



[www.priory.n-somerset.sch.uk](http://www.priory.n-somerset.sch.uk)

***STUDENTS FIRST***

**PARENTS/CARERS  
A-Z HANDBOOK  
2017 – 2018**

Dear Parents/Carers

Welcome to our Parents/Carers' Handbook. We hope it will assist you in understanding more about our policies and procedures.

We are a school very much at the heart of our community. We were rated in 2014 by Ofsted to be an outstanding school. We have very low class sizes in the key areas of English and mathematics, especially in the upper school. We have many outstanding teachers and support staff who are absolutely dedicated to the idea of STUDENTS FIRST.

Our school motto is very simple in that we put, "**STUDENTS FIRST**". In recent years we have gained an excellent local and national reputation for raising student outcomes whilst at the same time remaining a happy school providing all learners with a fantastic all-round education. We keep the student at the centre of all we do and thus we ensure that no child is left behind - target level attainment and beyond is our goal. We want all our students to be 'world beaters' and we tell them that often. They must aspire to greatness and understand that there is a 'big world' out there in which they must compete.

PCSA is not all about exam results as we very much believe in the power of sport, music and the arts. Our school productions, concerts and sporting clubs are all inspirational. We want all students to take part in our after school provision called Period 6. This is from 2.55-3.55pm each day and covers over 70 different activities.

We are an open school and we want you to keep in touch. We certainly look forward to seeing you at our Parents' Evenings and the many events that we stage throughout the year. With your support I am confident that we will ensure that your child is academically and socially successful and has a fabulous time at PCSA.

Please note we expect all our students (Year 7-11) have a pencil case with equipment and a reading book at school every day. We do insist that our students place their phone in the designated phone box during tutor and lesson time. We are also keen to keep our excellent community reputation and we have devised a letter that you will see at the rear of this guide.

I am so proud to be Principal at PCSA and am confident that our wonderful staff team will keep your child safe and stimulated in our care.

Best wishes,



Jane McBride  
Principal



## **ABLE STUDENTS**

The school aims to identify those students who are gifted or talented through teacher assessment and examinations. The school makes use of a number of strategies which support and challenge able students in their learning.

These include setting arrangements, early entry GCSE, separate sciences at GCSE, exceptionally able courses and opportunities to become involved in challenging extra curricular activities.

Some young people have exceptional ability and it is important that this is recognised by teachers. The term 'exceptionally able' is normally used to refer to learners in the top 2% of the whole population. Able students are identified on entry to the school as those having a very high KS2 points score. The school makes use of a number of strategies which support and challenge able students in their learning:

- Setting arrangements allow for the most able to be placed in high ability sets where they can work alongside other gifted children.
- Three sciences: a group of the most able scientists in Years 10 and 11 follow GCSE courses in the separate sciences.
- Additional opportunities: More able students are encouraged to become involved in additional opportunities such as competitions, publishing, productions, residentials and sport at county level and national level.
- AS Levels are available in Year 10/11, such as AS Politics.

## **ABSENCE**

Regular attendance at school is essential to good progress. It is also a legal requirement that your child attends school. It is expected that each and every student attends school 100% of the time. The only acceptable reasons for absence are student illness or family bereavement. If your child has an absence for one of these reasons then it must be reported to the school by telephoning the Absence Hotline before 10.00am on 01934 529366 or by e-mailing **Illness@staff.priory.n-somerset.sch.uk** each day of absence explaining the reason. This enables the school to keep records up to date and helps alleviate the fear of missing children. In the case of extended illnesses, please liaise with the Head of Year who will arrange for work to be sent home. Students also have access to the School Virtual Learning environment via the internet to pick up classes of work missed.

For absence other than illness we do not give permission for students to take leave during term time except under very exceptional circumstances. Any lesson missed is a valuable educational experience lost which cannot be replicated. Research demonstrates that absence undoubtedly hinders progress. We would therefore ask that you think carefully before you remove your child from school.

On occasion we do recognise that there may be extraordinary circumstances which would qualify for leave. If you have a request that you believe would comply with this criteria, a form can be obtained from student services, completed and returned to your child's Head of Year who will authorise or not authorise this absence.

## **ACADEMY COUNCIL**

The Academy Council, with the Executive Principal, have responsibility for the overall direction of the school. The Academy Council includes community, staff and parents members.

The full Academy Council meets 4 times a year and has 4 separate committees who meet each term. The Chair of the Academy Council is Mr. Rod Sibley, who may be contacted through the school. From time to time there are elections for parent members as vacancies arise.

## **ADDRESS**

The school address is: Priory Community School, Queensway, Weston-super-Mare, North Somerset, BS22 6BP

**Telephone:** 01934 511411 **Fax:** 01934 520199

**E-mail:** [mailbox@pcsa.org.uk](mailto:mailbox@pcsa.org.uk)

**Website:** [www.priory.n-somerset.sch.uk](http://www.priory.n-somerset.sch.uk)

## **AIMS**

What we believe in and want to achieve at PCSA...

### **Students First – Cherishing Staff**

1. We have a happy school community where students come first and all staff are valued and cherished
2. We have developed the whole child as a successful learner, a confident individual and a responsible citizen
3. We have raised standards for all learners by sustaining and enhancing performance – especially in the core areas of English, mathematics and science
4. We have met the needs of all learners with appropriate challenges for all through a broad and balanced curriculum that is increasingly personalized in the upper school
5. We will continue to fulfil our moral purpose by engaging and collaborating to help improve the life chances of all young people, locally, nationally and globally

## **ALCOHOL/ENERGY DRINKS**

Students are not permitted to bring alcohol or energy drinks onto the premises or consume them at any time during the school day, which includes trips, visits and sport fixtures. Students who do so will be excluded.

## **APPOINTMENTS**

If you have a query or would like to see a member of staff please do not hesitate to contact us. To make an appointment please telephone the school in advance to arrange a mutually convenient appointment. Staff may not, due to their commitments, be able to see you without an appointment.

## **ASSEMBLIES**

Each year group has an assembly once a week. Assemblies provide an opportunity for students to meet together with staff for ideas about moral and social issues and to celebrate success. A thought for the week, mentoring, literacy and number activities take place in tutor groups on non-assembly days.

## **ASSESSMENT**

Students are assessed throughout the year to monitor their progress in relation to the National Curriculum and GCSE courses. Assessment may be in the form of end of unit tests, examinations or controlled tests. Students are actively involved in the assessment process and are encouraged to reflect on their own performance and to establish future targets.

