

29 March 2023

Dear Parent/Carer/Pupil

I am really pleased that your child will be joining us here as a pupil at Penwortham Priory Academy from September 2023. Thank you to everyone that has returned your data collection forms as confirmation of your place. The closing date to do so has now lapsed, so if you haven't returned your form, please do so as a matter of urgency as we have several pupils on our admissions reserve list hoping for a place.

This letter contains lots of important information and a checklist for you to keep hold of so that you know what to expect and when information will be available to you.

Parent View

I will soon start my transition visits into primary schools and will be visiting each school, either virtually or in person, before the end of the Summer term to meet with your child and their member of staff to discuss their attainment, attendance, and general attributes as a pupil. I will also speak to your child about what happens when they come to Priory and hopefully have a good chat and ease any worries that they may have about moving to secondary school.

However, I am also keen to hear your view. I therefore ask that you complete the online pupil transition information form which can be found by scanning the QR code opposite or going to <https://forms.office.com/e/Ex19TEBgR8>. Alternatively, the link can also be accessed via the transition page on the school website at www.priory.lancs.sch.uk/about-priory/transition. Please complete one form per pupil. This is an extremely valuable piece of information for us to have as it offers us your view, and we feel you know your children best.



Buses

We operate three Priory bus routes in order to transport your child to and from school. These are the Cottam, Walton-le-dale and the Farington/Leyland routes. As is normal at this time of year, the current routes and prices are under review and subject to change. Whilst we expect any alterations to our transport arrangements to be kept to a minimum, you will be notified of these details shortly after the return from the Easter holidays and asked to register your interest for these routes.

For bus routes 574 (Much Hoole) and 719 (Longton) and bus pass enquiries please visit the Lancashire County Council website at www.lancashire.gov.uk/children-education-families/schools/school-transport/school-bus-season-tickets/ or contact them via telephone 0300 123 6738 or email schooltransport@lancashire.gov.uk

Continued...



Penwortham Priory Academy Crow Hills Road Penwortham Preston PR1 0JE

Phone: 01772 320250

Email: enquiries@priory.lancs.sch.uk

Visit: priory.lancs.sch.uk



2.

Summer School

Also attached with this letter you will find a letter detailing our Summer School which will run from Mon, 21 August – Weds, 23 August. This exciting opportunity is free and only open to all incoming Year 7 pupils. We hope that as many pupils as possible attend – even if just for one of the days (although we hope you can join us for all three). **All enrolments need to be completed by Friday, 26 May 2023.**

Uniform

Our uniform information can be found on the school website, and in our Parent & Pupil Handbook, a copy of which will be sent out in future correspondence. However, below is the list of our local stockists should any parents wish to get a head start:

A&D Just	53 Pope Lane, Penwortham, Preston, PR1 9JN.
Smart Clothing	54 Lancaster Road, Preston, PR1 1DD.
Top One Clothing	39 St John's Shopping Centre, Preston, PR1 1FB.

Ties

The school tie (worn by house colour) is only available direct from school and can be purchased at the New Parent & Pupil Evening on Tues, 4 July, at a cost of £6 in cash.

Lockers

All pupils will be issued with a locker which will be sited in their year group area. Lockers cost £5 for the full five years. The locker is accessed via a key code and pupils will be guided in setting this up. They will need to choose a 4 digit numerical code that is easy for them to remember. We recommend they make a note of the number they choose and keep it in a safe place in case they forget it. **More information will be provided when your child starts in September.**

SCOPay

We operate an internet payment system called SCOPay, which allows parents/carers to make payments for all school purchases including meals and trips. All payments must be made via this secure online payment facility, using a debit or credit card. All parents can have access to SCOPay and details, including your unique portal code, inviting you to set up an account will be provided once your child has started with us in September.

ID Cards

All pupils will be issued with an ID card and lanyard in their first week. This is to be worn as part of the full school uniform and used to make payment at the tills for any food purchased in school. Pupils will also use their ID card to sign in and out of school if leaving for an appointment/sickness etc during the school day. Replacement ID cards can be purchased via SCOPay for £1 if needed.

Continued...

3.

Lunches

At Priory pupils have the choice to purchase hot food directly from the dining room to eat in or take away using their ID card to make payment. Alternatively, you can choose to pre-order cold food to take away using the online facility BlueRunner, which is linked to the secure internet payment facility (SCOPay). Log-in details will be given to your child during the first week of term.

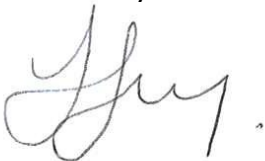
As the SCOPay account can only be set up once pupils have started with us, **we ask that pupils bring a packed lunch for their first week in September.**

Synergy

Synergy is an online application that enables parents and carers to have an immediate overview of many aspects of school life, including behaviour, attendance and communication. Once registered, parents and carers can view information tailored for their child. The behaviour module provides a real time view displaying positive comments and points awarded as well as informing you where aspects of behaviour may be limiting progress. A letter will be sent home in the September with a Parent Portal Code to enable parents/carers to register for the application.

I hope that you find all this information useful and it answers any questions you may have regarding your child's start here with us at Penwortham Priory Academy. More information will be available to you in the coming months, but if we can be of assistance in the meantime, please contact me at l.farley@priory.lancs.sch.uk.

Yours faithfully



Mrs L Farley
Transition & Integration Manager
Head of Year 7

Year 7 2023-2024 Parent Checklist

Task	Completed/Received
Data Collection Forms returned to Penwortham Priory Academy to confirm place.	IF NOT YET DONE, THIS IS AN URGENT MATTER.
Parent View form completed online.	
Summer School – completed the online enrolment form by 26 May to request a free place at Summer School 2023.	
Buses/Transport – information sent at a later date.	
Ties – to be bought at the New Parent & Pupil Evening (4 July) at a cost of £6 cash.	
SCOPay (online payment system) – Access details sent home to parent via pupil in the first week of September.	
Lockers – to be paid for via SCOPay once the system is set up in September at a cost of £5 per pupil.	
Lunches (paid for via SCOPay) – Hot food can be purchased at the till using ID card or cold food ordered online via BlueRunner. ID cards will be given to pupils during their first week and BlueRunner set up details will be sent home in the first week via pupil. Pupils are required to bring a packed lunch for the first week in September.	
Uniform – to be bought from one of our three local stockists. Details provided in the New Parent & Pupil Handbook or at www.priory.lancs.sch.uk/parents/uniform	
Synergy – letter will be sent out in the first few weeks of September with instructions on how to link your account to that of the pupil.	

KEY DATES TO REMEMBER

New Parent & Pupil Evening	Tues, 4 July 6pm–7pm
Transition Day	Weds, 5 July – more info to come at a later date.
Summer School	Mon, 21 August – Weds, 23 August 9:30am-2:30pm.
First day in September	Tues, 5 September (arrival window 8.20am–8.35am)