

New Pupils & Parents Handbook 2026-27

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 | Page |
|---|-------------|
| Frequently Asked Questions | 1 |
| What do I wear? | |
| Uniform information and stockists | 5 |
| Uniform | 7 |
| Uniform – PE Kit | 8 |
| Jewellery, hairstyles, school bag | 9 |
| How do I get there? | |
| Buses and bus routes | 10 |
| Bicycles | 12 |
| Parking and road safety | 12 |
| What do I need? | |
| Equipment | 13 |
| ID cards and personal belongings | 13, 51 |
| Lockers | 14 |
| Lost property | 14 |
| What will I do? | |
| The school day | 15 |
| Term dates 2026/27 | 17 |
| Head of year and Year 7 form tutors | 18 |
| The House system | 20 |
| Curriculum | 21 |
| Independent Learning (Homework) | 22 |
| Office 365, Teams and email accounts | 24 |
| Laptop recommendations and specifications | 25 |
| Learning for Life | 26 |
| Priory+ award | 28 |
| KTB Music | 30 |

What about lunch?

| | |
|---|----|
| School meals | 32 |
| The cashless payment system and how to buy food | 32 |
| Free School Meals | 33 |
| School meals and snacks - sample menus | 34 |

What is expected of me?

| | |
|-----------------------------------|----|
| Attendance | 36 |
| Sickness and appointments | 37 |
| Lateness and absence | 38 |
| Behaviour for learning (BfL) | 40 |
| The Priority Standard and Rewards | 41 |
| Mobile phones | 42 |
| Data protection/privacy notice | 45 |

What if I need some help?

| | |
|--------------------------------------|--------|
| The pastoral office and safeguarding | 49 |
| Lost property | 50, 14 |
| The school office | 51 |
| The business & finance office | 52 |

What about things my parents need to know?

| | |
|-------------------------------------|--------|
| Communications | 53 |
| Arbor | 55 |
| Parental contact | 56, 19 |
| Assessment and reporting | 56 |
| The online payments system (SCOPay) | 57 |
| The school lottery | 58 |

How do I find my way around?

| | |
|---------------------|----|
| A map of the school | 62 |
|---------------------|----|

| | |
|---|-----------|
| Cut out and keep – Notification of absence | 64 |
|---|-----------|

Frequently Asked Questions

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

A: Students are allocated to fixed, mixed ability classes. We will do what we can to place you with a friendly face from primary school, however lessons are for learning and all classes have the same unstructured times so you will be able to meet up with friends then.

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 20 minute sessions every day and cover skills you will require to have successful futures. In Year 7, these include physical and mental health, skills and knowledge to settle into Priory, and Citizenship.

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 to do independent learning (homework)?

A: You will be expected to complete reading, written and online independent learning to add to your class learning because this is what will ensure you have a better chance of success. independent learning is set via 'Assignments' in Arbor and some resources will be on Microsoft Teams. 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. You must bring a pencil case, with basic school supplies, to school every day. You will also need a green pen 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: 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. 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. 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 I am 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 and you must have a valid reason.

A text will also be sent to your parents/carers when you are late for school. If you arrive after 9.10am you will receive an unauthorised absence mark.

Q: How do I get a lunch from school?

You can purchase freshly prepared food, snacks and drinks directly from the dining room to eat in or 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, unless you are entitled to Free School Meals. 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 Computing Club, Art Club, STEM Club (Science, Technology, Engineering and Maths), Eco Club and many, many more. Some are started and run by pupils such as Dungeons & Dragons Club. There are also a variety of seasonal sports activities to take part in, and the PE department issue a timetable each half term.

You will have the use of computers in a number of areas around school to support with Independent Learning (homework). We also have Teaching Assistants available, based in LEAP before and after school, breaks and lunchtimes to support anyone who needs help.

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 disinterested, 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 an Independent Learning Club after school and at breaktimes where you could get support.

Q: How do I collect rewards?

You will automatically receive reward points for each lesson you attend, for conducting yourself in a way that reflects what we call, the '*Priory Standard*'. Teachers can give you extra rewards for positive behaviour, good work, helpfulness, and positive character traits. Rewards include: giving you achievement points, awarding you 'Star of the lesson' and 'Star of the week' for points, sending postcards and emails home. Staff can also nominate pupils for 'Treat Thursday' which is usually a doughnut or the Principal's 'Golden Ticket' which allows lunchtime queues jumps.

You and your parent/s can view achievement points on the Arbor App. At the end of each term pupils who have maintained high standards will be invited to attend a rewards afternoon activity which may involve activities such as a climbing wall, giant inflatables, afternoon picnic or you may go on one of our rewards trips to places such as Trafford Centre, Blackpool Zoo or Blackpool Pleasure Beach.

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

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 stockists below.

Our recommended stockist is:

Justs Clothing 53 Pope Lane, Penwortham, Preston, PR1 9JN.

Other stockists are:

Smart Clothing 54 Lancaster Road, Preston, PR1 1DD.

Top One Clothing 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 (Lancashire County Council) 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

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 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 be rectified. Exceptional circumstances need to be discussed with the pastoral team. Any decision to extend this 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

| | |
|---|--|
| Black blazer with badged pocket* | Plain grey or black socks must be worn with trousers Plain white knee length socks (no frills/bows/embellishments) or opaque black tights must be worn with skirt |
| Black full-length straight leg trousers, either flat fronted or single pleat (No drainpipe, skinny fit, flares or leggings, no stretch Lycra) | Sensible black shoes – no high heels, canvas shoes, trainers or boots |
| Knee length pleated black skirt with* or without school badge | Sensible outdoor coat – no leather, denim, suede, track-suit tops or hoodies |
| White stiff-collared school shirt, short or long sleeves | Hijabs (head scarves), if worn, must be black |
| Optional black v-neck jumper with* or without school badge | |
| The school tie (worn by house colour) is only available direct from school, at a cost of £6.00. | |
| As part of promoting our school culture, pupils are expected to wear house and award badges on their blazers to celebrate achievement, foster a sense of identity and belonging, and demonstrate pride in our school community (badges are provided free of charge however replacements cost £1 and can be purchased via SCOPay). | |