## **AWARDS EVENING**

The school holds an annual Awards Evening at the Grand Pier in October to celebrate the achievements of students. The awards are presented by a guest speaker.

## **BEHAVIOUR**

Priory Community School has high expectations of the behaviour of students in all respects, on the way to and from school, in the classroom, during social time as well as on school trips. Students must take responsibility for their behaviour. In the same way that positive actions provides benefits and rewards, inappropriate behaviour will be treated accordingly. We have a PCSA consequences policy and a behaviour policy. No one has the right to disrupt learning as all students have the right to learn.

The school believes that good discipline is essential to the well-being and education of children. Students are expected to behave with common sense and consideration for others at all times. We will not tolerate poor behaviour to/from school, our reputation in the community is important. Where students misbehave, a range of sanctions may be used, including loss of social time, detentions, being placed on report and withdrawal from classes. In serious cases a student may be excluded from school. Teachers will keep parents informed of significant disciplinary issues. A log of behaviour incidents will be maintained on the school system and is available for you to have a copy on request. Quite simply we expect student to be in the right place at the right time doing the right thing.

## **BICYCLES**

Students who travel to school by bicycle may leave it in the bicycle shed. We are very conscious of the high cost of modern cycles and recommend the use of secure locks as an extra to the locked shed. All cycles are left at school at the student's own risk. Students are not permitted to ride their bicycles on the school site and should enter and exit through the main gates on the provided cycle path. As a healthy school we encourage cycling to school. We strongly recommend that cycle helmets are worn.

## **BOOKS**

Students should ensure that they take good care of books. Exercise books are issued free to all students, but a charge is made for lost books. Text books and books on loan from the Learning Resource Centre (Library) are issued to students on the understanding that they are returned in good condition.

If a member of staff is not satisfied with the condition, or if the book is lost, then parents will be sent a bill for the book's replacement. Money to replace lost or damaged textbooks is not available from the school funds; therefore it is essential that students take good care of them.

## **BULLYING**

The school is determined to vigorously challenge all forms of bullying. We will not tolerate any form of verbal, physical or psychological bullying. No student has the right to make other people feel insecure in the school. We have a firm anti-bullying policy.


The school guarantees that:

- All staff will do their best to prevent bullying and will share responsibility for action if bullying does occur
- All incidents will be investigated in a firm and fair manner
- Parents and outside agencies may be involved in any course of action
- Through the curriculum we will encourage students to talk openly about bullying; to recognise its many forms, to realise its consequences, to encourage incidents to be reported and to discuss ways of handling bullies

## **CCTV**

The school campus is under 24 hour CCTV surveillance. CCTV has proved to be a very effective deterrent in reducing incidents of vandalism and other forms of anti-social behaviour.

## TERM DATES FOR 2017-2018

<b>TERM 1</b>	<b>Starts</b>	<b>Friday 1<sup>st</sup> September 2017</b>  <b>Friday 1<sup>st</sup> September, school will be closed to students with the exception of Year 7 who will come in on the morning - 8.40am - 11.30am (only)</b>  <b>All students to return to school on <u>Monday 4<sup>th</sup> September 2017</u></b>
	<b>Ends</b>	<b>Friday 13<sup>th</sup> October 2017</b>  
<b>TERM 2</b>	<b>Starts</b>	<b>Monday 30<sup>th</sup> October 2017</b>
	<b>Ends</b>	<b>Tuesday 19<sup>th</sup> December 2017</b>
<b>TERM 3</b>	<b>Starts</b>	<b>Thursday 4<sup>th</sup> January 2018</b>
	<b>Ends</b>	<b>Friday 9<sup>th</sup> February 2018</b>
<b>TERM 4</b>	<b>Starts</b>	<b>Monday 19<sup>th</sup> February 2018</b>
	<b>Ends</b>	<b>Friday 23<sup>rd</sup> March 2018</b>
<b>TERM 5</b>	<b>Starts</b>	<b>Monday 9<sup>th</sup> April 2018</b>
	<b>Ends</b>	<b>Friday 25<sup>th</sup> May 2018</b>
<b>TERM 6</b>	<b>Starts</b>	<b>Monday 4<sup>th</sup> June 2018</b>
	<b>Ends</b>	<b>Tuesday 24<sup>th</sup> July 2018</b>

## **CAREERS**

Priory Community School provides independent information, advice, guidance and support to all of our students. We work within school and further education establishments and training providers. We support students with all aspects of their transition through to their Post 16 choices and progression.

This involves helping students to overcome any barriers to their learning, achievement and progression, as well as providing information, advice and guidance around the opportunities available and the decisions that need to be made around future choices in education, training and employment. The Head of Careers is James Wilmot who can be contacted at: [James.Wilmot@pcsa.org.uk](mailto:James.Wilmot@pcsa.org.uk)

## **CHARGING**

The school reserves the right to make a charge for the following activities; the board and lodging element of residential activities in school hours; activities outside school hours; individual instrumental tuition; ingredients and materials where students wish to take home the finished product; the cost of re-sitting an examination including modules.

The school reserves the right to levy a charge where a student loses a book or piece of equipment, misuses and damages school resources and willfully or recklessly damages the fabric of the building e.g. a broken window. In cases of financial hardship it may be possible to provide some assistance.

## **CHARITY**

Each year the school supports one selected charity. In 2008-9 it was The Willow Foundation, 2009-2010 it was Children's Hospice SouthWest, 2010-2011 – Bristol Children's Hospital, 2011-2012 Project South Africa, 2012-2013 it was CRY, 2013-2014 it was Weston Hospice Care, 2014-2015 was International Red Cross, 2015-2016 was Cystic Fibrosis, 2016-2015 was Bone Cancer Research.

### **The School Charity for 2017-18 is ATAXIA UK**

Ataxia is the name given to a group of conditions that can affect people's nervous systems.

Anyone of any age can get ataxia. There are over 10,000 people with ataxia in the UK today. Many of them children.

Ataxia affects people's balance and the way they talk, walk and move.

It can make them feel very unsteady on their feet and as they get older, it usually gets a lot worse and causes lots more health problems.

So far, no one has found a cure for ataxia.



