

Finding your way Around School

Welcome to Priory



Welcome to Penwortham Priory Academy

Mrs Bullock
Transition Manager

As things have to be a little different this year, this booklet will help you navigate key places around your school to make the process of moving to Priory as easy as possible.

From the moment you were offered a place here, I have been in touch with your primary school as well as your family so that we can get to know you better.

At Priory, we use a vertical tiered form system, so in each form we have pupils from every school year. This helps to ensure Year 7 pupils are supported as they are with children that know the school well, including peer mentors who are students in Year 10, trained to support and nurture new pupils on their transition. Pupils are also put into the same form as siblings, and will be placed with a familiar face from primary school wherever possible.



Mrs Hane
Head of year 7

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



As Head of Year 7, I will make sure you settle into Priory well and help with your transition from primary school to secondary school. I am the consistent first point of contact for pupils in your year group. I am also a teacher of Religious Education so will teach many of you during your time at Priory too.

When not teaching, I can be found in the Pastoral Office.

On arrival at school...

Arriving At School In The Morning

This is the main school entrance for all pupils to access school. The door is to the very far left of Reception at the front of the school and you will see the dining hall at the side.



If you are arriving late...

Pupil Entrance Door

This is the pupil access door and is located at the front of the school directly next to Reception. It is where you need to go to access school during the day after 8.50am, as all other doors will be locked at this time. You should press the button on the panel on the left hand side of the door and speak to the attendance officer who will let you in to school.



Signing In/Out - The Attendance Window

This is part of the main school office and is opposite the dining room corridor. This is where you need to go to sign in/out with the attendance officer.

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



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

The School Office

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

If you are being collected for an appointment, you will be asked to wait here until your parent arrives.

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



The Pastoral Corridor

From the garden, also known as the Quad, is one of the entrances to the Pastoral corridor, LEAP and the Maths rooms (upstairs).

The Head of Years' offices are also along this corridor as well as the Head of Learning for Life and Careers Adviser.

You may use this entrance to get to the main toilet block in school, which is at the end of this corridor.

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



The Pastoral Office

The pastoral office is where you may go if you need support outside of the classroom or feel unwell in school. It is also where you will find lost property.

In here you will find your Head of Year, Mrs Ham - her desk is by the window on the left. The Inclusion & Attendance Manager, Mrs Swire and SENCo, Mrs Holland are also in here - their desks are in the far right corner. You will be asked to see Mrs Swire if you are feeling unwell.



We have two Pastoral Managers at Priory, Mrs Clementson and Mr Shipton, who will look after you if you need a bit of extra care or attention during your time at Priory. This might be because you are struggling with school in general or life at home or maybe having difficulties with behaviour.



As you enter the room, immediately to your right you will find the lost property trolley. All items that are named are returned to their owner so it is crucial that your name is on all your possessions. Lost PE kit can be found in the PE office.

LEAP

At the far end of the pastoral corridor, on the left, are the two Learning & Progress rooms.

Pupils needing extra support with their learning may go here as directed by your teacher.

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



And what do I do at break and lunch time?

Open School Policy

Our open school policy means that you are allowed to use the Dining Room and the Auditorio during break and lunch time. You may also access classrooms with the teacher's permission.

The Dining Room

The dining room serves hot snacks

like toast,
sausage barm
and pizza

slices at break time, which is 10.50am-11.15am.

At lunch time you can buy cooked meals, paninis, chicken wraps, jacket potatoes, salads, sandwiches, cakes and drinks.

Water Fountains

If you want to refill your drinks bottle, there is a water fountain outside the Learning Centre (IELC) and another to your left as you enter The Hex.



The corridor beyond the dining hall will take you to the girls PE changing rooms and the Gym.



Where do I add credit to my dinner money account?

Revaluation Terminals

You can put money on to your dinner money account by using the machine on the corridor leading up to the dining room. You can also check your balance here too. The machine recognises you by scanning your fingerprint.



The Auditorio

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



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

The door in the far corner leads to the MFL rooms, PE office and Music department. Beyond this is the exit door which leads to The Hex and, further along the corridor, is the boys PE changing room.

Tables are set up in the Auditorio at break and lunchtime so that pupils can eat their snacks/packed lunch.

The open school policy means you don't have to go outside at lunch and break times; you can stay inside with your friends. You may like to meet in the Auditorio.

Vending Machines

You can buy drinks, snacks, fruit and sandwiches at the vending machines situated in the Auditorio. You will use the fingerprint scanner to deduct money from your account so you will not need cash.



The Assembly Hall

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

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



The SLT Corridor

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



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

The Business & Finance office is also here and you may need to see them for a new tie or any money-related issues, for example.

Down the adjacent corridor you will see the Facilities Manager's office and the IT technician's room where you may be asked to go to resolve an IT or password query. Further along is the Medical Room, Communications Supervisor's office and the staffroom, through the doors at the end. The Assistant Headteachers, Mr Gee and Mrs Crank also have their offices here too.



The Library

The library is situated at the rear of the one of the English classrooms, EN4 and is open to pupils at break and lunch.

This is where you will go to change your Accelerated Reader book.



The Ian Edwards Learning Centre (IELC)

This is a large ICT classroom.

Through the adjacent double doors there is a water fountain and more toilets. Further on from this, the corridor leads you to the Auditorio, passing the large Sports Hall viewing window as you go. The doors at the other side of the IELC lead to the Quad and School Office/SLT corridor.



Where will I have my lessons?

The Science Department and The Nucleus

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



The Humanities Department

This is the entrance to the Humanities building, which you get to from the Quad.

In this building are the History, Geography and RE classrooms.

Inside this block is our 4D projector room which you may use with your teacher in any lesson at Priory.



The Technology Block

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

In your technology lessons throughout the year you will have the opportunity to design and make something in the three different areas of technology which incorporates areas such as Electronics, Textiles, Food & Nutrition, Graphics and Resistant Materials. The Art & Design classroom is also based in this block.



The Hex (The ICT Department)

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



The PE & Sports Department

The 3G pitch, the Gym, the Multi-Use Games Area (MUGA) and Sports Hall are not only where you will have your PE lessons, but also where you can take part in activities at break and lunch time.

You can play football with your friends on the 3G pitch but you must bring your own trainers, as no school shoes are allowed on the pitch.

You can play basketball, table tennis and badminton in the Sports Hall.

And when we have whole-school assemblies...

The Sports Hall is also where you will go for full school assemblies led by Mr Eastham, the Headteacher. You will be escorted in by your form tutor and will sit with your form. Year 11 pupils will sit on the chairs at the back.

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



Our gardens have
won awards...

We have beautiful, serene
gardens which have won school
and community awards in
the North West, South Ribble
and Penwortham in Bloom
competitions as well as RHS
accolades.



Things I need to remember

My form is

My form room is

My form tutor is

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

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

The School Day | Start 8.40am | End 3.10pm
www.priory.lancs.sch.uk/parents/termdates

Calder | Douglas | Hodder | Ribble