price	Action
Dinner Money Deposit for <input type="text"/>	1	£5.00	Remove
Total Price:		£5.00	



On the secure webpage, input your Payment Details and Address Details. Click on 'Confirm & Pay' when you are ready.

Checkout *Payment Details* YOU ARE HERE: [Dashboard](#) > [Checkout](#)

Payment Details

Card Number Card Type   

Expiry Date Month Year

CVC/CVC2 Save card details for quick payment in the future

Card Holder's Name

Address Details

Address

City

Post Code

[Go Back](#) [Confirm & Pay](#) Activate Windows
Go to Settings to activate Windows.

