

# New Pupils & Parents Handbook 2023-24

Everything you need to know



## Welcome To Penwortham Priory Academy



A very warm welcome to all our new pupils and parents.

I am extremely proud to be the Principal of such a forward-thinking and inspirational learning community. In choosing Priory as your school, you can be sure that we will provide access to the best possible education for every pupil in our care, in order for them to secure high standards in their learning journey with us.

Priory is a school that has the highest expectations of everyone, is caring, progressive with high academic standards, and where individual pupils learn to succeed.

We look forward to welcoming you to Priory, as you join us on the next step in your academic life and embark on an exciting and inspiring learning journey with us.

**Mr M Eastham**  
**Principal**

## EVERYTHING YOU NEED TO KNOW

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## Frequently Asked Questions

### ***Q: Will I visit the school for an induction day?***

Yes, each year, usually towards the end of June or early July, we invite all our Year 6 pupils to spend a day with us to meet their classmates and teachers, sample lessons and get to know the school. We also invite pupils to attend the Summer School which will run at the end of August.

### ***Q: Will I be in the same tutor group as my older siblings?***

A: Yes, you will be placed in a form with your older siblings unless they are in Year 11. We have a vertical tutor system which means that in your form there will also be students from Year 7-10.

### ***Q: Will I be in the same tutor group/classes as my friends?***

A: We will always make sure you know at least one other student in your tutor group. Students will be allocated to fixed classes and it is likely, therefore, that you will know other students from your primary school.

### ***Q: I have additional needs. What extra help will I get?***

A: Inclusion is an important part at Priory and we have very high expectations of all our students, whatever their additional needs. Our SENCo will speak with the SENCo at your primary school to make sure that we understand your individual needs to plan for any support that needs to be put in place to allow you to access a full and varied curriculum.

### ***Q: Will I take part in any different lessons at Priory than I did at primary school?***

A: You will study a number of different lessons that you may not have done at primary school. This includes 'Learning for Life' sessions which is central to the experience of your time at Priory. We study this in two 20 minute sessions a week and cover skills you will require to have successful futures. These include Leadership, Organisation, Resilience, Initiative, Communication (LORIC).

All students will be encouraged and supported to take part in a wealth of opportunities, including sport, music and the performing arts, creative activities, cultural visits, outdoor learning experiences, work experience and opportunities to develop these skills.

### ***Q: Will I have homework?***

A: You will be expected to complete daily reading and homework to consolidate your learning because this is what will ensure you have a better chance of success. Each subject is expected

to set at least one homework task per week. Homework is set via 'Assignments' in Microsoft Teams and you will be shown how to use the system when you arrive with us.

***Q: Where will I be able to buy school uniform?***

A: We have three uniform suppliers. Details of these suppliers can be found within this handbook.

***Q: I have heard that you are very strict about school uniform. Is this true?***

A: Yes! Students at Priory must look smart and professional at all times. This means we check uniform at the start of every day. Shirts must be tucked in; jewellery, false nails and lashes, nail varnish, and make-up is not allowed. Trainers (unless for PE) or trainer-style shoes are also not allowed. A full uniform list can be found within this handbook.

***Q: What equipment will I need?***

A: All students need a bag to carry their books and equipment. All students are given a planner to record their homework. These must be brought to school every day, along with a reading book, pencil case and a scientific calculator. All students are allocated a locker for keeping larger items, such as their coat, a packed lunch or a PE kit.

***Q: Which scientific calculator should I buy?***

A: We recommend the Casio Scientific calculator but any scientific calculator will be fine.

***Q: Will I have to do tests or exams?***

A: All students joining Priory complete assessments regularly so that we can check your progress and plan any additional support, such as numeracy or literacy interventions. Reading tests are key to making sure that teachers plan work that challenges students at an appropriate level.

***Q: I've heard that students who disrupt learning are taken out of class. Is this true?***

A: Learning in a disruption-free classroom is a commitment we make to all students at Priory. If you choose to disrupt someone else's learning, the teacher will give you a warning and will remind you of the rules. If you choose to disrupt learning for a second time, you will be asked to move seats. If this continues you will be removed from the lesson and taken to a class managed by a head of department; you will not be permitted to return to your lesson and will be issued with an after school detention that day. Repeated removal from class will trigger additional intervention.

***Q: Can I bring a bike to school?***

A: Yes. We encourage you to walk or cycle to school to stay healthy. You must wear a helmet if cycling. You will need to lock your bike up in one of our bike sheds (you will need a simple padlock for this). You may not cycle on the school premises and should observe safe cycling rules on the roads as you approach and leave school.

***Q: What will my first day be like?***

A: On your first day in September you will come to school for 8.40am and walk in through the pupil entrance to the assembly hall where you will be greeted by the Transition Manager/ Head of Year 7, Mrs Farley, and a range of other staff. You may feel nervous but this is very normal as you are venturing into a new school with new pupils and teachers.

***Q: What will my first couple of weeks be like?***

A: You will be given a timetable and a map of the school. For the first few days, teachers will show you to your next class until you become more at ease with finding your way around. Year 7 have their own recreation area for break and lunch where you will get to meet more of your year group.

***Q: What do I need to do if I lose something?***

A: All lost property is handed to the pastoral office. You can go and check the office before school, at break, lunch or after school if you think you have misplaced something. Valuables will be kept securely so please ask a member of the pastoral team.

Sometimes items are temporarily left with the school office/reception until they are moved over to the pastoral office if not claimed the same day.

If you misplace your PE kit you should check with the PE department in the first instance.

***Q: What will happen if I can't find my way?***

A: The likelihood is that at some point during your first couple of days you might not know exactly where you are (this is very normal as everything is new to you). You are issued with a map which can also be found at the back of this handbook, and your school planner. If you can't find your way, ask any member of staff or student, they will be very helpful and either direct you to your classroom or even walk you there.

***Q: What will happen if you are late to school?***

A: If you are late for school, you must sign in at the school office/reception. You will be marked as 'late' on the register if you do not have a valid reason. A second late in a week, without good reason, will result in an automatic after school detention for that day. Further sanctions will be applied for persistent lateness.

***Q: How do I get a lunch from school?***

You will have the choice to pre-order cold food, snacks and drinks to Take Away by using the online facility, BlueRunner, and you will then collect your order from the dining room. Alternatively, you can purchase freshly prepared hot food, snacks and drinks directly from the dining room to Eat In or have it put in a disposable carton to Take Away. If you are buying anything from the dining room, you will use your ID card to make payment (your card will be issued during your first week). Parents/carers will need to credit your catering account online via SCOPay. Cash payment cannot be accepted.

You can also bring your own lunch/snacks/drinks from home and there is a water fountain in every year group area. To promote healthy eating, fizzy drinks, sweets and chocolate are not permitted.

***Q: Can I leave school during the school day?***

A: No, you are required to stay on the school premises throughout the whole school day including break and lunch.

***Q: Are there any clubs I can take part in at lunchtimes or after school?***

A: There are many clubs that are open to Year 7s. Every subject has at least one club per week, these range from sports clubs, Debate Club, Art Club, STEM Club (Science, Technology, Engineering and Mathematics), Eco Club and many, many more. During your first few weeks there will be a clubs fair where you can find out about the clubs we offer.

At Homework Club you will have the use of computers and the support of teaching assistants. There are also various sports activities to take part in and the PE department will issue a timetable each half term.

***Q: Will the work be really hard?***

All your work will be specific and targeted towards your own ability level, this will be different for everyone. If the work is too easy you will become bored and uninterested, so the work will be challenging but still achievable.

We work very closely with primary schools to find out your ability levels and any additional support you might need.

If there is a piece of work you are finding difficult, you can speak to your teacher as they will be able to help you and explain it in a different way. There may be some resources or books to help you, and we also have a Homework Club after school where you could get support.

***Q: How do I collect rewards?***

Teachers will reward positive behaviour, good work, attendance and helpfulness by giving you achievement points. Your parents can view these on Synergy, our online 'school-life' platform.



Pupils can also gain star badges, certificates and achievement points for their own Personal Development. Details of the Priory+ Award are detailed further in this handbook.

In addition to this, we can recognise achievements and effort by sending postcards and emails home to your parents.

At the end of each term, pupils who have maintained high standards will be invited to go on one of our rewards trips to places such as the Trafford Centre, Alton Towers or Blackpool Pleasure Beach.

## School Uniform and Appearance

Penwortham Priory Academy expects the highest standards of its pupils and uniform and appearance is no exception. Parents are expected to support our school uniform and appearance policy. The school believes parents have a duty to send their child to school appropriately dressed and ready to learn. Parents should ensure their child is wearing their uniform correctly and that it is clean. Our staff consistently implement our expected high standards of uniform and appearance.

### Uniform Information

All children are expected to wear full school uniform. Certain items of school uniform and PE kit are only available from the following suppliers:

<b>A&amp;D Just</b>	53 Pope Lane, Penwortham, Preston, PR1 9JN.
<b>Smart Clothing</b>	54 Lancaster Road, Preston, PR1 1DD.
<b>Top One Clothing</b>	39 St John's Shopping Centre, Preston, PR1 1FB.

The full uniform and PE kit list is detailed on the next page.

**The school tie (worn by house colour) is only available direct from school and can be purchased at the New Pupil & Parents Evening, or after the event from reception, at a cost of £6.00 (cash only please until your SCOPay account is set up).**

### Financial Assistance

Pupil Access will consider offering assistance with school clothing in very exceptional circumstances, for more details please contact them directly by phone 01772 532109, or via email [SouthAdmissions@lancashire.gov.uk](mailto:SouthAdmissions@lancashire.gov.uk)

### Uniform Banks

The pastoral office has a limited stock of pre-loved uniform that we can offer to families who are experiencing difficult circumstances. Please contact them via email at [pastoral@priory.lancs.sch.uk](mailto:pastoral@priory.lancs.sch.uk) to find out what support we can offer or alternatively, liaise with your child's Head of Year. South Ribble Borough Council may also run a uniform bank in the summer and offer further support. Publicity for this can be found on the council's social media.

### Unforeseen Circumstances

We appreciate that occasionally difficulties may occur with items of uniform. If there is any reason why a pupil needs to wear an item of clothing or footwear that is not correct uniform for a short period of time, it is important that they see their Head of Year immediately. Incorrect uniform should, however, be rectified within two days unless exceptional circumstances deem this unattainable. Any decision to extend this two day rule can only be taken by the Head of Year or, in the absence of the Head of Year, the Pastoral Managers, and must be accompanied by a clear deadline of when the correct uniform will be worn again.

