



PRIESTNALL
SCHOOL

Year 7 Transition Booklet

2026

Contacting School

Priestnall School
Priestnall Road
Heaton Mersey
Stockport
SK4 3HP

Telephone: 0161 549 7300 (Mon – Fri 8am – 4pm)

Email: enquiries@priestnallschool.org.uk

Website: www.priestnallschool.org.uk

Please see below the names of staff you may need to contact at Priestnall School:



School staff can be contacted via the school reception telephone number or email address above. Staff individual email addresses are not provided to parents and carers.



Timings of the School Day

Mon - Thurs		Weds Students finish 2.25	Friday
8.30 - 8.45am Reg/Assembly			8.30 - 8.55am
Unit 1 8.45 - 9.40am			8.55 - 9.50am
Unit 2 9.40 - 10.35am			9.50 - 10.45am
10.35 - 10.55am Break			10.45 - 11.05am
Unit 3 10.55 - 11.50am			11.05 - 12.00pm
Unit 4 11.50 - 12.45pm			12.00 - 12.55pm
12.45pm - 1.30pm Lunch			12.55 - 1.40pm
Unit 5 1.30 - 2.25pm			1.40 - 2.35pm
Unit 6	2.25 - 3.20pm	STAFF PROFESSIONAL TIME	

Priestnall School operates on a two-week timetable. Students will be given a print out of their timetable on their first day in September and you can also see their timetable on the MCAS App.

School Term Dates

The school term dates and holidays can be found on the school website under [Parents & Carers Information](#).



Key Staff Roles

Head of Year

The Head of Year is expected to effectively provide pastoral support and create a positive ethos within the year group.

The role ensures the provision of a safe environment to maximise the learning of all students and the inclusion of all.

The Head of Year works closely with students and their form tutors to build a sense of pride in the school and the students' own personal achievements.

The role establishes good communication with both parents/carers and students by operating an 'open door' policy.

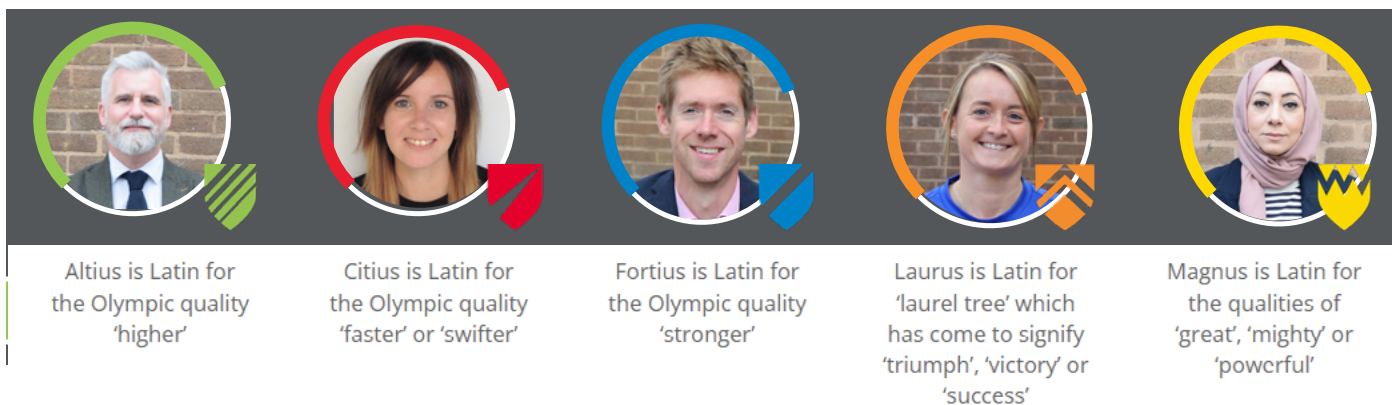
Year 7 Form Tutors

The form tutor is the key member of staff for the students in their care and will usually be the first point of contact for parents/carers. It is usual for form tutors to be assigned to their tutor groups for five years. In doing so they become fully aware of the students' individual needs, personalities, strengths and possible areas for support. Parents/carers will also know that they are speaking to an informed member of staff who has already built up a bond of trust with their child.

