



The Priory School

Educating Students for Success in Life

The Priory School
Bedford Road
Hitchin
Hertfordshire
SG5 2UR

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Headteacher: Mr Geraint Edwards

Year 7 Transition Parents' Guide and General Information Booklet 2019



Responsibility

Respect

Resilience

CONTENTS PAGE

1. Front Cover
2. Contents Page
3. Welcome letter from the Headteacher
4. School Communication
7. The Timetable
7. The School Day & Lunchtime Arrangements
10. Raising Aspirations
11. The School Curriculum Offer
13. Teaching, Learning and Assessment
14. SEND (Special Educational Needs & Disabilities) and Wellbeing
16. Sixth Form
17. High Attainers
18. School Uniform
20. Behaviour, Rewards & Sanctions
23. Attendance
24. Transport
25. Online Services - bookings
25. Financial support and charging
27. School Trips
28. Out of School Hours Clubs
29. Lockers
29. Instrumental Teaching
31. Frequently asked questions
34. ICT Acceptable Use Agreement
35. Home School Agreement

Dear Parent / Carer

I would like to take this opportunity to welcome you to The Priory School and we look forward to building a strong working relationship with you over the forthcoming years. The transition from primary to secondary school is an exciting chapter in your child's educational journey. The Priory School prides itself on the support and guidance we offer during the transition process.

We have high expectations of those who join us; we expect students to work hard, actively engage in their learning and develop a 'can do attitude'. We insist on the highest standards of behaviour, conduct and attendance from all our students. In return we offer outstanding learning, support and guidance. In short, we want all of our students to flourish and our aim is to bring out the best in everyone.

Today's learners are tomorrow's leaders and we strongly believe in developing our students' wider leadership skills. In a world where education is not an automatic right our students are in a privileged position. At The Priory School we offer a plethora of extra-curricular opportunities that will support your child in developing positive character traits that will lay the foundations for future success once they have left school.

We hope you find our Parent Guide useful and I urge you to read it all carefully. Any views on how the guide might be improved would be most welcome.



Geraint Edwards
Headteacher

Our Ethos

The Priory School is an inclusive, community, co-educational school. We provide our students with a rounded education, focused on both progress and attainment, whilst promoting the values of responsibility, respect and resilience.

Our Values

- **Responsibility** – supporting students to become life-long learners who are motivated, self-regulating, reflective, civic-minded and effective leaders.
- **Respect** – encouraging students to be inclusive, tolerant and able to demonstrate democratic values.
- **Resilience** – equipping our students with the skills to meet the challenges and demands of 21st century life.

Our Vision

To empower every student to develop and meet their aspirations, to be self-confident, inspirational and active members of their community.

SCHOOL COMMUNICATION

School Address: Bedford Road, Hitchin, Herts SG5 2UR
 School Phone No: 01462 622300
 E-mail: admin@priory.herts.sch.uk
 Website: www.priory.herts.sch.uk
 School Twitter: @TPS_Hitchin
 Transition Twitter: @TPS_Transition

Area	Person Responsible	Ext
Absence and Attendance	Polly Higgs	207
Pastoral Base – Student Welfare and Detentions	Fiona Cochrane	224
Finance	Sandra Hawkins	212
Examinations	Janine Cane	203
Sixth Form	Lynne Luckman	233
SEND	Angela Benucci	240
Café and Free school meals	Tony Foster	204
All other enquiries	Reception	201

Key members of staff

Chair of Governors	Mr R Hewgill
Headteacher	Mr G Edwards
Deputy Headteacher	Mrs F Nearney
Acting Deputy Headteacher (Behaviour and Attendance)	Mr L Foster
Assistant Headteacher (Standards and Achievement-Academic)	Mrs S Hibbert
Assistant Headteacher (Teaching & Learning)	Mr N Parsons
Assistant Headteacher (Head of Sixth Form)	Mrs Z Armitage
Assistant Headteacher (Student Wellbeing)	Mrs K Southall
School Business Manager	Mr A Foster
Head of Year 7	Miss A Duric
Pastoral Manager Wellbeing	Mrs J Laycock
Pastoral Manager Behaviour and Attendance	Mrs S Brazier
Head of Key Stage 3	Mr R Freeland
Head of Key Stage 4	Miss S Mulholland
SENDCo	Mrs K Emsley
Raising Aspirations Coordinator	Mrs S Emler
Head of English Department	Miss K Dolling
Head of Maths Department	Mr A Greenwood
Head of Science Department	Dr R Blackford
Head of Art & Drama Departments	Mr T Evans
Head of Business Education Department	Mrs L Evans
Head of Design & Technology Department	Miss R Loo
Head of Geography Department	Mrs M Hall
Head of History Department	Mr R Cussen
Head of ICT Department	Mr S Hankin
Head of Modern Foreign Languages Department	Mrs V McManus
Head of Music Department	Mrs L Creak
Head of Psychology and Sociology Department	Mrs A Willcox
Head of Philosophy & Ethics/Citizenship	Mrs R Moore
Head of Physical Education	Miss H Foy
KS5 Manager	Mrs L Luckman

General Information

The school office is open from 8am–4.30pm. Messages regarding your child's absence can be left by selecting Option 1 from the list of options on the phone message.

We will, of course, be happy to speak to you about any problems that need immediate attention.

Communication with the school should be addressed to the appropriate Head of Year, Form Tutor or Head of Department in the first instance.

The Priory School has just under 1200 students and 163 members of staff and to ensure that the school runs as smoothly as possible we need clear lines of communication. Effective communication between school and home is vital in supporting your child's educational journey. The school will need to know all relevant contact details which in the first instance will have been completed by you in the Essential Forms booklet.

When we contact you

We often rely upon electronic contacts for the most part, so please ensure that you are receiving emails from us. Information about upcoming events, exams, detentions and trips are all sent via this system. We also have a school Twitter feed (@TPS_Hitchin) which you can follow to see further output from school. The school website is also a good source of information and may answer a number of questions you have without the need to contact us.

To be able to receive texts and email communications, you will need to supply your current email address and mobile phone number. You will receive regular newsletters that provides information about school life and up and coming key dates and events.

We hope to have a more extensive TPS Parent App up and running in September. More information to follow.

If you need to contact us

Should you wish to contact the school, you can do this via phone, email or, in certain circumstances, in person. For all non-emergency contact, you will be offered the chance to make an appointment to see a member of staff or will be phoned back when the staff member is available. Please do not turn up in reception expecting to speak to a member of staff without an appointment as they will not be able to meet with you. Members of the reception team will take your details and pass them onto the relevant member of staff who will then contact you within 24 working hours. Non-urgent concerns that are communicated to school may not take priority over other issues arising. We do our best to deal with urgent situations immediately. Please consider this when you raise a concern with the school and appreciate that we will do our best to deal with you as soon as we are able.

Expectations regarding communication with the school

The Priory School staff are dedicated professionals who do their best to treat every concern raised with as much integrity and rigour as they can. When communicating please treat all staff members with respect and courtesy. We reserve the right to end meetings and phone calls when this is not the case. The Governing Board has a duty of care to its employees and as such will impose restrictions against the small minority of parents who are directly abusive or resort to the use of social media to undermine the work of the school. All parties should expect email communication to demonstrate courtesy and professionalism at all times.

