



THE GRANGE SCHOOL

Mr V Murray – Headteacher

October 2026

Dear Parent/Carer

Re: Accurate Records on My Child At School (MCAS) Portal

To ensure we have accurate records and can contact you when needed, particularly in emergencies, we kindly ask you review and update your child's details held on our school system.

Keeping this information up to date is essential for your child's safety and wellbeing and helps us communicate important school information effectively.

Changes include:

- **Home address**
- **Parent/carers contact numbers**
- **Email addresses**
- **Emergency contact details**
- **Medical information**
- **Parental responsibility arrangements**

If any details have changed, please update your information via MCAS – MyChildAtSchool Portal.

We particularly ask parents/carers to ensure that emergency contact details are current and that the school has at least two contacts available in case of an emergency.

If any issues arise, please email the school office at office@grange.bucks.sch.uk

Thank you for your cooperation and support.

Yours faithfully

The Grange School