*items only available via specialist stockist

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

| Compulsory | Optional |
|---|---|
| Navy shorts or leggings with school badge* | Navy ¼ zip or full zip training top with school badge* |
| Navy short-sleeved crew neck shirt with school badge* (or optional white polo shirt with school badge*) | Navy tracksuit pants with school badge* |
| Long navy games socks (no sports brand) for outdoor activities. Optional with school badge* | Towel |
| White crew sports socks (no sports brand) for indoor and summer activities | Hair bobble for long hair that impedes vision |
| AstroTurf trainers | Shin pads (strongly recommended for football and rugby) |
| Gum shields (recommended for rugby) Pupils will be informed when they are required | |
| | |

*items only available via specialist stockist

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

No jewellery is permitted, except for sensible wristwatches. These should be removed for PE for health and safety reasons.

Earrings are not permitted, including clear piercings/retainers.

Note: Non-smart watches are 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, department and prefect badges
- Hats – other than for the walk to and from school
- Decorative hair accessories ie, bows/headbands

Cosmetics

- False/acrylic nails and nail extensions are not permitted
- No nail varnish should be worn
- Make-up is not allowed to be worn
- No fake tan
- No false eye 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 = $\frac{1}{4}$ 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, sensible, 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, contact them on 0300 123 6738 or email schooltransport@lancashire.gov.uk

Prices for the bus service during academic year 2026-27 are as follows:

Journeys between 3-8 miles - £5.15 return per day
Journeys over 8 miles - £6.40 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, San Marcos |
| 0800 | Walmer Bridge, Walmer Bridge Inn |
| 0807 | Longton, Booths |
| 0812 | Hutton, Anchor Drive |
| 0822 | Howick Cross, Howick Cross Lane |
| 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 is also a further bus service that the school manages using a commercial operator and covers Cottam. Below is the timetable for this route.

Due to the increased charges from the operator, we have had to review the daily price of providing this service and therefore the price for the academic year 2026-27 will be £5.00 per day/£950 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.

If you wish to use, reserve a place or have an enquiry regarding either service from Cottam please email 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) |

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.**

Year 7 – Use the shed near the Hex | All year groups – Use the sheds next to the 3G pitch

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 textbooks 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.

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 kiosks in the dining rooms to deduct the cost of any purchases from their lunch account. They are also used to sign in when arriving late and sign out when leaving due to sickness or an appointment, for example.

Pupils who have forgotten or lost their card should go to the Business & Finance Office where they will be issued with a one-day only code that will allow them to access their lunch account at the kiosk and order as normal.

Pupils who have lost their card will need to order another one and pay £1 in cash, or parents/carers can pay via SCOPay. Replacement ID cards will be ready to collect from the Business & Finance Office the next day. When a new card is printed, the old one is deactivated so it can't be used if it is found.

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 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 see their Head of Year at the start or end of the school day, break or lunch.

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. Please also check with the school office for items lost that day. We cannot over-emphasise the importance of marking all property with your child's name. All unclaimed lost property is added to the uniform bank, donated to charity or disposed of after each half term.

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

Pupils who have lost their ID card will need to order another one and pay £1 in cash, or parents/carers can pay via SCOPay. Replacement ID cards will be ready to collect from the Business & Finance Office the next day. When a new card is printed, the old one is deactivated so it can't be used if it is found.

Please note, if pupils forget or lose their ID card regularly, they will be asked to see their Head of Year.

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) & 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 will be taken at the start of every lesson throughout the day to ensure punctuality to all lessons.

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** taught in their year groups. This lesson specifically focusses on their **personal development**, to ensure our 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 most year groups, except Year 11, who attend our '**Study Boost**' sessions

| | | | |
|--|-------|---|-------|
| Arrival window | 8.20 | - | 8.40 |
| 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 |
| 'Study Boost' Break Session | 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 |
| 'Lunch and Learn' Session (<i>Time spent in departments, by our pupils, to help them further</i>) | 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>The right Character (Skills) & Culture (Attitudes) to Succeed</i>) | 2.50 | - | 3.10 |
| Year 11 'Study Boost' Session (<i>Something we do for our pupils to help them further</i>) | 3.10 | - | 4.10 |

School Holiday Pattern 2026-2027

AUTUMN TERM 2026

| | |
|--|---|
| INSET DAY 1 | Tuesday 1 September 2026 |
| School Re-opens to pupils | Wednesday 2 September 2026 |
| Learning for Life Day 1 1.20pm) | Monday, 21 September 2026 (early lunch and school closure at |
| INSET DAY 2 | Tuesday 22 September 2026 Open Evening |
| Mid Term Closure | Monday 26 October - Friday 30 October 2026 (inclusive) |
| Learning for Life Day 2 1.20pm) | Wednesday 25 November 2026 (early lunch and school closure at |
| Early lunch followed by School closure at 1:20pm on | Thursday 17 December 2026 |
| INSET DAY 3 | Friday 18 December 2026 |

SPRING TERM 2027

| | |
|---|---|
| School re-opens on | Monday 4 January 2027 |
| Learning for Life Day 3 | Friday 29 January 2027 (early lunch and school closure at 1.20pm) |
| Mid Term Closure | Monday 15 February - Friday 19 February 2027 (inclusive) |
| Early lunch followed School closure at 1:20pm on | Thursday 25 March 2027 |

SUMMER TERM 2027

| | |
|--|--|
| School re-opens on | Monday 12 April 2027 |
| Learning for Life Day 4 | Tuesday 27 April 2027 (early lunch and school closure at 1.20pm) |
| May Day Closure | Monday 3 May 2027 |
| INSET DAY 4 | Tuesday 4 May 2027 |
| Mid Term Closure | Monday 31 May - Friday 4 June 2027 (inclusive) |
| Learning for Life Day 5 | Thursday 24 June 2027 (early lunch and school closure at 1.20pm) |
| Early lunch followed by School closure at 1:20pm on | Tuesday 20 July 2027 |
| INSET DAY 5 | Wednesday 21 July 2027 |

TOTAL NUMBER OF OPENINGS - 190

The Heads of Year and Form Tutors

The Pastoral team provides a strong support base for our pupils, alongside the Head of Year. The Pastoral team's dedicated office provides a caring, confidential and supportive environment for pupils to visit to discuss any well-being issues they may have in school.