E-Safety and Mobile Phones

We are dealing with an increasing number of incidents relating to social media. If your child would like to bring a phone to school, it needs to be handed in at the beginning of the day and can be collected at the end. As phones are not permitted to be carried within school by students, these incidents are occurring out of school and at home. This can cause a lot of distress. It is your responsibility as parents to ensure that if your child has a phone, it is used responsibly. Most social media sites have a lower age limit of 13 and we would urge you to remain informed as to the nature of the activity on your child's phone. If issues occur on social media, we will do our best to support you in dealing with them, but please understand the impact we can have is very limited. Similarly, you should be aware of your child's other online activity. E-Safety is a major focus with the youth of today and we must work together to raise the awareness of these issues and ensure our young people are behaving appropriately and are able to spot potential online hazards.



THE TIMETABLE

Every day your child will go to five different lessons. Each subject is taught in a different room, sometimes an ordinary classroom, sometimes in a special classroom like a workshop or laboratory. Each subject has a different teacher so they will move around the school building several times and meet lots of new teachers. Here is an example of a timetable for you to look at. We run a two week timetable which means your child may not have the same lessons at the same time from week to week. For each lesson you will see the lesson taking place at the top followed by the teacher's initials and classroom where the lesson will take place. For example, Week 1, Monday period 1 would be Philosophy and Ethics with Miss Mullholland in room B2.

	Mo1	Tu1	We1	Th1	Fr1
1	P&E SM B2	English Language DP A8	English Language DP LRC	PE DN SH	Art TC B10
2	French VM D1	PE DN SN	Technology AH T3	Maths EA A11	French VM D1
3	Geography MH B9	French VM D1	PE DN SH	Geography MH A13	Maths EA A11
4	Maths EA A11	Science LY S6	Citizenship SM B2	Science BS1 D2	English Language DP A8
5	Music EG M1	ICT LP B9	Maths EA A11	Technology AH T3	History RC A16

THE SCHOOL DAY

Arriving to school

Please ensure that students understand that they need to enter the school through the double gates by the sports hall or the side gate by the playing fields if they are coming from Bessemer Close – not through the front reception. Students can take their bikes and scooters for safekeeping to the bike sheds next to the pastoral base. The main gates are locked at 8.50am and all late students need to go to reception to be signed in. We understand that there are sometimes valid reasons for late arrival to school but where a student has no good reason, they are liable to be sanctioned as per our For Learning policy. Two late marks in a week will result in a detention. When a student is late to school for any reason, we notify parents the same morning via email.

If you choose to drop your child at school in a car, please do not block the car parks or drive up to the front of school. Instead, please drop off/pick up your child on the Bedford Road side road. If the car park is overcrowded, your children's safety is at risk and the school buses cannot exit when needed.

Tutor Learning Time

Each day, your child spends time with their form group and tutor. This is a crucial part of the school day in which important messages and information are disseminated. The tutor groups also run through programmes to develop numeracy and literacy skills, as well as citizenship topics. This is an opportunity for your child to raise any issues/concerns they have about the day or pass on written communications from yourselves. We also check uniform is appropriate and that the students are ready for the day ahead. Once a fortnight, your child will have an assembly – these focus on a range of themes including learning, politics, history, e-safety and charity events.

Movement around school

Students at the Priory School are expected to move around the site in a calm and orderly manner, keeping to the left on the staircases and showing respect to their peers and the staff. We do not use bells in school, staff inform the students when the lessons have ended. Before lessons, students need to line-up outside the classroom in silence. Registers are taken within the first 5 minutes of all lessons.

8.50am – 9.15am (9am – 9.15am on Fridays)	Morning Registration
9.15am – 10.15am	Lesson 1
10.15am – 11.15am	Lesson 2
11.15am – 11.30am	Break
11.30am – 12.30pm	Lesson 3
12.30pm – 1.30pm	Lunch
1.30pm – 2.30pm	Lesson 4
2.30pm – 3.30pm	Lesson 5
3.30pm	End of School

Lunchtime and the School Café

A free breakfast is available in the café every day from 8am until 8.40am. Snacks are available at break time and main meals, sandwiches and pasta pots are available during lunch. Your child may bring a packed lunch and eat this in the café too. Students need to line up through the café and have their Smartcards ready for payment. Bags must be left in the covered bag racks outside, or placed in students' lockers. Please avoid bringing nuts into school.

The Priory School Café uses a Smartcard System for payments of meals & refreshments. These cards are also used for ID and printing. You pay money onto the Smartcard via ParentMail or your child can top up the card using the Payment Booths located in the café. If you have any questions, please contact the Finance Office on 01462 622300, Extension 220. Students line up within their key stages for hot lunches/sandwiches etc. while those with packed lunches are able to go straight into the café to eat. During wet weather, inside spaces are opened up for use by the students.

All new students will be issued with a temporary Smartcard on day one until they have their photo taken and the photo Smartcard is ready. Students will need to keep a close eye on their spending and top up when needed. It is very important that students remember their Smartcards every day. Occasional lapses can be dealt with via Catering Managers in the Café. Lost cards must be reported

immediately to the Catering Managers so that unauthorised use can be prevented. The Priory Café manages this system, not the Head of Year or the Form Tutors. If you have any queries please contact Sandra Hawkins on 01462 622300, Extension 212.

As the café is a busy place, all students need to queue sensibly and all students are expected to clear away their trays and plates. Friday is a popular day in the café as we serve chips but even on these days, all students are served within 30 minutes.



The Priory Cafe

Lunchtime Activities

During break and lunch, students will have a variety of clubs they can attend. These are identified on notice boards in their form rooms. Please see page 28 for an example of our Enrichment Opportunities programme.



There are also areas available for them to eat and sit and play with friends. These include the memorial garden, covered seating area, field, hard courts, multi-use games arena (MUGA), outdoor table tennis (students can borrow equipment or bring in their own bats) and astro turf areas situated around the school.

RAISING ASPIRATIONS

Raising Aspirations (CEIAG) is now the umbrella for all careers-related activity in school, including careers advice and guidance; work-related learning; enterprise; STEM (Science, Technology, Engineering and Mathematics); applications to college, university and for apprenticeships; business mentoring, and work experience.

We have an exciting programme of lessons, activities and events starting in September. We will be spending time with your child on the Induction Day, introducing the team and showing them the exciting plans that we have for the careers pathway through The Priory School. During Year 7, your child will take part in their first Raising Aspirations lessons with Sally Emler, as well as the Year 7 Raising Aspirations Week in September and National Careers Week in March, (a whole school event).

Outside of these set times, please remind your children that our door is always open. They can visit Sally Emler in her office next to B5 (behind Food Technology) to chat about their ideas and ask questions. You, parents and carers, are welcome to contact Mrs Emler anytime at sally.emler@priory.herts.sch.uk. All of the information about us can be found on the school website under Departments/Raising Aspirations.

Our role is to equip our students with the skills and knowledge that they need to make informed decisions at key points in their school lives, and ultimately to prepare them for the world of work. Our aim is to enable all students to achieve their full potential. We look forward to working with you and your children over the coming years.



A Raising Aspirations visit to Wilmott Dixon

THE SCHOOL CURRICULUM OFFER

Subject	Number of lessons a fortnight		
	Year 7	Year 8	Year 9
English	8	8	8
Maths	6	6	6
Science	6	6	6
Languages	5	5	5
Geography	3	3	3
History	3	3	3
Philosophy & Ethics	2	2	2
Art	3	3	3
Design & Technology	4	4	4
Computing	3	3	3
Music	2	2	2
PE	4	4	4
Drama	1	1	1

Form Groups

Students will be allocated to one of 7 form groups. The year group is divided into two sides with 3 form groups on one side and 4 on the other. One form group in each half of the year group will be allocated based on the student's academic ability using KS2 data linked to SATs and Year 6 teacher assessments. The remaining form groups in each half of the year will be mixed ability. By allocating forms groups in this manner, subjects that are not set will be able to focus more on academic needs of the students as the ability range in their classes will be narrower.

