

September 2023

Dear Parent/Carer

Year 7 Settle Factor Evening – 11 October 2023

I would like to inform you that the Year 7 Settle Factor evening is arranged for Wednesday, 11 October, commencing at 3.30pm.

This evening will be a short (approx. 5 minutes) meeting with your child's **form tutor** to check how they have settled into life at Priory and your opportunity to ask any questions you may have. Each teacher will have provided your child's form tutor with a settle factor grade for their individual subject which will form part of the discussion.

We would like to invite you **in to school, to your child's form room** to meet with their tutor face to face, however we are also able to facilitate video appointments where necessary. Your child is welcome to attend the appointment with you, however we will have prefects available to show you to the room should an escort be needed.

ALL appointments, whether in person or online, are booked through the automated system 'school cloud'. This can be accessed by following the link below. Please note that the teacher will need to be strict in keeping with their time slot in order to facilitate all parents. Please make a note of the time you have booked.

Please go to the link below to register and book your appointment. The link will be live from Thursday, 21 Sept at midday.

<https://penworthampriory.schoolcloud.co.uk/>

Full instructions on how to book appointments can be accessed from www.priory.lancs.sch.uk/parents/parents-evenings and, in addition, a tutorial video can be viewed by visiting <https://vimeo.com/473882995>

Online appointments: We would much rather greet you face to face; however these are available if absolutely necessary. To enable teachers to meet with as many parents/carers as possible, each appointment slot will be six minutes long. The appointments automatically stop after six minutes and teachers cannot extend the call.

If you would like to speak to any other member of staff following this meeting, please feel free to contact them direct. A full email list can be found by visiting www.priory.lancs.sch.uk/parents/staff-contact-list

We look forward to seeing you on Wednesday, 11 October.

Yours faithfully



Mrs L Farley
Head of Year 7