## Uniform

<b>Badged Items (only available from stockists)</b>	<b>Non Badged Items (can be purchased from any retailer)</b>
Black blazer with badged pocket	Black full-length trousers, either flat fronted or single pleat
Knee length pleated black skirt with school badge	White stiff-collared school shirt, short or long sleeves
Optional black v-necked jumper with school badge	Plain grey or black socks must be worn with trousers Plain white knee length socks or opaque black tights must be worn with skirt
	Sensible black shoes – no high heels, canvas shoes, trainers or boots
	Sensible outdoor coat – no leather, denim, suede, track-suit tops or hoodies
The school tie (worn by house colour) is only available direct from school, at a cost of £6.00.	
An optional badged apron and lab coat (recommended, to protect uniform) may be purchased for Technology, Art and Science. Details will be supplied by the relevant departments at the start of term.	
Hijabs (head scarves), if worn, must be black	

**All items should be clearly labelled with the pupil's name.**

**The school will be the final arbiter regarding suitability of dress and appearance.**



## PE Kit

<b>Badged Items (only available from stockists)</b>	<b>Non Badged Items (can be purchased from any retailer)</b>
Navy shorts with school badge	Non-marking sports trainers
Navy short-sleeved crew neck shirt with school badge or white polo shirt with school badge	White crew sports socks for indoor and summer activities
Navy ¼ zip or full zip training top with school badge	Towel
Navy games socks with white tops showing school name for outdoor activities	Gum shields are strongly recommended for rugby and hockey
Optional navy training pants/leggings with school badge	Shin pads are compulsory for football and strongly recommended for rugby and hockey
	Hair bobble for long hair that impedes vision

**All items should be clearly labelled with the pupil's name.**

**The school will be the final arbiter regarding suitability of dress and appearance.**

## Appearance Information and Rules

### Jewellery

The only permitted jewellery which may be worn is:

- A sensible wristwatch ('smart' watches are not permitted)

Earrings are not permitted. Watches should be removed for PE for health and safety reasons.

Note: Jewellery is the responsibility of the pupil and not the school. Penwortham Priory Academy does not accept liability for any items which are lost or damaged on our premises.

### Accessories

No accessories may be worn by pupils. Items not permitted include, but are not limited to:

- Sunglasses
- Badges – other than the school badge, prefect and department badges
- Hats – other than for the walk to and from school

### Cosmetics

- False nails and nail extensions are not permitted
- No nail varnish should be worn
- Make-up is not allowed to be worn
- No fake tan or lashes

Note: Pupils wearing make-up will be required to remove it or will be sent home to remove it.

### Hairstyles

- Hair may not be worn in what is considered to be an extreme or outrageous style
- Pupils are not permitted to have hair shaved below a number 2 cut (grade 2 = ¼ of an inch or 6mm)
- Hair colour must be that of natural shades
- Hair extensions may not be worn
- Hair braids must not be worn with beads, ribbons or any other decoration.
- Long hair must be tied back for PE and other sporting activities, practical Food Technology lessons and Science experiments.

### School Bags

Pupils must use an appropriately sized sturdy and waterproof bag to carry their books and equipment. It should hold A4 workbooks comfortably and without causing any damage. A separate bag should be used for a PE kit.

## Travel to School

### Buses

School bus services operate to and from Priory and the school is also well served by public transport.

### **The 574 and 719 services are provided by Lancashire County Council.**

Enquiries regarding these two routes and season bus passes should be addressed to the School Transport team at Lancashire County Council.

Visit their website at [www.lancashire.gov.uk/children-education-families/schools/school-transport/school-bus-season-tickets](http://www.lancashire.gov.uk/children-education-families/schools/school-transport/school-bus-season-tickets), contact them on 0300 123 6738 or email [schooltransport@lancashire.gov.uk](mailto:schooltransport@lancashire.gov.uk)

Prices for the bus service during academic year 2023-24 are as follows:

Journeys between 3-8 miles - £4.80 return per day  
 Journeys over 8 miles - £5.90 return per day

With a season ticket you can save up to 20% of the cost of the daily return fare. You can also spread the cost if you choose to pay by direct debit.

#### **574 Bus Route**

0755	Much Hoole Bangla Fusion
0800	Walmer Bridge
0807	Longton Rams Head
0812	Hutton Anchor Inn
0822	Howick Cross
0835	Priory

#### **719 Bus Route**

0750	Longton Rams Head
0755	New Longton Station Road
0800	Whitestake
0810	Tuson House, Kingsfold
0815	Bridge Inn, Middleforth
0835	Priory

There are also two further bus services that the school manages which use a commercial operator - one from the **Walton-Le-Dale / Bamber Bridge / Lostock Hall / Farington / Leyland** area and another which covers **Cottam**. Below are the timetables for these routes.

Due to the increased charges from the operator, we have had to review the daily price of providing these services and therefore the price for the academic year 2023-24 will be £4 per day/£760 per annum, with the school continuing to subsidise the service.

Please note - no cash payments can be accepted on the Priory-managed buses. Payments are to be made via our online payment facility, SCOPay. Fees can be paid in six half-termly instalments via SCOPay and the first payment should be made by the end of September. SCOPay login details will be issued during the first two weeks after starting at Priory.

A bus pass will be issued to your child in September.

If you wish to use, reserve a place or have an enquiry regarding either service from Wal/BB/LH/Far/Ley or Cottam please email [transport@priory.lancs.sch.uk](mailto:transport@priory.lancs.sch.uk) indicating which stop you will be using.

### Cottam

This service is provided by Penwortham Priory Academy via a commercial operator.

Cottam to Priory		Priory to Cottam	
0756	Ancient Oak (Stop nr to pub)	1520	Priory
0758	Merry Trees Lane (Minster Park bus stop)	1535	Ancient Oak (Stop nr to pub)
0800	Haydocks Lane (Cottam Primary School stop)	1537	Merry Trees Lane (Minster Park bus stop)
0803	Cottam Way (Bamptons opp Copper Beech Lane)	1539	Haydocks Lane (Cottam Primary School stop)
0805	Cottam Way (Layby nr Valentine Meadow)	1542	Cottam Way (Bamptons opp Copper Beech Lane)
0830	Priory	1545	Cottam Way (Layby nr Valentine Meadow)

## Leyland via Lostock Hall, Farington, Bamber Bridge and Walton Le Dale

This service is provided by Penwortham Priory Academy via a commercial operator.

<b>Leyland to Priory</b>		<b>Priory to Leyland</b>	
0740	Stanifield Lane (Lodge gates stop)	1520	Priory
0741	Stanifield Lane (next to Conservative Club)	1534	Leyland Road (Bee Lane stop)
0742	Station Brow (in front of RAF Club)	1537	Clough Avenue (The Oaks stop after roundabout. No official bus stop here)
0755	Croston Road (Wheatsheaf Pub)	1540	Hennel Lane (in front of shops)
0756	Croston Road (nr Bannister Ave)	1542	Chorley Road (Holland House estate)
0757	Croston Road (nr Moss Lane)	1543	Chorley Road (chiropractors)
0759	Croston Road (nr Fowler Lane/Church Rd)	1545	Chorley Road (Duddle Lane bus stop)
0800	Croston Road (opp Wellfield Road)	1547	Brindle Road (Clinic bus stop)
0801	Brownedge Road (Wateringpool Lane, outside Microserve shop)	1548	Collins Road (North bus stop)
0802	Brownedge Road (Four Lane Ends shop outside hairdressers)	1552	Brownedge Road (Next to Withy Arms)
0804	Collins Road (Station Road stop, nr Greedy Munchkin)	1557	Brownedge Road (Graham Avenue bus stop)
0805	Brindle Road (Brown Lane stop at junction with Collins Road, next to post box)	1558	Brownedge Road (Wateringpool Lane, outside Microserve shop)
0806	Brindle Road (opp clinic)	1602	Croston Road (Wellfield Road bus stop)
0808	Chorley Road (Renshaw Drive bus stop)	1603	Croston Road (Nr Fowler Lane / Church Road)
0809	Chorley Road (Cinnamon Drive bus stop, opp chiropractors)	1605	Croston Road (Nr Moss Lane)
0810	Chorley Road (opp Holland House estate)	1606	Croston Road (Nr Bannister Avenue)
0811	Hennel Lane (Heaton Close stop, in front of shops)	1607	Croston Road (Wheatsheaf Pub)
0813	Carrwood roundabout (The Oaks, stop before roundabout)	1619	Station Brow (in front of RAF Club)
0815	Leyland Road (Bee Lane stop)	1621	Stanifield Lane (Mill Street stop, opp Conservative Club)
0830	Priory	1622	Stanifield Lane (Lodge gates stop)



## **Bicycles**

Bicycles may be brought to school and stored in the cycle sheds provided. Bikes must be kept in a roadworthy condition, have working brakes and lights, in the winter months. **It is compulsory for pupils to wear a cycle helmet.**

The school is not responsible for the security of cycles and a padlock is essential. We strongly advise that parents take out an appropriate insurance policy, as the school does not insure bicycles which are stored on our premises.

## **Parking and Road Safety**

If you are dropping off or collecting your child from school, please ensure you do not park across residential driveways.

For the safety of our pupils who walk home and the local residents, we would also politely ask that you adhere to the 20mph speed limit which is in place on all roads directly surrounding school.

The school site is controlled by security gates with automatic number plate recognition. Vehicle access into the school grounds is restricted to staff and school buses only. Visitor parking is available outside of the security gates and should only be used if you have an appointment with a member of school staff or are collecting your child during the school day. There are no drop off or pick up points within the school grounds.

Please note that the speed limit on the school's site is 5 mph and is monitored by camera.

Additionally, South Ribble Borough Council operate a 'no idling' policy and have the power to fine offenders. To support this, please turn off your engine whilst waiting around the school grounds to help improve the air quality in the borough.

Thank you for your co-operation.

## Equipment

The school provides exercise books and text books but each child should be equipped with the following items as a minimum:

**Three pens (two of these must be blue or black and the third must be green), two pencils, scientific calculator, 30cm ruler, rubber, sharpener, coloured pencils and glue stick.**

The CASIO FX85GTX Scientific Calculator is recommended and can be purchased via SCOPay from the Finance Office at a cost of £13.50.

## ID Cards

All pupils are provided with an ID card which is attached to a lanyard in their House colour. These must be worn in school at all times. ID cards are used at the tills in the dining rooms to deduct the cost of any purchases from their dinner money account. They are also used to sign in when arriving late and sign out when leaving due to sickness or an appointment, for example.

## Personal Belongings and Valuables

Pupils should avoid bringing valuables into school. The school holds no responsibility for the loss of such items.

## Parents dropping off items for pupils

If parents are dropping off a forgotten PE kit, packed lunch etc, please ensure that items are clearly marked with your child's name, class and year group.

## Aerosols (deodorants)

Aerosols should not be brought into school. As well as being a flammable risk, the use of aerosols is a real health hazard to asthma sufferers. Spraying an aerosol can trigger an asthma attack.

Pupils wanting to bring deodorants into school for use after PE or activity should use alternative products such as a roll on or pump spray. Therefore, could all parents help ensure this rule is followed by ensuring that sprays and aerosols are not purchased for use in school. If a banned product is found it will be confiscated as we will assume the intention is to use it.