The creation of form groups is a complex task and the pastoral team spend many hours carefully allocating students based on a wide range of information provided by primary schools. Members of the pastoral team will visit each school to talk to teachers and students so as to build up a good picture of each individual child and the best form group to place them in. With 210 new students coming from 28 primary schools it is very difficult to give everybody exactly what they would like. Our experience shows us that any students who initially feel they 'do not like their form group', quickly settle into new routines, meet new people and forget their initial worries.

Every year there is a small minority of parents who take up a huge amount of time trying to force a change in the allocation of their child's form group. We ask parents to support the school by working positively with their child. The allocation to form groups is based on the professional decision of the pastoral team and it is the school and not the parent who makes this decision. As the academic year progresses the pastoral team will review the form groups and if they feel that a specific move is needed then they will contact the relevant parents to discuss the decision to move a student.

Setting Arrangements

On entering Year 7, students will be placed into sets for Maths. Other subjects are set further through KS3. These sets will change throughout the year based on student progress and attainment. All other subjects will be taught in form groups. The allocation of students to sets is based on the professional judgment of the departmental staff and the school expects parents to respect the decisions made.

Modern Foreign Languages

In Modern Foreign Languages, half the year group will study Spanish and the other half will study French. All students will study their first language until the end of Year 9 and will be encouraged to carry on to GCSE.



Maths

In Year 7 there are 4 Maths Sets in both halves (X and Y bands) of the year group. Setting is initially determined by KS2 information provided by primary schools, however this is quickly superseded by our own entry testing that occurs within the first two weeks of Autumn Term. Students are then continually assessed throughout the year and setting is reviewed each half-term. The allocation of students to sets is based on the professional judgment of the departmental staff and the school asks parents to respect the decisions made.



TEACHING, LEARNING AND ASSESSMENT

Students will undertake a variety of learning and activities across subjects in Year 7. The emphasis will be on moving your child forward in their learning by providing a happy, healthy, safe, valued and challenging environment where they can achieve their best. For this to happen it is vital we work in close partnership with parents/carers to ensure each student can progress and succeed. As a school our aim is to promote a love of learning and prepare students for their future lives and occupations by helping them to achieve the necessary knowledge, skills and understanding in all their areas of study. As a student we expect them to take an active part in all the opportunities offered to them to promote a well-rounded individual.

Homework

Homework plays a valuable role in the progress your child makes at school. Teachers at The Priory School set homework with the goal of extending and consolidating the work done in the classroom, to help build confidence and independence. Often, the expectation will be that the work is done individually but your child may be set group tasks or project work. A homework timetable will clearly lay out when your child should expect homework from different subject areas and we urge you to support your child in the completion of their work at all available opportunities.

As a guideline, your child should expect to receive homework for each subject once per week and these tasks will usually take between 30 and 45 minutes to complete.

All homework will be set through our Show My Homework (SMHW) website. Your child will get log in details for this as soon as they start but the website and the homework set can be accessed by all without a log in. Students will have a diary in which to record homework should they wish, but all homework details will be on SMHW. You will receive a communication home regarding this so you can log on yourselves too.

Marking

Your child will have their work marked and feedback will be given on a regular basis. Approximately once every 3 weeks, they will receive written feedback in their books and also have assessments and project work marked. Our belief is that that feedback should be of value to the students and whilst we will give praise where it is due, teachers will also provide suggestions for further improvements the students could make to their work. It is expected that students take this on board and respond to the teacher's prompts where necessary. We also aim to develop skills in self and peer-assessment as students move through the school. Parents should contact the school if you have any concerns with this area.

Assessments and Progress Reports

Students have written assessments each half term. There are 3 progress checks sent to parents during the year. Progress checks will be sent home to parents of Year 7 in December, March and July. In addition Y7 have an Initial appraisal early in the Autumn Term to inform parents about the effort their child is making in English, maths and science. The progress checks in December and March will report on the student's progress against their target in each subject. The progress check in July will also include the end of year test results. All 3 progress checks will also report on organisation, behaviour, effort and homework.

SEND (Special Educational Needs & Disabilities)

The Learning Support Department at The Priory School consists of a big team of dedicated staff. Our aim is for all students, no matter how challenging they find their learning, to thoroughly enjoy their lessons, feel valued, motivated and achieve their full potential.

Our commitment to supporting your child begins before they join us in Year 7. Our SENDCo, Kate Emsley, supported by Angharad Harrison, as well as their new Head of Year, aim to visit as many students as possible throughout the summer term.

From the start

All of our students take part in an electronic reading test when they join us, so we can monitor their literacy ability from the start and identify those who would benefit from extra support. We constantly review the attainment of our students and have a large range of interventions that we can put into place where they are needed. A few examples are social skills workshops, one to one or small group literacy and numeracy lessons, paired reading and access to new technology to support their learning in the classroom.

Support in lessons

The support we offer comes in many different forms; it can be something as small as individually checking student's understanding, to coloured overlays and use of a laptop where appropriate. The way our students are supported varies according to their individual needs and we have the expertise within the department to ensure all these needs are catered for successfully. We also have two specialist teachers who provide small group and one to one support with literacy, numeracy and social skills.

We have a committed team of Teaching Assistants who support in a wide range of lessons and have a huge bank of experience and knowledge for us to call upon. Please note it is a rarity for students to have 1:1 support in class. This level of support only comes in exceptional circumstances.

Support in exams

Our students are also assessed throughout their school life to ensure that any extra support for exams is in place where necessary. Again, this is dependent on the need of each student and follows strict exam regulations which ensure fair access for all students.

Working together

We believe that for a student to reach their potential it is vital that we work closely with parents at all times. We offer a range of interventions which require a commitment at home to ensure maximum impact and progress for your child. We are always here to help and are willing to work hard together to overcome barriers and ensure every student can achieve their goals.

Student Leadership

At The Priory school we have a very active Student Leadership Committee (SLC) representing the wider student body. In order to become a member of the SLC students need apply at the start of the academic year. The committee meet 2-3 times a half term to discuss change and their ideas about The Priory School; they discuss everything from food they would like to see in the cafe, to which charities we should support. They have even recently been involved in working parties with our Governing Body. We are very excited to receive Year 7 applications in September!

Student Wellbeing

When children are happy, they can flourish and be successful; at The Priory School we place great emphasis on the wellbeing of our young people. As a result, we have a wellbeing ethos that we are proud of, encompassing mental and emotional health, physical health and LGBT. We ensure that we raise awareness of the importance of wellbeing through assemblies, awareness weeks, displays around school and much more. Annually, students complete a wellbeing survey which we track, monitor and intervene where necessary in order to ensure that students receive the appropriate support. Our pastoral team is well established, starting with the form tutors, where students can raise concerns or seek advice. We also utilise outside agencies such as Phase, Tilehouse Counselling and Step 2 for those students who require additional support.

Physical & emotional support

Students are all supported in many ways that ensure they are able to succeed and achieve in school. There is constant support from Form Tutors who meet with the form group every morning and the Head of Year, Mr Omar, who you will meet on the transition evening. In the Pastoral base, Mrs Brazier helps students with their behaviour and attendance and Mrs Laycock is there to help with wellbeing. Mr Foster, Acting Deputy Headteacher, is in charge of the Pastoral team and is there to support students too. As a team we constantly support, provide interventions, meet parents, complete wellbeing surveys and engage with outside agencies to provide an environment in which students will succeed.