We also have our academic year group system, to ensure the best academic care and progress for our pupils. This means that your child will have a specialist Head of Year, who works closely with their team of form staff, to track and monitor your child's attendance and punctuality to school every day, as well as ensuring they are 'Ready to Succeed' for the day ahead. Then, when in school, they liaise with subject leads, teaching staff, learning support staff and our Pastoral Managers, to ensure they have the right 'Attitude to Learning' in lessons. In so doing, they will help coordinate with those staff, any further intervention strategies that might be necessary to ensure every pupil achieves their full potential.

The Heads of Year for 2026-27 will be as follows:

| | |
|---------|---------------|
| Year 7 | Mrs L Farley |
| Year 8 | Mrs V Eastham |
| Year 9 | Mrs R Bullock |
| Year 10 | Mrs A Bailey |
| Year 11 | Mrs K Ham |

The same Head of Year will move up with your child from Year 8, as they progress through the school.

Year 7 Form Tutors

To ensure our young people have a teacher who knows them well, their form tutor will also be their Learning for Life teacher too. This ensures consistency across the day, as your son/daughter's form tutor will register them in the morning and will see them again at the end of the day to teach their Learning for Life lessons.

Not only does this mean form tutors will have more contact time with pupils in their forms, but it enables each form tutor to really get to know each pupil too.

The Year 7 form tutors for 2026-27 will be as follows:

| | | | |
|---------|--------------------------------------|---------|-------------|
| 7E1 (1) | Mr Sneddon | 7W1 (4) | Mr Metcalfe |
| 7E2 (2) | Mr Kenrick | 7W2 (5) | Mrs Massey |
| 7E3 (3) | Miss Beesley (Miss Beswick – Monday) | | |

Parental Contact

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.

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, form tutor 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 when 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

The House System

Our four Houses are:

Calder (blue) | Douglas (red) | Hodder (gold) | Ribble (green)

As with other schools, we have a House system and each House has its own House Leader. We aim to put all members of the same family in the same House and this includes parents who work at the school.

The House Leaders work closely with staff in school to support and develop pupils' Personal Development. They will also provide enjoyable interhouse competitions and work with subject leaders on theirs.

Our interhouse competitions will allow pupils to contribute to, and feel a valued part of, not only the whole school community and their year group, but their own house – Calder, Douglas, Hodder or Ribble.

You will notice each pupil has a tie with stripes in the colour of their House and a lanyard. All pupils and staff wear a badge in their House colour too - Blue, Red, Gold and Green.

Look out for the extra curricular clubs timetable. Events, competitions and other activities will be announced during form time and Learning for Life lessons and everything will be posted on each year group Teams too.

The House Leaders for 2026-27 will be as follows:

| | |
|---------|--------------|
| Douglas | Mrs M Cauchi |
| Hodder | Mr R Owen |
| Calder | Mrs M Massey |
| Ribble | Mr T Raynor |

The Curriculum

We are committed to providing an innovative and challenging curriculum that meets the needs of all pupils. 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 |
| Reading | 1 |
| Science | 3 |
| History | 2 |
| Geography | 2 |
| Physical Education | 2 |
| Creative Arts (Art/Music/Drama) | 2 |
| Technology (Food/Design/Technology) | 1 |
| French | 2 |
| Religious Education | 1 |
| Computer Science / ICT | 1 |

Independent Learning (Homework)

Work outside of lessons is an essential part of the learning programme and of a child's development. Most pupils carry out 'homework' 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. This is why we refer to it as Independent Learning.

Details of Independent Learning for all classes can be found on Arbor which parents have access to.

Independent Learning is set via 'Assignments' in Arbor and some resources will be on Microsoft Teams for them to access. Pupils will be taught how to use Microsoft Teams when they arrive with us.

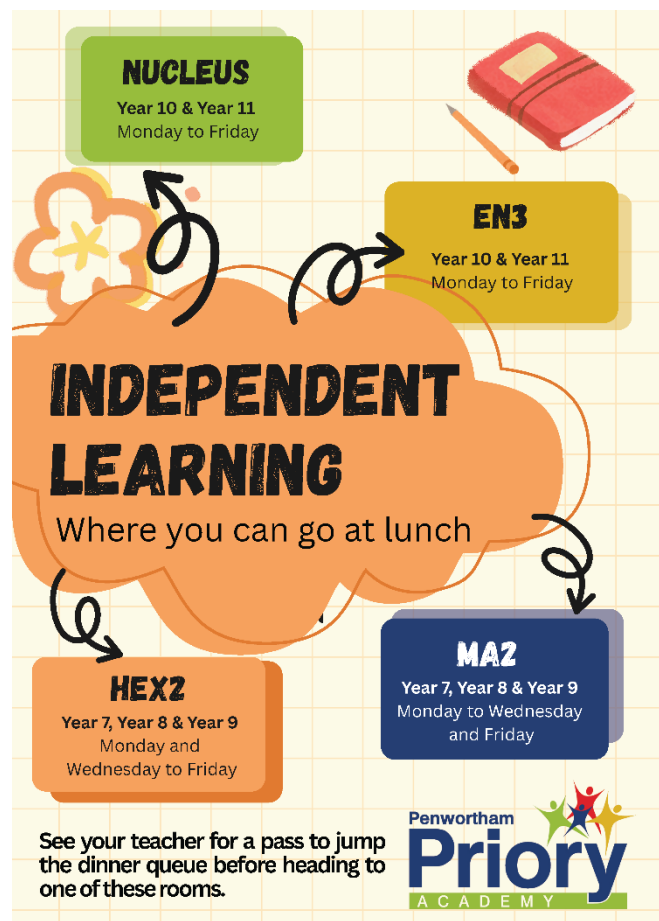
If there are any issues with Independent Learning, please contact the issuing teacher in the first instance.

