



PAIGNTON
ACADEMY

Date: 20th July 2020
RE: Year 6 Transition

Waterleat Road Centre,
Waterleat Road,
Paignton TQ3 3WA

T: 01803 403005

F: 01803 403006

E: wrdadmin@paigntonacademy.org

Borough Road Centre,
Borough Road,
Paignton TQ4 7DH

T: 01803 403003

F: 01803 403004

E: brdadmin@paigntonacademy.org

Dear Parent/Guardian

www.paigntonacademy.org

We really look forward to welcoming all our new Year 7s in September. Please find enclosed further information for the start of term and listed below are a number of final updates;

ParentPay

Enclosed within this envelope is your ParentPay log in. ParentPay is the payment system that allows parents to pay for meals, trips and equipment. At present there is nothing you need to purchase but there will be optional items listed on ParentPay. Please note any uploaded funds need to be allocated to meals for your child to purchase food.

You need a valid email address as a username and for account verification.

1. Navigate to **parentpay.com**
2. Select **Login** at the top right corner of the screen
3. Enter the **username** and **password** provided in your account activation letter and select **Activate**
4. Complete the activation as detailed on the screen. That's it you're done!
5. You can add up to 5 children to an already active ParentPay account

If you already have an existing ParentPay account for other children, please follow the instructions on your account to add another student / school etc.

September Timings for Year 7

We are delighted to welcome all students back in school on Monday 7th September;

Times for Year 7 on **Monday 7th September only** are: Start **8:25am** - Finish **2:30pm**

Times for Year 7 from **Tuesday 8th September** will be: Start **8:25am** - Finish **2:50pm**

BAY EDUCATION TRUST

Registration Number: 09299975

Optional Welcome Tour – Friday 4th September

We want to do everything we can to ensure students are confident and excited before they start school. For this reason, on Friday 4th of September we will be offering an optional 75-minute tour for any Year 7s who would like to visit their site at the same time as the rest of their Tutor Group.

On the afternoon of the 4th September, each tutor group will have a set arrival time to be welcomed at reception by their Head of House and Pastoral Manager and a set departure time from a different exit. Each tutor group will then be given tour by their tutor which will include the rooms they will be using from Monday 7th September. Students will also be able to ask any questions they might have, find their way around and meet staff in a less formal environment before they start properly. Please find enclosed the timings for each tutor group. Students do not need to wear uniform on Friday 4th, all they might need is a drink and hopefully their completed “All About Me” booklet. We will send all parents a quick and easy booking form via email a few days beforehand, so we know which students will be attending. Please do not worry if your son/daughter cannot attend, this is an optional event, offered to further support students.

Parents Checklist

To support our parents please find enclosed a parental checklist. This will provide a clear picture of all your responsibilities to ensure your son/daughter has a smooth and effective start.

Students Checklist

We want all our students to be extremely successful, there are several activities we have designed and a range of videos we have made to support our Year 7 students to be fully prepared for secondary school. We would like your son/daughter to look at this checklist of ‘Compulsory’, ‘Highly encouraged’ and ‘Optional’ activities and complete these before September. If you had an opportunity to look at this checklist with your son/daughter this would be very beneficial.

Communication

Please note a final video message will be uploaded to the parent’s page and a parent’s information presentation will also be sent out to you. Moving forward all communication from the Academy will be sent to you via email, please can we ask you to check your spam or junk emails at regular intervals and identify emails from us as safe. We do have a few different email addresses that we send communications from. As we move into September you will now be included in all the main communication sent to parents, so the specific Year 6/7 updates that you have been receiving will cease.

Thank you for your ongoing support, we very much look forward to working in collaboration with you and can I wish you a fantastic summer holiday.

Yours faithfully

David Carpenter
Assistant Headteacher