## **COMPLAINTS**

If you have any worries, concerns or complaints, please do not hesitate to contact us. Like any organisation, we do not always get things right, but we are keen to hear about ways in which we can improve the quality of our service. Please contact the Principal's PA, Tania Caulfield in the first instance on 01934 529362 or email : [tania.caulfield@pcsa.org.uk](mailto:tania.caulfield@pcsa.org.uk) In the event that you remain unhappy with the response then a complaint may then be made to the Academy Council.

## **COMPUTERS/e-learning**

Curriculum ICT provision is made through a network running Windows XP, Vista, and Apple OSX on the desktop. Internet provision is made through South West Grid for Learning. Students have a school e-mail account. There are over 800 computers in the school network located in various faculties.

Home access to work via the internet and homework is available via our VLE. Students are encouraged to bring ICT into school but they do so at their own risk of loss, damage or theft.

## **CURRICULUM**

In line with the National Curriculum all students follow a curriculum, which is broadly based, balanced and relevant. Students in the Lower School study the following subjects: English, Mathematics, Science, Technology, Information Technology, French or Spanish, Geography, History, Religious Education, Physical Education, Art, Drama, Music, and PSCE across the curriculum.

In the Upper School students follow a broad and balanced curriculum in line with the National Curriculum. All students continue to study English, English Literature, Mathematics, Science, PE, and Religious Education. In addition students may choose subjects from the following: - Computer Science, Triple Science, Media Studies, Food Preparation and Nutrition, Product Design, French, Spanish, History, German, Music, Art and Design, Photography, Sociology, Drama, OCR Sports Studies, Engineering, Catering, Computing, AS Politics, European Computer Driving License.

### **DAILY TIMETABLE**

<b>8.40</b>	<b>Registration</b>
<b>9.00</b>	<b>Period 1</b>
<b>10.00</b>	<b>Period 2</b>
<b>11.00</b>	<b>Morning Break</b>
<b>11.25</b>	<b>Period 3</b>
<b>12.25</b>	<b>Lunch A     )</b>
<b>12.55</b>	<b>Lunch B     ) Period 4</b>
<b>13.25</b>	<b>Lunch C     )</b>
<b>13.55</b>	<b>Period 5</b>
<b>14.55</b>	<b>End of School Day – but period 6 – after school</b>

In total, students have timetabled lessons for 25 hours per week excluding registration, tutorial and assembly time. The school works a one week timetable. Lessons are the same time slot each week.

## **DETENTION**

We run a system of break time detentions Monday to Friday and after school detentions every Thursday from 3pm–4pm and 3pm-5pm and Saturday detention for persistent offenders to our behaviour codes. Parents will be notified in writing if their child is required to attend an after school detention. We ask for support in ensuring that their child attends this important sanction. Students who fail to attend after school detention will normally be placed in Return to Learn the following day.

## **DRUGS**

The school has a clear policy for dealing with drug-related incidents should they occur during the school day or on school trips and visits. The dealing in, possession of illegal drugs and/or their misuse will normally result in permanent exclusion.



## **DUKE OF EDINBURGH AWARD SCHEME**

The scheme is open to all students over the age of 14 and gives an opportunity to progress to Bronze Certificate. The award is divided into four areas of experience: service, skill, physical recreation and expedition. The scheme is well established and is popular with students. The scheme provides students with an opportunity to demonstrate personal achievement and contribute in a positive way to the community. Duke of Edinburgh's Awards are widely recognised by employers. For more information contact:

[callum.thompson@pcsa.org.uk](mailto:callum.thompson@pcsa.org.uk) or [Rowan.Locke@pcsa.org.uk](mailto:Rowan.Locke@pcsa.org.uk)

## **EMERGENCY CLOSURE – check [www.priory.n-somerset.sch.uk](http://www.priory.n-somerset.sch.uk) first**

In the unlikely event of a sudden closure, because of weather or other emergency situations, BBC Radio Bristol, GWR and Star FM will broadcast the information. Please also look at our website.

## **EQUAL OPPORTUNITIES**

The school is committed to equal opportunities for all students. This is reflected in access to courses and the content of the curriculum. Learning takes into account the different needs of students and prepares them for life in an ethnically and culturally diverse society.

## **EXAMINATIONS**

It is the policy of the school that as many students as possible should be given the opportunity to sit public examinations provided that they have reached the required standard. Students are entered for examinations at GCSE, as and when ready. If any student fails to sit the exam (without a good reason) a charge will be made. The school has an extensive range of applied learning qualifications on offer.

## **EXTRA CURRICULAR – Over 70 clubs every week! (Period 6E – 2.55pm – 4.15pm)**

Staff and students work together to provide a wide range of clubs and activities that take place throughout the year. Art, Music and Drama departments provide a large programme of musical, dramatic and artistic events and the Physical Education Faculty runs a comprehensive list of sports fixtures and clubs. We also have offered activities such as Japanese, Sushi, Fine Dining, Glee club, and lots more.

We encourage all students to take part in at least one of the activities on offer. Full details of all extra curricular activities are published separately.

## **FIRE ALARM**

In the unlikely event of a fire, the alarm system will sound: this is a continuous ringing bell. Students are required to leave the building by the shortest possible route and in an orderly manner. Students line up in tutor groups in designated areas.

## **HISTORY**

Priory Community School was opened as a "mini school" in temporary huts on the car park of Worle School in September 1975. The school started with only one year group – the first year. The first Head of the school – Arthur Spencer, did not take up his post until September 1976, the start of the school's second year.

### **The move to the new site**

In September 1977 the school moved to its new purpose built site on Queensway (named to commemorate the Queen's Silver Jubilee), though some buildings were not ready on time and for half a term one year group continued to be taught in the old huts at Worle School.

Each year from 1975 to 1979 the school continued to grow as each new first year group was added. During this period some additional new buildings were opened – the maths/ English block, the Sports Hall, the back dining room, an additional Science lab and some additional tennis courts. In 1980 the first ever students to join the school left at the end of their fifth year – there were now about 180 of them – a third more than had started the school in 1975.

By the mid 1980s, houses had been built on two sides of the school – the start of a process that over 25 years would see the school move from being on the very edge of Weston to very much the centre of its local community. Priory became a Trust School on 1<sup>st</sup> April 2009.

Priory became an Academy in August 2011 and then became part of a Multi Academy Trust – The Priory Learning Trust in August 2016. Priory received Ofsted 'outstanding' grade in November 2014.

In 2015, The Paula Radcliffe Centre opened and in 2017, The Spencer Science Centre – a state of the art £2.4 million educational facility second to one opened its doors.