Your child will be told who their form tutor is when they visit for transition day in July.

Head of House

There are five houses at Priestnall made up of forms from across the year groups. The House System engages the students and develops a competitive inter-house spirit through academic, sport and charity activities.



An equally important element of the House system is the academic support for students. The priority of each Head of House is to ensure that students at Priestnall School remain on track to reach their potential and to remove any barriers to learning where possible.

It is important that our students develop the skills, motivation and focus in Years 7, 8 and 9 (Key Stage 3) to do well and achieve in Years 10 and 11 (Key Stage 4).

The Head of House team aim to motivate, reward and inspire students to want to do well. They track student performance and implement intervention strategies to boost academic performance and improve behaviour for learning.



Examples of intervention strategies may be:

Individual learning conversations.

- Progression monitoring.
- Individual learning conversations and mentoring.
- Group learning conversations and coaching.
- Introducing new learning styles and study techniques.
- Liaising with class teachers, form tutors and other staff on student needs.
- Communication with parents/carers, whenever necessary.



Assessment for Learning

All teachers at the school encourage students to make the connection between the impact of what they learn now and their future. How do we achieve this? By:

- Sharing learning intentions with students.
- Developing excellent working relationships with students.
- Helping students understand the individual standards they should be aiming for.
- Involving students in the assessment of their own work.
- Providing students with feedback and advice.
- Promoting self-confidence.
- Teaching students the importance of reviewing and reflecting on work and progress.
- Sharing ideas on steps to improve.
- Encouraging students to be independent learners.
- Setting PP&R tasks – Preparation, Practice and Retrieval tasks (homework) that engage students in a cycle of continual self-assessment to aid long-term retention of knowledge.

This helps students;

- 1. Learn new skills.**
- 2. Use new skills.**
- 3. Improve new skills.**

Assessment for Learning can be supported by parents/carers at home. You do not need to be an expert in a particular or specific subject to support your child.

By simply understanding the Assessment for Learning process you can greatly support your child at home.

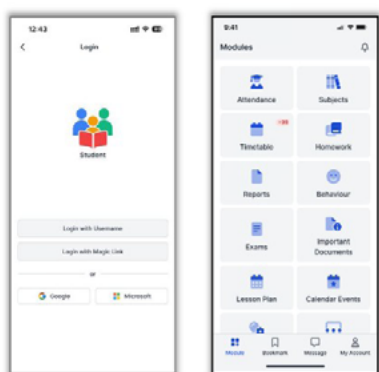


Reporting Home

Each term a Knowledge, Attitudes, Skills and Habits (KASH) report will be loaded onto the 'My Child at School' system. These reports allow you to see the latest 'snapshot' of your child's progress in all four areas of KASH. Your child's development in each area is judged by the subject teacher on the progress being made when compared with curriculum expectation. Each member of staff conducts a learning conversation with your child. Form time will be used for students to review their KASH reports and action plan to make improvements.

At Key Stage 3 Foundation Stage levels are given to your child termly in each subject to allow you to benchmark current attainment. Full details of Foundation Stage levels are available on our website under Curriculum and Assessment. At Key Stages 4 we report the GCSE grades which your child is expected to achieve based on current progress.

Bromcom Student App



In September, students will be able to download the Bromcom student app, where they will be able to view their timetable, KASH reports and other important information.

School Uniform

We have a non-negotiable approach to incidents of non-compliance with our School Uniform Policy. In the event of any student arriving at school without the correct uniform:

A C3 Uniform sanction will be issued by staff when a student is unable to correct a uniform issue whilst in school. This includes, but is not limited to:

- wearing incorrect footwear
- not coming to school wearing a tie or blazer
- wearing incorrect trousers
- not wearing tights with a skirt
- having inappropriate nails

The sanction is intended to ensure consistent standards of appearance across the school and to support students in meeting the school's uniform expectations. A 30-minute detention will be issued the next school day after school.

