

Finding your way Around School

Welcome to Priory



A visual guide for new Year 7 pupils

Welcome to Penwortham Priory Academy

Mrs Farley

Transition Manager & Head of year 7

I'm Mrs Farley and I came to Penwortham Priory Academy as a pupil from 1996 – 2001 so I have sat where you are now and felt the same nerves and excitement at the thought of going to secondary school. Although it feels like that was a long time ago, I'm happy to say a lot has changed.



From the moment you were offered a place here, I have been in touch with your primary school as well as your family so that we can get to know you better. I'm really excited for you to see what Priory has to offer and I'm looking forward to welcoming you as a new Year 7 pupil in September.

As Head of Year 7, I will make sure you settle into Priory well and help with your transition from primary school to secondary school. I am the consistent first point of contact for pupils in your year group. If you need to see me when you're in school I can be found in my office on the top floor of the Hex, your year group area.

To help you feel more at ease, you will be placed in a form with a familiar face from primary school wherever possible. We also have peer mentors who are students in Year 10, trained to support and nurture new pupils on their transition.

Finally, I will work closely with your form tutor who will see you first thing each morning, and again in the afternoon when they teach your Learning for Life lessons. Not only does this mean your form tutor will have much more contact time with you, they will also really get to know you too. In so doing, they will help me to coordinate any support you might need to ensure you achieve your full potential at Priory, both pastorally and academically.

This booklet will help you navigate key places around your school to make the process of moving to Priory as easy as possible so that you can enjoy every minute!

On arrival at school...

Arriving At School In The Morning

Year 7 pupils have their own entrance - a pathway which you follow from the Crow Hills Road, through the Leisure Centre car park and leading round to the Hex. All pupils however, can use the entrance at the front of school - just head towards the door to the far left of Reception which then leads onto the dining room corridor.

During the first few days, staff will be there to guide you to the right place.



If I am arriving after 8.40am...

Pupil Entrance Door

This is the pupil access door and is located at the front of the school directly next to Reception. It is where you need to go to access school during the day after 8.40am, as all other doors will be locked at this time. You should press the button on the intercom panel on the left hand side of the door and speak to the office staff who will let you into school.

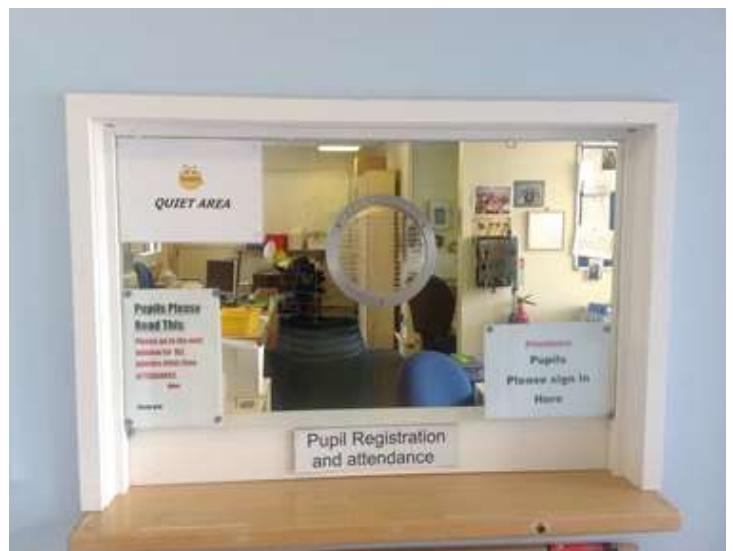


Signing In/Out - The Attendance Window

This is part of the School Office and looks out onto the dining room corridor. This is where you need to go to sign in/out of school during the school day.

You may need to do this because you have arrived late or need to leave for an appointment or sickness, for example.

If you are being collected, you will be asked to wait here until your parent / carer arrives.



If I have a question or need some help...

The School Office

The office is where you may hand in reply slips and forms, where you will go for first aid, if you have a problem with your locker or are collecting something that has been brought in for you.

You can also ask general questions here and the staff will point you in the right direction.



The Pastoral Corridor

In the main building, along the Pastoral Corridor, you will find the pastoral office, LEAP and the Maths classrooms (upstairs). The corridor can be accessed from the Priory Garden or the corridor that passes through the length of the building.

The Head of Year offices are along this corridor (Mrs Farley in the Hex) as well as the Lead Practitioner of Personal Development.

There is a large toilet block at the end of the corridor.

There are two staircases in the main building, one leads up from this corridor and there's another similar one further along. They both lead to Maths classrooms plus EN7 and IT2.



The Pastoral Office

The pastoral office has a large team of people who will look after you if you need extra support beyond the classroom or feel unwell in school. Lost property is also kept here.

The Family Support Managers and Attendance team are based in here. In addition, we have three Pastoral Managers; Mr Faulkner, Mr Shipton and Miss Burbidge, as well as Assistant Principal, Mrs Crank, who will look after you if you need a bit of extra care or attention during your time at Priory. This might be because you are struggling with school in general or life at home or maybe having difficulties with behaviour.

Don't forget that, for Year 7 pupils, Mrs Farley is your first point of call. She is based in your year group area, the Hex, and her office is on the top floor, at the far end, so you can easily access her.



LEAP

At the far end of the pastoral corridor, on the left, are the two Learning & Progress rooms (known as LEAP). The SENCo, Mrs Holland, can be found in the furthest, LEAP1.

