

April 2026

Dear Parent/Carer,

Following our previous email with our welcome letter, we are now contacting you to explain the next steps in the process of your child joining Priestnall School in September 2026.

My Child at School – Action required by Friday 1st May

At Priestnall we provide all parents and carers with access to our information portal called 'My Child At School' (MCAS). The portal allows you to access important information about your child's attendance, achievements, behaviour, timetable and to book parent/carers consultation evening appointments etc. We recommend that parents and carers download and use the app version of MCAS. In your app store the App is called MychildAtSchool (Bromcom Parent Portal).

The app allows you to receive and send messages between school and home. The system makes it easier for parents and carers to access school messages and all messages are stored in one place for you to refer back to if needed. Once you have downloaded the app you will be able to self register using the email address that we have emailed you this letter via. The school ID code for the app is **14360**. **If you already have a child at Priestnall then their younger sibling will appear within the account you already have set up by hovering over their photo.** Please note once you have set up the app all communication from school will come into the messages section on the app rather than via email.

If you are having difficulty in registering, or a younger sibling has not appeared on your MCAS account please email school via enquiries@priestnallschool.org.uk. Please ensure you detail your child's full name in your email and that they are a current Year 6 student.

Once you are able to access MCAS please complete the 'Admissions Form' area within the app to provide us with vital information about your child ahead of them starting at Priestnall. Full instructions can be found further down in this letter.

When you are ready to complete the admissions form, please ensure you leave plenty of time to fill out all the fields as you will not be able to access the form again once you have entered it. Please ensure you have logged onto the MCAS system and completed the admissions form by Friday 1st May.

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Year 6 Induction Day – Thursday 2nd July

We are pleased to be able to invite our new cohort in for an induction day; this will be on Thursday 2nd July 2026. Students may arrive at Priestnall from 8.45am ready for a 9am start and they will be dismissed at 3pm. We kindly request that you do not arrive any earlier than the times stated and that students/families do not wait on site for siblings at the end of the day. **Traffic and parking is very busy around school so we recommend walking to school if possible.**

On the day students should wear their primary school uniform. Please can you ensure your child does not wear any jewellery/smart watches to school and also discuss with them that if they bring a mobile phone that this will need to be on silent/off in their bag whilst they are on school grounds. Your child should bring a packed lunch and a bottle of water and you may wish to include a snack (please ensure any refreshments are nut free). If your child is entitled to free school meals, please can you speak to their primary school about arranging a packed lunch for them to bring if required.

Parent/Carer Information Evening – Thursday 2nd July

We look forward to welcoming you to school on the evening of Thursday 2nd July from 5.45pm for a 6pm start in the main hall. Please note that due to capacity in our hall we can only accommodate one parent/carers and students are not invited to attend this meeting. Please walk to this event if possible.

Year 7 first day at school – Wednesday 2nd September

As a reminder, the start of term for Year 7 students is Wednesday 2nd September. Year 7 students will be required to attend school from 9am to 11am. The rest of the students will return after the summer break on Thursday 3rd September and registration starts at 8.30am and students can gain access to school from 8am.

Head of Year

We are delighted to announce that the Heads of Year 7 will be Ms Wells (Monday-Wednesday) and Mrs Collins (Wednesday to Friday), if you have any questions or queries following the information evening, please email enquiries@priestnallschool.org.uk

Free School Meals

Please read the letter attached to the email relating to support with free school meals. It contains important information about eligibility, how to apply and how the free school meal allowance is managed at Priestnall.

Please note that the process around free school meals has changed in that, if a child was entitled to FSM during primary school, their eligibility is no longer automatically carried over into secondary school. This means that you will need to reapply for free school meals for your child to receive them when they start at Priestnall in September. Please use this link - [Online FSM Application](#)

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The Laurus Trust
Registered in England and Wales
Company number 07907463
Registered office Cheadle Hulme High School,
Woods Lane, Cheadle Hulme,
Cheadle, Cheshire SK8 7JY



Laurus Music

At the Laurus Trust, we are proud to have fostered a vibrant culture of musical excellence across all our schools. Every child within the Trust is given the opportunity to learn a musical instrument, and our secondary schools are home to thriving instrumental and vocal ensembles that together create a rich and dynamic musical community. To explore the full breadth of our music provision and discover more about the opportunities available, please visit - <https://www.laurustrust.co.uk/about/laurus-music/>.

Please complete the online form in this section by Friday 1st May if your child would like to sign-up for music lessons in school from September - <https://www.laurustrust.co.uk/about/laurus-music/musical-instrument-tuition/>

Priestnall School Website

In the meantime, please visit the school website, using the link below, where you will find lots of useful information about the school and making the transition from primary school to secondary school. We would encourage you to keep checking these pages for any updates/additional information - <https://www.priestnallschool.org.uk/moving-to-secondary-school/>

If you have any queries, please email enquiries@priestnallschool.org.uk

Yours faithfully,



Miss R Howarth
Head of School

*Please see MCAS instructions on the following page.

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MCAS Admissions form – Instructions

Once you have accessed your MCAS account you need to navigate to the **Admission Form** via the menu button on the left-hand side of the screen (three lines). Click admission form to open the next screen (when filling in the form, it may be more user friendly to access MCAS via the webpage using a tablet or laptop, rather than using the App on a phone)

Please ensure you have logged in the MCAS system and completed the admission form by Friday 1st May 2026.

The form is in three parts as per below:

1. Documents

- a. Please read and tick the agreement boxes for the below documents once you and your child have read them thoroughly:
 - i. Student Home school agreement.
 - ii. Parent/Carer Home school agreement.

2. Student details/Other details/Medical/SEN

- a. Please check through the various sections making any amendments required and providing school with further information where relevant.
- b. Select “submit changes” green button in the other details section to save your free text responses.
- c. Please ignore the SEN section. This information will be gathered separately via our SEN team.
- d. Select ‘Submit Changes’ green button at the top of the page to save all your responses.

3. View Parental Consents

- a. Tick the appropriate boxes to indicate YES/NO for each of the consents.
- b. Please note by law for safeguarding reasons we have to hold a photograph on the student records. These will be taken by our school photographer and uploaded to the system in early September. There will be an opportunity for you to purchase copies from the school photographer.
- c. These initial consents will remain with your child throughout their time here at Priestnall. However, you can contact school at any time to amend your consents.
- d. Press the ‘Save’ green button at the top of the page to submit your responses.
- e. Navigate back to the Admissions page and select View Your Details in the top right corner.

4. View your Personal Details (Parent/Carer details)

- a. Please amend any relevant data that has been pre-populated in this section for yourself.

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- b.** Please complete the details of any additional contacts you wish to be added to your child's contact records. These could be partner/spouse and any other emergencies you would like us to have on record for your child. Please note only priority 1 & 2 contacts will receive school messages.
- c. Please ensure you provide us with at least two emergency contacts for your child.**
- d.** Select 'Submit Changes' (green button) at the top of the page.

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