A Uniform C3 will also be issued for any repeated uniform infringement. For example, if a student is reminded to put their tie on and is later seen without it, or if a student continues to be reminded throughout the day to tuck their shirt in. A 30-minute detention will be issued the next school day after school. For more serious uniform infringements, students may not be permitted social time at break and lunchtime.



We will seek consent from the parents/carers to send the student home to address the issue. The student should then return to school wearing the correct uniform.

- Hair colour and style must be appropriate for school. We do not permit haircuts that are excessively short; haircuts where patterns, stripes or letters have been cut into the student's hair; or hair that is dyed in bright or unnatural colours. We may ask students with long hair to tie their hair back in certain situations for health and safety reasons.
- For reasons of health and safety we do not allow students to wear jewellery in our school. We are aware that there may be occasions when some students request to wear religious symbols. These will be considered on an individual basis.
- Watches may be worn but smartwatches should only be used to tell the time and must have other functions disabled.
- Medical alert tags must be worn at all times.
- Make up is not permitted in Years 7 to 9, discreet make up is allowed in Years 10 and 11.
- Acrylic nails are not allowed in school, neither is the wearing of nail varnish. Nails should be kept to a sensible length that will not affect participation in PE or practical subjects. Eyelash enhancements and fake tan are not permitted in school.
- Coats and outdoor clothing must not be worn inside the school building.
- Students must wear suitable shoes in school at all times. Shoes must be fully black, including the soles. They must be in a flat suitable style, heels and boots are not permitted.

Priestnall Uniform for Year 7 students:

- Black blazer with badge
- Plain white poly-cotton blouse/shirt
- Plain black skirt with dropped waist and pleats, no shorter than 2 inches above the knee. If students choose to wear a skirt, they must wear at least 60 denier thickness black tights. Socks are not permitted over tights
- After May half term, students are not required to wear tights. Instead, students can wear plain white, black or grey socks. Socks should be a plain style without any frills or adornments
- Plain black tailored trousers, straight legged, (tight-fitting lycra trousers, leggings or flared trousers are not acceptable)
- Priestnall School tie
- Plain charcoal / dark grey V-necked knitted jumper (optional)
- Tights – plain black, at least 60 denier, opaque (patterned tights are not acceptable)
- Shoes must be fully black, full leather, fully polishable, with no bubbles in the soles. They must be in a flat sensible style; heels and boots are not permitted.
- Hijabs must be plain black or plain white
- House T-shirt (to be worn on House competition days). Available to purchase through the school directly after a student starts with us.
- No sweatshirts, "hoodies" or sports tops/jackets to be worn in school.
- A school bag must be brought to school



PE Kit for Year 7 students:

The PE uniform is black and white and embroidered with the school logo. Other branded sportswear is not acceptable. There is the option to wear plain black unbranded sportswear.

- Black polo shirt with logo or plain black polo shirt
- Quarter zip training top
- Shorts or skort or leggings or tracksuit bottoms in black
- Black socks with Priestnall vertical letters or plain black knee length sport socks or white sports socks
- Astroturf trainers are compulsory. (The trainers **must** have a **pimpled** sole.) This type of footwear can be worn on all surfaces within the PE Department at Priestnall School.

We strongly advise wearing the following equipment, as they can greatly reduce the risk of injury when playing sports:

- Shin pads
- Gum shield

The above items are compulsory if you represent the school in football or rugby.

Uniform Suppliers

Stockport Schools & Sportswear
104 Heaton Moor Road
Stockport
SK4 4NZ
t: 0161 442 8834
www.triplesuniform.co.uk

MCS Stores
220-222 Fog Lane
Didsbury
M20 6EL
t: 0161 445 7740
www.mcsstores.co.uk

We strongly recommend purchasing uniform early in the summer to allow time for items to be delivered.

