



THE PRIORY ACADEMY

LSST

Dear Parent of New Student

This information is important to ensure that new students are able to use our cashless catering systems in the academy's dining rooms. Please check your email on Monday to set this up.

We would like to take this opportunity to explain some of our online systems and their roll out to you as parents of new students at our Academy. On Monday 6th September we will be sending you an email with instructions and an activation code to allow you to access the academy's online SIMS Pay 360 system. Once you have completed your SIMS Pay 360 registration, you can then download and use the SIMS Parent App.

A SIMS Pay 360 account will allow you to pay online for school trips, pay into school meal accounts to spend in the dining rooms, as well as Priory Leisure membership. Communications will be sent when you sign up to the service and become part of an active group, which will include notifications when trips are added and helpful reminders when payment deadlines are close.

On Monday 6th September students will be allowed to go 'overdrawn' on their school meals account – we hope you can credit their account by the time they use the system on Tuesday.

The SIMS Parent App will allow you to see your child's timetable, school assessments and reports and will give you access to check the personal information we hold on our Management Information System (MIS). The SIMS Parent App will also allow you to quickly and easily amend contact details as they change, making sure we hold the most up-to-date information should we ever need to contact you. Once you have completed your SIMS Pay 360 registration, you can then download the SIMS Parent App.

Setting up the SIMS Parent App

Step 1: Go to the Google Play store or the Apple store and search for SIMS Parent;

Step 2: Install the App;

Step 3: Open the App;

Step 4: After the welcome screen, you will get the Sign In page. Click on the Sign In button and select the option you registered with ie – Microsoft, Facebook etc and login using your credentials;

Step 5: The Parent App welcome screen opens.

If you have multiple children at the Academy you will only require one account as all of the children will be linked to your single login. Therefore, for those parents who already have the SIMS Parent App and an online SIMS Pay 360 account there will be no account activation communications. Your youngest child(ren) will automatically be linked to your accounts in the next 24 hours. You will need to credit money to each child's account separately if you have more than one child at the Academy.

Should you have any queries once you have received these communications please do not hesitate to contact us. Yours faithfully

Mr T Verdon
Deputy Headteacher

Headteacher: Mrs J Hopkinson

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The Priory Academy LSST is part of The Priory Federation of Academies Trust. For further information please contact:

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