Our student diversity and LGBT groups host Sir Ian McKellen at TPS

SIXTH FORM

Upon completion of Year 11, every child at The Priory School has the option to join our growing Sixth Form.

As part of our application process, every Year 11 student who wishes to join our Sixth Form is given an interview with the Head of Sixth Form. At this interview each student is given an opportunity to discuss the subjects they would like to take and to choose whether those are the best options for them to take with regards to their future careers aspirations. The breadth of our curriculum offer is wide, partly due to our participation in the Hitchin Consortium, which is made up of Hitchin Girls' School, Hitchin Boys' School and ourselves. Between the three schools we are able to accommodate most subject combinations, with the option of choosing to study academic qualifications alongside more vocational qualifications.

On joining our Sixth Form, each student is carefully monitored through a series of progress checks and individual meetings to make sure that they are fulfilling their potential. All students are made aware of the different careers pathways – University, Apprenticeships and Employment - and all students are supported on an individual basis to make sure that they choose the pathway which is best suited them. For the students who completed Year 13 in academic Year 2017–2018 61.44% of students went on to Higher Education, 9.6% to apprenticeships, 8.4% had a gap year and 16.86% returned to study in Year 14. Of those entering Higher Education, 29.41% went to Russell Group Universities.

As part of our Sixth Form community, we actively encourage our Year 12 and 13 students to get involved with supporting students from Year 7 and offer a mentoring programme where the younger students have an opportunity to meet once a week with a Sixth Form Mentor in a non-intimidating environment. As part of our commitment to helping to raise standards in Literacy, we also run a weekly Paired Reading programme where a Year 7 student will have an opportunity to read to a student from Year 12, not only building their confidence in their reading abilities but also fostering a relationship with an older role model.

As both you and your child make his or her journey through The Priory School life, your child will have many opportunities to work with our Sixth Form students and we hope that in 5 years' time we will be welcoming your child into our thriving community!



Sixth Form and Staff Pantomime

PROVISION FOR HIGH ATTAINERS

Within the school curriculum and beyond, we offer a range of independent learning skills for our high Attainers. Significant events include:

- A range of Science, Technology, Engineering and Maths (STEM) opportunities including The Big Bang Fair and visiting speakers from key local industry such as Roche and Airbus.
- Extended research projects for Sixth Form students
- University visits

The EPQ offering leads to nationally recognised GCSE/A level equivalent qualifications and provide students with skills to equip them for their future university studies.

In addition to this, we also provide opportunities for students to attend lectures at some of the Russell Group and Oxbridge Universities throughout their time with us. With regards to the curriculum, all students who are identified as High Attainers are tracked and monitored by their class teacher, form tutor and head of year. Any underperformance is investigated and suitable interventions and support are offered.



World Challenge Trip

SCHOOL UNIFORM

We are proud of our uniform at The Priory School and students are required to conform to our high standards of dress. By joining The Priory School you accept our definition of what is appropriate appearance for our school. We cannot admit variations to our dress code as this undermines consistency. How your child dresses for school and leaves home says much about them as individuals and about our school – they are The Priory's Ambassadors in the community. We welcome your co-operation.

Specialist items of uniform can be purchased from Beat School Uniforms, 4-5 Hermitage Road, Hitchin, Herts, SG5 1LT (from 1st July 2019), whilst others may be obtained from most major stores.

GIRLS KS3 (Years 7, 8 & 9)	BOYS KS3 (Years 7, 8 & 9)
<ul style="list-style-type: none">• Red V-necked jumper with school emblem• White blouses (open neck with revers) - worn tucked in• Plain black knee length skirts with TPS badge or plain, black parallel trousers boot-cut, straight leg (no buckles, flairs, splits, tight trousers, lycra, stretch material, skinny fit, pleats, buttons, creases)• Plain black or white socks or natural/black coloured tights• Plain black sturdy shoes (no trainers, high heels, 'dolly' shoes, boots, suede, canvas or bows etc.)• Red TPS Polo Shirt (Ladies Fit)• Black Sport Shorts• Black Sport Socks with Priory on back <p>Optional PE Items</p> <ul style="list-style-type: none">• Priory Base Layer Top• Red TPS Hooded Sweatshirt• Black Tracksuit Bottoms or Priory Leggings• TPS Sports Holdall• TPS Drawstring PE Bag• TPS Boot Bag	<ul style="list-style-type: none">• Red V-necked jumper with school emblem• White shirt – worn tucked in• School tie• Plain black parallel trousers• Plain black or white socks• Plain black sturdy shoes (no trainers, boots, suede, canvas etc.)• Red TPS Polo Shirt• Red TPS Rugby Shirt• Black Sport Shorts• Black Sport Socks with Priory on back <p>Optional PE Items</p> <ul style="list-style-type: none">• Priory Base Layer Top• Red TPS Hooded Sweatshirt• Black Tracksuit Bottoms or Priory Leggings• TPS Sports Holdall• TPS Drawstring PE Bag• TPS Boot Bag

GIRLS KS4 (Years 10 & 11)	BOYS KS4 (Years 10 & 11)
<ul style="list-style-type: none"> • Black blazer with school emblem with the option of a grey V-necked jumper with school emblem worn underneath the blazer • White blouses (open neck with revers) – worn tucked in • Plain black knee length skirts with TPS badge or plain, black parallel trousers boot-cut, straight leg (no buckles, flairs, splits, tight trousers, lycra, stretch material, skinny fit, pleats, buttons, creases) • Plain black or white socks or natural/black coloured tights • Plain black sturdy shoes (no trainers, high heels, 'dolly' shoes, boots, suede, canvas or bows etc.) • Black TPS Polo Shirt (Ladies or Unisex Fit) or T-Shirt • Black Sport Shorts or Tracksuit Bottoms or Priory Leggings <p>Optional PE Items</p> <ul style="list-style-type: none"> • Priory Base Layer Top • Black TPS Hooded Sweatshirt • Black Sport Socks with Priory on back • TPS Sports Holdall • TPS Drawstring PE Bag • TPS Boot Bag 	<ul style="list-style-type: none"> • Black blazer with school emblem with the option of a grey V-necked jumper with school emblem worn underneath the blazer • White shirt – worn tucked in • School tie • Plain black parallel trousers • Plain black or white socks • Plain black sturdy shoes (no trainers, boots, suede, canvas etc.) • Black TPS Polo Shirt or T-Shirt • Sport Shorts or Tracksuit Bottoms <p>Optional PE Items</p> <ul style="list-style-type: none"> • Priory Base Layer Top • Black TPS Hooded Sweatshirt • Black Sport Socks with Priory on back • TPS Sports Holdall • TPS Drawstring PE Bag • TPS Boot Bag

General:

- Outdoor coat (no leather, denim, tracksuit tops, cardigans, hooded sweatshirts, leisure-wear tops or body warmers. No logos)
- No make-up or jewellery (including any kind of studs or sleepers)
- Optional woollen hat in Winter only: baseball caps are not permitted
- No patterned, unnaturally dyed hair or shaved heads (minimum cut Number 2, no undercuts, v cuts)

If in doubt, always consult the school before you make any purchase

BEHAVIOUR, REWARDS AND SANCTIONS



The Priory School expects all students to follow the code of conduct as shown below. Behaviour in the school has been seen as very strong by Ofsted and the positive behaviour is an area the school is very proud of. This means your child will need to show the same high expectations shown by all the other students in the school which directly links to successful learning in and out of the classroom.