Equipment

Every student is expected to provide the following basic items of equipment for every lesson:

- Black or ball point pen (and a spare)
- Pencil
- Pencil Eraser
- Pencil Sharpener
- Ruler 12"/30cm
- Protractor
- Calculator
- Coloured pencils/fine fibre tips
- Rough Notebook/Jotter
- Reading Book

Tippex/Liquid Paper is not allowed in school and must not be used in any school work.

Textbooks and specialised equipment will be issued on loan and students will be required to pay for any loss or damage to school property.



School Bags

All students at Priestnall School need a school bag. Children will find it very hard to organise themselves and not lose their books and equipment if they don't. The bag must be a suitable size and durable enough to carry all the things they need for every lesson in a school day. This is a compulsory part of the school uniform.

Personal Property and Mobile Technology

Students are not allowed to use mobile phones, smart watches or music players during the school day. If a student does bring a mobile phone to school, it must be kept switched off and in their bag. If a phone is seen it will be confiscated. We cannot be held responsible for personal property.

Prohibited items in school:

- Energy drinks/high glucose drinks
- Aerosols
- Chewing gum
- Items containing nuts

Teachers will also confiscate any items which are preventing learning in the classroom or are in anyway dangerous. Those bringing a packed lunch in to school should bring healthy food and snacks and know that sugary sweets may be confiscated. Nuts are not to be brought into school.

Rewards

The school aims to promote high standards of behaviour, self-discipline and learning through positive encouragement and reward.

When your child does something well his/her teacher will recognise this by speaking to your child in class, writing comments on their work, giving high marks and sending home digital Praise Postcards.

Rewards will be awarded for:

- Good work.
- High quality PP&R (homework).
- Positive attitude.
- Contributions to departments.
- Participation in extra curricular activities.
- Good attendance and punctuality.
- Consistently high standards of uniform and being equipped for all learning.



Badges are awarded for achievement in the following areas; Citizenship, Academic Achievement, Attendance and Engagement.



Behaviour

Sanctions will be applied in line with the consequence system outlined below. Where possible the consequences system will be recorded on the whiteboard in the teaching area.

- C1** Formal warning after students have been verbally told about their behaviour. This will be recorded on the board where possible.
- C2** This will be issued if there is no improvement following a C1. This will be recorded on the board. A 10-minute detention will be issued with the subject teacher. The event will be recorded electronically, and the detention will be completed with the subject teacher.
- C3** This will be issued if there is no improvement following a C2. This will be recorded on the board. A 30-minute detention will be issued by the subject teacher. This event will be recorded electronically. This detention will take place after school the following day with a senior member of staff. Parents/carers will be informed via the messaging/email service on the BromCom App.
- C4** This will be issued if there is still no improvement. The student will be taken to another lesson and issued with a one-hour detention by the class teacher. The event will be recorded electronically. The detention will take place after school the following day with a senior member of staff. Parents/carers will be informed via the messaging/email service on the BromCom App.
- C5 Serious incident** the event will be recorded electronically. A serious incident will normally result in any one or a combination of the following: being removed from circulation within school; a 90 minute after school detention the following day with a senior member of staff; withdrawn social time; suspension or permanent exclusion.

Students do not necessarily need to progress from C1 to C5. More serious incidents can be entered directly as C3, C4 or C5 as appropriate. C1 to C5s cannot be 'earned back' as a result of good behaviour later in the lesson.

C3 Out of class Any out of class poor behaviour that warrants a sanction. A 30-minute detention will be issued the next day after school.

C3 Uniform Will be issued for any repeated uniform infringement. For example, if a student is reminded to put their tie on and is seen later in the day without it, or a student repeatedly comes to school without the correct uniform. A 30-minute detention will be issued the next day after school.

For more serious issues of uniform infringement, students may not be allowed social time at break and lunchtime.