## Lockers

All pupils will be issued with a locker which will be sited in their year group area where possible. Having a locker in school means that pupils have a secure place to store coats, PE kits and equipment during the school day. The use of a locker is essential.

The locker is accessed via a key code and pupils will be guided in setting this up. They will need to choose a 4 digit numerical code that is easy for them to remember. We recommend pupils make a note of the number they choose and keep it in a safe place in case they forget it. More information will be provided when your child starts in September.

If pupils forget their keycode and need to access their locker, they should go to the school office or see their Head of Year. Please note that office staff may only open lockers at the start and end of the school day.

Lockers cost £5 for the full five years. Payment must be made via the online payment system, SCOPay, once your child starts in September.



## Lost Property (including ID Cards)

Lost and found property is located in the pastoral office. Lost PE kit is kept by the PE Department. We cannot over-emphasise the importance of marking all property with your child's name. All unclaimed lost property is disposed of after each half term.

Valuables will be kept securely by the pastoral office or your Head of Year until their owner can be identified. Please also check with the school office/reception.

Lost ID cards can be ordered and paid for via SCOPay for pupils to collect from the school office. Replacements are charged at £1 each which includes the card holder and lanyard. If a pupil is notifying us that they have lost their card and payment has not been received, then a text will be sent to let parents know.

We aim to replace cards before lunch however where this is not the case, pupils will still be able to purchase from the dining rooms and the catering team will manually process the transaction on the system for that day. This is the same for those that have forgotten or just misplaced their cards. We cannot issue cards to 'borrow'.

## The School Day

The school day is designed to uphold our 'Priory Standard' and develop our pupils' value set:

- We are *Ready to succeed*
- We have the right *Attitude to Learning to succeed*  
(By upholding our '*Attitude to Learning in Lessons Charter*')
- We have the right *Character (Skills) and Culture (Attitudes) to succeed*

We have an 'arrival window' between 8.20am and 8.40am, allowing pupils to come into school and get *ready to succeed*.

During this arrival window, pupils can come into school, visit their lockers, and get ready for the day ahead.

By 8.40am, they must be in their form room with their form tutor. Staff in this session will focus not only on the pastoral care of their pupils, but will ensure they are *ready to succeed* in their learning for the day by checking those elements listed under the first pillar of our 'Pupil's Priory Standard' document.

Registration will be taken promptly at the start of this session at 8.40am and at the start of every lesson throughout the day to ensure punctuality.

Throughout every lesson, pupils will be expected to have the right *attitude to learning to succeed*, by upholding those elements listed under the second pillar of our 'Pupil's Priory Standard' document and further highlighted in our '*Attitude to Learning in Lessons Charter*'.

Equally, throughout the day, pupils will be expected to demonstrate the right *character and culture*, by upholding those elements listed under the third pillar of our, 'Pupil's Priory Standard' document.

This includes at break and lunchtime, where pupils are expected to uphold the 'Priory Standard' in terms of their behaviour outside of lessons, always.

At the end of the day, pupils go to their Learning for Life lesson. This lesson specifically focusses on personal development to ensure pupils have the right *character (skills) & culture (attitudes) to succeed*, helping them succeed in life, contribute positively to school and society, and go on to further education, employment or training.

This then brings the school day to an end at 3.10pm for all pupils.

<b>Arrival window</b>	8.20	-	8.40
House Form Group (Pastoral) (Getting <i>Ready to Succeed</i> )	8.40	-	8.50
Lesson 1 (Academic) (Upholding our ' <i>Attitude to Learning in Lessons Charter</i> ')	8.50	-	9.50
Lesson 2 (Academic) (Upholding our ' <i>Attitude to Learning in Lessons Charter</i> ')	9.50	-	10.50
<b>Wellbeing Break</b>	10.50	-	11.15
Lesson 3 (Academic) (Upholding our ' <i>Attitude to Learning in Lessons Charter</i> ')	11.15	-	12.15
Lesson 4 (Academic) (Upholding our ' <i>Attitude to Learning in Lessons Charter</i> ')	12.15	-	1.15
<b>Wellbeing Lunch Break</b>	1.15	-	1.50
Lesson 5 (Academic) (Upholding our ' <i>Attitude to Learning in Lessons Charter</i> ')	1.50	-	2.50
Lesson 6 Learning for Life lesson (or Year Group Assembly) ( <i>Character (Skills) &amp; Culture (Attitudes) to Succeed</i> )	2.50	-	3.10

## School Holiday Pattern 2023-24

### AUTUMN TERM 2023

INSET DAY 1	Friday 1 September 2023
INSET DAY 2	Monday 4 September 2023
School re-opens	Tuesday 5 September 2023
Learning for Life Day 1	Wednesday 20 September 2023 (Early lunch followed by school closure at 1:10pm)
INSET DAY 3	Thursday 21 September 2023 (Open Evening)
Mid Term Closure	Monday 23 October - Friday 27 October 2023 (inclusive)
Learning for Life Day 2	Monday 27 November 2023 (Early lunch followed by school closure at 1:10pm)
Early lunch followed by school closure at 1:10pm	Friday 22 December 2023

### Number of openings - 73

### SPRING TERM 2024

School re-opens	Monday 8 January 2024
Learning for Life Day 3	Friday 2 February 2024 (Early lunch followed by school closure at 1:10pm)
Mid Term Closure	Monday 12 February - Friday 16 February 2024 (inclusive)
Early lunch followed by school closure at 1:10pm	Thursday 28 March 2024

### Number of openings - 54

### SUMMER TERM 2024

School re-opens	Monday 15 April 2024
Learning for Life Day 4	Tuesday 23 April 2024 (Early lunch followed by school closure at 1:10pm)
May Day Closure	Monday 6 May 2024
INSET DAY 4	Tuesday 7 May 2024
Mid Term Closure	Monday 27 May - Friday 31 May 2024 (inclusive)
Learning for Life Day 5	Thursday 20 June 2024 (Early lunch followed by school closure at 1:10pm)
Early lunch followed by school closure at 1:10pm	Friday 19 July 2024
INSET DAY 5	Monday 22 July 2024

### Number of openings - 63

## The House System and Academic Year Group System

Our four Houses are:

**Calder | Douglas | Hodder | Ribble**

Each house has up to six forms: C1-6, D1-6, H1-6 and R1-6

**Please make sure when you contact school that you know your child’s form/class and year group. This will be needed for most communications.**

The House system provides a strong pastoral support base for our pupils, and our pastoral team’s dedicated office provides a caring, confidential and supportive environment for pupils to visit to discuss any pastoral issues they may have in school.

We also have our academic year group system, to ensure the best academic care for our pupils. This means that your child will have a specialist Head of Year for each of the five years they are with us, allowing us to closely track and monitor their ongoing academic progress from one year to the next, across all subjects.

The Heads of Year for 2023-24 will be as follows:

Year 7	Mrs L Farley	
Year 8	Mrs Ham	(Head of Ribble)
Year 9	Mrs V Eastham	(Head of Calder)
Year 10	Mrs R Bullock	(Head of Douglas)
Year 11	Mrs A Bailey	(Head of Hodder)

### Parental Contact

Should you have any general concerns or wish to discuss any issues, whether pastoral or academic, your child’s Head of Year is the first line of communication when contacting school. Subject related concerns can be directed to the class teacher. As the majority of staff time is spent teaching, it is not usually feasible for staff to respond immediately to telephone calls, so the easiest way to contact your child’s Head of Year or class teacher is to send them an email and they will respond as soon as possible. Alternatively, please leave a message with the school office, and they will call you back as soon as they are available.

Email addresses for all our pastoral and academic staff can be found on the school website at: [www.priory.lancs.sch.uk/parents/staff-contact-list](http://www.priory.lancs.sch.uk/parents/staff-contact-list)

## The Curriculum

We are committed to providing an innovative and challenging curriculum that meets the needs of our pupils in the 21st century. Our curriculum has a sharp focus on equipping pupils with the core skills of literacy and numeracy but also ensures we provide pupils with the independent learning, thinking and social skills that are necessary for success at examination level and for life beyond Priory.

Learning is the cornerstone of everything we do. We have high academic standards and believe in an environment that allows learning to take place anytime, anywhere and everywhere.

### Year 7 Subjects

Below is a list of the subjects that your child will be studying in Year 7. Each lesson is one hour long. In all subjects your child will be building on and extending the work that they covered at primary school.

Subject	Lessons per week
Maths	4
English	4
Accelerated Reader	1
Science	3
History	2
Geography	2
Physical Education	2
Creative Arts (Art/Music/Drama)	2
Design Technology	1
French	2
Religious Education	1
Computer Science / ICT	1

### PSHE

For five days of the year we have 'Learning for Life Days', where learning focusses on Personal, Social and Health Education (PSHE) outside the normal classroom model. These days are either in school or offsite in the form of trips or visits. They are a compulsory part of the curriculum and, as such, all pupils are expected to take part. Should a pupil be absent on the Learning for Life Day, sessions are completed in school, in the following weeks. On these days pupils will finish school at 1.10pm.



## Homework

Homework is an essential part of the learning programme and of a child's development. Most pupils carry out homework assignments in their own homes with the support of parents however, Penwortham Priory Academy offers facilities and staff support for pupils wishing to do this in school before morning registration, at break, at lunchtime and after school.

Details of homework for all classes are through Microsoft Teams. Pupils access this through their Office 365 online account and will login using their school email address and password. Through this they can access any documents such as Word documents and PowerPoints that they have produced at home and school.

Homework is set via 'Assignments' in Microsoft Teams and will often entail pupils using 'Class Notebook' to complete an assignment. They will be taught how to use Microsoft Teams when they arrive with us.

If there are any issues with homework, please contact the issuing teacher in the first instance.

Individual subjects will determine how much time should be spent on each piece of homework but, from Year 7, pupils need to be able to organise several longer pieces of work so that they can pace themselves to meet deadlines.

Each subject is expected to set relevant homework regularly in line with the school policy. Pupils can be given approximately three homework pieces on any one evening but they are unlikely to all have deadlines to be completed by the next school day so that pupils can spread out their workload.

There is a consistent expectation from all staff as to the standard of presentation and quality of work which does not differ from the standards expected in class, and the punctuality of handing in completed work.

Where a pupil persistently fails to hand in homework or it isn't completed to an acceptable standard, they will be issued with sanctions including after school detention.

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# Homework

CLUB



## **BEFORE SCHOOL**

Come and join us:  
Every Morning in LEAP 2  
Time: 8.00am- 8.30am

## **AFTER SCHOOL**

Come and join us:  
Monday, Tuesday and Thursday  
in LEAP 2  
Time: 3.10pm-4.10pm

Just turn up!

All year groups welcome  
Use of the computers  
Support available

**Also open every  
break and lunch**



## Office 365 and Email Accounts

At Penwortham Priory Academy we embrace technology and ensure that our pupils can effectively use and benefit from a blended approach to learning. Recent events have created an evolution in our teaching practice, and we are pleased that we will be continuing to explore the benefits of digital learning going forward through our elite Digital Transformation @ Priory Programme.

