Responsibility  Respect  Resilience
Dear Year 6

Welcome to The Priory School!

Starting Year 7 is an exciting time where you can learn new skills and make new friends. You will learn to find your way through the school site, meeting teachers and sharing new ideas. It is our job to make sure that this new chapter starts smoothly and with the support of your Form Tutors, continues to be a positive experience for everyone.

We are a team – Students, Form Tutors, Teachers, and a Head of Year!

It is important that we talk and listen to each other and so if you have any worries or concerns please get in touch.

Key Dates:
Thursday 11th July – Induction Day (8:50am-3:15pm) and Induction Evening (7pm)
Wednesday 4th September – First Day of Autumn Term

We are looking forward to meeting you properly on Induction Day!

Miss Alex Duric
Acting Head of Year 7
Our School Values – The 3 R’s

In all the work we do at TPS, in and out of the classrooms, we like our staff and students to remember our core values of Responsibility Respect and Resilience.

**Responsibility**

You have many responsibilities at secondary school and some of these will be new to you. You need to be organised, do your homework and work hard in class. You have a responsibility to look after each other and to help each other learn. You have a responsibility to stay healthy, sleep well and look after yourselves as best you can. As a staff, we have a responsibility to work hard, look after you and to help you become the best person you can be.

**Respect**

We must all respect each other, always being polite. We must respect the school rules and the rules our teachers have in the classroom. We must respect everybody’s right to be heard and their right to be different. We must respect the environment in which we live and work, keeping it tidy and looking after it where we can.

**Resilience**

School is not about being top of the class – it is about trying your best and getting the best grades that you can get, for you. Sometimes you have to work hard. Sometimes you have to fail first to help your learning. Don’t give up. Learn from your errors and try again. These are the students who succeed at school and in life.
Facts About Me

Tell us some things about how you...

3 best things about me are:
1.  
2.  
3.  

3 new things that I would like to try at secondary school:
1.  
2.  
3.  

2 things I am looking forward to when I start Year 7:
1.  
2.  

2 things I am nervous about:
1.  
2.  

2 things I can do to reduce those worries:
1.  
2.  

Responsibility  Respect  Resilience
Reflection

Circle the emoji that best describes how you feel each time.

Transition Visit – May/June

How am I feeling about starting at The Priory School?

Induction Day – 11th July - Morning

How am I feeling about starting at The Priory School?

Induction Day – 11th July - Afternoon

How am I feeling about starting at The Priory School?
Let’s Talk!

Here are some things that our students have asked questions about when they started secondary school.

There are lots of other students and staff to talk too if you have questions like this.

1. It’s my first day and I’m lost already.

2. I’m worried that I will forget my books and my PE kit.

3. I have to meet so many the new teachers.

4. I want to feel safe at school but there are things I am not sure about.

It’s your turn now!

Write down something that you feel like you might need some help with if you found yourself in that situation when you start school. We will share these when you come to visit in July.
The School Structure

There are lots of adults at The Priory School and not all of them will teach you. Some of the teachers have special jobs to do for the school as well as teaching classes.

There are office staff, teaching assistants, site managers, technicians and many others, that all help the school run smoothly.

The Priory School has a structure with a Headteacher who is responsible for the whole school and other people that share out all of the different jobs.

Some of the jobs have special names which you may need to learn.

- **Headteacher**
  - Mr Edwards

- **Deputy Headteachers**
  - Mrs Nearney and Mr Foster

- **Assistant Headteachers**
  - Mrs Hibbert, Mrs Armitage, Mrs Southall, Mr Parsons

- **Acting Head of Year 7**
  - Miss Duric

- **Head of KS3**
  - Mr Freeland

- **Senior Pastoral Manager**
  - Mrs Brazier

Other very important members of staff that work at the school:

- Cover Supervisors
- Librarians
- Site Managers
- Office and ICT Staff
- Midday Supervisors
- Cleaners
Who Is There For Me?

**Friends**
These will always be your first set of people to speak to. You will soon get to know the people in your form group, other classes and the rest of the year group.

**Peer Mentors**
These are Year 10 students who are trained to help and support you and your form. They know everything there is to know about the school from a student point of view, and are happy to be spoken to and help you out at any time through the school day.

**Form Tutor**
This is the only teacher that you will see once a day, every day, every week of every term. You will get to know them very well and they will be the main member of staff for you to speak to for help, support or to ask any questions.

**Student Wellbeing and Mentoring Manager — Mrs Laycock**
Mrs Laycock is a key member of support staff, who talks to students, staff and parents to resolve issues and help with any more complex issues within the year group.