### **HOME LEARNING (Homework)**

The school believes that home learning is important for the educational progress of all children. A wide variety of home learning tasks are set on a regular basis for all students. In order that the full potential of each student can be realised, students in Year 7 and 8 are expected to undertake 60 minutes of home learning each evening, increasing to between 90 and 120 minutes in Years 9, 10 and 11. To help organise their home learning, every student has a student planner, which we ask parents to sign on a weekly basis. Please check the student planner and add any of your own comments. Some students use an electronic planner.

As parents, you can support your child by ensuring that home learning is completed conscientiously and in the best possible conditions. Home learning is monitored by your child's tutor who will look at their student planner each week and offer appropriate advice. The tutor will be pleased to respond to any comments that you might make in the planner. Where a child has a genuine difficulty in completing their Home Learning or in meeting a deadline, they should make sure that they speak to their tutor and subject teacher before it is due to be handed in. Where a student fails to complete Home Learning without good reason, disciplinary action will be taken within school. Reading is also very actively encouraged.

### **LEARNING RESOURCE CENTRE (Library – Mrs Watts and Mrs Vinton)**

The Learning Resource Centre is open to students throughout the day from 8.30am until 4.00pm Monday to Thursday and 11.00am to 3pm on Fridays. The LRC has a wide range of resources including books, computers, access to internet and provides a wide range of resources and services including photocopying, scanning, laminating and binding.

Students are automatically members of the LRC and may borrow one book at a time. All students using the LRC during lesson time must have a permission slip from their teacher.

Central Leaders are asked to review resources relating to their subject area on an annual basis. The librarians are always pleased to receive suggestions for new books and resources. LRC staff are on duty during the day to offer advice and assistance to students.

Should a book be lost or damaged an invoice will be sent home to cover the cost of replacement.

### **LEARNING SUPPORT (The Sir Richard Branson Centre)**

On entry to the school all students are tested and allocated support if appropriate. Students identified as requiring support may have access to the following, depending on their level of need:

- In class support
- Withdrawal to Learning Support to develop basic skills
- Individual programmes

- Modified timetables
- Specific maths and English intervention
- "Alpha Smart" PC for literacy

We operate an open door policy in our support bases and all students are welcome. The SENCO is Lisa Smith.

### **LEAVING SCHOOL PREMISES**

Students are **not** permitted to leave the school site without written permission from parents, and any student needing to leave the premises must then obtain a permission slip from their Head of Year and sign out at Student Services. For students who go home for lunch; on parental request and at the school's discretion, such students are issued with a pass, which is only to be used for having lunch at home.

### **LOST PROPERTY**

In the event of a student losing an item of property he/she should report to Student Services. The best advice for a student who has lost something is to go back over his/her timetable, checking each room in turn. We request that all uniform is labelled. Thank you for your help with this.

### **LUNCHTIME**

School meals are served on a restaurant system and students may also bring a packed lunch. Food is paid for in cash at the time of purchase. Students may be entitled to free school meals if their parents are in receipt of Income Support.

Teaching and support staff are on hand to supervise students throughout the lunch break. In very exceptional circumstances students may go home at lunchtime with the written permission of parents and Head of Year.

### **MEDICAL**

First Aid for minor accidents and sickness is provided by a trained first-aider and children who feel unwell should report to Student Services. If your child is too ill to stay at school we will contact you in order that you may collect your child and take him/her home. Students are not permitted to telephone home themselves.

In cases where hospital treatment is required, a student will be taken by ambulance to Weston-super-Mare General Hospital. It is essential that we have a contact number where we can contact parents in case of medical problems. Please ensure that you have submitted a contact number to the school and notify us of any changes.

Please inform the school of any serious medical conditions, e.g. epilepsy, diabetes, asthma or anaphylaxis. Physical education, chemistry and practical subjects can sometimes present difficulties, so students with a medical problem should inform their teacher should they anticipate any difficulties or feel unwell. Students requiring medication should leave their medicine in Student Services with a note from parents explaining dosage. In cases where students are unable to participate in Physical Education, a medical note or letter from parents should support this.

### **MOBILE PHONES**

Mobile telephones should only be used at break and lunchtimes. Students are not allowed to record or take photographs with their phones without first gaining permission from a member of staff. In light of an ever growing society where technology is easily accessible, we, at PCSA have come to recognise the constant distraction mobile phones can cause within lessons, which can hinder the academic achievements of our students. This is not necessarily through the fault of the individual but generally their lesson and thoughts are interrupted by a phone vibrating in their pocket or in theirs or another student's bag.

In order to support our students in their efforts to remain focussed and to succeed in their lessons, all students will be expected to deposit their mobile phone into the 'Phone Box' which will be displayed at the front of each and every classroom. This is to then be collected at the end of the lesson during the student's dismissal, which will be supervised by teaching staff.

The school does not accept responsibility for the loss or damage of mobile phones. In a case where a student misuses their telephone, it will be confiscated and returned only to parents unless by agreement of the Head of Year. Any student found bullying others by texts, photograph or video facility will be treated in accordance with the school's behaviour policy, in addition they will no longer be allowed to bring their mobile phone into school.

### **MONEY**

All money for trips and other activities are to be paid using on-line using Parent Pay which can be accessed through the Priory Community School website. Parents can also request a bar coded letter for individual trips so that cash can be paid at a local Pay Point shop if they do not have on-line facilities.

### **OUT OF BOUNDS**

Students are not permitted to leave the school site during the school day. At lunchtime students are only allowed within the tennis courts, outdoor eating areas or in the restaurant areas. Students found out of bounds will receive an after-school detention.

### **PARENTS' EVENINGS**

In each year there is at least one Parents' Evening when subject staff are available to talk about your child's progress. Parents' Evenings are by invitation only. Parents are also invited into school for our annual "Target Setting Day" when parents and students meet with a Tutor to review progress and set appropriate targets. Target Setting Day happens in January.

Arrangements can be made at any other times to meet the Tutor, Head of Year or other teachers. Please do not hesitate to contact us if you have any concerns about your child's education. If there are problems with your son/daughter at home we would also like to know as soon as possible. We are always pleased to see parents by appointment. Our Principal, can be contacted at any time on: [Neville.Coles@pcsa.org.uk](mailto:Neville.Coles@pcsa.org.uk)

### **PERSONAL EQUIPMENT**

All students should have their own pencil case containing, pens, pencils, ruler, rubbers, protractor, and compass. A calculator and glue stick are also very useful. They will also need a bag to carry their books and PE kit. They should also be carrying a reading book and a bottle of water in their school bag, along with their planner. School bags should be large enough to carry a A4 folder.