Pupils needing extra support with their learning may go here as directed by their Head of Year or class teacher.

This is also where the homework club is based; a facility all pupils can use before and after school or at break and lunchtime.



And what do I do at break and lunch time?

Open School Policy

Our open school policy means that you don't have to go outside at break and lunch. You are allowed to use your year group area to meet with your friends. You may also access classrooms with the teacher's permission.

Your Year Group Area

Your Year 7 area is based in and around the Hex. No other year groups are allowed in this area during break and lunch. You can use the break room if you have brought a packed lunch or just want to sit with your Year 7 friends.

There are also picnic benches outside the Hex where you can sit to eat or chat, and the Multi Use Games Area (MUGA) if you want to run around.

The Key Stage 3 Dining Room

Alternatively, the dining room serves food, snacks and drink including hot plated meals. Food pre-ordered online via BlueRunner should be collected here. Pupils in Year 8 and 9 can use the dining room too.

Break is 10.50am-11.15am and lunch is 1.15pm-1.50pm.



The corridor beyond the Key Stage 3 dining room will take you to the girls' PE changing room and the Gym. As you continue around, you will see the boys' PE changing room and the exit door that leads to the Hex.

Water Fountains

If you want to refill your bottle, there is a water fountain in your year group area to your left as you enter the Hex, as well as various other places around the site.



The Auditorio

The Auditorio is where you will do your drama performances. The Drama classroom, sometimes called 'the glass room', is at the side of the Auditorio.

You may have your year group or House assemblies in this space from time to time.

The door in the far corner leads to the Languages classrooms, PE office and Music department. Further along is the exit door which leads to the Hex and, if you keep going, you will come to the boys' PE changing room and then the girls'.



The Assembly Hall

The Assembly Hall is where you will usually meet for year group assemblies. You will sit in rows with the rest of your class.

The Assembly Hall is also used for presentations, performances and sometimes by the PE department for dance or table tennis lessons.



The SLT Corridor

Leading off from the entrance at Reception is the senior leaders' corridor. Along here you will find Mr Eastham's and Mrs Cowell's offices, the Principal and Vice Principal.



You can also access this corridor at the opposite end after passing the English rooms, EN5 and EN6. You should not go down this corridor unless you are specifically going to one of these offices.

The Business & Finance office is also here and you may need to see them for any money-related enquiries.

Down the adjacent corridor you will see the Estate Manager's office and the IT technician's room where you may be asked to go to resolve an ICT or password query. Further along is the Communication Manager's office and the medical room and, through the double doors at the end, you will find the Conference Suite and reprographics room. The Assistant Principals, Mr Gee and Mrs Crank, have their offices here too.



The Library

The library is situated at the rear of one of the English classrooms, EN4, and also has a separate external entrance opposite the 3G pitch. It is open to pupils at break and lunch.



Conference Suite 2 (Sometimes referred to as the Learning Centre)

This is a large meeting room.

There is a water fountain just outside here and through the adjacent double doors are the Year 9 toilets. Further along, the corridor leads to the Auditorio, passing the large Sports Hall viewing window and pastoral reflection room as you go. The doors at the other side of the Conference Suite lead to the Priory Gardens and the School Office/SLT corridor.

Where will I have my lessons?

The Science Department and The Nucleus

You can enter the Science block from the Priory Gardens or via the English corridor. Pupils are usually asked to line up for lessons outside the building. You will be taught Biology, Chemistry and Physics here. The central area is called the Nucleus. This is where you will get to experiment using STEM skills (Science, Technology, Engineering and Maths).



The Humanities Department

This is the entrance to the Humanities building, which you will get to from the Priory Gardens, although there are additional Humanities classrooms in the main building next door.

In this building you will have your History, Geography and RE lessons.



The Technology Block

This building is at the furthest side of the school, opposite the 3G pitch.

In your technology lessons throughout the year you will have the opportunity to design and make something in the different areas of technology which incorporates Food Preparation & Nutrition, Textiles, Graphic Design, Engineering and Resistant Materials. The Art & Design classroom is also based in this building.



The Hex (Computing & ICT)

This £1.4m purpose-built ICT and Computer Science building was opened in 2018. It has three energy-efficient classrooms with the very latest equipment. The Hex is at the opposite end of the school. The Year 7 toilets are in here and also a water fountain to your left as you enter the building.



The PE & Sports Department

The 3G pitch, the Gym, the Multi-Use Games Area (MUGA) (see page 6 for picture) and Sports Hall are where you will have your PE lessons. You will also use the field for athletics, rounders, cricket and rugby.



And when we have whole-school assemblies...

The Sports Hall is also where you will go for full school assemblies led by Mr Eastham, the Principal. You will be escorted there by your form tutor or class teacher and will sit with the rest of your form/class. Year 11 pupils will sit on the chairs at the back.

Full school assemblies take place at the start and end of each term although there may be others when there is important news to share.



Our gardens have won awards...

We have beautiful, serene gardens which have won school and community awards in the North West, South Ribble and Penwortham in Bloom competitions as well as RHS accolades. Our Gardener, Mr Farron, is always happy to talk to you about his work.



Things I need to remember

My form is

My form room is

My form tutor is

In the morning I will need to catch the bus at *(bus stop)*

The bus I need to catch is called *(name/number)*

The School Day | Start 8.40am | End 3.10pm

www.priory.lancs.sch.uk/parents/termdates

Calder | Douglas | Hodder | Ribble