**Senior Pastoral Manager – Mrs Brazier**
Mrs Brazier helps to support students across the whole school, dealing with behaviour, attendance and welfare. She can be found in the pastoral base.

**Acting Head of Year 7 – Miss Duric**
You will meet this member of staff when you visit school in July. Miss Duric will be responsible for the whole of Year 7. They will visit tutor groups, individual students and lessons to look at behaviour, effort and achievement. They will work closely with the Head of KS3 and KS3 Pastoral Support, along with Form Tutors, to make sure both students and parents have the best environment for success at The Priory School.

**Head of KS3 – Mr Freeland**
Mr Freeland works closely with the Key Stage 3 team to ensure students are happy and progressing in their learning. He oversees academic attainment, helping to intervene where students need extra support to ensure they take full advantage of their time at school.

**Acting Deputy Head Teacher — Mr Foster**
Mr Foster oversees the behaviour, attendance and pastoral care of all five year groups. He works with form tutors, the Head of Year 7, Head of KS3 and Mrs Laycock to keep the year group achieving the best it possibly can.
How much homework will we get?
Up to 3 subjects per night, expecting around 30 minutes to be spent on each one. You will be given a homework diary to record all of your homework and when it has to be handed in. It is also very useful for organising yourself for books, PE kit or any other activities that are going on in school. We also use an online system called ‘Show My Homework’ where teachers post the homework they have set you. We will teach you how to use it in September.

How do I know where all of my lessons are?
You will receive a timetable (see Page 10) that tells you the subject, the teacher and the classroom. In your first week you will have Peer Mentors with your class who will guide you around the school.

Do I get rewards if I do well?
We know that students respond well to praise and rewards. We have a rewards system that allows staff to praise you if they think you are deserving of it. As you collect the rewards or R’s throughout the year you can exchange them for anything from a Priory School pen, water bottle or even an iPod! You can also check these on the online system ‘E-Praise’, which we will show you how to use in September (see Page 14).

What happens if I do something wrong?
We have high expectations of all our students and do not tolerate any silly, inappropriate or disruptive behaviour. We use a consequence system that allows us to monitor levels of behaviour throughout the school. If you misbehave or do not work as you are expected to then staff will issue a warning, followed by a consequence appropriate to the incident (see ‘Making the Right Choice’ on Page 16).

Can I bring my mobile phone to school?
You may bring your mobile phone to school but you must hand it in before registration each morning. You must put your phone in a clear plastic zip lock bag, clearly labelled with your name. You can collect your phone from the Café at 3:30pm.
What happens if I need to buy my lunch? What happens if I bring a packed lunch?
We use a cashless smart-card system to purchase food from our Café. There are top-up stations around the Café where you can load money onto your Smart-Card. Many students bring a packed lunch to school. You can sit in the Café to eat your packed lunch too.

Are there any clubs I can go to at lunchtime?
There are many clubs that different departments offer. There are sports clubs, music clubs and many others that you are welcome to take part in at The Priory School. If you wish to join a club, you can ask for a lunch pass so you can have your lunch before getting to your club on time.
The Timetable

Every day you 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 you will move around the school buildings 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 you may not have the same lessons at the same time from week to week. Every two week section is always the same though so you will get used to it! It is really important you check your timetable every day to prepare all the right books and equipment you need to bring for the day.

Colour code the different lessons e.g. English in blue, science in pink etc.