### Pupil Email Accounts and Microsoft Office 365

All our pupils are issued with school email accounts on our Office 365 service and it is imperative that they know their login details and password. Pupils are allocated their email addresses based on their name and year they joined the school. For example, a pupil named Andrew Smith who joined the school in 2023, would have an email address as follows: 23asmith@priory.lancs.sch.uk

There is a significant bonus with these accounts in that they provide pupils with the facility to download the full suite of professional Microsoft Office products (Word, Excel, PowerPoint etc) and install them on up to five home computers or tablets completely free of charge. The software will be licensed and fully functional throughout the pupil's time with us.

### Microsoft Teams

The use of Microsoft Teams has served to enhance the teaching and learning that takes place at Priory. Microsoft Teams is part of the Office 365 suite of applications. Teams gives pupils access to a chat space, so they can ask their teachers for help, and a virtual exercise or notebook for every pupil. Pupils can add work in here and their teacher can mark it, just like in school, and no one else can see into it. Teams is now an integral part of the daily life of our pupils here at Priory.

Pupils can access Teams from a laptop or app on their phone where they will see class Teams for each subject they study. From here they can see everything that teachers are sharing and any work set or carried out in class. On entering their class Team they will see assignments that teachers have set. There may also be instructions from the teacher to open the class Files section and access resources there along with explanations and expectations for any work set.

During the pandemic school closures, we successfully used Microsoft Teams to engage with and continue remote teaching with great success. In the event of further school closures, or absence from school, all remote learning will take place solely on the Microsoft Teams platform. This will enable staff to deliver live lessons and offer pupils the chance to view work set in their class Teams. This ensures that the sequenced curriculum is continuously taught and will prevent any loss of, or gaps in learning.

Pupils can log onto Office 365 with this link: [login.microsoftonline.com](https://login.microsoftonline.com)

Further information, including video tutorials on how to install Office 365 and access Teams and Class Notebook can be found on our website at:

<https://www.priory.lancs.sch.uk/pupils/office-365>

## PSHE & Citizenship

Personal, Social & Health Education (PSHE) and Citizenship gives pupils the knowledge, skills and understanding to play an effective role in society at local, national and international levels. It helps them become informed, thoughtful and responsible citizens who are aware of their duties and rights. It promotes their spiritual, moral, social and cultural development, making them more self-confident and responsible both in and beyond the classroom. It encourages pupils to play a helpful part in the life of their school, their communities and the wider world. It also teaches them about our economy and democratic institutions and values; encourages respect for national, religious and ethnic identities and develops pupils' abilities to reflect on issues and take part in discussions.

PSHE and Citizenship is delivered through a whole school approach which includes:

- Discrete provision within Learning for Life days;
- Rota or dynamic assemblies on key themes at key times;
- Through a range of school and community-based activities for individuals and/or whole year groups;
- Learning for Life lessons every day following the Learning for Life Roadmap

## Learning for Life – Development of Character & Culture

### What is Culture?

Culture - Our 'Them and Us' programme is an exciting project focusing on the culture of our school and community. It is about helping young people understand the importance of demonstrating kindness, showing respect and living without harm, not just to those people who are like them but to people who are not like them.

How we relate to people who don't think the same way as us, or believe the same things, is a crucial skill that needs to be taught. We have a shared belief that the way we relate to each other has the potential to dramatically and powerfully offer a better future and a brighter hope for the young people in our school.

The programme consists of assemblies and lessons complemented by articles linked to each theme with questions to encourage deeper thinking.

We have a Culture 'focus' for each term with one of the following themes: Kindness, Showing Respect, Living Without Harm.

Each term starts with a year group assembly on the theme and every week there are two twenty-minute Learning for Life lessons where an aspect of this theme is discussed. Alongside this, pupils put what they have learnt into action with whole school activities promoted on this theme where appropriate.

### What is Character?

Our Character programme aims to support the promotion of excellence for pupils. It is determined to do all it can to improve life chances for young people through improved educational achievement, a better understanding of life attributes in order to connect them to worthy progression routes in the next stage of their education, and to give them the edge in life.

The programme has the following strands:

**LORIC** (Leadership, Organisation, Resilience, Initiative and Communication)

Education and industry partners have produced lists of desirable qualities for the workplace and the five LORIC attributes have been selected as the most representative skills across all the research.

Pupils work through the LORIC programme as part of their twenty-minute Learning for Life Roadmap lessons. The sessions are accompanied by an extension task which may be delivered within a variety of individual, group or year group activities.

Alongside these strands, PiXL Edge rewards pupils for their LORIC accomplishments and is a nationally recognised achievement, which provides valuable evidence of LORIC skills to colleges, universities and employers.

## PiXL Edge

Whilst studying at Penwortham Priory Academy, pupils will engage in a rewards programme known as 'PiXL Edge'.

PiXL Edge is a framework to develop and accredit pupils with those personal attributes essential for employability and life.

The scheme will focus on five key attributes (LORIC):

- 1 **L**eadership
- 2 **O**rganisation
- 3 **I**nitiative
- 4 **R**esilience
- 5 **C**ommunication

These attributes have been especially chosen for their formative qualities in character development as well as their desirability by employers. Activities may be completed in class, in school as extra-curricular, or in their lives outside school but must be selected from a regulated PiXL database of over 500 activities. This is to ensure rigor and consistency. The database is constantly growing and appeals to pupils through age-aware topics and creative, engaging projects suggested by educators themselves. Pupils set their own pace and record their progress using a specially designed secure online platform.

All pupils will qualify at three levels:

- PiXL Apprentice
- PiXL Graduate
- PiXL Master

For more information visit [www.pixl.org.uk/edge](http://www.pixl.org.uk/edge) or go to the school website at [www.priory.lancs.sch.uk/pupils/pixl-edge](http://www.priory.lancs.sch.uk/pupils/pixl-edge).

## **Relationship and Sex Education (RSE)**

The most important source of relationship and sex education is the home and family. It is through normal, everyday experiences that children learn the kind of values that lead to happy, fulfilled and lasting relationships in adult life. Penwortham Priory Academy intends that the relationship and sex education policy should support and complement the role of parents.

Although aspects of relationship and sex education are implicit in other areas of the curriculum, it is taught specifically in Science and Personal, Social & Health Education (PSHE).

All relationship and sex education is taught within a framework of moral values, encouraging self-respect, restraints and respect for others. Normally the programme is taught within mixed ability and mixed gender groups, although there are times when special provision is made for pupils with special educational needs and for pupils to be taught in separate gender groups.

The current materials used by staff for relationship and sex education are available for inspection by parents on request. The Department for Education and PSHE Association issues guidelines on programmes of relationship and sex education; these are available to parents.

## Priory+ Award

This new award at Penwortham Priory Academy aims to encourage pupils to work on their own Personal Development and reward them for doing so. At Priory we believe that strong Personal Development provision contributes to making a positive difference to pupils' lives. The opportunities provided not only allow them to engage in activities they are interested in but enables them to explore and build a strong pathway to, and foundation for, a successful future.

Our activities fit into five overarching strands, which supplement our Character & Culture Personal Development sessions in Learning for Life. There are five strands:

**Culture & Heritage:** Growing up in Britain we benefit from learning about a wide range of cultural influences. We have an ability to recognise and value the things we all share in common across cultural, religious, ethnical and socio-economic communities. The activities in this strand allow pupils to explore different aspects of culture and heritage which are of personal interest to them.

**Future Citizens:** These activities shape understanding and attitudes towards the importance of community cohesion and how we can truly live together more harmoniously through activities. Pupils are encouraged to participate in volunteering, organising and participating in charity events, in school, at home and in the community.

**Health and Wellbeing:** Pupils will explore aspects of health and wellbeing that interest or impact them and their family. Activities cover themes such as mental and physical wellbeing, food, health, substance misuse, and relationships.

**Skill Builders:** Pupils will have the opportunity to develop key life attributes and skills which contribute to character development as well as being desirable by employers. Pupils will discover their own strengths and aptitudes, and inspire and develop themselves as individuals. Experiences gained through these activities can inform CVs, applications and interviews, particularly to demonstrate use of soft skills.

**Bright Futures:** Preparing pupils for the next stage of their lives and giving them impartial information, advice and guidance, to shape their career path is important to us.

## Rewards

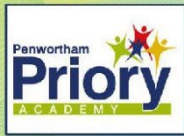
Priory+ is rewarded with a star badge, certificates for pupil's Record of Achievement, and achievement points towards trips. On completion of activities pupils can also receive certificates towards the main PiXL Edge Award at Apprentice level.

## Criteria

Pupils will achieve a star when they: complete one activity from each of the five strands, in each term. One activity must be a co-curricular club / activity / group from the timetable provided.

We are eager to see the activities pupils choose and use this award to get to know more about them and their interests.





# Priority+ Award Activities

## Awarded for achievements in Personal Development



Culture and Heritage	Future Citizen	Health & Wellbeing	Skills Builder	Bright Futures
<p>Visit to a;</p> <ul style="list-style-type: none"> <li>➤ castle</li> <li>➤ religious building</li> <li>➤ museum</li> <li>➤ art gallery</li> <li>➤ theatre</li> <li>➤ musical event</li> <li>➤ dance event</li> <li>➤ sporting event</li> <li>➤ heritage site or building</li> </ul> <p>Participate in or watch;</p> <ul style="list-style-type: none"> <li>➤ a competition</li> <li>➤ a religious event</li> <li>➤ cultural event</li> <li>➤ creative art event</li> </ul> <ul style="list-style-type: none"> <li>➤ Join Culture Club</li> <li>➤ Learn about an aspect of another culture</li> </ul>	<ul style="list-style-type: none"> <li>➤ Give money to charity</li> <li>➤ Put items in a charity bag</li> <li>➤ Donate to a food bank</li> <li>➤ Donate to the homeless</li> <li>➤ Help organise a community or school event</li> <li>➤ Volunteer to help someone</li> <li>➤ Speak in public about an issue (includes assemblies)</li> </ul> <p>Participate in;</p> <ul style="list-style-type: none"> <li>➤ an election or vote</li> <li>➤ a community event or festival</li> </ul>	<p>Participate in an activity that keeps you physically fit and well;</p> <ul style="list-style-type: none"> <li>➤ Participate in a sport</li> <li>➤ Ride your bike</li> <li>➤ Go for a walk or jog</li> <li>➤ Create an eating and drinking plan</li> <li>➤ Sleep the recommended time</li> </ul> <p>Participate in an activity that keeps you mentally and emotionally well;</p> <ul style="list-style-type: none"> <li>➤ Meditate</li> <li>➤ Mindfulness activities</li> <li>➤ Get organised</li> <li>➤ Create a positivity book</li> <li>➤ Plan your future</li> <li>➤ Manage your money</li> <li>➤ Pray</li> </ul>	<p>Continue or learn a new;</p> <ul style="list-style-type: none"> <li>➤ skill</li> <li>➤ craft</li> <li>➤ language</li> </ul> <p>Develop employment skills such as:</p> <ul style="list-style-type: none"> <li>➤ leadership</li> <li>➤ organisation</li> <li>➤ resilience</li> <li>➤ initiative</li> <li>➤ communication</li> <li>➤ presentation</li> <li>➤ teamwork</li> <li>➤ problem solving</li> </ul> <p>Join a club or an activity in school which develops a skill.</p>	<p>Research;</p> <ul style="list-style-type: none"> <li>➤ KS4 options, further or higher education</li> <li>➤ apprenticeships</li> <li>➤ T Levels</li> <li>➤ colleges and universities</li> <li>➤ careers and jobs</li> </ul> <ul style="list-style-type: none"> <li>➤ Visit a careers fair or expo</li> <li>➤ Practice writing CVs and application forms</li> <li>➤ Regularly volunteer in and out of school as work experience</li> <li>➤ Careers interview</li> <li>➤ Year 10 work experience</li> <li>➤ Part time job</li> <li>➤ Working with an adult</li> </ul>

## KTB Music

KTB Music are Priory's peripatetic music tutors delivering 'paid for' one-to-one lessons in school. Pupils will come out of a timetabled lesson on a rota basis to minimise the disruption to their taught subjects. Pupils can study to gain exam grades, to play in concerts or simply for pleasure.