The Priory School expects all students to:

- Attend school every day and on time
- Behave and speak respectfully to everyone
- Accept the authority of adults and follow instructions promptly and willingly
- Wear full school uniform correctly at all times
- Walk about the school carefully and quietly obeying all signs and keeping to the left
- Respect all property by keeping it free from damage
- Keep the school tidy by not chewing gum, dropping litter and by eating only in the school Café
- Arrive at lessons on time and with the required books and equipment
- Settle quickly for the start of a lesson and listen to the teacher in silence, following instructions appropriately
- Work quietly, safely, in co-operation with each another and to the best of your ability
- Complete all class work and homework on time, bringing your diary to every lesson.

Rewards and Consequences

On the following two pages you will find the reference charts that we use for Rewards and Consequences in the school.

We believe strongly in recognising good behaviour, whether it is inside or outside the classroom. Staff award e-praise points for good classwork, homework, contributions to clubs, teams and form groups among other things. Students accrue their Reward points on the e-praise website and can then spend them in the Reward Shop where they can purchase items for school use (pens, pencils, calculators etc.) or items such as footballs, USB sticks or notepads.

Outstanding achievement is recognised by Head Teacher's commendations, our Roll of Honour and Hall of Fame boards. This includes recognition for achievements outside school (for example, representing the County at gymnastics).

Where behaviour falls below the standards we expect, we use the Making The Right Choice document to guide our sanctions. Our decisions are always based on a desire to help children learn about the impact of their behaviour and to protect the learning environment that we spend each day. See our Behaviour For Learning policy for more details.

Rewards @ TPS

	Responsibility	Respect	Resilience
R1 Inside The Classroom (Staff to assign)	Working at target Excellent piece of class work Excellent piece of homework	Being helpful to others	Putting in additional effort, over class expectations
R5 Outside The Classroom (Staff to assign)	Student leadership Represent the school at events Represent the school in a team Consistently attending a club	Mentoring/ supporting another student Supporting a teacher/department Charity fundraising participant	Achievement in challenges e.g. maths challenge 100% attendance for 3 weeks
R10 Wider School HoD/ HoY/HoKS Certificate in assembly/ form	Ongoing department support Head's effort letter in Progress Check	On-going Mentoring/ supporting another student Leading fundraising	Impressive attainment/ progress Achievement in challenges e.g DofE bronze 100% attendance for ½ term
R20 Above and Beyond HTC Red, Bronze, Silver, Gold	Significant achievement in out of school activities Significant contribution to a whole school event	Significant community/ charity work	Achievement in challenges e.g. DofE Silver/Gold 100% attendance for a year



Making The Right Choice

	Responsibility	Respect	Resilience	
	<p>Lateness to lessons without a reason Inappropriate behaviour in, around or outside school Failure to bring equipment/books to lessons Incorrect school uniform (shirt/tie/skirt, blazer)</p>	<p>Disruption of teaching and learning Casual swearing Inappropriate use of ICT</p>	Inadequate work	First Verbal Warning
C1	Any repeat of C1 behaviour	Any repeat of C1 behaviour	Any repeat of C1 behaviour	Final Warning
C2	<p>Carrying mobile phone Senior Support (teacher to log) Inappropriate behaviour towards another student inc Fighting Smoking or being in the presence of smokers or possession of cigarettes/ lighters / electronic cigarettes Failure to attend Department detention Behaviour that occurs outside school that may affect the reputation of the school</p>	<p>Defiance/arguing with staff Swearing in the learning environment Chewing gum Littering Make up/jewellery/ inappropriate hair Serious disruption of teaching and learning Verbal abuse another student Serious inappropriate use of ICT Racist/sexist/HBT (homophobic/bisexual/transgender) abuse</p>	Truancy /leaving school site	<p>School Detention (1 hour) Missed C2 Detention = SLT Friday Detention 1 ½ hours</p>
D2	Persistent C1 for Failure To Bring Equipment/Books To Lessons	Department On Call (teacher to log) after warnings given	Failure to hand in homework	<p>Department Detention (1 hour) Missed D2 Detention = C2 Detention + Repeat Of D2 Detention</p>
SLT Detention	Failure to attend a C2 detention		Disruption of a C2 detention	SLT Detention (1 ½ hours Friday pm)
C3	Severe or repeated inappropriate behaviour towards another student inc. fighting Repeated smoking offense	<p>Serious racist/sexist/HBT (homophobic/bisexual/transgender) abuse Severe bullying inc. misuse of ICT Behaviour that occurs outside school that poses a threat to another student Theft Vandalism</p>	<p>Repeated truancy 3 or more C2s in one day Failure to Attend a HT detention</p>	Internal Exclusion In EU + 1 hr school detention
C4	Possession of or under the influence of drugs or alcohol One off serious offence Other similar C4 offense at the Head teacher's discretion	Serious abuse or swearing at a member of staff	Persistent C3 behaviour	External Exclusion
C5	Serious inappropriate use of ICT equipment Possession of a dangerous object Supplying or intending to supply drugs	<p>Serious assault on a student or a member of staff Malicious accusations against staff directly or through social media Actions that would seriously harm the education or welfare of students and or staff</p>	<p>Multiple fixed term exclusions Persistent disruptive behaviour</p>	Permanent Exclusion

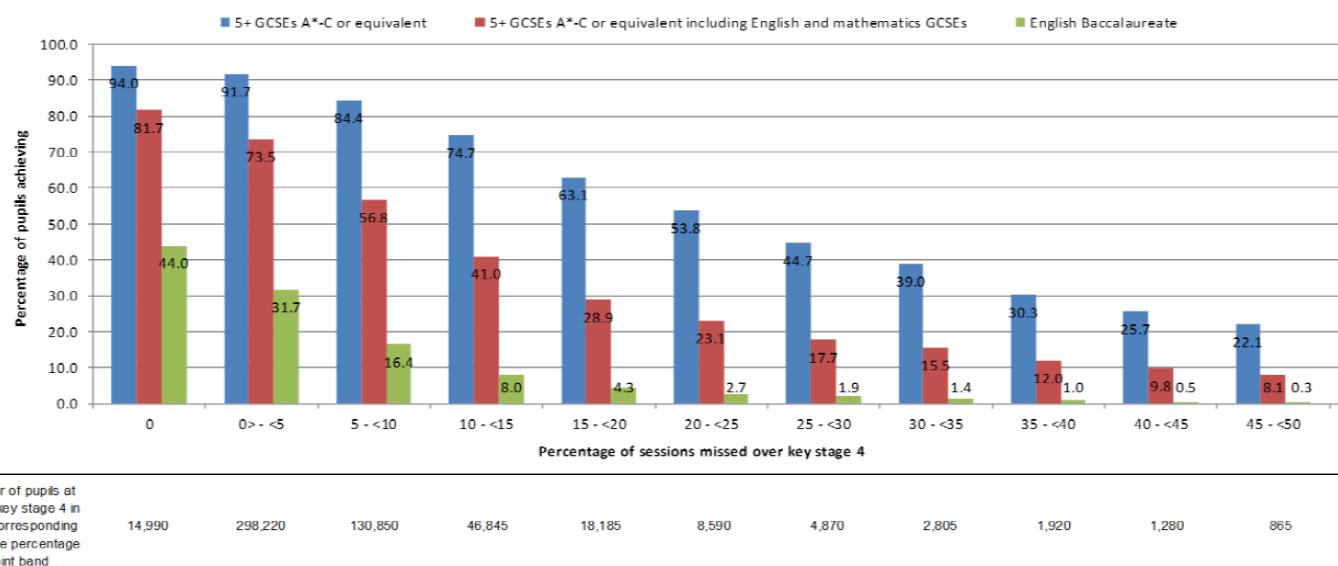
ATTENDANCE

In order to ensure students attend well, we monitor the attendance of all students every two weeks. Students with 100% attendance for the term will be awarded a certificate and be placed in a draw for a voucher which will take place in the end of term assembly. The certificates are placed in the student's achievement portfolio, which the student retains throughout their school career.