Individual subjects will determine how much time should be spent on each piece of Independent Learning 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 Independent Learning in line with the school guidelines. Pupils can be given approximately three Independent Learning 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 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 Independent Learning or it isn't completed to an acceptable standard, they will be issued with sanctions including after school detention.



INDEPENDENT LEARNING



BEFORE SCHOOL

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

Just turn up!

All year groups welcome
Use of the computers
Support available

AFTER SCHOOL

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

Also open every
break and lunch



LEAP 2

PLEASE NOTE:

Wednesdays and Fridays in LEAP2 are designated 'quite days' at break and lunch and therefore pupils must dedicate their time there to Independent Learning and quiet reading only.

QUIET DAYS

WEDNESDAYS & FRIDAYS

BREAK & LUNCH

Independent Learning and Quiet Reading Only

shh... please be quiet!



Office 365, Teams and Email Accounts

At Penwortham Priory Academy we embrace technology and ensure that our students can effectively use and benefit from a blended approach to learning. Rapid advancement in technology has 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 which will include the use of Artificial Intelligence (AI) to enhance the outcomes of our students.

Student Email Accounts and Microsoft Office 365

All our students are issued with school email accounts on our Office 365 service and it is imperative that they know their login details and password. Students are allocated their email addresses based on their name and year they joined the school. For example, a student named Andrew Smith who joined the school in 2025, would have an email address as follows: 25asmith@priory.lancs.sch.uk.

There is a significant bonus with these accounts in that they provide students 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 student'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 students access to a chat space, so they can ask their teachers for help and use this as a supportive community network within class groups to submit work and converse with other pupils to support understanding. Students can submit work to their teacher who can then mark it and give feedback, just like in school. Teams is now an integral part of the daily life of our students here at Priory – communicating key messages and sharing independent learning, for example.

Students can access Teams from a laptop or app on their phone where they will see class Teams for each subject they study, along with their year group Teams. From here they can see everything that teachers are sharing and any work set or carried out in class. **Students should check their Teams regularly for additional resources, posts or important messages that need to be shared.**

In the event of 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 students 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.

Students can log onto Office 365 with this link: 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>

Laptop Specifications and Recommendations

Whilst laptops are not compulsory at Penwortham Priory Academy, we recommend their use to support learning at home.

The information overload when purchasing a new laptop can be very daunting - with tech-speak, functionality and cost also being factors that need to be considered. We intend this to provide information that will help you make an informed decision.

Here are three specifications we have put together for your careful thought. The specification is not extensive or conclusive but these we feel are the minimum specs.

Which laptop should I get for my child?

At Penwortham Priory Academy we have been using Microsoft products for many years and have seen countless changes in that time, from Windows NT4, Windows 7, 11 to Microsoft 365 that is used by our Cloud devices today.

What do we recommend?

These three laptop specifications will work well with Microsoft 365. Pupils of Penwortham Priory Academy can also download and install the Office packages at no expense to you on a laptop or desktop PC you own.

Penwortham Priory Academy subscribes to Microsoft Education Campus license. This allows pupils to download and use Office 365 and Teams with the ability to store up to 1TB in the cloud using Microsoft OneDrive.

| Entry Level Specification | Mid Range Specification | High Range Specification |
|--|---|---|
| Intel i3 Windows 11 8 GB RAM 256 GB, M.2 PCIe NVMe SSD (Storage) 14" display Wireless Intel Wi-Fi 6E USB 2.0, USB C | Intel Core 5 22 SIPP (10 cores, up to 5.0GHz) Windows 11 16GB RAM DDR5 512GB M.2 PCIe NVMe Solid State Drive HDMI 2.1 Port USB Type C USB 2.0, 16" display Wireless Intel Wi-Fi 6E | Intel® Core™ Ultra 9 185H (16 Cores up to 5.1GHz Turbo) Windows 11 64GB RAM LPDDR5X, 6400MT/s 1TB M.2, PCIe NVMe, SSD 16.0-in. Display NVIDIA® GeForce RTX™ 4070 Thunderbolt™ 4 (USB Type-C™ 3.2 Gen 2) port HDMI 2.1 Intel® Killer™ Wi-Fi 7 1750 (BE200) 2x2 + Bluetooth 5.4 Wireless Card |

Learning for Life

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

We also have Learning for Life sessions for 20 minutes every day. These sessions include assemblies and sessions on physical and mental health, careers, Citizenship and sessions called 'Everybody's Reading'.

Personal, Social and Health Education (PSHE)

Personal, Social, Health & Economic Education (PSHE) is a subject in its own right. Pupils will learn about an array of risky behaviours which they may experience in life, how to avoid risk, and signposting to help for the future. They learn how to function positively in families and society, whilst identifying negative behaviours and signposting for these. Physical and Mental Wellbeing is discussed within the context of both these areas.

PSHE 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;
- Learning for Life sessions every day following the Learning for Life Roadmap
- Through a range of school and community-based activities for individuals and/or whole year groups;
- Visiting speakers and workshops

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). RSE is compulsory for all secondary school pupils. There is a policy for withdrawal of sex education elements in discussion with Ms Smith, our Lead Practitioner for Personal Development.

All relationship and sex education is taught within a framework of moral values, encouraging self-respect, restraints and respect for others. 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 to be taught in one to one sessions.

The current materials used by staff for relationship and sex education are available for inspection by parents on request from Ms Smith. These materials are from sources approved

by the PSHE Association. The Department for Education and PSHE Association issues guidelines on programmes of relationship and sex education; these are available to parents. Parents are consulted annually on the curriculum for PSHE and given information regarding the sex education planned for delivery.