Lessons are available in Singing | Piano | Saxophone | Drums | Guitar at £7 per 15 minutes.

If you choose to take up these private lessons, KTB Music asks that your child is committed to a whole term's tuition at a time. Each term's timetable is emailed to parents and is displayed on the notice board adjacent to the sports hall viewing window for pupils to check.

*KTB Music is dedicated to bringing a better quality of musical life through education, entertainment, self-growth and self-confidence.*

*KTB Music at Priory has a loyal commitment to the development of each individual's musical skills whilst understanding each individual's needs. Encouragement to study for examinations will help pupils towards inspiring their own self-belief and creating and nurturing their own enthusiasm.*

If pupils would like to take up learning an instrument, learn to sing or carry on from primary school, parents can email [KTBMusicatpriory@outlook.com](mailto:KTBMusicatpriory@outlook.com) to request further details or go to [www.ktbmusic.com](http://www.ktbmusic.com) to find out more. Pupils can see Mr Taylor, Lead Teacher for Music at Priory, for a chat and information booklet.

Alongside learning a new skill there are many benefits to learning a musical instrument:

Proving memory skills	Improving co-ordination skills
Improving maths skills	Teamwork
Developing responsibility	Knowledge of culture and history
Enhancing a sense of creativity	Developing your academic profile
As a way of relaxing	Developing self-discipline
Developing self-confidence	Risk-taking
Learning how to express yourself and your emotions	
Improving reading and comprehension skills	

## Examinations

There are many different types of external examinations available. These are exams that would usually be scheduled throughout the school day and take place in an external centre in Preston or Leyland.

These examinations are controlled by external exam boards such as the Association Board of the Royal Schools of Music (ABRSM), London College of Music (LCM) or Trinity College. Therefore, prices for each grade will vary accordingly. If you would like more information please contact KTB Music at [KTBMusicatpriory@outlook.com](mailto:KTBMusicatpriory@outlook.com).

## School Meals

We encourage pupils to have a healthy meal at lunchtime. This can be a packed lunch from home or food chosen from the dining rooms or pre-ordered online to Take Away.

Fizzy drinks are not permitted in school and parents are encouraged to include fruit juices or water with packed lunches. Chilled, filtered water is available from a number of water fountains located around school.

### Cashless Payment System, BlueRunner and ID Cards

Our cashless payment system enables us to deliver a more efficient, faster service, and to continue to provide wholesome, healthy and enjoyable meals at the lowest cost.

**Please note: There is no facility to accept cash at the food service points however pupils will need cash or contactless debit card for the vending machines, which sell a variety of 'school approved' bottled drinks.**

### How do I load money on my account?

We operate a cashless school meals system. Catering accounts must be credited via SCOPay, a secure internet payment facility, using a debit or credit card. This avoids pupils carrying cash into school and allows you the facility to track what has been purchased. Details on how to set up SCOPay will be forwarded by letter during the first week or can be found on the school website at [www.priory.lancs.sch.uk/parents/internet-payments](http://www.priory.lancs.sch.uk/parents/internet-payments)

### How do I buy food?

Pupils have the option to pre-order cold food, snacks and drinks to Take Away by using the online facility, BlueRunner, or purchase freshly prepared hot food, snacks and drinks directly from the dining rooms to Eat In or Take Away using their ID card to make payment.

Cold Food (Pre-ordered online via BlueRunner)

BlueRunner's is Priory's online catering pre-order system and information on how to set up your BlueRunner account will be provided during the first week. More information, including a user guide, can be found on the school website at [www.priory.lancs.sch.uk/parents/online-catering-orders](http://www.priory.lancs.sch.uk/parents/online-catering-orders).

BlueRunner is linked to the secure internet payment facility, SCOPay. All pupils, including those eligible for free school meals, can place pre-orders for cold food, snacks and drink using this system. Cold food ordered via the online system should be collected from the dining room.

Online pre-orders for break and lunch must be placed by 11.59pm the night before and if you prefer, you can order in advance for the weeks ahead. Cancellations and amendments to your order can be made through the system up to the night before. Any cancellations on the day will need to be emailed to [enquiries@priory.lancs.sch.uk](mailto:enquiries@priory.lancs.sch.uk) before 9am.

## Hot Food

Hot food is freshly served in the dining rooms. Pupils have the option to have it plated to Eat In or put in disposable cartons to Take Away. There is also a wide selection of snacks, fruit and drinks as well as a limited provision of sandwiches. Hot food from the dining rooms is not available to pre-order. Pupils will use their ID card (issued during their first week) to make payment for items purchased from the dining rooms.

## ID Cards

When a pupil presents their ID card at the till point, a display will show the catering staff the pupil's name, photograph, registration group and current cash balance held within the system. Their account is then debited for the value of the items purchased.

### **How do I check how much money I have left?**

- a. Balances will be displayed in a pupil's account on the online order system (BlueRunner) and via SCOPay.
- b. When pupils have bought a meal from the dining room, their remaining balance will be shown at the till.

### **If we pay for a set number of school meals, can it be spent in one day?**

No, a daily spend limit of £6.00 is set for all pupils and no food or drink above that limit can be bought.

### **What if my child has free school meals (FSM)?**

The catering system works exactly the same for all pupils, whether they pay or have a free school meal (FSM). All pupils are issued with an ID card so they can purchase meals in the dining room and can have an account to pre-order online, which they will be able to use in exactly the same way. Pupils will not be identifiable as in receipt of FSM at either the till or on the online pre-ordering system.

Pupils entitled to FSM will have their daily allowance credited to their account each day. This money is accessible at break and lunch but any remaining credit will not be carried over to the next day. Please note, the balance is not shown on your account and will always show as zero.

Parents can also add extra cash onto their child's balance by using the secure internet payment facility, SCOPay, to enable a greater daily spend on school food and drink than allocated by their FSM allowance. This balance will be shown on your account and any added cash will be carried over if unspent.

### **What is meant by 'dietary control'?**

Should your child have a specific food allergy, or be a diagnosed diabetic, this medical information can be coded into the system, reducing foods with allergy ingredients from being served to your child.

Any dietary controls need to be advised to allow us to support your child. Any concerns should be addressed to your child’s Form Tutor, Head of Year or the Catering Manager.

### Sample Menus

The following sample menus are correct at the time of producing this booklet. A revised hot food menu is issued for each half term and is published on the year group Teams, school website, newsletter and displayed in the dining rooms. Foods that are Vegan, Vegetarian, Halal and Gluten Free are indicated.



## CATERING SERVICE SAMPLE MENUS


Fresh home cooked meals  
and snacks available daily.

**All food served conforms to the  
Government Food Standards for Schools.**

Main meal choices change weekly.  
Vegetarian and gluten-free options available.  
Prices are subject to change.

## BREAK MENU

	PRICE £
CROISSANT.....	0.65
PANCAKES.....	0.80
PIZZA.....	1.15
BAGELS .....	1.15
TOAST.....	0.25
TOASTED TEACAKE.....	0.65
SAUSAGE or BACON BARM.....	1.15
VEGETARIAN SAUSAGE BARM.....	1.15
TWO HASH BROWNS.....	0.60
FRUIT.....	0.40
YOGHURT.....	0.55
SAUCE.....	0.10




## AVAILABLE DAILY

	PRICE £
Chicken Wraps.....	£1.95
Jacket Potatoes - Cheese, Beans or Tuna Mayo .....	£1.35 - £1.60
Pasta Pots - Tuna, Pesto with Tomato & Cheese.....	£1.95
Paninis - Cheese, Cheese & Pepperoni...£1.85	
Variety of sandwiches, baguettes and salads	
Fruit   Yoghurts   Cakes   Biscuits   Popcorn	



## DRINKS MENU

	PRICE £
BOTTLED WATER PLAIN.....	0.65
BOTTLED WATER FLAVOURED.....	0.80
JUICE BURST.....	0.80
RADNOR FIZZ .....	0.70
ORANGE JUICE.....	0.45
APPLE JUICE .....	0.45
MILK/MILK SHAKE.....	0.45



## **MAIN MEAL EXAMPLES**

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**£2.15**

Sausage with mash potatoes and beans  
Spaghetti bolognese with garlic bread and salad bowl  
Onion baji burger served in a folded naan with salad and diced potatoes  
- Butter chicken curry with rice and naan bread  
Vegetable curry with rice and naan bread  
Tomato pasta with garlic bread and salad bowl  
Roast dinner with all the trimmings  
Lasagne with garlic bread and salad bowl  
Ciabatta pizza with spicy wedges and sweetcorn  
Cheese and onion pasty with spicy wedges and beans  
Chinese chicken with egg rice  
Mexican chicken burrito with nachos

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### **Friday Favourites**

Fish with chips, mushy peas or beans  
Steak pudding with chips, mushy peas or beans  
Pizza with chips, mushy peas or beans  
Burgers with cheese, chips, mushy peas or beans  
Sausage roll with chips, mushy peas or beans

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Vegetarian | Vegan | Halal | Gluten Free Options Available

## Attendance

Pupils will only learn well if they attend school regularly. It is our job to help them 'learn to succeed', and parent's/carer's responsibility to make sure they come to school every day and arrive on time.

The table below shows the impact on learning of days off school and, ultimately, your child's success.

