

New Pupils & Parents 2020 Handbook

Frequently Asked Questions



Welcome To Penwortham Priory Academy



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

I am extremely proud to be Headteacher of such a forward-looking 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 in September, as you join us on the next step in your academic life, and embark on an exciting and inspiring learning journey.

Matthew Eastham
Headteacher

FREQUENTLY ASKED QUESTIONS

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Frequently Asked Questions At A Glance

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

A: We are following the latest advice from the Government on safe working practice for schools. This means that we are not able to invite Year 6s into school at the moment. We will, however, make sure that all Year 6s are able to access lots of important information online/ via post. We will update this information as more advice is made available.

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

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

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

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

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

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

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

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

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

Q: Will I have homework?

A: You will be expected to complete daily homework tasks to consolidate your learning because this is what will ensure you have a better chance of success. Students in Year 7 have daily reading and homework to complete. They also have weekly online homework in their

core subjects such as MathsWatch, Tassomai and Accelerated Reader. Year 7 students may access LEAP/Homework Club during lunchtime or after school to complete any work, where there are computers and support from school staff to help with any homework challenges.

Q: When will I be able to buy school uniform?

A: We have three uniform suppliers. You will need to make an appointment with them due to the current situation. The suppliers can be found in the pupil 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; students may wear one pair of plain small gold or silver stud earrings and a watch - no other jewellery is allowed. Nail varnish and make-up is not allowed. Trainers or trainer-style shoes are also not allowed. A full uniform list can be found in the pupil handbook.

Q: What equipment will I need?

A: All students need a bag to carry books and their equipment. Year 7 students are given a planner to record their homework. These must be brought to school every day, along with a reading book, pencil case and a scientific calculator. The pastoral office is open before school and at break and lunch and sells essential stationery. All students are able to purchase a locker for keeping larger items, such as a packed lunch or a PE kit. A deposit for the locker is needed and students keep their locker for five years.

Q: Which scientific calculator should I buy?

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

Q: Will I have to do tests or exams?

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

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

A: Learning in a disruptive 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 isolation;

you will not be permitted to return to your lesson and will be issued with a lunchtime detention that day. Repeated removal from class will trigger additional intervention.

Q: Can I bring a bike to school?

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

Q: What will my first day be like?

A: On your first day in September you will come to school for 8.40am and walk in through the pupil entrance to the assembly hall, where you will be greeted by the Transition Manager, Head of Year 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, a map and you will also be allocated a buddy from your form group, who will be there throughout the day to support you at breaks and lunchtimes if you need it.

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

A: All lost property is handed in 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. If you misplace your PE kit you should check with the PE department.

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 be found in the pupil handbook and your school planner. If you can't find your way, ask any member of staff or student, they will be very helpful and either direct you to your classroom or even walk you there.

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

A: If you are late for school you must sign in at Reception with Mrs Kouser, the Attendance Officer. You will then be marked late on the register and, if you do not have a valid reason for your lateness, you will be given a slip. This slip means you have been issued with a breaktime detention with Mrs Swire (Attendance & Inclusion Manager).

Q: How do I get a lunch from school?

A: You will have your finger scanned on the first day. This will allow you to buy any food or drink from the canteen or vending machines without having to carry money. You may put money on your account in the morning via the revaluation terminal or parents/carers can credit your account online.

Q: Can I leave school during the school day?

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

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

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

Q: Will the work be really hard?

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

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

If there is a piece of work you are finding difficult, you can speak to your teacher as they will be able to help you and explain it in a different way. There may be some resources or books to help you, and we also have a Homework Club after school until 4.10pm where you could get support.

Q: How do I collect rewards?

Teachers will reward positive behaviour, good work, correct uniform and helpfulness by giving you achievement points. We also recognise achievements and effort by sending postcards and letters home to your parents.

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

School Uniform and Appearance

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

Uniform Information

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

A&D Just	53 Pope Lane, Penwortham, Preston.
Smart Clothing	Lancastria House, Lancaster Road, Preston.
Top One Clothing	39 St John Centre, Preston, PR1 1FB.

The full uniform and PE kit list for girls and boys 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, at a cost of £5.00.

Financial Assistance

Pupil Access will consider offering assistance with school clothing in very exceptional circumstances, for more details please contact them directly by phone 01772 531819, or via email pupilaccess.southadmissions@lancashire.gov.uk.

Unforeseen Circumstances

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

Girls' Uniform

Badged Items (only available from stockists)	Non Badged Items (can be purchased from any retailer)
Black Blazer with badged pocket	Knee length straight black skirt with one back slit, or girls' black flat-fronted trousers
Optional black 'V' necked jumper with badge	White school shirt, short or long sleeves
	White socks or opaque black tights
	Sensible black low-heeled shoes – no high heels, canvas shoes, trainers or boots
	Sensible outdoor coat – no leather, denim, suede, track-suit tops or hoodies
The school tie (worn by house colour) is only available direct from school, at a cost of £5.00.	
An optional badged apron and lab coat (highly recommended, to protect uniform) may be purchased for Technology/Art and Science. Details will be supplied by the relevant departments at the start of term.	