<table>
<thead>
<tr>
<th></th>
<th>Mo1</th>
<th>Tu1</th>
<th>We1</th>
<th>Th1</th>
<th>Fr1</th>
</tr>
</thead>
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<tr>
<td>Week 1</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>History</td>
<td>French</td>
<td>Maths</td>
<td>Science</td>
<td>P&amp;E</td>
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<tr>
<td></td>
<td>RS A14 7CA/Hi</td>
<td>VM D1 7X/7/1/Fr1</td>
<td>JG A17 7X/1/Ma1</td>
<td>AR S6 7CA/Sc</td>
<td>EV E3 7CA/Re</td>
</tr>
<tr>
<td></td>
<td>Science</td>
<td>Maths</td>
<td>French</td>
<td>Art</td>
<td>Geography</td>
</tr>
<tr>
<td></td>
<td>HB S7 7CA/Sc</td>
<td>JG A17 7X/1/Ma1</td>
<td>VM D1 7X/7/1/Fr1</td>
<td>HM B10 7CA/Ad</td>
<td>MH A13 7CA/Gg</td>
</tr>
<tr>
<td></td>
<td>English Language &amp; Literature</td>
<td>Art</td>
<td>Music</td>
<td>Maths</td>
<td>Maths</td>
</tr>
<tr>
<td></td>
<td>CA A12 7CA/Eg</td>
<td>HM B10 7CA/Ad</td>
<td>7CA/Ma1</td>
<td>JG A17 7X/1/Ma1</td>
<td>JG A17 7X/1/Ma1</td>
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<tr>
<td></td>
<td>Maths</td>
<td>English Language &amp; Literature</td>
<td>PE</td>
<td>Technology</td>
<td>History</td>
</tr>
<tr>
<td></td>
<td>JG A17 7X/1/Ma1</td>
<td>MK A5 7CA/Eg</td>
<td>HF SH 7X/Pe1</td>
<td>RO T2 7A/Te1</td>
<td>NW A16 7CA/Hi</td>
</tr>
<tr>
<td></td>
<td>French</td>
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<td>English Language &amp; Literature</td>
<td>English Language &amp; Literature</td>
<td>Art</td>
</tr>
<tr>
<td></td>
<td>VM D1 7X/7/1/Fr1</td>
<td>RO T2 7A/Te1</td>
<td>MK A5 7CA/Eg</td>
<td>MK A5 7CA/Eg</td>
<td>HM B10 7CA/Ad</td>
</tr>
<tr>
<td>Week 2</td>
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<td></td>
</tr>
<tr>
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<td>English Language &amp; Literature</td>
<td>French</td>
<td>Technology</td>
<td>Science</td>
<td>Drama</td>
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<td></td>
<td>MK A5 7CA/Eg</td>
<td>VM D1 7X/7/1/Fr1</td>
<td>RO T2 7A/Te1</td>
<td>HB S7 7CA/Sc</td>
<td>CF DRS 7CA/Sr</td>
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<td>ICT</td>
<td>ICT</td>
<td>Science</td>
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<tr>
<td></td>
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<td>JG A17 7X/1/Ma1</td>
<td>AM B9 7X/It1</td>
<td>AM B9 7X/It1</td>
<td>AR S6 7CA/Sc</td>
</tr>
<tr>
<td></td>
<td>French</td>
<td>English Language &amp; Literature</td>
<td>PE</td>
<td>Music</td>
<td>History</td>
</tr>
<tr>
<td></td>
<td>VM D1 7X/1/Fr1</td>
<td>MK A5 7CA/Eg</td>
<td>EV E3 7CA/Re</td>
<td>7CA/Ma1</td>
<td>NW A16 7CA/Hi</td>
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<td></td>
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<td>Geography</td>
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<td>PE</td>
<td>Geography</td>
</tr>
<tr>
<td></td>
<td>HF SH 7X/Pe1</td>
<td>MK A5 7CA/Gg</td>
<td>MF SH 7X/Pe1</td>
<td>MH A13 7CA/Gg</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technology</td>
<td>Science</td>
<td>PE</td>
<td>French</td>
<td>Maths</td>
</tr>
<tr>
<td></td>
<td>RO T2 7A/Te1</td>
<td>HB S7 7CA/Sc</td>
<td>HF SH 7X/Pe1</td>
<td>MC D3 7X/1/Fr1</td>
<td></td>
</tr>
</tbody>
</table>

Responsibility
Respect
Resilience

Room Number

Subject

Teacher's initials
The Priory School Uniform

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KS3</strong></td>
<td><strong>KS3</strong></td>
</tr>
<tr>
<td>(Years 7, 8 &amp; 9)</td>
<td>(Years 7, 8 &amp; 9)</td>
</tr>
<tr>
<td>• Red V-necked jumper with school emblem</td>
<td>• Red V-necked jumper with school emblem</td>
</tr>
<tr>
<td>• White blouses (open neck with revers) - worn tucked in</td>
<td>• White shirt – worn tucked in</td>
</tr>
<tr>
<td>• 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)</td>
<td>• School tie</td>
</tr>
<tr>
<td>• Plain black or white socks or natural/black coloured tights</td>
<td>• Plain black parallel trousers</td>
</tr>
<tr>
<td>• Plain black sturdy shoes (no trainers, high heels, ‘dolly’ shoes, boots, suede, canvas or bows etc.)</td>
<td>• Plain black or white socks</td>
</tr>
<tr>
<td>• Red TPS Polo Shirt (Ladies Fit)</td>
<td>• Plain black sturdy shoes (no trainers, boots, suede, canvas etc.)</td>
</tr>
<tr>
<td>• Black Sport Shorts</td>
<td>• Red TPS Polo Shirt</td>
</tr>
<tr>
<td>• Black Sport Socks</td>
<td>• Red TPS Rugby Shirt</td>
</tr>
<tr>
<td>• Black Sport Socks with Priory on back</td>
<td>• Black Sport Shorts</td>
</tr>
</tbody>
</table>

