

14 September 2023

Dear Parents and Guardians

I firstly want to say a huge well done to you and your children. They are doing a fantastic job of finding their feet here at Priory. I am already so proud of the way they are handling themselves and settling in. I know it can be quite overwhelming with all the information coming at all angles in the beginning so I am writing to you with a few reminders and updates.

Please do remember that all communication you've already had is also on our website under About Priory > Transition and many of the answers to queries you may have can be found in the pupil handbook that you were given on the New Parent and Pupil Evening back in July (again, a digital copy is available on the website).

Online Payments (SCOPay)

Last week you should have all received your SCOPay details – this is your online payment account – to put money on for break/lunch, school trip payments, ties, lockers etc.

We have had a few issues with some of the new Year 7 SCOPay accounts 'talking to' BlueRunner, which is our catering system. We can see that the money is credited on to the account and are working with the systems to ensure that they are updating. We have made sure that all children are still able to get their lunch - we absolutely would not allow children to go hungry. For any queries regarding SCOPay please contact Mrs Cookson at j.cookson@priory.lancs.sch.uk

Lanyards

All children have received a lanyard. The lanyard is part of their uniform. It is also used to purchase food in The Restaurant. Please ensure your child has their lanyard with them every day. If your child loses their lanyard, a replacement can be purchased via SCOPay for the price of £1 and can be collected from the School Office.

Lockers

Lockers can now be paid for via SCOPay. £5 pays for the locker from Year 7-11. The admin team will periodically print off a list of those that have paid, allocate lockers and then I will show each individual child to their locker where they will choose their own 4 digit code. This locker will remain theirs for the full 5 years. Please ensure you are reminding them that they should not share this code with anyone.

Synergy

Attached to this letter is your log-in for Synergy – our online system for attendance, behaviour and monitoring. When you log in to synergy you can see the achievement points that your child has been awarded, their timetable, their attendance, and communications from staff. Each Synergy log-in is unique to the parent.



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For any queries regarding Synergy please contact d.crank@priory.lancs.sch.uk. Please also ensure you are checking in your email 'junk' box for emails from school that may have come from 'Synergy' as this is how most of our communication is sent out.

Passwords/Log-ins

Your child will no doubt be receiving several log-ins and passwords at the moment. We recommend to all children that they write these in their planner and keep an extra copy at home (or take a photo of it on their mobile phone).

Extra-Curricular Clubs

Your child will shortly be receiving a booklet detailing all the lunchtime and after school activities that are on this term, what day and where. You don't need to sign them up for any clubs, they just need to turn up and have fun!

Please keep an eye on our social media accounts @PriorySTC for updates and notices and remind pupils that they will have their TEAMS channels up and running for notices about clubs etc.

Labelling items

Please ensure every single item of uniform and PE kit is labelled in some way with your child's name. We are a large site and when pupils leave their blazer, or brand new jacket on a bench and it has no name, it is very difficult to find its way back to the right child. All lost property is taken to the pastoral office where it remains for the rest of the term before being donated or disposed of, with the exception of PE kit, which is taken to the PE office.

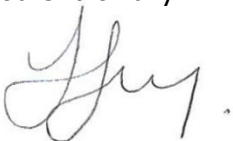
Settle Factor Evening

We will hold Settle Factor Evening on 11 October, which you will receive more information about in coming weeks. This will be an opportunity for you to come into school, meet your child's form tutor and have a chat about how they are settling in. If you have any queries prior to that, you can contact them via email. Their email address can be found on the website. www.priory.lancs.sch.uk/parents/staff-contact-list

Lastly, please don't worry if things aren't falling perfectly into place straight away for your child. Some take to it like a duck to water – for some it can take a little time. It's a big change! In the same way that it will take us some time to get to know the children and their ways, it will take them some time to get to know us and our systems and that's ok. We are here to help so please don't hesitate to contact the class teacher, form tutor or myself if they hit a bump in the road and we will help to smooth it out as best we can.

We look forward to seeing them grow as the year progresses.

Yours faithfully



Mrs Farley
Head of Year 7