Physical and Mental Wellbeing

Every term starts with a whole school focus, of which there are three: Mental Health, Healthy Eating and Physical Health. The introduction weeks provide an annual reminder of ways pupils can keep themselves healthy. In Year 7 our 'Gateway to Priory' teaches character attributes and topics which link to Mental Wellbeing. These include friendship, personal achievement, problem solving, responsibility, confidence, resilience, opportunity, achievement, pride, and goal setting. In Years 8 to 11 pupils cover these themes for three weeks across every term.

Pathways and Futures

This element of our curriculum prepares pupils for future jobs and careers. Our Character development elements aim to support your child settling into Priory and develops through the exploration of characteristics and attributes required for employment. Our initial 'Gateway to Priory' in Year 7 explores friendship, personal achievement, problem solving, responsibility, confidence, resilience, opportunity, achievement, pride, and goal setting. In Years 8 to 11, our Pathways and Futures sessions explore further character attributes which are transferable soft skills and how to evidence these. In addition, our scaffolded programme covers Key Stage 4 Options, Work Experience, Further Education establishments, A Levels, T Levels, BTECs, Apprenticeships, Higher Education, Job attainment skills.

Development of Culture

Our Culture development utilises a number of sessions from the 'Them and Us' programme. It teaches our young people how to interact with people who are 'different to themselves'. It has three strands which are highlighted in three separate terms: Demonstrating kindness, showing respect and living without harm. We have a Culture 'focus' for each term with one of the following themes: Kindness, Showing Respect, Living Without Harm.

How we relate to people who don't think the same way as us, or believe the same things, is a crucial skill that they need to learn. 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.

Citizenship

Citizenship is a subject in its own right. It 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, rights and risks. 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. Citizenship is taught in Learning for Life sessions at the end of the day.

Priory+ Award

This 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 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.

Criteria

Pupils will achieve a star when they: complete one activity from each of the five strands, in each term. One activity should be a co-curricular club / activity / group from the timetable provided. Pupils can progress at a faster rate if they start the school mid-year.

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

Prory+ Award Activities

Awarded for achievements in Personal Development



| Culture and Heritage | Future Citizen | Health and Wellbeing | Skills Builder | Bright Futures |
|--|---|---|---|---|
| <p>Visit to a:</p> <ul style="list-style-type: none"> ➢ Castle ➢ Religious building ➢ Museum ➢ Art gallery ➢ Theatre ➢ Musical event ➢ Dance event ➢ Sporting event ➢ Heritage site or building <p>Participate in or watch:</p> <ul style="list-style-type: none"> ➢ Competition ➢ Religious event ➢ Cultural event ➢ Creative art event ➢ Join Culture Club ➢ Learn about an aspect of another culture | <ul style="list-style-type: none"> ➢ Give money to charity ➢ Put items in a charity bag ➢ Donate to a food bank ➢ Donate to the homeless ➢ Help organise a community or school event ➢ Volunteer to help someone ➢ Speak in public about an issue – Inc. assembly <p>Participate in:</p> <ul style="list-style-type: none"> ➢ an election or vote ➢ a community event or festival | <p>Participate in an activity that keeps you physically fit and well:</p> <ul style="list-style-type: none"> ➢ Participate in a sport ➢ Ride your bike ➢ Go for a walk or jog ➢ Create an eating and drinking plan ➢ Sleep the recommended time <p>Participate in an activity that keeps you mentally and emotionally well:</p> <ul style="list-style-type: none"> ➢ Meditate ➢ Mindful activities ➢ Get organised ➢ Create a positivity book ➢ Plan your future ➢ Manage your money ➢ Pray | <p>Continue or learn a new:</p> <ul style="list-style-type: none"> ➢ Skill ➢ Craft ➢ Language <p>Develop employment skills such as:</p> <ul style="list-style-type: none"> ➢ Leadership ➢ Organisation ➢ Resilience ➢ Initiative ➢ Communication ➢ Presentation ➢ Teamwork ➢ Problem solving <p>Join a club or an activity in school which develops a skill.</p> | <p>Research:</p> <ul style="list-style-type: none"> ➢ KS4 options, further or higher education ➢ Apprenticeships ➢ T Levels ➢ Colleges and universities ➢ Careers and jobs ➢ Visit a careers fair or expo ➢ Practice writing CVs and application forms ➢ Regularly volunteer in and out of school as work experience ➢ Careers interview ➢ Year 10 work experience ➢ Part time job ➢ Working with an adult |

creating the right culture to learn to succeed



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 and Drums at £7.50 per 15 minutes. 30 minute lessons are available if desired. Lessons are invoiced on a termly basis and can be paid in full or, in instalments.

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. Timetables are emailed to parents and Mr Taylor, Lead Teacher for Music at Priory, for him to display in school each half term.

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 to request further details or go to www.ktbmusic.com to find out more. Pupils can see Mr Taylor 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) and London College of Music (LCM), therefore, prices for

each grade will vary accordingly. If you would like more information please contact KTB Music at KTBMusicatpriory@outlook.com.

Cancellation policy

We require a minimum of a full half terms' notice to cancel tuition.

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.

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

Cashless Payment System and ID Cards

All pupils are issued with an ID card and lanyard in the first week of September which they will use in the dining areas for their purchases.

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 (which are in addition to those available to buy from the dining rooms).

How do I load money on my account?

We operate a cashless school meals system. Parents can top up catering accounts via SCOPay, a secure internet payment facility, using a debit or credit card. This avoids pupils carrying cash into school and allows parents 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

How do I buy food?

Pupils have the option to purchase freshly prepared food, snacks and drinks directly from the dining rooms using their ID card to make payment.

Food and drinks are served at break and lunch from the Restaurant for pupils in Years 7, 8 & 9, and from the Bistro for pupils in Years 10 & 11. In addition, there are various 'grab & go' options, including baked potatoes, at the Pod.