Students with attendance below 96% are discussed with the local authority Attendance Improvement Officer. The first letter is sent to parents to highlight our concerns and offer support to enable the child's attendance to improve once the attendance is 93%. If attendance continues to fall to below 91% a second letter is sent which states that we will no longer authorise any absences. Ultimately if a student gains 15 unauthorised absences, Herts County Council (HCC) will issue a Fixed Penalty Notice fining parents.

Headteachers are no longer legally able to grant any leave of absence during term time unless there are exceptional circumstances, therefore requests for holidays during the term time will not be granted. Students are expected to be punctual to school and to all their lessons.

This table demonstrates the impact of poor attendance on results. Although it refers to the old grading system in schools, the message remains important.



TRANSPORT

Taking the bus to school

Students will be expected to sign a bus agreement to ensure they follow school and bus company rules. While on public transport in school uniform students are ambassadors for school and we expect the same outstanding behaviour as we do in school. Failure to do so will result in students being removed from the bus. If there are any issues on the buses please contact Tony Foster (Business Manager) on 01462 622300, extension 204.

Any private bus services are maintained by the Local Authority and can be accessed via a travel card issued by Hertfordshire County Council. For further information and to check if you are entitled to travel on these routes please contact the Passenger Transport section on 01992 588800. Unfortunately, as these are public bus services, we have no control over the running of these services.

Public buses

- Centre Buses, 01582 608231 for Luton and 01438 743131 for Stevenage, Numbers 304/314/80 - The number 80 leaves from Stevenage, Wymondley, Nine Springs, Hitchin and the Priory School. The 314 goes from Welwyn Garden City, Codicote, Kimpton and Hitchin town centre. Timetables can be found at the following address: <http://www.centrebus.info/Pages/Hertfordshire.aspx>
- Arriva Buses, 0344 800 4411 run services from Luton to Hitchin. For further information please check the following website:
- <https://www.arrivabus.co.uk/serviceInformation.aspx?id=12666&r=South+East>

A Hertfordshire Saver Card can be applied for online www.hertsdirect.org/savercard or by ringing 0300 123 4050. This is only available to students whose home address is in Hertfordshire.

Driving to school

- If you drive your child to school please drop off on the roadway in the parking bay nearest the main road. This is accessed by entering the school and immediately turning left inside the first gate. Please do not park directly outside the school as this can affect the safety of other students.
- When collecting your child buses have priority and will line up along the second bay. There is limited space to wait in the first bay.
- The top car park is not a waiting area for parents collecting students. Please do not bring your car up the main drive at any time as this is potentially dangerous to other students.

Walking to school

If your child is walking to school please make sure they have left enough time to arrive by 8.50am. If they have a mobile phone they must hand it to Pastoral staff in the Café. Please make sure they use basic road safety and are visible during the dark winter nights. They must use the designated crossings to remain safe in the residential area. Students will be representing the school while in uniform and our standards will remain the same in our local community. The school expects uniform to be worn appropriately at all times and the standards of behaviour to reflect those required whilst within the school grounds. The school's behaviour system will be used if any issues occur with students' behaviour outside the school. Should your child cycle to school, it is expected that they wear a helmet and do ride their bike on school premises. Their bikes can be locked in the bike shed.

ONLINE SERVICES

Parents evening bookings

Parents can choose their own appointment times from any internet connected device using our online booking system. Parents no longer need to rely on their child to make appointments, phone the school or wait to see the teacher. However, please note these evenings can be very busy and unfortunately many staff do not have sufficient appointment times to see all the parents of the students they teach. If you find it difficult to get an appointment to see a staff member, please contact them directly via email.

FINANCIAL SUPPORT AND CHARGING



Payments to the school

Payments can be made via ParentMail Payments online system, your child will be issued with login details during their first week at the school. ParentMail Payments system can be accessed via the school web site by clicking on the ParentMail icon once you have your login details.

Payments can also be made directly to the school in a sealed envelope. Due to the potential problems with cash payments we do not accept payment via this method.

Payments for school activities

The school may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours, including non-curriculum activities
- school equipment

Please also refer to the school's Charges and Remissions policy:

http://www.priory.herts.sch.uk/wp-content/uploads/2014/04/Charges_And_Remissions_April_2014.pdf

Financial Support is available to families via Hertfordshire County Council including Free School Meals and Music Fees. The following table shows what financial help you can get depending on what benefits you receive:

What can you apply for if you are receiving the following benefit(s)?	Free school meals	Free SaverCard	Free TrainCard	Help with music fees	Help with cycle training
Income Support or Income-based Jobseeker's Allowance	Yes	Yes	Yes	Yes (100%)	Yes (50%)
Income-related Employment Support Allowance	Yes	Yes	Yes	Yes (100%)	Yes (50%)
Child Tax Credit, with a taxable income no more than £16,190 and not in receipt of Working Tax Credit	Yes	Yes	Yes	Yes (100%)	Yes (50%)
Pension Credit (Guarantee Credit)	Yes	Yes	Yes	Yes (100%)	Yes (50%)
Support under part VI of the Immigration and Asylum Act 1999	Yes	Yes	Yes	Yes (100%)	Yes (50%)
Child Tax Credit, payable at a rate higher than the family element, i.e. more than £547.50	No	Yes	Yes	Yes (50%)	Yes (50%)
Working Tax Credit, Housing Benefit or Council Tax Support (not including second adult rebate)	No	Yes	Yes	Yes (50%)	Yes (50%)
Working Tax Credit during the four-week 'run-on' period	Yes	No	No	No	No

For support with the costs identified above please visit the following website:
<http://www.hertsdirect.org/services/edlearn/canhelp/> or telephone 0300 123 4048.

Do you need help with the purchase of school uniform or school journeys?

Financial support is available to support your child attending trips and journeys costing over £20.00.

Financial support for the purchase of school uniform is available from the Hitchin Education Foundation. For uniform grants, please contact:

Clerk to the Hitchin Educational Foundation
Messrs John Shilcock
99 Bancroft
Hitchin
Hertfordshire
SG5 1NQ

Please contact the Finance Office on 01462 622300 x220 or email finance@priory.herts.sch.uk for further advice.



Induction Day

SCHOOL TRIPS

Throughout your child's time at the school they will be given opportunities to go on school trips, both day visits and residential trips, some outside the UK.

These opportunities, begin in Year 7 with a residential trip for the whole year group and continues throughout their school career with many subject specific trips to venues such as art galleries, theatres and museums. Individual subjects, such as Modern Foreign Languages, run residential trips countries related to the subject so students can experience the culture and language first hand and Humanities offer opportunities to visit world sites that link to areas of the curriculum.

From the end of Year 9, students are offered the opportunity to join the school's Duke of Edinburgh team and work through from Bronze to Gold in the Sixth Form. We also offer the chance to join a World Challenge event. The last of these was in Morocco last summer and this summer, a group of students will spend 4 weeks in Mongolia. A future trip is planned to South America. Our choir are also visiting Berlin for 10 days this July.