### Days off school add up to lost learning.

175 NON SCHOOL DAYS A YEAR					
175 days to spend on family time, visits, holidays, appointments, shopping etc					
<p><b>190 SCHOOL DAYS IN EACH YEAR</b></p> <p>190 days for your child's education</p>	<p>10 days absence</p> <p>=</p> <p><b>180 Days of Education</b></p>	<p>19 days absence</p> <p>=</p> <p><b>171 Days of Education</b></p>	<p>29 days absence. A term missed</p> <p>=</p> <p><b>161 Days of Education</b></p>	<p>38 days absence</p> <p>=</p> <p><b>152 Days of Education</b></p>	<p>47 days absence</p> <p>=</p> <p><b>143 Days of Education</b></p>
<b>100%</b>	<b>95%</b>	<b>90%</b>	<b>85%</b>	<b>80%</b>	<b>75%</b>
<p><b>Good</b></p> <p>Best chance of success Gets your child off to a flying start.</p>		<p><b>Worrying</b></p> <p>Less chance of success. Makes it harder to make progress.</p>		<p><b>Serious Concern</b></p> <p>Not fair on your child – Action by the courts.</p>	

**Please remember, every school day counts!**

## Sickness

If your child is unable to attend school if they are ill, the school should be informed as soon as possible on the first and each subsequent day(s) of absence, by any of the following methods:

Tel: 01772 320250 and Select Option 1 for the Pupil Absence Line where you can leave a message on the answer service.

Email: [attendance@priory.lancs.sch.uk](mailto:attendance@priory.lancs.sch.uk)

Via our website: [www.priory.lancs.sch.uk/absence-reporting](http://www.priory.lancs.sch.uk/absence-reporting)

If your child has to miss school for a longer period of time, which is usually due to ill health or medical treatment, please keep in close touch with your child's Head of Year in these circumstances or inform the attendance team on 01772 320288 or email [attendance@priory.lancs.sch.uk](mailto:attendance@priory.lancs.sch.uk). For long periods of absence, a medical certificate may be required.

## Illness During the School Day

If your child feels ill at school, or is injured, they should report this immediately to the lesson teacher. The teacher will inform the pastoral team who will decide if the pupil should be sent home. The pastoral team will give the pupil a permission slip and you will be contacted to collect your child. Pupils will not be allowed to make their own way home in these circumstances.

### **Pupils are not permitted to contact parent/carer directly.**

Minor accidents will be dealt with by a first aider in school. In an emergency the pupil is taken to hospital and the parent/carer is asked to go there directly. **It is absolutely essential therefore, that school has more than one contact number and more than one contact person for your child.**

## Medical and Dental Appointments

Please make all medical/dental appointments outside of the school day. If this is not possible, please make sure your child comes to school before the appointment and returns after.

The attendance team must be informed of medical appointments during the school day, in advance, via the contact details above. An appointment card or a note written by the parent/carer must be provided as evidence.

Pupils will need a permission slip before they will be allowed to leave the school premises. Pupils must sign out with the school office when they leave school and sign in when they return. It is essential the school is aware when a child is on or off the site.

## Absence Due to Covid

As this is an ever-changing situation, all our plans, procedures and policies for a Covid absence and our response to a positive case(s) are posted on our website at [www.priory.lancs.sch.uk/about-priory/policies](http://www.priory.lancs.sch.uk/about-priory/policies).



## Lateness

It is a legal requirement that all pupils register in school twice a day, at 8.40am and 12.15pm. Pupils are expected to arrive on time at the start of the day and for all their lessons. However, if they are late, they must sign in at the school office. Access after 8.40am is only via the main entrance, using the pupil door to the right of the main reception by pressing the intercom button.

Any pupil arriving at school after the 8.40am bell will be marked as 'late' in the register. A second late in the same week, without good reason, will result in an automatic after school detention and parents/carers will be notified accordingly (pupils delayed on school transport excepted).

Parents will be contacted if the school has any concerns regarding lateness or attendance.

## Leave of Absence During Term Time

All leave other than for medical reasons must be requested using the Leave of Absence form which is available from the school office or via the school website.

Parents are expected to arrange family holidays during school holiday periods. There is no longer provision in the Education (Pupil Registration) (England) Regulations 2006 to grant leave of absence for the purpose of a family holiday during term time.

The regulations make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

If you believe there are exceptional circumstances that warrant the need to take your child out of school during term time, please complete the Leave of Absence form. The completed form should either be emailed to the attendance team at [attendance@priory.lancs.sch.uk](mailto:attendance@priory.lancs.sch.uk) or a printed copy handed to the attendance team in the pastoral office providing at least ten school days' notice, where circumstances allow.

Please note that if leave is taken after permission has been withheld this will be recorded as unauthorised absence and may result in the serving of a penalty notice by the local authority or possible legal proceedings.

## Emergency Plans and Contingencies

In the case of an emergency, parents may need to be contacted urgently. **It is important, therefore, that the school has more than one contact number and more than one contact person for your child, and that any changes to contact details are advised as soon as they occur.**

There are several ways you can do this:

- Email [enquiries@priory.lancs.sch.uk](mailto:enquiries@priory.lancs.sch.uk)
- Send a note or email your child's Head of Year or form tutor
- Contact the school office via telephone or in person

Please do not update your details solely via any online platforms you may have access to such as SCOPay, BlueRunner or Synergy as these are third party applications and therefore information may not pull through to the school's main database.

## Behaviour For Learning

Penwortham Priory Academy seeks to create an environment in school which encourages, reinforces and rewards high standards of behaviour. Furthermore, it is acknowledged that society expects high standards of behaviour as an important outcome of the educational process as we prepare our pupils for life beyond Priory.

Any pupil who deliberately and persistently does not meet the expectations of the school will move through our 'Warn, Move, Remove' process.

- If a pupil is **warned**, a discussion will be held between staff and pupil.
- If a pupil is **moved**, a break/lunch detention is issued.
- If a pupil is **removed**, an after-school detention is issued.

Pupils who are regularly removed will move up through the repeated removals consequence levels.

### Our Expectations – in lessons

- Remember your equipment, homework planner and any homework for the lesson
- Everyone has the right to contribute, but not all at the same time
- Silence is golden – listen carefully when the teacher or another pupil is talking
- Participate – join in!
- End the lesson by tidying up and putting equipment away
- Concentrate and allow others to focus also
- Treat everyone in the room as you would expect to be treated

### Our Expectations – at break and lunchtime

We have an open school policy – this is your school and you will be expected to respect it and look after it.

- Respect equipment and furniture and encourage others to do the same. Report any damage to a member of staff immediately. Where the inappropriate action of a pupil has contributed to the damage, he/she will be asked to contribute to the cost of replacement
- Hold doors for others
- Don't push
- Always use litter bins. If you see litter someone else has dropped, be prepared to pick it up and make a positive contribution to the care of the school environment
- Chewing gum is not permitted at school
- Mobile phones must be turned off and kept out of sight in your locker or bag
- Do not block doorways
- Be careful with bags – don't bang into others
- Don't leave bags unattended
- Be aware of others
- Queue sensibly outside classrooms

## **Always be polite and courteous to fellow pupils, staff and visitors**

**We are resolute in wanting everybody to meet the 'Priory Standard' – *the highest expectations for all, from all.***

### **Rewards**

Our rewards policy aims to create the conditions in which all pupils are supported to become the best they possibly can and feel valued and supported whilst doing so.

Through the school's rewards policy, every pupil has the opportunity to regularly achieve reward points in recognition of their contribution, effort, achievement and progress. Parents can view these on Synergy, our online 'school-life' platform. Points will be consistently and fairly awarded to each pupil's individual total throughout the year in the following ways:

- Classroom Points – Automatically achievable every lesson and are awarded by the classroom teacher.
- Attendance Awards – Achievable at the end of the term.
- Department Special Recognition – Achievable at the end of each month or half term.
- Special Contribution – Achievable throughout the year.
- On The Spot Rewards – These are awarded on the spot. They can be given for many reasons and at staff discretion but will be closely linked to pupils demonstrating aspects related to our 'Character & Culture' programme.

In addition to this, pupils can also gain star badges, certificates and achievement points for their own Personal Development. Details of the Priory+ Award are covered in this handbook.

We can also recognise achievements and effort by sending postcards and emails home to parents.

At the end of each term, pupils who have maintained high standards will be invited to go on one of our rewards trips to places such as the Trafford Centre, Alton Towers or Blackpool Pleasure Beach.

## Mobile Phones

We of course understand that parents may wish their child to carry a mobile phone for their personal safety, so as a school, we take a sensible and practical approach with this in mind.

It remains vitally important towards maintaining our 'Priory Standard' and in terms of our culture in the school, that mobile phones do not pose a safeguarding risk to others, do not distract from pupils' learning or become a source of conflict between pupils or between pupils and staff. Our procedures, therefore, intend to ensure that all our pupils feel safe, always, and that they cannot be filmed, photographed or recorded without their permission. Equally, a substantial body of evidence, most recently published by the Royal Society for Public Health, confirms that there is a clear link between mobile phone usage in teenagers and an increased susceptibility to anxiety and depression.

So, whilst mobile phones can be brought into school, to minimise any detrimental impact they may have on our core purpose of 'Learning to Succeed', every day, **the following applies once pupils enter the school grounds:**

- Mobile phones must be turned '*off and out of sight*', always.
- They should not be seen on the school site at any time.
- All pupils have a locker, so we advise them to store phones securely in their locker at the start of the day.
- If not in their locker, then they should be kept in their bags, but they must be '*off and out of sight*', always.
- The only exception is that they may be used in the school reception area after 3:20pm to contact parents regarding travel arrangements, with the permission of a member of staff.
- If your daughter or son needs to contact home for any reason during the school day, they should go to either the school reception or the pastoral office, at either break or lunchtime, and we will allow them to use a school phone.
- Pupils are not permitted to use mobile phones during field trips, excursions or other off-campus supervised activities except at the discretion of the party leader. Arrangements will be in place for communication with staff members and parents in the case of emergency.
- To support us in implementing our procedures, we would ask that if you need to contact your daughter or son during the school day, that you ring the school and a message will be passed on to your daughter or son by a member of staff.
- If you require a response to the message from your daughter or son, a member of staff will allow them to use a school phone to call you.
- Pupils who bring mobile phones into school do so entirely at their own risk.
- The school cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting from their use.

## Consequences:

- Any pupil seen by a member of staff with a mobile phone will have the device confiscated by that member of staff for it not being turned '*off and out of sight*'.
- Mobile phones confiscated by a member of staff at breaks or lunch time, will be taken to the pastoral office, where they will be named and locked away securely until the end of the day.
- If a mobile phone is confiscated by a member of staff during a lesson, a member of the pastoral team or Senior Leadership Team (SLT) will come to the lesson to collect the mobile phone and take it to the pastoral office for secure storage.
- Confiscated mobile phones may be collected by the pupil, from the pastoral office, at the end of the day, and they will be issued with an SLT After School Detention.
- If any pupil refuses to give any member of staff their mobile phone for it not being turned '*off and out of sight*', the pupils' parent/guardian will be contacted, and the pupil will be sent home.
- The following morning, the parent/carer will need to come into school with their daughter or son to meet with a member of the Senior Leadership Team.
- Persistent flouting of the mobile phone rules will result in inclusion in our isolation and reflection room.
- As such, a pupil who persistently has their mobile phone confiscated will result in the device being placed in the school safe until a parent or carer is able to come to school to collect the device and speak to a member of the Senior Leadership Team.