In Laurus Trust schools, we refer to homework (work completed by students outside of lesson time) as Preparation, Practice and Retrieval (PP&R). Teachers set meaningful, relevant work that extends the learning of students within each area of study beyond the allotted curriculum time. Students who do not complete their PP&R on time or to the required standard will be set a detention and asked to complete the PP&R.

C3 - No PP&R Will be issued to students who miss a 2nd PP&R deadline. This will be at lunchtime within the department.

C4 - No PP&R Will be issued to students who miss a 3rd PP&R deadline. This will be after school with the House team.



Behaviour for Learning

We will closely monitor 'Behaviour for Learning' in lessons. This will involve how well-equipped students are, how they work throughout the lesson and their completion of Preparation, Practice and Retrieval (PP&R) at home. Additional rewards will be given to students who show consistently good 'Behaviour for Learning'. We will record instances where we believe that a student's behaviour for learning is preventing them from making good progress. This will allow the Heads of House to put intervention strategies in place and alert parents/carers to this at an early stage. Heads of House will also monitor punctuality to lessons.

Suspensions and Exclusions

Fixed-term suspensions and permanent exclusions can be applied as a sanction either for one-off serious incidents or for an accumulation of unacceptable behaviour. All cases will be considered on an individual basis.

Attendance

At Priestnall School we are committed to promoting the welfare of our students through regular school attendance. We know that every day lost to education can have a serious impact on students' attainments and overall progress in school. The link between good attendance and high levels of achievement is undeniable. Poor attendance and lateness may also be detrimental to the social adjustment and development of students.

We expect that parents/carers ensure that students attend school and are punctual. Underpinning this policy is the belief that promoting good attendance is the responsibility of staff and parents/carers and this must be evident in our interactions with students. The school's Attendance Policy states that 'parents/carers will not take their child/children on holiday in term time'.

Aims

- To promote good attendance and punctuality.
- To deal promptly with the causes of poor attendance and lateness.
- To reward good attendance and punctuality.
- To involve all staff, students, parents/carers, governors and outside agencies in promoting good attendance.

Unplanned absence

If your child is unexpectedly going to be absent, please contact school via a text message, before 8.30am where possible, using the below number. We recommend parents/carers save this number in their phone.

Text number: 07860 054 635

It is necessary for you to contact school each morning your child is absent unless we have a doctor's note for longer term illnesses. If we do not receive a text message about your child's absence from school then the absence will be recorded as unauthorised.

In respect of communication home, we use the MyChildatSchool app option on a regular basis to inform parents/carers of events in school. It is therefore important that you have downloaded and activated the app, and that you check regularly for any messages.

For more information please see our attendance policy on the school website.



Student Hub

Student reception is based at the Student hub which is located at the student entrance. If your child needs to leave school for any reason e.g. a medical appointment. Again, when your child returns to school following an appointment, they must sign back in to school. The Student Hub is open until the end of breaktime, after that students will sign in and out via Main Reception. Any appointments during the school day must be pre-advised to school via an email to enquiries@priestnallschool.org.uk.

If a student does not have written permission, they will be sent to the Head of Year and a phone call may have to be made to the parent/carer.

If your child is late to school in the morning, for any reason, they must always sign in at student reception before going to registration or lesson. If they do not sign in, then the school absence text may be sent to the parent/carer.

The student hub is also where students can ask for timetables, copies of letters or any other general enquiries.

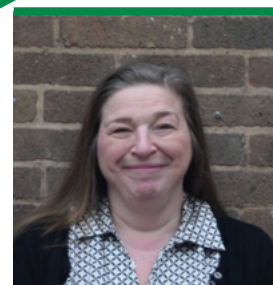
First Aid

Mrs Gavin is our First Aid Lead. Many other staff in school are also first aid trained including our Head of Year team.

Please advise any medical conditions via the admissions form/data collection form on the MCAS app. Mrs Gavin will make contact with you to gain further information about your child's medical condition if required.

Please note that we would never send a student home ill without firstly speaking to a parent/carer or one of the contact names on our system. We would always check how the student will be travelling home before signing them out of school.

