

22nd May 2026

Welcome to PRS

Dear Parents, Carers & Students,

We are really looking forward to supporting you as you prepare to join Princes Risborough School. This letter contains important reminders and key information in one place, which we hope you will find useful.

Listed below are upcoming events for your diary:

Short Transition morning on Monday 6th July at 9.30am until 11am for those students we have been unable to visit in their primary school. This will be by invitation only and is in addition to the following Transition Days:

Transition Evening: Monday 6th July, 5:00pm - 8:00pm

We are looking forward to you joining us for our induction evening where you can meet Mr Forshaw and other members of staff as well as representatives from our Governing Board, the Guild of Parents and also Edde Education/Getech, the company that supplies Chromebooks for PRS.

Transition Days: Tuesday 7th & Wednesday 8th July

Please ensure that a nut free packed lunch is bought on these days and that travel arrangements are made. If you are driving, please enter using the New Road Entrance, onto the bus turning circle. **Students are to wear their current school uniform** and will be met by staff at the entrance to the bus turning circle. Please note the differing start times for the days.

Tuesday 7th July: **09:15am - 2:45pm**

Wednesday 8th July: **08:45am - 2:45pm**

Summer School: Monday 17th until Wednesday 19th August

We are pleased to announce that we will be running a Summer school for a week. If you haven't registered for a place, **please read the [attached letter](#) and complete the form by Friday 12th June**. I would encourage everyone to attend the Summer school as it has always been a really good way to get to know the other students in your year and to familiarise yourself with the school site.

Listed below are reminder of key tasks, which need to be completed:

Admissions Data Request & Parent Portal Set up

You should have now received your login details from Applicaa, which will enable you to complete the admissions information and provide consent for a number of items for your child, ahead of September. If you have not yet received this please get in touch with us - office@prsbucks.com
The deadline for completion is **Friday 5th June**.



School uniform

Uniform can be purchased from either [Bucks Schoolwear Plus](#) in Aylesbury or [PMG Schoolwear](#) in High Wycombe. Further information including our Uniform Policy can be found on our website: <https://www.princesrisborough.bucks.sch.uk/Buying-School-Uniform/>. **Please ensure every item of uniform and PE kit is clearly named.**

School Lockers

Our school lockers are provided by an external company, Rent My Locker (RML), who provide and maintain the lockers, handling all of the administration, including bookings and payment. The annual cost of renting a locker is £30 per academic year. Please see the letter [here](#)

Medical conditions

Please note that should your child have a medical condition which we should be aware of, please ensure that this is recorded on the online admissions form. You can also email our Medical Officer, Mrs Lai, with any additional queries at klai@prsbucks.com

Chromebooks

We are pleased to announce that the purchasing portal for our Chromebook for Learning scheme is now **open**.

At Princes Risborough School, we are committed to providing our students with the best possible tools for their education. The 1:1 Chromebook programme ensures that every student has access to modern technology to support their learning both in the classroom and at home.

How to Access the Portal and Information

Full details about the scheme, including device specifications, insurance coverage, and frequently asked questions, can be found on the Trust's dedicated website:

www.insignis.org.uk/chromebooks

From this page, you can access the subpages for **Purchase Options** and links to the specific online shops for each Trust school.

Purchasing Options

We have partnered with **edde** and **Getech** to provide flexible payment options to suit all families:
Monthly Lease Agreement: Spread the cost of the device over 36 months with affordable payments and no credit checks.

Outright Purchase: Buy the device and protective case in a single one-off payment.

Pupil Premium: If your child is eligible for Pupil Premium, the school will cover the cost of the device. Please follow the registration instructions by clicking on the link below to secure your child's Chromebook.

www.insignis.org.uk/PP-Chromebooks



Support with Your Purchase

If you require any assistance with the registration process or have questions regarding the payment plans, please contact the specialists at **edde** directly. They are available to guide you through the process and ensure your device is correctly registered to our school network.

Call: 01494 611 465 (Monday – Friday, 9:00 am – 5:30 pm)

Email: hello@edde.education

Phone Locker Pouch

Each student is required to own a phone pouch as per the [IAT Behaviour Policy](#)

The cost of each secure pouch is £10. To order a pouch please make a payment via Bank Transfer to the following account:

Bank Details

Insignis Academy Trust

Account #: 58167360

Sort Code: 30-90-38

When making the bank transfer, please ensure that your reference information clearly includes the Students Name(s) and the School abbreviation. For example: Sue Smith PRS.

Phone pouches will be handed out to students on the first day of term

If you are eligible for the Pupil Premium the school will provide your child with a Chromebook and Phone pouch if you have completed the Pupil Premium Application Form.

Pupil Premium Students

PRS will supply the badged items from the uniform list for students in receipt of Pupil Premium funding. Please complete the following form with your closest uniform shop by Monday 20th July: [Pupil Premium support for uniform and Chromebook.](#)

If you are not eligible for Pupil Premium but have a financial hardship, please apply to our [Welfare Fund.](#)

Instrumental/Vocal Lessons

[Buckinghamshire Music Trust \(BMT\)](#) provide all instrumental & vocal at PRS. To apply for lessons or to sign up for please complete the application form available via this link. To join the Aylesbury, Amersham or High Wycombe Music Centres, please visit this [link.](#)

School Buses

Information regarding school transport options can be found via the link below. Please note that students have the option of downloading a digital bus pass or applying for a physical bus pass/card. [Buckinghamshire Council School Transport](#)



Additional reading

The [PRS Student Handbook](#) on the website contains helpful information on life at PRS.

First Day at PRS: Friday 4th September 2026

We want to reassure you that we will assist you in any way we can to ensure all students arrive at PRS on their first day excited and fully informed about the next chapter of their education. Only Year 7 and 12 will be in school on this day.

Please **arrive at school by 08:40am ready for form time at 08:45am**. The meeting point for the students will be the lower playground where they will be met by their form tutor and taken to their form room.

There will be **no vehicle access to the school site on the first day in September**, so please encourage your child to walk up from the town.

The night before the first day in September we suggest helping your child make sure that they have packed their bag with the following items so that they are all ready in the morning and not rushing or worrying about finding items:

- Packed Lunch - No nuts please (lunch will be provided for FSM students only)
- Reusable Water Bottle
- Chromebook (Order information to follow after half term)
- Mobile Phone Pouch (please order by **10th August** for collection at Summer School).
- Pencil case containing:
 - Pens (black/blue and red)
 - Pencil
 - Highlighter pen
 - Coloured pencils
 - Maths geometry set (including: ruler, eraser, compass & protractor)
 - Scientific calculator

Key Information

[Transition Page of the PRS Website](#)

[Home School Agreement](#)

[Student Handbook](#)

[Free School Meals and Pupil Premium Application Form](#)

[Welfare Fund](#)

[School Uniform](#)

[School Policies](#)

Yours faithfully,

Mrs L Riley

Transition Lead

lriley@prsbucks.com