For most of these events there is a cost but we aim to ensure that no student is unable to attend a curriculum related trip due to financial constraints. Financial support can be made available through contact with the Finance Office and students are encouraged to fundraise during the lead-in to these trips.

The school can also help with financial support for school trips and journeys and grants for uniform costs. For school trips and journeys please contact the Finance Office on 01462 622300 x220



Year 7 Bushcraft

OUT OF SCHOOL HOURS CLUBS

Summer Term 2019

	<u>LUNCH TIME SUBJECT</u>	YEARS	LOCATION	<u>AFTER SCHOOL SUBJECT</u>	YEARS	LOCATION
MONDAY	Rounders	All years	Field	Homework Club	All years	Library or B6
TUESDAY	PE GCSE Revision	Year 11	PE classroom	Athletics	All years	Field
	Cricket	Years 7 & 8	Sports Hall	Homework Club	All years	Library or B6
	Science Club	Years 7	S2	Rampaging Chariots	All years	S5
	Creative Computing	KS3	B9			
WEDNESDAY	Athletics	All years	Field			
	Creative Writing	Years 7, 8 & 9	B5			
	Books & Bakes	All years	A8	Homework Club	All years	Library or B6
	Duolingo Club	All years	B7			
	Environmental Science	Year 8	S2 (Wk2 only)			
	Girls Coding Club	All years	B8			
THURSDAY	Rounders	All years	Field			
	Cricket	Years 9 & 10	Sports Hall	Coding & Raspberry Pi Club	All years	B8
	Board Games	All years	A11	Homework Club	All years	Library or B6
	LGBTQ+ Drop In	All years	A12			
FRIDAY	Badminton	Years 7 & 8	Gym			
	Girls Cricket	All years	Sports Hall	Gardening & Cooking Club	Years 7, 8 & 9	B4
	Debating Club	All years	A8	Homework Club	All years	Library or B6
	Drama Club	Years 7, 8 & 9	Drama Studio			

LOCKERS

We would like to encourage new students to take up the offer of a locker. We have found that having somewhere to store books, a coat and PE kit helps new students day to day.

The cost of a locker is £5.00. Once a locker is allocated to a student, this can be kept for the duration of your child's education at The Priory School. The only additional charge will be if students lose their key, then we will charge £2.70 for a replacement key.

If your child would like a locker, please complete the form in the Essential Forms booklet and bring this, along with the correct payment of £5.00 to the Year 6 Induction Evening on 11th July. Payment can be made by cheque, made payable to 'The Priory School' or the exact amount in cash given. If you are handing the Essential Forms booklet into the school prior to the Induction Evening please place the payment in an envelope, with your child's name and state locker payment on the envelope.

Lockers will be allocated in the first fortnight of the new Autumn term.

Please note that if Year 6 students do not take up the offer of a locker now, we may not be able to guarantee availability for one in September as we have limited numbers available.

We do not allow students to share a locker.

INSTRUMENTAL TEACHING

We try to accommodate as many students as possible learning the instrument of their choice. Those already learning an instrument are usually given priority. Here is an example of possible instrumental provision:

Type of lesson	Lessons per academic year	Cost per student	Payable in three termly instalments in advance
Individual 20 minute lesson	33	£474.00	£158.00
Individual 30 minute lesson	33	£708.00	£236.00

Parents are asked to complete a Priory School Instrumental Music Lesson Contract, which outlines the type and length of lesson, this can be found in the Essential Forms booklet.

Remission of Music Fees

For families on Income Support or Family Credit there is a County remission of fees scheme, which can reduce the cost of lessons. You may apply directly by calling 0300 123 4048.

Instruments

Tuition is available for the following: woodwind, brass, strings, guitar, keyboard/piano, drums and voice.

Practice

Students will need to practise every day. Encouragement at home is often the difference between failure and success.

County Music Provision

Students will have access to activities provided by the Music Centre. These include: Saturday Morning Music School, Youth Choir, Wind Band and Orchestra. Students reaching a high standard can progress to County groups.

Terms & Conditions

1. The Priory School accepts no responsibility when the student does not attend lessons - those not attended will still be charged for.
2. The Priory School accepts no responsibility for loss/damage to privately owned instruments left unattended in the music rooms. All instruments should be locked away when not in use.
3. Lessons are rotated on a 2 weekly basis to minimise disruption to school work. The timetables are regularly up-dated and displayed on the notice board in the Music block.
4. If your child is due to have a music lesson on the day of a school trip/activity, they must see the Head of Music to rearrange the lesson. In all circumstances, the music lesson will be charged for, even if the school is unable to rearrange.
5. Lessons will only be credited in the event of the tutor's absence from school - wherever possible they will endeavour to make up lessons to 11 per term.
6. Associated Board Exams are external exams, therefore examination fees and travel are the responsibility of the parent / carer.
7. It is the student's responsibility to check their timetables to ensure their music lessons do not clash with any other significant school activity such as PE activities, subject tests or exams. Timetables are posted at the beginning of term and any queries should be reported to the Head of Music one week before the lesson is due.
8. The school has to arrange music lessons in advance for each term. For cancellation of music lessons, you are required to give one complete half term's notice in writing, addressed to the Finance Office. It will not be possible to stop at any other time. This notice also applies to students receiving financial support through remission of fees and Pupil Premium. During this notice period, students are still expected to attend their lessons.

Lessons to finish:	Written notice to be given by:
Autumn term	October half term
Spring term	February half term
Summer term	May half term

9. Please note that when a student reaches a suitable level of performance (to be decided by their teacher) they will be expected to attend an appropriate extra-curricular school activity such as the choir, band or orchestra.
10. Music lessons will stop with immediate effect if payment has not been received within 4 weeks from the date of the invoice. If you have any questions or queries with payment, please contact the Finance Office on 01462 622300 x220 or email finance@priory.herts.sch.uk.

FREQUENTLY ASKED QUESTIONS

General questions	
How do I get a message to my child during the school day?	The school office will always endeavour to get emergency messages to students.
My child has lost their PE kit/coat/bag. What should they do?	Report to reception to look in the Lost Property cupboard. If items are named, we will return them to the student. Students should also re-trace their steps, look in the PE area/form room/bags racks outside the Cafe. Please ensure that all items are named. The PE department have some spare kit that can be used for lessons.
My child's forgotten their equipment/PE kit. Can I bring it into school?	You may bring items into school and we will endeavour to deliver them to the student. Please note that this will not be possible during break or lunchtimes.
My contact details have changed. What do I need to do?	We would encourage you to download the SIMS Parent App to enable you to update your contact details online. Alternatively, please put your updated contact details in writing and forward them to the Data Manager here in school.
I don't want my child carrying their musical instrument around all day. Is there storage available?	Your child may store their instrument in the music block or in their locker if it fits.
How do I contact my child's Form Tutor/Subject Teacher/Head of Year?	You should call reception and ask to be connected. Please be aware that you may be required to leave a message as staff may be teaching or in meetings at the time of your call. It is helpful to provide a few brief details if leaving a message with the receptionist. You can also contact members of staff via email. These are published on our website.
My child needs medication at school, what do I do?	Any medication should be in date, labelled and in its original container and should be handed into the school reception where you will be asked to fill in a medication form. We will keep the medication in a locked cupboard in the sick bay and your child should report to reception when they need to take it. Students must not carry medication on them unless it is an inhaler or an EpiPen.
Questions about learning	
My child is not getting enough challenging homework. Who do I contact?	You should contact the subject teacher or Head of Department direct to discuss this matter. This can be by email or phoning the main office.
Why does my child get so much more homework than they did in primary school?	The homework is set as an extension to the learning of the subject, to develop valuable research skills including organisation and time management, and to prove an understanding of the lesson/subject content.
My child has too much homework. Who do I contact?	If you feel that your child is struggling with homework, please contact the form tutor or the Head of Year.