### **PERSONAL STEREOS/IPODs/MP3**

Students are allowed to bring Personal Stereos, MP3 Players or IPODs into school. The school does not accept responsibility for the loss or damage of Personal Stereos/IPODs/MP3.

### **PHYSICAL EDUCATION**

If your son/daughter has an illness or injury and he/she is well enough to be in school then he/she is assumed to be well enough to participate in any PE lesson he/she has on that day.

The student should bring a note to his/her PE teacher explaining the poor health and **must bring in all his/her PE kit**. There may be limitations to what your son/daughter can achieve in that lesson and what role they may adopt but it is down to the professional skills of his/her PE teacher to give them differentiated tasks to guarantee a form of participation and maintain his/her progress. There are many facets to modern physical education and there are endless activities your son/daughter can perform with various ailments.

## **POLICE SURGERIES**

Police education workshops are conducted in school on a regular basis. Students may be required to attend as part of our restorative justice programme. Other students may wish to attend to gain advice on any issue pertaining to the law.

## **PRAISING STARS**

Each term we recognise the need to 'Praise Our Stars'. That is, we are able to identify students who are meeting and beating set targets and doing very well on other school measures. These students deserve our praise. A "Praising Stars" letter will be sent home from the school to each student to say well done and keep up the good work. We also plan all our intervention programmes based on this data.

## **@PRIORY POST**

The school publishes a newsletter, @Priory, three times a year which is sent to parents/carers in the post. The newsletter gives details of the activities and achievements of the school and information about forthcoming events. The newsletter is also published on the school website.

## **PRIORY PRODUCTIONS**

School productions take place several times during the year. We have two school concerts and one school play during the year. All students are encouraged to participate either on or off the stage. Auditions take place for each event and all students are welcome to attend.

## **PUNCTUALITY**

It is important that students arrive at the school punctually since this is a realistic preparation for employment and adult life. Students arriving after registration must sign in at Student Services. Those who arrive late without good reason will be required to make up the lost time. The morning session starts at 8.40am. Students need to be on site five minutes before registration.

## **RACIAL DISCRIMINATION**

Any form of discrimination is taken very seriously at Priory Community School. Students are encouraged to adopt tolerant and sensitive attitudes to each other including those from different cultures, ethnic backgrounds or faith. Racist behaviour will not be tolerated and will result in disciplinary action. The police will normally be involved.

## **RELIGIOUS EDUCATION**

Religious Education is taught to all students. Students study all world religions.

## **REPORTS – you will get four each year**

The progress of all students is carefully monitored through our system "Priory Praising Stars" and as parents you will receive four times during the school year a "Progress Report" and then a full written report in July from your son/daughter's tutor. Progress Reports give details of performance in all subjects against target and information about behaviour and attendance. The report will also identify any areas for improvement.

You will be informed of successes but, if things are not going smoothly, we will write to you and invite you to visit school to discuss the problem.

## **RETURN TO LEARN (R2L)**

Students are withdrawn from lessons and placed in our Return to Learn where there is serious misbehaviour or significant or persistent infringement of the school rules. Students who attend the R2L are set work and are required to remain within the centre for the whole day. Parents are informed by letter if the child has been placed in the Return to Learn. Students complete school work in this area of school and are closely supervised by Heads of Year. We try to avoid home exclusions in this way.

## **REWARDS**

The school celebrates the achievements of students in a number of ways. Students who produce a good piece of work or contribute particularly to our school are issued with an entry on the SIMS system.

Priory praise postcards are also sent home from individual faculties celebrating achievement. Attendance certificates are also produced each term.

Reward trips and graduation trips are also another way that PCSA celebrates student success

## **ROAD SAFETY**

Students travelling to school either on foot or by public transport at some point in their journey cross roads. Please ensure your child is aware of their personal safety on the roads and that they are clearly visible especially on the dark winter evenings. It is a good idea to wear reflective arm bands or fit a reflective strip to a school bag or garment. Please remind students that the use of mobile phones whilst crossing the road is dangerous and prohibited.

## **SCOOTERS/MOPEDS**

Students in Year 11 who are eligible for a motorcycle licence are not permitted to bring motorcycles of any kind onto the school premises unless agreed by the Principal. A form is available and must be signed by parents, students and school.

## **SEX EDUCATION**

Sex Education aims to help students prepare for adulthood. It encompasses not only facts about human reproductive processes and behaviour but also broader emotional and ethical dimensions of sexual attitude. Sex Education is taught as part of the school's PSCHE programme with elements included in science and religious education. The programme reflects the age and maturity of the students. Parents have the right to withdraw their children from this aspect of the curriculum but we do request that you discuss this fully with the school before making a final decision.

## **SMOKING**

Priory Community School has a 'No Smoking Policy' for all users of the school. Smoking is not permitted by students within or in the vicinity of the school. Smoking is also forbidden on all trips and out of school activities. Any student who is found to have been smoking or to be in possession of cigarettes or in the company of smokers on the school site or in the vicinity of the school will be disciplined. This also includes the use and possession of vapours and electronic cigarettes.

## **SPORTS CLOTHING**

### **BOYS**

- Bottle Green and Royal Blue Rugby Shirt (PCSA Logo)
- Royal Blue Joma Polo Shirt (PCSA Logo)
- Plain Black Football/Rugby Shorts
- Plain Black Football Socks
- Training Shoes (non-marking sole)
- Football Shin Guards/Pads
- Football Boots
- Towel
- Strong Kit Bag
- Gum Shield

**All uniform is available  
from  
NK Sports, Station Road,  
Worle**

### **Optional Items:**

Plain Black Tracksuit Bottoms

## **GIRLS**

- ❑ Royal Blue Joma Poloshirt (PCSA Logo)
- ❑ Plain Black Skort
- ❑ Plain Black Hockey Socks
- ❑ White Gym Shoes or trainers with non-marking soles(suitable for sporting activity)
- ❑ Towel
- ❑ Shin Pads
- ❑ Strong Kit Bag
- ❑ Gum Shield

### **Optional Items:**

Plain Black Tracksuit Bottoms  
Black and Royal Blue Hoodie (PCSA Logo)

The PE Faculty provides hockey sticks and tennis racquets. Students are very welcome to bring their own to lessons. To avoid any confusion, all items of clothing and equipment should be named. Students must make every effort to take responsibility for their equipment. The school does not take responsibility for loss or damage to kit or sports equipment.