As well as hot food, there is also a wide selection of sandwiches, paninis, pasta pots, snacks, fruit and drinks. Pupils will use their ID card (issued during their first week) to make payment for items purchased from any of the food outlets.

When a pupil presents their ID card at the food ordering kiosk, a display will show the pupil's name, photo and current cash balance held within the system. Pupils can then order using the simple touch-screen menu, much like those found in fast-food restaurants. Once the order is confirmed, the account is then debited for the value of the items purchased and the pupil should take the receipt to the counter to collect.

How do I check how much money I have left?

- a. Parents can check balances on SCOPay, the school's internet payment system.
- b. A balance will be shown when pupils scan their ID card at a food ordering kiosk.

Should a pupil not have enough funds on their lunch account, they should go to the Business & Finance office for a slip which they should take to the dining room and hand to a member of the catering team. They will then be able to choose some food for that day only. The catering team member will note what has been purchased on the slip and use it to deduct the cost of the items from the pupil's account when credited.

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. However, this amount can be changed to your individual preference by contacting the catering team at catering@priory.lancs.sch.uk

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 or Pod. Pupils will not be identifiable as in receipt of FSM at the food ordering kiosk.

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.

Parents can also add extra cash onto their child's balance by using 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.

If you think you may be eligible for Free School Meals, or to apply, please visit the Lancashire County Council website for further information. See link below.

www.lancashire.gov.uk/children-education-families/schools/free-school-meals/

What about dietary information?

Any dietary controls, including diabetes, 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 Managers.

Dietary information is shown in the food ordering kiosk for each item – pupils should tap the (I) button.

First Bite – Breakfast at Priory

We recognise that not all pupils have time to eat before they leave their home in the morning or don't want to eat as soon as they get up but are ready when they arrive at school.

The school partners with Fareshare, a charity which allows us to offer a free breakfast service in school. All pupils can access the Restaurant from 8.15am-8.35am each day to pick up items such as toast, pastries, fruit and juice - free of charge.

Vending Machines

The vending machines offer a wide selection of bottled drinks. These are located in the Bistro (the Year 10 & 11 dining area) and at the back of the Sports Hall, which crosses the Year 7 & 8 area. Drinks can only be paid for with cash or contactless card payment (there is no ID card scanner).

Exclusively for our Year 10 & 11 pupils and staff, we also have a hot drinks machine in the Bistro. All drinks are £1.50 each and also, must be paid for with cash or contactless card payment. Pupils must not leave the Bistro with hot drinks.

Sample Menus

The following sample menus are correct at the time of producing this booklet. A new menu is issued twice a year 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.

Penwortham Priory Academy
MENU
Spring Week 1

EVERY DAY

Jacket Potato From £1.35
Build your perfect school Start with our light and fluffy jackets and elevate your experience even further with the many toppings available.

Cheese Panini £1.90
Soft carini roll stuffed with cheese, pressed to melted perfection.

Pepperoni Panini £1.90
Soft carini roll stuffed with cheese and pepperoni, pressed to melted perfection.

Sandwiches £1.50
A selection of homemade sandwiches, baguettes and wraps, packed with fresh fillings.
Vegetarian options available

Pasta Pots £2.00
A selection of pasta pots that are bursting with flavour are available.
Vegetarian options available

VEGETARIAN
GLUTEN FREE
HALAL

this week's specials

MONDAY

Chilli & Rice £2.30
Homemade chilli con carne served on a bed of fresh, fluffy rice.

Veggie Burrito with Nachos £2.30
Deliciously seasoned veggies wrapped burrito style and served with nachos.

TUESDAY

Spicy Chicken Pizzini & Wedges £2.30
Deliciously spiced chicken wrapped in a pizza base served with seasoned wedges.

Tomato and Cheese Pizzini £2.30
Deliciously seasoned tomato and cheese pizzini served with seasoned wedges.

WEDNESDAY

Spaghetti Bolognese £2.30
Homemade spaghetti bolognese served with deliciously crispy garlic bread.

Tomato & Mascarpone Pasta £2.30
Tomato and mascarpone pasta baked to perfection and served with garlic bread.

THURSDAY

Garlic Chicken Kiev £2.30
Succulent garlic chicken Kiev served with roasted, herby diced potatoes.

Vegetable Lattice £2.30
Deliciously feisty vegetable lattice served with roasted, herby diced potatoes.

Chippy Friday Specials

Chicken Wrap from £2.00
Crispy southern fried chicken fillet wrapped in a soft tortilla, packed with fresh salad.

Veggie Chicken Wrap £2.30
Crispy southern fried no chicken strips wrapped in a soft tortilla, packed with fresh salad.
Vegetarian options available

Beef Burger & Chips £2.30
Beef burger seated on a brioche roll served with chips and a choice of peas, beans or chip shop curry sauce.

Deserts

Assorted Cakes and Biscuits £0.70
A selection of homemade cakes and biscuits to choose from.

Fruit Pot/Fresh Fruit £0.90
A selection of freshly prepared fruit pots and fresh whole fruit available.

Popcorn £0.70
Fresh sweet and salty popcorn.

Jelly £0.70
A variety of flavours available
Vegetarian options available

Penwortham Priory Academy
MENU
Priory POD



POD-SPUDS Available everyday.
Build the perfect spud at the POD. Choose a base with one filling or add a mix of three fillings to take your spud to the next level.