What language will my child study?	Your child will study either French or Spanish. This will be allocated in year 7 and we do our best to give them the language they have studied at primary school, but this is not always possible. They will study the same language throughout Years 7, 8 and 9.
Questions about attendance	
Why do you make such a fuss about attendance?	Students who are not in school are not learning.
What do I need to do if I want to take my child out of school for a holiday?	Don't. The school will not authorise absences due to holidays in school time because absence from school is so damaging to students' education.
I have just received a letter informing me that I could be fined for my child's attendance. What do I need to do?	You should contact the Senior Pastoral Manager to discuss this as a matter of urgency.
I have just received a letter informing me that I will be fined for my child's attendance. What do I need to do?	Await the fixed penalty notice in the post, and then follow the instructions on it regarding payment.
Questions about behaviour & uniform	
How do I find out about uniform rules and where do I get the uniform from?	This information is available in this handbook and on the school website.
My child has been given a detention but does not know why? Who do I need to contact to find out the reason for the detention?	You should ask your child to go to speak to the teacher who issued the detention or the Pastoral admin assistant, Miss Cochrane, who will explain what the detention is for.
Can you explain the detention procedure?	Yes, for example, if a C2a/b detention is issued on Monday then a text, phone call or letter goes home the following day (Tuesday) and the detention will be sat as soon as 2 days later (Thursday) in the main hall or the library. If this detention is missed due to absence then it rolls over to the next available day the student is in school. Further communication will be sent to advise the roll over or new date. If a detention is missed and the student is present in school then an SLT 90 minute detention on a Friday is set. If a homework detention is set then the same procedure applies apart from the department will set the detention date and the detention will be sat with the teacher. Continued missed detentions will result in internal exclusion.
Can my child sit a lunchtime detention rather than an afterschool detention?	No, staff need their lunchtime too and it is non-directed time for teachers.
My child has fallen out with their friend, can they move form?	No, forms and bands are set and timetabled accordingly and movement between forms is not something that is undertaken due to changing friendship issues. We will work with your child to resolve their friendship issues.
My child is being bullied what should they do?	Your child should report it to the Form Tutor in the first instance and then if not resolved they can speak to the Head of Year or the KS3 Manager. Please help us to guide your student in the correct use of the term 'bullying'.

	One-off incidents where children argue or fight is not bullying. Bullying involves persistent, long –term physical or verbal abuse.
Why can't my child have their mobile phone school?	Whilst there are some potentially exciting learning advantages to having mobile phones in lessons, they cause too many distractions for us to currently allow students to have them in class. We urge you to be really vigilant with your child's phone use outside of school as we deal with an increasing number of problems relating to social media.



This copy of the ICT Acceptable Use Agreement is for your reference and to keep at home. You will be asked to sign another version to return to school within the Essential Forms pack.

ICT AND INTERNET SAFETY

The Internet, learning platforms, Email and mobile technologies have become an integral part of learning at The Priory School. We expect all students to be safe and responsible when using ICT. It is essential students are aware of eSafety and know how to stay safe when using any ICT.

Students are expected to read and discuss the following agreement with their parent /guardian, and then sign to agree to follow the terms of the agreement. Any questions or queries can be discussed with their Form Tutor or Mr Parsons – The Priory School eSafety Coordinator. Please sign the copy in the essential forms booklet.

ICT ACCEPTABLE USE AGREEMENT

- I will only use ICT systems in school, including the Internet, Email, digital video, and mobile technologies for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network, other systems and resources with my own username and password.
- I will follow the school's ICT security system and not reveal my passwords to anyone, and will change them regularly.
- I will only use my school Email address.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- I am aware that when I take images of students and/or staff that I must only store and use these for school purposes in line with school policy. I must never distribute these outside the school network without the permission of all parties involved. This includes school breaks and all occasions when I am in school uniform or when otherwise representing the school.
- I will ensure that my online activity both in school and outside school will not cause my school, the staff, students or others distress, or bring the school community into disrepute, including through uploads of images, video, sounds or texts.
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community.
- I will respect the privacy and ownership of other students work online at all times.
- I will not attempt to bypass the Internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged, and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my Parent / Guardian may be contacted.
- I will not bring a Smart Watch to school because I am not permitted to wear one during the school day.
- I will not sign up to online services until I am old enough to do so.



THE PRIORY SCHOOL – HOME SCHOOL AGREEMENT POLICY

This version applies to all students in Years 7 to 11

It is an expectation that parents, teachers and students promote the school ethos of Responsibility, Respect and Resilience

	Responsibility	Respect	Resilience
As a student I will do my best to:	<ul style="list-style-type: none">arrive at school and lessons on time every day;wear the correct uniform properly;be properly equipped for lessons;check Show My Homework regularly and complete all homework on time;utilise Unifrog to support me in my career pathways;use my mobile phone responsibly and hand it to school staff if I choose to bring it to school.	<ul style="list-style-type: none">treat all members of the school community with courtesy and respect;behave well in and out of school, as my reputation and that of the school, depend on it;follow the school behaviour for learning system;value and care for the school and the local environment	<ul style="list-style-type: none">try my best in all school opportunities, in and outside of lessons;utilise study facilities in school such as the library;engage with support and opportunities that are offered to me.
As a parent(s)/carer(s) I will do my best to:	<ul style="list-style-type: none">see that my child goes to school regularly, on time, wearing the correct uniform and is properly equipped throughout the school year;monitor homework regularly through Show My Homework;when possible, attend parents' evenings and discussions about my child's progress;utilise the parent area of Unifrog to support my child with their career pathways.	<ul style="list-style-type: none">encourage my child to have high standards of behaviour at all times;support the school if disciplinary measures are needed following the consequence system;support the school in discouraging racist, homophobic or sexist attitudes;show confidence and pride in the school;treat staff with necessary courtesy and respect at all times;encourage my child to hand in their mobile phone to school staff.	<ul style="list-style-type: none">let the school know about any concerns or problems that might affect their child's work, wellbeing or behaviour;encourage your child to engage with support and opportunities offered;support my child at exam/ assessment time;encourage and support homework and other opportunities for home learning.
As a school we will do our best to:	<ul style="list-style-type: none">provide challenging educational experiences, in a safe, caring and orderly environment;contact parents if there is a problem with attendance, punctuality, behaviour or equipment;ensure that appropriate guidance and information on subject pathways, careers and other curriculum matters are widely available i.e. Unifrog;deal with concerns and complaints promptly and effectively;issue reports and hold parents' evenings.	<ul style="list-style-type: none">maintain high standards of professionalism;ensure appropriate behaviour and follow the behaviour for learning policy;encourage socially acceptable behaviour outside the school;deal firmly with all incidents of racism, sexism and homophobia.	<ul style="list-style-type: none">encourage pupils to realise their full potential;encourage students' confidence in their abilities;encourage students to be independent learners;foster good relations.

This copy of the Home-School Agreement is for your reference and to keep at home. You will be asked to sign another version to return to school within the Essential Forms pack.