Sportswear items are available from our stockist: NK Sports

## **STUDENT PLANNER**

Students in Years 7-10 are issued with a Student Planner. This is used to record home learning tasks and is intended to assist the student with organising his/her work. It can also be used by teachers to communicate information about successful or inadequate work and by parents to draw the attention of staff to any matter relating to progress or effort in any subject. Students must carry their planner at all times, and parents are asked to check it and sign it each week. Students will be charged for replacement planners.

## **SUPERVISION**

Students are supervised throughout the day from 8.30am – 2.55pm. A team of staff is on duty around the school before and after school and at break and lunchtime.

## **TEACHING GROUPS**

English, maths, science and PE are often taught in ability grouping but other subjects are taught in mixed ability groups.

## **TELEPHONE**

The Student Services staff are able to take messages for students from parents but would be grateful if this service is only requested if the message is really urgent. Messages are normally passed on as soon as possible. Please do not telephone your son/daughter direct on mobile phones and students should not receive incoming calls or make calls, unless in an emergency during the school day.

## **TOILETS**

Our toilets are known as 'Splash World'. Toilets are open in school throughout the day. To avoid unnecessary disruption we discourage students from leaving lessons and encourage them to make use of the facilities at break and lunchtime. In the event of a related medical problem or an emergency, students will be issued with a card that gives them permission to be out of their lesson.

## **TUTOR GROUPS**

On entry to the school each student is placed in a Tutor Group. The Tutor meets the group every morning, and is the most important contact a child has with the staff. The Tutor is there to register attendance, monitor progress, help students to organise their work, and provide guidance if there are any problems.

The Head of Year is always on hand to provide extra support. In all Years there are 12 tutor groups of about 20 students in each group. We believe in small groups with lots of support available.

## **SCHOOL UNIFORM**

School Uniform is available to order only from our suppliers NK Sports, Station Road, Worle

### **For all students in Years 7 and 8**

Bottle Green sweatshirt badged with Priory Community School

### **For all students in Year 9, 10 and 11**

Black sweatshirt badged with Priory Community School

### **For Students in all Years**

White polo shirt badged with Priory Community School logo

### **Black Traditional Trousers/Skirts**

Skirts should be plain and around the knee in length.

Trousers/skirts should not have fashion zips, buckles, patch pockets or be frayed and must be worn around the waist. Any belt must be plain black. Trousers must not be flares, hipsters, or leggings.

**Please note:** we do not allow denim, black jeans, canvas, corduroy, linen or similar materials.

**Plain Black Polishable Shoes** - No trainers, sandals, canvas, open backs, boots, high heels or platforms.

### **Jewellery**

Students are permitted to wear one pair of ear studs or small sleeper earrings, one in each earlobe. No other jewellery or decoration is permitted. For reasons of health and safety facial piercings are not allowed: this includes nose studs, eyebrow or tongue rings/bars. Incorrect jewellery will be confiscated and returned the following week.

### **Make-Up**

This should be worn discreetly.

### **Hairstyles**

Extreme hairstyles and brightly dyed colours are not allowed, hair colours or highlights are allowed if they are conventional colours, for example black, brown or blonde.

### **Coats**

A plain coloured outdoor coat may be worn. Not denim or leather. During the winter students who travel to and from school in the dark should wear fluorescent strips to ensure that they are seen by oncoming traffic.

Students are also required to wear the correct uniform on the journey to and from school.

Any student who fails to attend school in the correct uniform or who does not wear their uniform correctly will be subject to disciplinary action. Items of incorrect uniform will be confiscated.

Where footwear is incorrect, the school will provide shoes for the student to wear. The only exception to this will be on receipt of a doctor's certificate when **black** trainers may be worn for the recommended period. Where there are significant and/or persistent infringements of the uniform policy, students will be withdrawn from normal lessons pending the correct uniform being worn.

## **VALUABLES**

It is important that all children take care of their property. Money should always be kept to a minimum and never left unattended.



## **VANDALISM**

The school has very few problems of vandalism or graffiti by students. Where damage is done to the school buildings, equipment or surroundings by students acting in a careless or thoughtless manner, they are expected to contribute towards repair or replacement. In this way we hope to encourage responsible behaviour.

## **VISITS**

The school provides excellent opportunities for students to be involved in a wide range of educational visits. These include visits to the theatre, museums, exhibitions, local fieldwork and sporting events. There are also residential trips with opportunities to go abroad. The school regularly undertakes trips to France and Spain.

## **WATER**

We encourage students to drink water during the day. The school provides drinking fountains for students to use at break and lunchtimes. Students may bring a clear plastic water bottle into school and can drink water from this at anytime providing that it does not disrupt a lesson or compromise health and safety.

## **WORK EXPERIENCE**

Students in Year 10 undertake a period of work experience during Term 6. This gives students an insight into the world of work and helps them to develop confidence and the skills needed when they leave school. Students are encouraged to find their own placements, with guidance from staff and they take part in a one-day key skills conference in preparation for their placement.

A small number of students undertake extended work experience placements of one day each week.

## **WORK RELATED LEARNING – CAREERS EDUCATION AND GUIDANCE**

Our aim is to work in partnership with others to provide Careers Education, advice and guidance which will enable students to make informed decisions about their future.