Students must never contact home themselves regarding illness during the school day. They must always see a First Aider or their Head of Year. The student must always sign out at main reception before leaving school.



Mrs Gavin
First Aid Lead

School Policies

School policies are subject to regular reviews so please refer to our website for the latest version of our policies. *Click the link below to view on our website.*

[School Policies](#)



What can you do to support your child to become independent and succeed at secondary school?

The aim of this page is to provide you with the information you need to help your child achieve independence, whilst supporting them in getting there. To achieve the balance of doing too much or too little for your child is hard – a useful rule of thumb is:

'never do anything regularly for your child that they are capable of doing for themselves.'

How can you help your child to settle into their new environment and learn the required skills to be successful at Priestnall School?

- Establish a routine which your child is expected to follow. If necessary, provide a tick-list to help them.
- Be involved, praise and encourage independence.
- Encourage your child to arrive to school on time in the morning and at the start of all lessons.
- Each student will be expected to have the correct books and equipment for lessons every day. Your child's timetable is on the MCAS parent/carer app/Bromcom Student app which will help you make sure your child is taking what is required for the school day.
- Make sure your child knows what to do if they are late or if they get lost.
- Your child should always have a suitable school bag.
- Check and sign your child's planner/journal on a weekly basis. If you can set this standard the children will see the importance of it.
- Agree a routine for your child for PP&R (homework) and out of class learning and stick to it!
- Point out the rewards of establishing independence and a routine.
- Ensure your child has the correct uniform and equipment EVERY DAY. They may need a checklist for each day at first to ensure they don't forget any essentials.
- It is useful to have all the necessary equipment at home as well as a set for school. This way the student can keep their school equipment in their bag to ensure they have it every day, whilst still being able to do their homework with the equipment they have at home.
- Encourage your child to check their planner/journal for any PP&R or reminders/notes each night.
- Try to be available for a set time each day to help with homework until the routine is established – it will be time well spent.
- For food technology, please encourage them to help you get ingredients ready and check that they have all the ingredients they need in advance.

Electives (Extra Curricular Activities)

Students who satisfy these requirements tend to achieve more in secondary school.

We firmly believe that all our students should participate in extra-curricular activities. We have a broad range of activities which run at lunch times or after school. There are school sports teams for each year group but also clubs which offer activities at different levels purely for enjoyment, including dance, softball, badminton, handball, dodgeball, lacrosse, climbing, netball, basketball, cricket, rugby, tennis, athletics, table tennis, rounders, football and trampolining.

All curriculum areas offer enrichment and extra-curricular activities. Some example of those that could be on offer are listed on the following page:



Musical production
Musical bands
Choirs
Mathswatch Club
MFL Language Nut Club
Manga & Anime Club
Food & Catering Club

Graphic Design Club
Homework Club
Chess Club
Pride Club
Drama Club
Knitting Club
Baking Club

Reading Club
Warhammer Club
YoYo Club
Life Group
Spirited Arts
Diversity Club
Photography Club

In addition to the clubs and activities organised by departments and individual teachers, the House system affords many opportunities for events and competitions, both as extra curricular activities and in curriculum time. During the school year we regularly update our Electives timetable and inform all students what is on offer in form time.

We have a wide range of opportunities for students to take part in residential visits abroad. We also organise events and activities throughout the year to celebrate international events and festivals.

Online Payments

You may need to make payments to school for items such as dinner money, trips, and other resources. Please note that Priestnall School operates a cashless system.

Parents/carers are asked to make payments online via the secure app called MCAS (My Child at School).

Free School Meals

To check if your child is eligible for free school meals please use the link below. You will need to complete this even if your child already has free school meals at primary school.

[Free School Meals](#)





PRIESTNALL
SCHOOL

Priestnall School
Priestnall Road
Heaton Mersey
Stockport
SK4 3HP

t: 0161 549 7300

e: enquiries@priestnallschool.org.uk

w: www.priestnallschool.org.uk