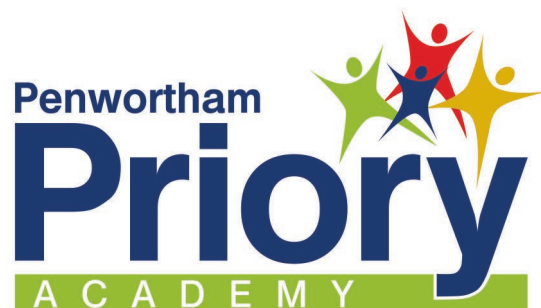


4 September 2026



Dear Parent/Carer

I know there are many of you that I have already met during the transition phase, however I just wanted to send you an email to introduce myself again as your child's Head of Year for Year 7.

Your form staff are very excited to get to know the pupils and are looking forward to having a positive relationship with yourselves as a family for the five years that they attend here at Priory.

I have listed the form staff email addresses below, as they are your first point of contact here at the school:

7E1	Mr Sneddon	a.sneddon@priory.lancs.sch.uk
7E2	Mr Kenrick	p.kenrick@priory.lancs.sch.uk
7E3	Miss Beesley	a.beesley@priory.lancs.sch.uk / Miss Beswick s.beswick@priory.lancs.sch.uk
7W1	Mr Metcalfe	p.metcalfe@priory.lancs.sch.uk
7W2	Mrs Massey	c.massey@priory.lancs.sch.uk

I just want to thank you, in the first instance, for the effort you have made in preparing your child for life here at Priory. They all look incredibly smart and have all come equipped with the tools they need to succeed. It's brilliant to see them using their initiative and getting to grips with their responsibilities as a Priory pupil.

Thank you also, in advance, for your support in ensuring they keep this up throughout the year. Smart shoes; not trainers, shirts tucked in, knee length skirts, white knee length socks (unless with trousers!), pens, pencils, PE kit, and a positive, can-do attitude! A reminder that earrings and any other form of jewellery are not permitted.

Appointments

We thank you for making appointments, where possible, outside of school hours and also keeping a child in school either side of any absolutely necessary appointments.

Absence & Illness

Should your child be feeling a little unwell, we would always prefer that they attempt to come in to school, and we will call if it is felt they do need to come home. Should a child be unable to come into school, we do require a phone call/email to the attendance team explaining the reason for an absence. The attendance team can be contacted at: attendance@priory.lancs.sch.uk

Please be aware that unlike primary school, a child does not need to remain at home for 24/48 hours following an episode of vomiting. If the child feels well enough to return, they are expected to be back in school as soon as possible. Please also be aware that should a child be absent for three days or more, a welfare call will be made by a member of the pastoral or attendance team, and they will ask to speak to the child at this time. Home visits also occur. This falls under our duty of care, as explained in our attendance policy.

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

Penwortham Priory Academy Trust is an exempt charity and a company limited by guarantee, registered in England with Company Number 08133703 and has a registered office at Penwortham Priory Academy, Crow Hills Road, Penwortham, Preston, Lancashire, PR1 0JE



2.

Your child will be given lots of information over the coming weeks, and it can sometimes feel quite overwhelming. I just want you to know that this is perfectly normal, and we are here to help them with any concerns they may have.

It may take a few weeks for them to feel like they've found their feet. Perhaps even until half term. Others may already feel at home! It really is unique to the individual. You may be surprised to know that approximately 90% of them have already said that they don't need teachers to walk them to their lesson; they want to find their own way! Such confidence. (We will all still be on hand to help though, don't panic!)

Achievement Points and Arbor

In lessons, pupils are already receiving their achievement points for being here in school, being prepared and for being generally brilliant(!) Think of these like house points/Dojos from primary school. Pupils who are invited on the rewards trips/activities will have to have earned a certain number of achievement points and must have an attendance of 95% or higher. Pupils will be kept informed of their points and will be able to check this themselves on their 'Arbor' app which they will be introduced to in the coming days. You will shortly have access to 'Arbor' so that you are also able to monitor progress, attendance and points as well as view their timetable.

Payments

You should have all received your log-ins to SCOPay so that you are able to put money on their catering account, and to be able to pay for trips/visits that will be offered throughout the year. Should any extra log-ins be required, for a parent living at a separate address for example, please let us know. Locker payments are also available on SCOPay. All pupils have now been given their locker, and have been instructed to keep their mobile phones, coats and any other items such as PE kit within their locker during the school day.

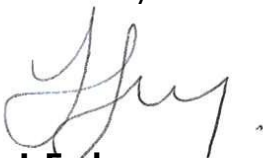
We will have our first proper 'check in' with you at the start of October during our settle factor evening, where you are invited in to have a short chat with your form tutor and see how the children are settling in, however, should you need to speak to them beforehand, please do contact them and they will get back to you when possible.

If you are unsure of anything, please do check the school website as we have a vast amount of information on there, particularly with regards to new pupils. I have also included a link to the New Pupil Handbook that you all received in the Summer term, which contains most of the information a new family should need.

www.priory.lancs.sch.uk/pupils/pupil-handbook

Many thanks, and here's to a brilliant year!

Yours faithfully



Mrs L Farley
Transition & Integration Manager
Head of Year 7

l.farley@priory.lancs.sch.uk