

6th January 2022

Dear Parent/Carer

As you will be aware this academic year we have begun to use Satchel One. To date teachers have been logging House Points and rewards on Satchel One to reward positive behaviour. You can then sign in to Satchel One to view these. We do appreciate your patience as we begin to use Satchel One more and more and we are already seeing numerous benefits. More House Points are being rewarded than ever in all year groups and students in Key Stage 4 and 5 are more engaged with the house point system as shown through our student voice. As well as this it has assisted staff with seating plans, which can be shared easily should a class need to be covered by another member of staff.

Moving forward we are now going to also log negative behaviour on Satchel One. Therefore Satchel One will become our primary tool for reporting home behavioural issues. This will begin Tuesday 11th January 2022. Using the guide at the end of this email you can setup notifications using Satchel One, if you wish, so you know when a behaviour (positive or negative) has been logged. This will mean that you are informed sooner of behavioural issues rather than as and when you sign your child's Daybook, which means you can discuss them with your child in a more timely manner. Staff members will input comments that will explain any behavioural issues which are logged where needed. In the longer term we are working towards moving away from our traditional Daybook, like many others school have or are in the process of doing, and in the future will also use other features in Satchel One such as the facility to set homework. Satchel One is a better tool for the environment than the Daybook and ensures all messages are reported home quickly and accurately. This is the next step in this journey.

To ensure this system is effective we do ask that you either login in to Satchel One and setup appropriate notifications or login at least once a week to check if anything has been recorded for your child. We also ask that you still continue to check and sign the Daybook, as this is where any detentions may still be noted. We appreciate checking both is inconvenient, but this is a period of transition and we aim to be using just Satchel One by September 2022. Module grades, reports and updating medical information still require use of the SIMs Parent App but we are working with our providers to try and ensure only one application is needed in the longer term.

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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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If you have not logged into [Satchel One](#) yet and need a copy of your parent code or are having trouble logging in then please contact Main Reception by either emailing LSSTGeneralEnquiries@prioryacademies.co.uk or by calling Main Reception on 01522 889977.

Guides for using Satchel One can be found [here](#). Please note we are *not yet* using Satchel One to set students homework. Homework is still being recorded in the Daybook, but this is a feature we will begin to use in the future.

If a positive or negative behaviour is ever logged on Satchel One about which you have any questions, then please always email LSSTGeneralEnquiries@prioryacademies.co.uk in the first instance and we will get back to you.

Yours faithfully,

Mr Sleight
Assistant Head

