



23 January 2026

Dear Parent/Carer

Finham Park School would like to take this opportunity to share with parents and carers information about the methods the school uses to communicate home and what type of information you can expect to receive via each of these.

## MyChildatSchool (MCAS)

The link to set up your own login for MCAS is: [MyChildAtSchool - Login](#). The code to link to the school is 15023.

If you download the MCAS App, you will receive push notifications of all communications from the school (both specific to your child and whole school communications). These will appear in your messages at bottom of the homepage.

If you **have not** downloaded the App, the same communications will be sent to you via email (or on a rare occasion this may arrive as an SMS text message).

If you do not want to download the App, but still wish access to MCAS, you can log in to MCAS and get the desktop version. This version has additional features that the App does not have, for example, giving you the ability to edit phone numbers, email address, etc.

The school uses a system called Bromcom to record and communicate both daily events (like those described below) and also to send out communications; be it linked to one off, individual events or whole year group/school generic information. These are received by parents/carers through having access to the MCAS App. Through this App you will also have access to the following information relating to your child:

- **Automated Events:** To ensure greater consistency and accuracy of logging there are some automated events that you will receive via the MCAS App. These will be linked to FINHAM PARK rather than a specific staff member and will be awarded for reasons such as, R1 for 100% attendance for the previous week; R4 for 100% termly attendance and P1 (punctuality) for any lateness to lessons. Please note automated events currently run over school holidays and we are working with Bromcom to set up a 'work around' for this as soon as possible.
- **Consequence/behaviour points and comments:** This will provide the number of negative behaviour points issued relating to a specific behaviour event and also allows, where relevant, staff to add some extra detail around why specific consequence points have been added. Please be aware this may not be added for all events but, as always, please contact the member of staff issuing the log if you would like any additional details.
- **Reward points:** This is similar to consequence/behaviour points and comments in terms of how staff use it in school and how it can be viewed by parents/carers.

## Email

Email is used directly to communicate between parent/carers and a named member of staff, often about a particular issue or event (please see table below which should help in directing your communication to the most appropriate person).

Staff will endeavour to respond within 2 working days to communications from parents/carers. As a number of staff work part time, it may take longer for some to respond. If you have not heard back from an email within a working week, please let either the college leader or head of department know. It is helpful for staff if emails are succinct, and make it clear what questions are being asked, and what actions, if any, are required.



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Headteacher: David Bedford  
Chair of Governors: Anne Brennan



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## School website <https://finhampark.co.uk>

This is the 'front door' of our school, often the first point of reference for parents, as well as those new to the school. Here you will find lots of useful information about all aspects of our school including:

- **Key information:** including our prospectus, information about Governance and Finance, exam results, SEND provision, policies etc.
- **Parent Information** includes letters, the school calendar and news, careers information, OOSHL and our pastoral systems, to name but a few areas.
- **The Curriculum** area is broken down into subjects and includes an overview, assessment grids and learning journeys for each subject.
- **The Sixth Form** is a specific area for information for those parents/carers who want to find out more about the 16-18 provision at Finham Park School.

Following parent feedback at the Autumn '25 parent forum, we are looking at how we can make further use of our website to communicate important information and reduce the need for parents/carers to contact the school and ask questions.

## Study bugs - Reporting an absence <https://studybugs.com/about/parents>

Finham Park School asks parents/carers to use Studybugs as an efficient and secure system for reporting your child's absence due to illness. If you haven't already, please download the free Studybugs App, or register on the Studybugs website, and use it to tell us whenever your child is ill and unable to attend school or even if you just need to send a general message regarding holidays, medical appointments, lateness etc.

We will also be using Studybugs to keep you updated on your child's attendance and other important information at points throughout the year.

## Facebook <https://www.facebook.com/Finham-Park-School-102444378257753>

The school Facebook page is for parents/carers to receive general notices, reminders and school news; often if we have an important message to transmit during the school day we will put a notice there as well as sending an email. Parents/carers should be aware that it is not always checked daily. Please do not use Facebook to contact the school.

## Parent Forum

This is a face-to-face opportunity to share proposals, answer questions and gather ideas. Dates, times and agendas for termly Parent Forum meetings are sent from Bromcom to all parents/carers.

## Sixth Form

In addition to the other forms of communication in this letter, families with members attending Finham Park Sixth Form will be offered the following communication:

- Weekly newsletter (five-minute read); published on a Friday, this contains important information about enrichment opportunities, key dates, extra-curricular activities and important information for students and parents/carers of Post 16 students.
- Online talks; a series of online talks run throughout the academic year, covering topics such as 'understanding your child's progress check', 'supporting your child with their mental health', 'supporting your child with independent study'. These talks take place at 7pm on Microsoft Teams and a list of dates is published every September.
- Youtube channel; all Post 16 assemblies, parent/carer talks and Post 16 events are recorded and the links are published on the Post 16 youtube channel. [www.youtube.com/@sfpsixthform](http://www.youtube.com/@sfpsixthform)





# FINHAM PARK SCHOOL

A Mathematics and STEM College

Finally, it is important that any concern you may have is directed to the correct person (as below), which will enable us to address them more quickly. When initiating contact with the school it is unusual that a concern will need to be referred to a senior leader in the first instance. In cases where a concern does not reach the correct person, you will be referred to them as quickly as possible.

Reason for contacting the school:	Person referred to:
Attendance	Mentor
Classroom/lessons/home learning	Subject teacher
Teacher related	Head of Department
Whole school related/clarifications	Mentor
Bullying issues – initial contact	Mentor
On-going issues - subject	Head of Department
On-going issues - pastoral	College Leader/Head of Sixth Form
Safeguarding/Child Protection	Safeguarding/Deputy Safeguarding lead

Yours faithfully

**Mr R Morey**  
**Deputy Headteacher**



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International Cross  
of Nails Schools



Human Kind  
Staff Wellbeing Award