**Optional PE Items**
- Priory Base Layer Top
- Red TPS Hooded Sweatshirt
- Black Tracksuit Bottoms or Priory Leggings
- TPS Sports Holdall
- TPS Drawstring PE Bag
- TPS Boot Bag

**Optional PE Items**
- Priory Base Layer Top
- Red TPS Hooded Sweatshirt
- Black Tracksuit Bottoms or Priory Leggings
- TPS Sports Holdall
- TPS Drawstring PE Bag
- TPS Boot Bag
<table>
<thead>
<tr>
<th>GIRLS KS4 (Years 10 &amp; 11)</th>
<th>BOYS KS4 (Years 10 &amp; 11)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Black blazer with school emblem with the option of a grey V-necked jumper with school emblem worn underneath the blazer</td>
<td>• Black blazer with school emblem with the option of a grey V-necked jumper with school emblem worn underneath the blazer</td>
</tr>
<tr>
<td>• White blouses (open neck with revers) – worn tucked in</td>
<td>• White shirt – worn tucked in</td>
</tr>
<tr>
<td>• 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)</td>
<td>• Plain black parallel trousers</td>
</tr>
<tr>
<td>• Plain black or white socks or natural/black coloured tights</td>
<td>• Plain black or white socks</td>
</tr>
<tr>
<td>• Plain black sturdy shoes (no trainers, high heels, ‘dolly’ shoes, boots, suede, canvas or bows etc.)</td>
<td>• Plain black sturdy shoes (no trainers, boots, suede, canvas etc.)</td>
</tr>
<tr>
<td>• Black TPS Polo Shirt (Ladies or Unisex Fit) or T-Shirt</td>
<td>• Black TPS Polo Shirt or T-Shirt</td>
</tr>
<tr>
<td>• Black Sport Shorts or Tracksuit Bottoms or Priory Leggings</td>
<td>• Sport Shorts or Tracksuit Bottoms</td>
</tr>
</tbody>
</table>

Optional PE Items
- 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

Optional PE Items
- 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*
Homework and Organisation

You will be given a homework diary when you join The Priory School in September. You may want to write your homework into your diary so you can keep track of when everything is due. You must bring your homework diary every day.

You will need to learn to manage your time when it comes to meeting deadlines. You will sometimes have more than one piece of homework due on one day, so you might not be able to do them all the night before. You will learn to use your diary to help you complete homework on time without getting stressed.

We use an online system for teachers to record your homework so your parents can see it easily. You will be given a log-in when you join in September so you can just see the homework that applies to you and your classes.

Here is what it looks like!

Imagine that you are in the group 7CA, 7Y1/Sp and 7Y/Ma1.

Can you circle all of the homework you would have due this week?

What are some things you could do to make sure you get all of your homework done on time?
### Rewards @ TPS

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Respect</th>
<th>Resilience</th>
</tr>
</thead>
</table>
| **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 Silver/Gold  
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

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Respect</th>
<th>Resilience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lateness to lessons without reason</td>
<td>Disruption of teaching and learning</td>
<td>Inadequate work</td>
</tr>
<tr>
<td>Inappropriate behaviour in, around or outside school</td>
<td>Casual swearing</td>
<td>First Verbal Warning</td>
</tr>
<tr>
<td>Failure to bring equipment/books to lessons</td>
<td>Inappropriate use of ICT</td>
<td></td>
</tr>
<tr>
<td>Incorrect school uniform (shirt/tie/skirt, blazer)</td>
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</tr>
</tbody>
</table>

### C1
- Any repeat of C1 behaviour
- 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/seexist/HBT (homophobic/bisexual/transgender) abuse

### C2
- 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
- Truancy /leaving school site
- Missed C2 Detention = SLT Friday Detention 1 ½ hours

### 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
- Truancy /leaving school site
- Missed D2 Detention = C2 Detention + Repeat Of D2 Detention

### 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
- Serious racist/seexist/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
- 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
- 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
- Multiple fixed term exclusions
- Persistent disruptive behaviour
- Permanent Exclusion