### **They will be able to:-**

- Make option choices in Year 8 and 10
- Find out about options at 16/19
- Find out about the world of work or jobs
- Take part in a wide range of work related activities
- Match interests and abilities to career ideas
- Use the careers library and careers software information
- Make decisions about the future
- Draw up a career action plan
- Apply for courses/training/or jobs
- Go for interviews with confidence
- Seek further help when they leave school

### **As a parent/carer you are entitled to:**

- Know how your son's /daughter's progress at school will affect their decisions
- Talk to the tutors and the careers adviser to find out information about careers
- Come to parents' evenings or events which discuss Careers Education and Guidance
- Attend your son's/daughter's careers interview if you wish
- See a copy of their career action plan
- Find out more about how you can support your son/daughter at this time
- Find out what progress is being made with applications

**A GUIDE TO WHO'S WHO IN SCHOOL**  
**SEPTEMBER 2017**

**PRIORY LEARNING TRUST EXECUTIVE TEAM**

**Executive Principal**

Executive Principal's PA  
Chief Operations Officer  
Chief Operation Officer's PA/Special Projects Manager  
Business Services Manager  
Chief Analytics Officer  
Director of Science  
Director of Math's  
Clerk to the Trust

**Neville Coles**

Elizabeth Davis  
Martin Kerlake  
Amy Boyle  
Anne Clubb  
Sarah Gibbon  
Janet Criddle  
Sharon Goddard-Lock  
Tricia Bradham

**PCSA SCHOOL LEADERSHIP TEAM**

**Principal**

**Assistant Principals**

**Academy Business Manager**

**Principal's PA/Clerk to the Academy Council**

**Jane McBride**

Kirsty Aaron  
Dave Pye  
Gemma Roberts  
Chris Sherring  
Ian Shopland  
Lisa Smith – SENCO  
James White

Angela Johnson-Scott

Tania Caulfield

**Academy Council**

**Chair of Academy Council**

**Vice Chair of Academy Council**

**Staff Academy Council Members**

**Co-opted Academy Council Members**

**Parent Academy Council Members**

**Rod Sibley**

Neil Tokelove

Cindy Crouch  
Jane McBride  
Kelvin Sloane

Pete Coleman  
John Richarson  
Fiona Waters

Ken Hanson  
Elouise Huxor  
Mark Maleham

## Heads of Year/Assistant Heads of Year

<b>Year 7</b>	Lee Dodson and Luke Hussey
<b>Year 8</b>	Gemma Roberts and Rob Stokes
<b>Year 9</b>	Caroline Rowlands and Adam Boyle
<b>Year 10</b>	Callum Thompson and Amiee Vinton
<b>Year 11</b>	Kirsty Aaron and Tania Caulfield

## ENGLISH TEAM

<b>Central Leader:</b>	<b>Philip Dodd</b>
Kirsty Aaron	Head of Upper School
Lorna Jones	Upper School English Leader
John Mainwaring	
Louise McCarthy	
Tara Morse	
Sarah O’Gorman	
Rhian Petrou	Head of Media
Jo Raeburn	
Gemma Roberts	Head of Lower School
Elizabeth Winsborough	2 <sup>nd</sup> in English and Literacy Leader

## MATHS TEAM

<b>Central Leader:</b>	<b>Lois Kerrison</b>
Ella Catt	
Cindy Crouch	
Sharon Goddard-Lock	PLT Director of Maths
Mel Harding	
Lisa Hill	
Jodie Liddington	
Di Wang	
Alan Wilson	

## SCIENCE TEAM

<b>Central Leader:</b>	<b>Rosie Callender</b>
Victoria Bush	
Rosie Callander	
Brent Cross	
Clare Gunningham	Head of Biology
Charlotte Hall	
Rowan Locke	
Judith Pye	
Dave Pye	
Nick Rowlands	Head Physics
John Stevens	Head of Chemistry

**Technicians:**  
Claire Perkins/Kelly Gomm/Kathryn Stanley

## ICT TEAM

<b>Central Leader:</b>	<b>Jo Whitham</b>
Michelle Skelton	
Sarah Wheeler	

## PHYSICAL EDUCATION TEAM

**Central Leader:**

Tom Allcoat  
Chris Coombs  
Neil Clark  
Courtenay Gadd  
Vanessa Mawford

**Tina Delaney**

Head of Boys' PE

Primary School Support/Head of PRC

## HUMANITIES TEAM

**Central Leader:**

Kate Empson  
Josh Howard  
Kay Phelan  
Nick Phelan  
Oliver Plumridge  
Abi Rees  
Ian Shopland  
Lisa Smith

**Zoe Caise**

Head of Geography

Head of Religious Education

Assistant Principal

## DESIGN TECHNOLOGY

**Central Leader:**

Sharon Boneham  
Aimee Carter  
Robert Stokes

**Christian Blackmore-Wynn**

**Technicians**

Derek Thorpe  
Tracy Smith

## CREATIVE ARTS TEAM

**Central Leader:**

Jessica Hall  
Helen Howard  
Luke Hussey  
James White

**James Stanley**

Head of Drama

Assistant Principal

**Technician**

Lyn McBride

## LANGUAGES AND GLOBAL UNDERSTANDING TEAM

**Central Leader:**

Sandrine Boll  
Maggie Bowen  
Lucy Coleman  
Caroline Douesnard

**Christelle Parsons**

## OFFICE TEAM

**Tarra Rooke**

Abigail Boyce  
Lydia Bracey  
Sue Fisher  
Karen Girling  
Sarah Hendy  
Danni Laing

**Office Manager**

Administrator  
HR Apprentice  
Receptionist  
Senior Administrator  
Administrator  
HR Officer

## FINANCE TEAM

### **Marinde Edwards**

Beverley Bailey  
Anne Clubb  
Ellie Holder

### **Finance Manager**

Letting/Finance Administrator  
Business Manager  
Finance Administrator

## INCLUSION TEAM

### **Inclusion Manager:**

**Lisa Smith – SENCO/Head of SEND Faculty**

Lorraine Allen

Trina Best

Sophie Drake

Jane Harding

Samantha Jones

Val Kemp

Jennifer Gray

Sharon Lee

Hannah Martin

Laura Stockham

Vicky Rolls

Sharon Sadler

Terry Selby

Clare Street

Anja Vartuli

Janet Williams

Rebecca Williams

Kerri Youhill

Looked after children main contact

Lower School SEND Manager

Upper School SEND Manager

R2L Behaviour Manager

## STUDENT SERVICES/LEARNING MENTORS

John Boden

Samantha Bryant

Julie Collins

Philippa Cornish

Rachel Drury

Sarah Hamlin

Kate Ruddock

Serena Robertson

Education Attendance Officer

Apprentice

Student Welfare Counsellor

Student Mentor

Student Services and Data Manager

Attendance and Student Services Assistant

Attendance Officer

## SITE SERVICES TEAM

### **Facilities Manager:**

Roger Barnes

Nicola Fitzpatrick

Scott Gallacher

Bob Holloway-Smith

Ross Maclennan

David Morrish

Richard O'Niell

Stephen Ryall

Kelvin Sloan

Stephanie Turner

### **Mr Mike Bull**

Cleaning Manager

Cleaning Supervisor

## LEARNING RESOURCE CENTRE

### **Learning Resource Manager:**

Leeza Cuthbertson

Lorna Nutting

Adele Vinton

### **Rachel Watts**

## IT TEAM

### Network Manager:

Haydn Mexson  
Martin Thomas  
Miles Vowles

**Simon Merrick**

## LEARNING/COVER TEAM

Alex Murphy  
Adam Boyce  
Rebecca Ekland  
Alex Murphy  
Tom Sheppard  
Aimee Vinton  
Jessica Tweddle

