

29 April 2026

Dear Parent/Carer/Pupil

Thank you to everyone who has completed the online form to confirm acceptance of your place. I am really pleased that your child will be joining us here as a pupil at Penwortham Priory Academy from September 2026. The closing date to complete the acceptance form has now lapsed, so if you haven't yet submitted 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.

### **Data Collection and 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 teacher 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 they may have about moving to secondary school.

However, I am also keen to hear your view. As part of our standard data collection process (the Applicaa form you completed), I have asked you several additional questions about your child as an individual. If you have not completed this part, please do so.

### **Buses**

We operate a Cottam bus service in order to transport your child to and from school. As is normal at this time of year, the current route and price 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 before the May half term break and asked to register your interest for this route.

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/](http://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](mailto:schooltransport@lancashire.gov.uk)

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**Phone:** 01772 320250

**Email:** [enquiries@priory.lancs.sch.uk](mailto:enquiries@priory.lancs.sch.uk)

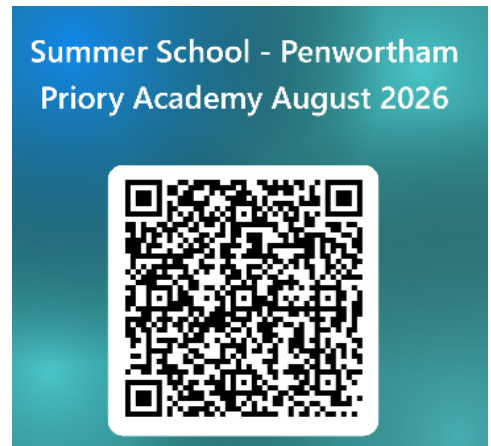
**Visit:** [priory.lancs.sch.uk](http://priory.lancs.sch.uk)



2.

## Summer School

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 both). Summer school will run Wed, 19 August and Thurs, 20 August. **Enrolment needs to be completed via the QR code opposite or <https://forms.cloud.microsoft/e/zcp2xLj89z> prior to 22 May 2026.**



## Facebook Group for New Intake

Once again, we have set up a Facebook group exclusively for parents whose children are joining us from September 2026. Whilst we will post bulletins in the group, these will only be reinforcements and reminders of information that have already been issued directly to parents. In addition, it will also act as a forum for you to ask general questions and for everyone to get to know one another.

Scan the QR code or use the link to join. You will then be asked to provide the name of your child before being accepted to the group. [www.facebook.com/groups/priory2026intake/](http://www.facebook.com/groups/priory2026intake/)



## Uniform

Our uniform information can be found on the school website, and in our Parent & Pupil Handbook, a copy of which will be given to you at the New Pupil & Parent Evening. 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 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.

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### Online Payments System

We operate an internet payment system, SCOPay, which allows parents/carers to make payments for all school purchases such as 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 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 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 the online payments system for £1.

### Lunches

At Priory, pupils have the choice to purchase food and drink directly from the dining room to eat in or take away using their ID card to make payment (cash cannot be accepted), which is linked to the secure online payment system. Details will be given to your child during the first week of term.

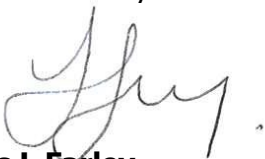
As the online payment system can only be set up once pupils have started with us, **we ask that pupils bring a packed lunch for their first week in September.**

### Arbor

Arbor is an online application that enables parents/carers to have an immediate overview of many aspects of school life, including behaviour, attendance and communication. Once registered, parents/carers can view information specific to 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. Children will also be able to access their own accounts to view information. A letter will be issued to you in the first few weeks of September on how to set up your parent account.

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](mailto:l.farley@priory.lancs.sch.uk).

Yours faithfully



**Mrs L Farley**  
**Transition & Integration Manager**  
**Head of Year 7**

## Parent Checklist – New Intake 2026

Task	Completed/Received
Confirm acceptance of place and data collection via Applicaa.	<b>IF NOT YET DONE, THIS IS AN URGENT MATTER.</b>
Summer School – register via the QR code/link by <b>22 May</b> to request a free place at Summer School 2026.	
Join the Facebook group if you have access to this platform.	
Buses/Transport – further information sent at a later date.	
Ties – to be bought at the New Parent & Pupil Evening (1 July) at a cost of £6 cash.	
Online payments system – Access code and details sent home to parents/carers via their child in the first week of September.	
Lockers – to be paid for via the online payments system once the system is set up in September at a cost of £5 per pupil.	
Lunches (payment loaded via the online payments system) – Food and drink can be purchased at the till using an ID card. ID cards will be given to pupils during their first week. <b>Pupils are required to bring a packed lunch for the first week in September.</b>	
Uniform – to be bought from one of our three local stockists. Details provided in the New Parent & Pupil Handbook or at <a href="http://www.priory.lancs.sch.uk/parents/uniform">www.priory.lancs.sch.uk/parents/uniform</a>	
Arbor – a letter will be sent out in the first few weeks of September with instructions on how to link your account to your child’s record and set up the Arbor Parent App and Arbor Pupil App.	

## KEY CALENDAR DATES TO NOTE

New Parent & Pupil Evening	<b>Weds, 1 July 5.50pm–7pm</b> (registration/refreshments from 5.30pm)
Transition Day	<b>Thurs, 2 July – more info to follow</b>
Summer School	<b>Wed, 19 August – Thurs, 20 August</b>
First day in September	<b>Wed, 2 September (arrival window 8.20am–8.35am)</b>