## **Remember, 'Off and out of sight' always.**

Being a teenager is hard enough, but the pressures faced by young people through the use of mobile phones are arguably unique to this digital generation. It is vitally important therefore, that we not only put safeguards in place, but in so doing, provide our pupils with some welcome 'time out' from their phones to focus on their learning.

With this in mind, pupils can also choose to hand their mobile phones in to us at the pastoral office, for safe storage, for a period of time should they so wish. This may be a for a day, a week, or longer, and we are happy to accommodate any such request, with parent's or carer's approval. Pupils' preparing for exams for example, in a bid to avoid any unnecessary distractions, may find this particularly useful as part of their approach to revision. Please do speak to your daughter or son about this, as a viable option at certain times in their learning journey with us.

Further information and sanctions can be found in the Personal Electronic Devices Policy available to download on the school website at [www.priory.lancs.sch.uk/about-priory/policies](http://www.priory.lancs.sch.uk/about-priory/policies)

## **Advice and Guidance for Pupils and Parents on the Use of Mobile Phones**

Parents and carers should be aware that whilst there are obvious benefits to children having a mobile phone in terms of personal safety, there are also some associated risks such as potential theft, bullying and inappropriate contact, including grooming by unsuitable persons.

Remember:

- Don't give out your number or friends' numbers to people you don't know, especially in instant messenger platforms or chat rooms.
- Keep your security code or PIN number private.
- If you get texts which upset you, don't reply but keep a record and tell a parent/carer. In serious cases you can report it to the police.
- If you receive a rude or embarrassing image or text about someone don't forward it to others.
- Distributing sexual images of other young people is harassment and is illegal. If you receive something like this, tell a parent/carer immediately.
- Ask permission before taking a picture of your friends and think before sending it on. Once sent you have lost control of it and it could become public before you know it.
- See Childnet at [www.childnet.com](http://www.childnet.com) for more information on staying safe, leaflets and interactive games.

## Privacy Notice – General Data Protection Regulation

### What's this about?

The UK GDPR is a law that keeps your information safe – things like your address, date of birth and phone number. The school and other people collect and use information for all kinds of reasons, and the UK General Data Protection Regulation (UK GDPR) tells them exactly what they are allowed to do with yours.

We collect some information about our pupils. It's our job to tell you how we will collect the information, how we will record it and how we will use it.

In this notice, you will see different names or terms used that you may not be familiar with, such as:

**Data Controller:** This person (or group of people, like a school) is in charge of the information we collect.

**Data Processor:** This person processes information for the Data Controller.

**Data Protection Officer (DPO):** This person makes sure we do everything the law says. The school's DPO is Mrs C Barker.

**Personal Data:** This means any information that can be used to identify someone, such as your address and date of birth.

### Who looks after your information?

The school is the Data Controller of the personal data you give us – we look at how and why your information is collected and used.

Sometimes the school has to give your information to other people, such as the government, but we will only give away your information when you say it's ok or when the law says that we have to. When your data is given to someone else, they must look after it and keep it safe.

### Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or to follow the law. When we've collected it, here's how we use it:

- To support pupils' learning
- To monitor and report on your progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To keep pupils safe
- To meet statutory duties placed upon us for Department for Education (DfE) data collections



## What information do we collect?

The categories of information that the school collects, holds and shares include the following:

- Personal information (including photographs) – eg names, pupil numbers, contact details and addresses
- Characteristics – eg ethnicity, language and free school meal (FSM) eligibility
- Attendance information – eg sessions attended, number of absences, reasons for absences and any previous schools you have attended
- Assessment and attainment information – eg any relevant test and exam results
- Relevant medical information – eg doctors information, your health, allergies, medication and dietary requirements
- Information relating to Special Educational Needs and Disabilities (SEND) – eg needs and ranking
- Behavioural information – eg exclusions and any relevant alternative provision put in place
- Safeguarding information – eg court orders and professional involvement

**Your personal information** – This is things like your name and address.

**Your characteristics** – This means information about you, like where you're from, what language you speak and things like that.

**Your attendance information** – We will record how many times you missed school and why you couldn't come to school.

**Your assessment information** – We collect your test results when you sit a significant test or exam.

**Some of your medical information** – We keep information about any times you've been ill and any special conditions you have that we need to know about to keep you safe.

**Your special educational needs** – We collect information that helps us teach you better, such as any special educational needs you may have.

**Behavioural information** – We record the number of times you've been excluded and why.

**Photography** – Using photographs of you counts as processing your personal data. Before we take or use any photographs we will ask you (if you're old enough) or a parent to give permission for us to take and use pictures of you. We might use your pictures in the school newsletter, on display boards or on the school's website, for example.

## Do you have to give us your information?

You must give us quite a lot of the information we need, but there is some information that you can choose whether to let us have or not.

When we ask you for information that you don't have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you don't want us to have the information, that's your choice.

### **How long will we keep your information?**

We don't keep it forever, only for as long as we need it to help us do what we needed it for. We have a policy that tells us when to keep it and when to delete/destroy it.

### **Will your information be shared?**

We won't share your information with anyone else without your permission, unless the law says we can or should. We may share information with:

- Pupils' destinations upon leaving the school (eg colleges)
- The Local Authority
- The NHS and School Nurse
- Youth Support Services (Aged 13+)

The information that we share with them includes:

- Personal information
- Characteristics
- Relevant medical information
- Information relating to special educational needs
- Safeguarding information

Sometimes we have to share your information. We normally have to share it with the people in charge of all schools, the Department for Education (DfE). They may ask us to share things like:

- Personal information
- Characteristics
- Attendance information
- Assessment and attainment information
- Information relating to special educational needs
- Behavioural information
- Safeguarding information

They store some of their information in the National Pupil Database, and then share some of it with people looking to help schools and pupils. The database is secure and your information won't be given to anyone who shouldn't have it.

Once pupils reach the age of 13, we have to pass on certain information to the people in charge of local schools called the Local Authority. When pupils turn 16 we have to share

certain information with careers services. We might share some information with people who provide education and training for people over 16, like colleges. We may pass on information that helps them to make sure they provide the right kinds of education, such as your name, date of birth, where you are from and things like that.

Your parents can ask us to only share your name, address and date of birth, and nothing else, by sending an email to Mrs E Diamond-Bugler at [data.protection@priory.lancs.sch.uk](mailto:data.protection@priory.lancs.sch.uk).

When you are 13, it's up to pupils to decide what information they want to share.

### **What are your rights?**

Pupils and parents/carers have the right to:

- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it's not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.
- If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you're worried about how we get and use your information, you can speak to Mrs E Diamond-Bugler at school, who will be able to help you and answer any questions that you have. If you want to speak to somebody not at the school, you can call the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113 or using their live chat (<https://ico.org.uk/global/contact-us/live-chat>).

### **Would you like to know more?**

If pupils or parents/carers would like to find out more information about how we and / or the DfE collect, use and store your personal information, please visit our website at [www.priory.lancs.sch.uk](http://www.priory.lancs.sch.uk).

### **Four important things to understand**

Now you've read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job
- We may share your information with others, but only when we really need to
- We will ask for your permission to share your information whenever you have a choice
- You can tell us not to share your information, even when you have said yes before

If you have any questions, Mrs C Barker or Mrs E Diamond-Bugler will be happy to help you.

## The Pastoral Office

The pastoral office provides a caring, confidential and supportive environment for pupils. The team is there to support pupils with their health, safety and well-being which can include a whole range of things from feeling unwell, attendance, family difficulties and behaviour. Pupils can visit to discuss any pastoral issues they may be experiencing either in school or at home.

The pastoral office is a large room at the end of the pastoral corridor, in the main part of the school. As well as the Pastoral Managers, you will also find the SENCo and the Attendance team in here. Mrs Holland, the SENCo, looks after pupils with Special Educational Needs & Disabilities.

If you are unwell, your class teacher will inform the pastoral team, who will look after you and assess if you need to go home. The Pastoral Managers also manage pupils who do not meet the behaviour expectations of the school and will issue sanctions accordingly.

## Safeguarding

Safeguarding is about keeping pupils in school safe. At Priory, we safeguard pupils by ensuring:

- Staff are trained
- Fire and lockdown practices are carried out
- Pastoral care is the best it can possibly be

Priory's safeguarding team is:

- Mr M Eastham, Principal and Designated Safeguarding Lead (DSL)
- Mrs A Holland, SENCo and DSL
- Mrs D Crank, Assistant Principal and DSL
- Mr P Faulkner, Pastoral Manager and Deputy DSL

Pupils can speak to any DSL by going to the pastoral office or emailing them at [safe@priory.lancs.sch.uk](mailto:safe@priory.lancs.sch.uk) from their school email address.

Outside of school hours you can get help from:

- Police – ring 101 or 999 if an emergency
- CEOP – internet safety and social media support
- Childline – 0800 1111
- Kooth - [www.kooth.com](http://www.kooth.com)

You can also find lots more guidance on our school website under 'Pastoral Care'.

## **Lost Property & Confiscated Items**

The pastoral office is where lost property is kept, although lost PE kits are left with the PE Department. Please also check with the school office. We cannot over-emphasise the importance of marking all property with your child's name. All unclaimed lost property is disposed of after each half term.

Valuables will be kept securely by the pastoral office or your Head of Year until their owner can be identified.

Mobile phones and other items that have been confiscated by the class teacher will also be kept securely in the pastoral office and pupils may go to collect them at the end of the day.

## **The School Office**

The school office is there to support pupils with day to day issues and to signpost pupils with enquiries.

They can help you with:

- Signing in and out of school (if late or leaving early for an appointment/illness)
- First aid
- Handing in letters and forms
- Lockers
- Ties (new, lost or replacements)
- Contacting home in an emergency
- Signposting (pointing you in the right direction if you have an enquiry)
- Issue replacement copies of letters or forms
- Collecting forgotten items that have been dropped off for you, such as PE kits and packed lunches
- Updating pupil's address or contact information
- Collecting replacement ID badges

## **Reply Slips**

The office collects letters and forms from pupils. Pupils should check on the form who it should be returned to before bringing it to the office.

## School Communications

We send direct communications to parents/carers in various ways such as email, text and letters.

We may also need to get in touch with you if your child is ill or there is an emergency. It is essential, therefore, that the school holds up to date contact information. In addition, it is important that the school has more than one contact name and number for your child ie, work telephone number, grandparents contact details.

Please ensure that you update us promptly if your contact details change including that of any secondary contacts. There are several ways you can do this:

- Email enquiries@priory.lancs.sch.uk
- Send a note or email your child's Head of Year or form tutor
- Contact the school office via telephone or in person

Please **do not update your details solely** via any online platforms you may have access to such as SCOPay, BlueRunner or Synergy as these are third party applications and therefore information may not pull through to the school's main database.