Lead Learning Supervisor  
Learning Supervisor  
Learning Supervisor  
Learning Supervisor  
Learning Supervisor  
Learning Supervisor  
Cover Co-ordinator

## PRIORY PRE-SCHOOL

### Pre School Manager:

Emma Allen  
Julie Berridge  
Michelle Collins  
Debbie Reading  
Nicola Rees  
Carol Smith  
Leanne Tabrett

**Amanda Pole**

## LUNCHTIME SUPERVISORS

### Supervisor

Amanda Burge  
Emma Dyer  
Jessica Dowling  
Kelly Hart  
Laura Jageliene  
Pam Meakin  
Clare Nelson  
Melanie Nikiforos  
Samantha Vause  
Nicola Vyse

**Michelle Haberfield-Stott**

## OTHER KEY MEMBERS OF STAFF

Thomas Bassett  
Connor Campbell  
John Johnson  
Lauren Holder  
Adam Lewis  
Amanda Sheppard  
Sophie Talbot  
Aimee Williams  
James Wilmott

PRC Fitness Instructor  
PRC Apprentice  
Professional Tutor (ITT)  
Health and Safety Administrator  
PRC Fitness Instructor  
Exams Officer  
Junior Fitness Instructor  
Technician with Faculties  
Head of Careers



## Tutor Groups 2017 -2018

### Year 7 – HOY – Lee Dodson

7A1 Adam Boyce/Trina Best  
 7A2 Vicky Rolls  
 7A3 Hannah Martin  
 7A4 Sandrine Boll/Marie Cecile Bougois  
 7A5 Neil Clark  
 7A6 Charlotte Hall  
 7B1 Terry Selby  
 7B2 Janet Williams  
 7B3 Tom Allcoat  
 7B4 Ella Cat  
 7B5 Phillipa Cornish/Sharon Sadler  
 7B6 Alan Wilson

### Year 8 – HOY – Gemma Roberts

8A1 Davin Scudamore  
 8A2 Sharon Boneham/Tyler-Jay Barber  
 8A3 Brent Cross/Helen Howard  
 8A4 John Mainwaring  
 8A5 Claire Gunningham  
 8A6 Maggie Bowen  
 8B1 Lisa Hill  
 8B2 Jodie Liddington  
 8B3 Ness Mawford  
 8B4 Nick Phelan  
 8B5 Lucy Coleman  
 8B6 Sarah Wheeler/Michelle Skelton

### Year 9 – HOY – Caroline Rowlands

9A1 Jane Harding/Vicky Bush  
 9A2 Chris Hames  
 9A3 Louise McCarthy/Rhian Petrou  
 9A4 Rob Stokes  
 9A5 Sarah O’Gorman  
 9A6 Abi Rees/Laura Stockham  
 9B1 Luke Hussey  
 9B2 Antonia Self  
 9B3 Josh Howard  
 9B4 Judith Pye/Emily Tyrrell  
 9B5 Kate Empson/Sharon Sadler  
 9B6 Tara Morse

### Year 10 – HOY – Callum Thompson

10A1 John Stevens  
 10A2 Courtenay Gadd  
 10A3 Joanne Witham  
 10A4 Alex Murphy  
 10A5 Nick Rowlands  
 10A6 Mel Harding  
 10B1 Rowan Locke  
 10B2 Lorna Jones/Abby Boyce  
 10B3 Aimee Carter/David Pye  
 10B4 James Stanley  
 10B5 Di Wang  
 10B6 Christian Blackmore – Wynn

### Year 11 – HOY- Kirsty Aaron

11A1 Kay Phelan  
 11A2 Tina Delaney  
 11A3 Oliver Plumridge  
 11A4 Lois Kerrison  
 11A5 Chris Coombs  
 11A6 Christelle Parsons  
 11B1 Zoe Caise  
 11B2 Cindy Crouch  
 11B3 Jessica Hall  
 11B4 Liz Winsborough  
 11B5 Phil Dodd  
 11B6 Rosie Callander

**All staff have their own individual email address at school. To contact any member of staff by email use their forename and surname followed by @PCSA.org.uk**

**i.e [forename.surname@pcsa.org.uk](mailto:forename.surname@pcsa.org.uk)**

A letter from Mrs.McBride,

### **Expectations of PCSA Students in the Community**

PCSA is at the heart of the community in WSM. We want our students to be model citizens and role models for others in the community. The significant improvement in the reputation of Priory in the community has been hard won and we intend to further build on this during 2017-18.

Worle residents may well be future employers of some of our students. Reputation of the Academy is therefore vital – if a school has a poor reputation, in part informed by the way its students behave in the community, it has a direct impact on employment opportunities of students in the future.

Students are expected to wear their uniform perfectly from the moment they step out of their front door until they return home. They are representing Priory and therefore need to be in perfect uniform for the reasons outlined above.

As Principal, I have powers to discipline students who bring the Academy into disrepute outside of Academy hours. Exclusion regulations give me the authority to exclude for inappropriate conduct outside the Academy if this conduct brings the name of our Academy into disrepute at any time.

I will issue sanctions to students who engage in any form of anti-social behaviour to and from the Academy while in Academy uniform, smoking whilst in Academy uniform and not wearing the Academy uniform as expected.

I will not hesitate to use these powers for the benefit of members of the Worle community and to protect the reputation of the Academy for the benefit of our students. We also work in very close partnership with the local police for the benefit of our students and the community.

This especially refers to any incidents involving poor behaviour in MacDonald's, Sainsbury's and in other local shops.



Jane McBride  
Principal

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**“STUDENTS FIRST”**

**“CHERISHING STAFF”**

**PLEASE KEEP THIS BOOKLET IN A SAFE PLACE**

**FOR FUTURE REFERENCE**

Published September 2017

The information contained in this booklet was correct at the time of publication but may be subject to change at any time.