POD SPECIALS

| | |
|--|---|
| <p>MONDAY Hot 'N Kicking Burger £2.00 Succulent spicy chicken burger served on a 'heat' bun with a choice of sauces.</p> | <p>WEDNESDAY Hot Dogs £1.55 Juicy pork sausage served in a soft bun with our special toppings and sauces for a classic satisfying bite.</p> |
| <p>TUESDAY Soup & Bread roll £1.10 Warm, comforting homemade soup served with a soft, freshly baked bread roll. Week 1 - Tomato Week 2 - Mushroom Week 3 - Vegetable</p> | <p>THURSDAY Pizzini Pizzas £1.50 A choice of the deliciously spicy or cheesy pizzini or herb cheese and tomato pizzini.</p> |
| <p>FRIDAY Southern Fried Chicken £2.00 Succulent southern fried chicken breast wrapped in a soft, roll or flat wrap.</p> | <p>Sandwiches and Pasta Pots £1.50 Delicious sandwiches and pasta pots are available every day.</p> |

VEGETARIAN GLUTEN FREE HALAL

Deserts

- Assorted Cakes and Biscuits** £0.70
A selection of homemade cakes and biscuits to choose from.
- Fruit Pot/Fresh Fruit** £0.90
A selection of freshly prepared fruit pots and fresh whole fruit available.
- Popcorn** £0.70
Fresh sweet and salty popcorn.
- Jelly** £0.70
A variety of flavours available. Vegan option available.

Penwortham Priory Academy
MENU
Break Specials

Monday
Sausage Rolls £1.40

Tuesday
Pizza £0.60

Wednesday
Sausage Breakfast Muffin £1.40

Thursday
Pain au Chocolat or Croissant £1.10

Friday
Sausage or Bacon Barn £1.40

FOOD for thought

Everyday

- Toast** £0.30
- Cheese on Toast** £1.10
- Toasted Teacake** £0.80

Snacks

- Fruit Pot/Fresh Fruit** £0.70
A selection of freshly prepared fruit pots and fresh whole fruit available.
- Jelly** £0.75
A variety of flavours available. Vegan option available.

VEGETARIAN GLUTEN FREE HALAL

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>190 SCHOOL DAYS IN EACH YEAR</p> <p>190 days for your child's education</p> | <p>10 days absence</p> <p>=</p> <p>180 Days of Education</p> | <p>19 days absence</p> <p>=</p> <p>171 Days of Education</p> | <p>29 days absence. A term missed</p> <p>=</p> <p>161 Days of Education</p> | <p>38 days absence</p> <p>=</p> <p>152 Days of Education</p> | <p>47 days absence</p> <p>=</p> <p>143 Days of Education</p> |
| 100% | 95% | 90% | 85% | 80% | 75% |
| <p>Good</p> <p>Best chance of success Gets your child off to a flying start.</p> | | <p>Worrying</p> <p>Less chance of success. Makes it harder to make progress.</p> | | <p>Serious Concern</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

Please DO NOT use the Arbor Parent App to report an absence.

The school will complete a welfare visit to the child's home when they have had three days or more absence from school. Pupils with unexplained absence will also receive a welfare visit. These visits may be unannounced.

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 and keep inform the attendance team informed on 01772 320288 or email 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, or in the case of an injury a first aider will be contacted, 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 unless prior agreement has been made between parent/carer and the pastoral team. In this case, school must be informed that the child has arrived home safely.

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 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.**

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.

Lateness and Absences From School

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 reception by pressing the intercom button.

Any pupil arriving at school after 8.40am bell will be marked as 'late' in the register using the appropriate code. It is vital that pupils arrive to school on time each and every day.

The school will complete a welfare call/visit to any child that has an unexplained absence from school or parents/carers have not made contact to explain why their child is absent.

As you may be aware that the Department for Education has announced national changes to penalty notices issued for unauthorised absence and lateness in term time.

These changes came into effect on 19 August 2024 - please see the changes below:

- Penalty notices issued for unauthorised **absences** will be charged at a new rate of £160 per parent per child.
- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice will be issued is set at 10 'sessions'.
- Importantly and of real significance, this includes 'sessions' as a result of **arriving late after the register closes in the morning or the afternoon.**
- Please note, each school day is made up of two 'sessions'; one in the morning and one in the afternoon, so ten 'sessions' is classed as five days of absence and/or lateness within a rolling 10-school week period.
- Please also note that a school 'week' is determined as any week in which a school meets **at least once in that week.**
- The 10-school week period will also span different terms and school years.
- Finally, a **maximum** of two penalty notices will be issued to a parent for the same child within a rolling 3-year period, so at the third (or subsequent) absence and/or lateness, another course of action will be used (such as prosecution).

Therefore, we can't stress enough the continued importance of not only attendance, but also arriving to school on time.

Parents / carers can monitor their child's attendance through Arbor and will be contacted if the school has any concerns regarding lateness or absences.

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 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 provide 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 or Arbor Parent App 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 Behaviour For Learning consequence levels.

Our Expectations – in lessons

- Remember your equipment 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 Arbor, 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.

Pupils who have maintained high standards throughout the academic year will be invited to go on one of our rewards trips to places such as the Trafford Centre, Blackpool Zoo or Blackpool Pleasure Beach. There will also be in-school rewards for the House or pupils with the most achievement points.

Mobile Phones

Of course we 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 always feel safe, and that they cannot be filmed, photographed or recorded without their permission.

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 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 suspended for the rest of the day.
- 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/Pastoral Team.
- Persistent flouting of the mobile phone rules will result in a day in the Culture & 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

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 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.

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.

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 and Pastoral Corridor

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 family support team and the attendance team in here.

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.

There are several offices along the Pastoral corridor which include the Heads of Year and the Lead Practitioner for Personal Development & Careers Adviser. The Learning Support department (LEAP) is also based here including Mrs Holland, the SENCo, who looks after pupils with Special Educational Needs & Disabilities.

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:

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

Pupils can speak to any DSL by going to the pastoral office or emailing them at safe@priory.lancs.sch.uk using 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

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 for any items lost that day. We cannot over-emphasise the importance of marking all property with your child's name. All unclaimed lost property is added to the uniform bank, given to charity or 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.

Mobile phones and other items that have been confiscated by staff 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 reply slips and forms
- Collection of ties (new, lost or replacements)
- Contacting home if you need to speak to your parent/carer
- 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

Reply Slips

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

The Business & Finance Office

The Business & Finance Office is situated along the Senior Leaders Corridor and you don't need to knock to enter.