## Letters

Letters are either emailed to parents or sent home with pupils, or sometimes both. Copies of school letters are, in the main, also posted on our website at [www.priory.lancs.sch.uk/parents/letters](http://www.priory.lancs.sch.uk/parents/letters)

## Weekly Newsletter

The weekly Friday newsletter informs parents, staff, governors, feeder primary schools and friends of the school about key dates, achievements and news. It is an opportunity to celebrate and recap the school's successes throughout the week. The newsletter is a positive resource that gives an 'at a glance' view of what's happening. It builds and maintains home-school and school-community relationships.

The newsletter is emailed to parents every Friday afternoon and copies are also uploaded to the school's website at [www.priory.lancs.sch.uk/parents/newsletters](http://www.priory.lancs.sch.uk/parents/newsletters)

If you have any stories you would like to contribute to the school newsletter, please contact the editor, Mrs J Yates, Communications & Marketing Manager via email at [j.yates@priory.lancs.sch.uk](mailto:j.yates@priory.lancs.sch.uk).

## Website

Our website is regularly updated with everything you would want to know about our school.

Throughout the Year 6/Year 7 transition period, the Transition page will be continuously kept up to date with all documents and procedures at the same time they are distributed to new intake parents. Please go to: [www.priory.lancs.sch.uk/about-priory/transition](http://www.priory.lancs.sch.uk/about-priory/transition)

Staff contact emails can also be found on the website at  
[www.priory.lancs.sch.uk/parents/staff-contact-list](http://www.priory.lancs.sch.uk/parents/staff-contact-list)

### **Social Media Channels**

The school has profiles on Facebook and Twitter where we post announcements, reminders and news stories. Follow us at:

Twitter: @priorystc

Facebook: [www.facebook.com/PriorySTC](http://www.facebook.com/PriorySTC)



## Synergy

Synergy is an application that enables parents and carers to have an immediate overview of many aspects of school life, including behaviour, attendance and communication.

Once registered, parents and carers can view information tailored for their child(ren). The behaviour module provides a real time view displaying positive comments and points awarded as well as informing you where aspects of behaviour may be limiting progress.

A letter will be sent home over the first weeks of September with a Parent Portal Code to enable parents/carers to register for the application.

**Synergy login link for parents** - <https://penwortham-priory.schoolsynergy.co.uk/>

Please click on the link below if you require guidance:

### **Registering a new parent account**

<https://penwortham-priory.schoolsynergy.co.uk/portal/parents/register.aspx>

### **Adding additional children**

<http://www.schoolsynergy.co.uk/parents/add-additional-children>

If you need a reminder of your Parent Portal Code or have any queries, please contact Mrs Crank, Assistant Principal, via email at [d.crank@priory.lancs.sch.uk](mailto:d.crank@priory.lancs.sch.uk).

## Parental Contact

Should you have any general concerns or wish to discuss any issues, whether pastoral or academic, your child's Head of Year is the first line of communication when contacting school. Subject related concerns can be directed to the class teacher. As the majority of staff time is spent teaching, it is not usually feasible for staff to respond immediately to telephone calls, so the easiest way to contact your child's Head of Year or class teacher is to send them an email and they will respond as soon as possible. Alternatively, please leave a message with the school office, and they will call you back as soon as they are available.

Email addresses for all our pastoral and academic staff can be found on the school website at: [www.priory.lancs.sch.uk/parents/staff-contact-list](http://www.priory.lancs.sch.uk/parents/staff-contact-list)

## Assessment and Reporting

We provide pupils and parents with regular feedback on the progress that is being made throughout the year. Parents are encouraged to contact their child's subject teachers at any point during the school year and not wait for a school report or parents evening.

All pupils in Year 7 will receive:

- A Year 7 'Settling In' evening in the first term
- Two interim/progress reports per year
- A Year 7 Parents Evening

Interim reports contain information regarding a pupil's progress academically, as well as a grade associated with their attitude to learning and their attendance data.

An Assessment, Recording and Reporting Schedule is produced each year so pupils and parents know when communication between school and home should be expected.

## The Online Payments System at Priory (SCOPay)

We operate a web-based payment system called SCOPay, and all payments must be made via this secure online facility, using a debit or credit card. Cash or cheque payments are no longer accepted.

All parents can have access to SCOPay and details, including your unique link code, will be provided inviting you to set up an account during their child's first week.

You can pay online for:

- Dinner money (which then credits the BlueRunner online catering orders system)
- Trips and events
- Revision guides, books and equipment
- Ties
- Lockers
- Food technology practical cookery ingredients

Using SCOPay allows parents/carers to top up their child's account or pay for items anywhere, anytime using a credit or debit card.

There are a number of benefits including:

- A simple to use website
- Payments are made through VMS (Vesta Merchant Services Ltd) and are secure and reliable
- Top up your child's account anywhere, anytime using a credit or debit card
- Parents can view their payment history online and receive receipts via email following all transactions
- A reduced risk of students losing cash and cheques

The SCOPay website is easy to use and there is also an option to download a mobile app.

To access the online payment site please complete your login details by going to [www.scopay.com/priory](http://www.scopay.com/priory). You will need your unique Pupil Link Code to create your online account (provided when your child starts with us in September).

If you have any questions, please contact the Finance Officer, Mrs Cookson via email at [j.cookson@priory.lancs.sch.uk](mailto:j.cookson@priory.lancs.sch.uk) or visit [www.scopay.com/priory](http://www.scopay.com/priory) for user guides and frequently asked questions.

[www.priory.lancs.sch.uk/parents/internet-payments](http://www.priory.lancs.sch.uk/parents/internet-payments)

In exceptional circumstances, if payment in cash/cheque must be made then it should be placed in a sealed envelope with the relevant paperwork. Please include the following details on the front of the envelope: NAME, YEAR GROUP, DATE, WHAT IT IS FOR and the AMOUNT enclosed. Envelopes can then either be passed to the school office, left with your Head of Year or the issuing teacher.

## The School Lottery

The school lottery has been set up specifically to help us achieve our vision in creating inspiring learning spaces and experiences for our current and future generations of pupils.

Your School Lottery is part of the Gatherwell Ltd lottery group which was launched with a core value of being an ethical lottery provider to help schools facing growing financial pressure.

'Your School Lottery' is a fantastic way to bring parents/carers, teachers and the wider community together, in partnership with our school, and at the same time give something back. We hope to raise funds that allow us to develop and enhance our facilities to aid learning and teaching for all our pupils' benefit. While we actively raise funds to help provide such facilities, each year we rely on the support of our community to make our efforts go even further.

Anyone can get involved, including friends, family members and co-workers. By taking part, the pupils at Priory will benefit directly regardless of who wins, as every penny raised goes straight back to our school. There is a guaranteed cash winner for the school each week and the chance to win the £25,000 jackpot!

You can choose to set up a direct debit, a recurring card payment or a one-off payment by card (the minimum term for this is 5 weeks at £5). Every supporter who buys a ticket will be making a difference to Priory.

Please note that all supporters must be 16 years of age or older.

To find out more information on how you can take part, please visit our 'Your School Lottery' web page to purchase your tickets.

[www.yourschoollottery.co.uk/lottery/school/penwortham-priory-academy](http://www.yourschoollottery.co.uk/lottery/school/penwortham-priory-academy)

## Frequently Asked Questions

*Do people have to buy a ticket every week if they sign up?*

They can choose to do a direct debit, recurring card payment or a one-off payment by card (the minimum term for this is 5 weeks at £5). There's also a 3 month, 6 month and 12 month upfront payment option as a one-off by card.

*Can someone buy a ticket as and when they wish to / a one off?*

Yes, the minimum term for this is 5 weeks at £5.

*Can someone just say pay initially just for a period of time such as just 10 weeks in a row?*

Yes see above.

*Is there a cash winner for our school each week?*

Yes, although this amount does depend on the number of players there are. For example, if there were 67 players someone would win £20 that week.

# Curriculum Departments Floor Plan



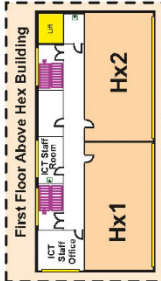
### Key to Curriculum Departments

	Art		PE
	Drama		Science
	English		Technology
	Humanities		Extended Curriculum
	ICT		Modern Foreign Languages (MFL)
	Maths		Music

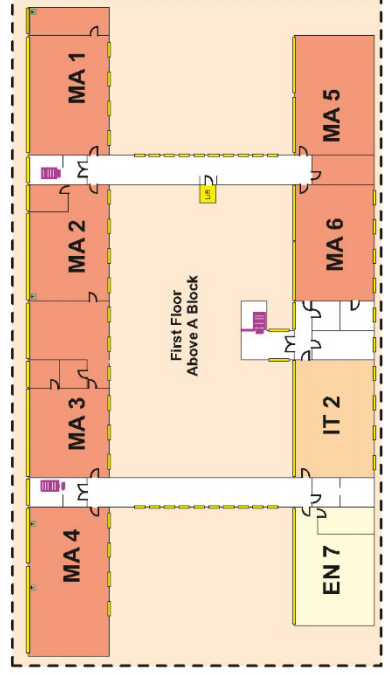
### Key

	Disabled Lift
	Disabled Toilet
	Medical Room
	Senior Management Team Offices
	Exclusion Room
	Learning & Progress
	Pupil Toilets - Boys
	Pupils Toilets - Girls

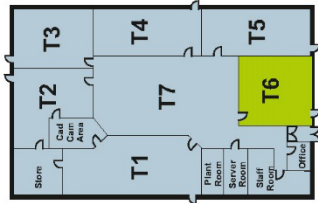
### First Floor Above Hex Building



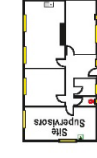
### First Floor Above A Block



### Top Right Inset



### Top Left Inset



SWIMMING POOL AND RECEPTION CENTRE  
RESPONSIBILITY OF LESIRE PROPERTY

Please cut out and keep this page or take a screenshot.



## Penwortham Priory Academy : Notification of Absence

**CHOOSE OPTION 1 IF...** Your child will be late for any reason | Your child has a medical appointment, either that day or at a later date | You receive an absence text alert | You require a leave of absence request form | You are providing updates on absence due to illness/hospital stays | There is any other reason why your child may not be in school.



**Telephone:**  
**01772 320250 Option 1**

Leave a message on the voicemail stating your name and contact number plus your child's name, form and reason. The attendance team monitors calls regularly and will get back to you if necessary.



**Alternatively, email:**  
**attendance@priory.lancs.sch.uk**

**If you require a digital or larger version of this handbook,  
a copy can be downloaded from the school's website at:**

**[www.priory.lancs.sch.uk/pupils/pupil-handbook](http://www.priory.lancs.sch.uk/pupils/pupil-handbook)**