They can help you with:

- Updating pupil's address or contact information
- Issuing pin codes for the food ordering kiosks if you have forgotten your ID badge
- Collecting replacement ID badges
- SCOPay parent link codes and queries
- Trip payment queries
- Lunch account queries
- Exam timetables and queries
- Revision guide queries
- Order, payment and collection of ties (new or replacements)

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, grandparent's 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 or Arbor 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 often both. Copies of school letters are, in the main, also posted on our website at www.priory.lancs.sch.uk/parents/letters

Weekly Newsletter

The weekly Friday newsletter informs parents, staff, trustees, partner 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

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.

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

Staff contact emails can also be found on the website at www.priory.lancs.sch.uk/parents/staff-contact-list

Social Media Channels

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

VendnInstagram: penworthampriory

Facebook: www.facebook.com/PriorySTC

Facebook Group For New Intake Parents

For a third year, we have set up a Facebook group exclusively for parents/carers whose children are joining us from September.

Whilst we will post bulletins in the group, these will only be reinforcements and reminders of information that has already been issued directly to parents. In addition, the group will also act as a forum for everyone to ask general questions and to get to know one another.

Parents of previous year's intake have told us that they found the group helpful and a valuable resource, particularly during their first half term at Priory.

New parents can click the link to join. They will then be asked to provide the name of their child before being accepted to the group.

www.facebook.com/groups/priory2025intake

The group will remain open until the end of the Autumn term, with the second half of the term being parent-led.

Arbor

Arbor 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) on any device using a web browser or by downloading the Arbor Parent App (you can use both). 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 details to enable parents/carers to register for the application.

Arbor login link for parents - <https://penwortham-priory-academy.uk.arbor.sc/?/home-ui/index>

Registering a new parent account

Please click on the link below for step by step guidance:

<https://www.priory.lancs.sch.uk/parents/arbor>

If you have any further queries, please contact Mr Gee, Assistant Principal, via email at n.gee@priory.lancs.sch.uk.

Arbor Parent App and Arbor Pupil App

Arbor has its own app for parents, and another specifically for pupils. Step by step guides to help you set these up can be located on our website at <https://www.priory.lancs.sch.uk/parents/arbor>. Pupils will use their school email address to register for their account.

The Parent App enables parents/carers to have access to a range of features, such as:

- Real-time notifications: parents, guardians and carers receive instant updates on their child's academic progress, attendance, and important school announcements, ensuring they always stay well-informed.
- Secure communication: The app provides a secure platform for two-way communication between parents, guardians, carers and school, fostering an environment that encourages open dialogue and collaboration.
- Timely access to information: parents, guardians and carers can conveniently access school calendars, events, and timetables, helping them stay organised and actively participate in their child's educational journey.

Please note, there are various functions within the app that Penwortham Priory Academy do not currently use such as Parents Evening.

Parental Contact

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.

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, form tutor 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

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 (ARRiS) 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, inviting you to set up an account will be provided during your child's first week.

You can pay online for:

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

We may also ask you to use SCOPay to provide consent or register interest in visits following details sent out by a class teacher.

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. 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 or visit www.scopay.com/priory for user guides and frequently asked questions.

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 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

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.

When is the draw?

The draw is on Saturday evening, and every school is guaranteed a cash winner each week as well as the chance to win the £25,000 jackpot by matching all six numbers. There is also the monthly Super Draw with a bonus prize too - you will receive one entry into this draw for each weekly ticket that you have. Buy more tickets for more entries.

Who can I contact about the lottery at Penwortham Priory Academy?

Please contact the Finance Officer, Mrs Cookson via email at j.cookson@priory.lancs.sch.uk



YOUR
SCHOOL
LOTTERY



WE'VE LAUNCHED A LOTTERY

Buy your tickets now to
help our fundraising

- Tickets cost just £1
- All profits go to our school
- Local cash prize every week
- Chance to win the £25,000 jackpot!
- Drawn every Saturday at 8pm

To start supporting, visit:

yourschoollottery.co.uk

and search for: Penwortham Priory



£1 per week

**SUPPORT
OUR LOTTERY
TODAY**

**Weekly
cash prizes**

**£25,000
jackpot**



**YOUR
SCHOOL
LOTTERY**



Splitting the £1.00

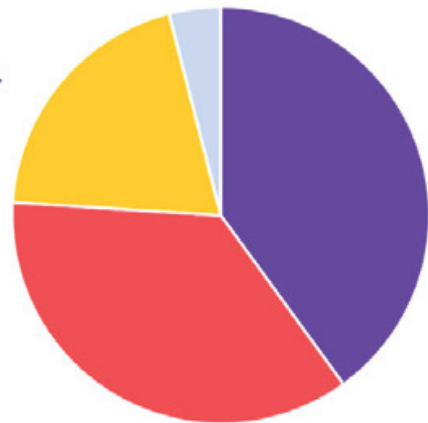
How it works...

It's simple—choose 6 numbers between 0-9 and if they match the weekly lottery draw, you win great prizes. One of our players will win a cash prize every week, maybe even the £25k jackpot! Tickets cost just £1 per week and the proceeds are donated to Penwortham Priory Academy

Every Saturday at 8pm the numbers are drawn and posted online. Winners are notified by email and winnings paid into the account of your choice.

The easiest way to join our lottery is online at YourSchoolLottery.co.uk by direct debit or debit card.

It's so easy to join and will make a real difference to Penwortham Priory Academy



- 40p goes to our school
- 36p goes to cash prizes
- 20p goes to admin costs
- 4p goes to VAT

The Maths... 100 tickets sold a week means
= £30 weekly cash prize
= £2,080 a year for our school




To start supporting, visit:
yourschoollottery.co.uk
 and search for: **Penwortham Priory**

Supporters must be 16 years of age or older


Your Notes

Cut out and keep - stick it to your fridge 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

 **DO NOT USE THE ARBOR PARENT APP TO**
INFORM US OF AN ABSENCE 

**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