Girls' PE kit

Badged Items (only available from stockists)	Non Badged Items (can be purchased from any retailer)
Navy shorts for indoor/outdoor use with school badge	Non marking training shoes for indoor/outdoor use
White polo shirt with badge	Towel
Navy games socks with white tops with school name	Gum shields are strongly recommended for hockey
Navy Full Zip Training Top with school badge	Shin pads are strongly recommended for hockey and football
Optional navy training pants with school badge (worn only at teacher's discretion)	Hair bobbles (long hair must be tied back)



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

Boys' Uniform

Badged Items (only available from stockists)	Non Badged Items (can be purchased from any retailer)
Black Blazer with badged pocket	Black trousers, either flat fronted or single pleat
Optional black 'V' necked jumper with badge	White school shirt, short or long sleeves
	Grey socks or other dark colour
	Sensible black shoes – no canvas shoes, trainers or boots
	Sensible outdoor coat – no leather, denim, suede, track-suit tops or hoodies
The school tie (worn by house colour) is only available direct from school, at a cost of £5.00.	
An optional badged apron and lab coat (highly recommended, to protect uniform) may be purchased for Technology/Art and Science. Details will be supplied by the relevant departments at the start of term.	

Boys' PE kit

Badged Items (only available from stockists)	Non Badged Items (can be purchased from any retailer)
Navy shorts for indoor/outdoor use with school badge	Non marking training shoes for indoor/outdoor use
Navy short-sleeved shirt with school badge	Towel
Navy ¼ Zip Training Top with school badge	Gum shields are strongly recommended for rugby and hockey
Navy games socks with white tops with school name	Shin pads are strongly recommended for football, rugby and hockey
Optional navy training pants with school badge (worn only at teacher's discretion)	



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

Appearance Information and Rules

Jewellery

The only permitted jewellery which may be worn is:

- 1 pair of plain gold or silver stud earrings in lower earlobe. No other piercings are permitted to be worn.
- A smart/sensible wrist watch
- **No jewellery can be worn for PE for health and safety reasons.** Ear piercings must be removed **irrespective of when the piercing took place.** Any ear piercings should be done at the start of the 6 week summer holiday to allow the relevant healing time.

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

Accessories

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

- Sunglasses
- Badges – other than the school badge
- Hats – other than for the walk to and from school

Cosmetics

- False nails and nail extensions are not permitted
- Only clear nail varnish may be worn
- No make-up is allowed to be worn

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 inappropriate decoration.
- Long hair must be tied back for PE

School Bags

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

Questions about these two routes and season bus passes should be addressed to the School Transport team at Lancashire County Council who can be contacted by telephone on 0300 123 6738 or via e-mail at schooltransport@lancashire.gov.uk or listed on their website at:

www.lancashire.gov.uk/children-education-families/schools/school-transport/school-bus-season-tickets

Prices for the bus service during academic year 2020/21 are as follows:

Journeys between 3-8 miles - £4.10 return per day

Journeys over 8 miles - £5.20 return per day

574 Bus Route

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

719 Bus Route

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

The school also operates three further bus services that we control - one from the Walton Le Dale area and one from Farington/Leyland – which are run by a commercial provider, and a new service using the school minibus from Cottam. Below are the timetables for these routes.

The annual cost for each commercial bus service during 2020/21 is £665. The annual fee for the Cottam route is £570 per annum. Please note - no cash payments can be accepted on the bus. Payment to be made via our online payment facility, SCOPay. If paying in instalments, the first payment should be made by the end of September 2020. SCOPay login details will be issued during the first two weeks after starting at Priory.

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

If you wish to use either service from Walton Le Dale, Farington/Leyland or Cottam please email transport@priory.lancs.sch.uk to reserve a place on the appropriate route, indicating which stop you will be using.

Bamber Bridge, Walton Le Dale & Lostock Hall

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

Walton Le Dale to Priory		Priory to Walton Le Dale	
0740	Todd Lane North (Glendale Ave)	1520	Priory
0741	Todd Lane North (Lyndale Ave)	1534	Leyland Road, Gas Works
0742	Millwood Road (near Spar)	1536	Brownedge Road, British Legion
0745	Hennel Lane (opp Shops)	1539	Todd Lane North (Green Drive)
0746	Chorley Rd (Holland House Bus Stop)	1539	Todd Lane North (Glendale Ave)
0748	Chorley Rd (Chiropractors)	1540	Todd Lane North (Lyndale Ave)
0750	School Lane Garage	1542	Millwood Road (near Spar)
0751	Brindle Road (Clinic)	1545	Hennel Lane (opp Shops)
0752	Collins Road	1547	Chorley Rd (Holland House Bus Stop)
0753	Brownedge Lane, Withy Arms	1548	Chorley Rd (Chiropractors)
0755	Brownedge Road, Iron Gate	1550	School Lane Garage
0758	Brownedge Road, Graham Avenue	1551	Brindle Road (Clinic)
0800	Brownedge Road, British Legion	1553	Collins Road
0810	Leyland Road, Gas Works	1557	Brownedge Lane, Withy Arms
0830	Priory	1559	Brownedge Road, Iron Gate

Farington, Leyland & Farington Moss

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

Farington to Priory		Priory to Farington	
0755	Stanifield Lane (Centurion Way)	1520	Priory
0756	Stanifield Lane (next to Conservative Club)	1540	Croston Road (opp Wellfield Road)
0800	Station Brow (in front of RAF Club)	1540	Croston Road (nr Fowler Lane)
0805	Golden Hill Lane (bus stop opp Braconash Rd)	1541	Croston Road (nr Moss Lane)
0810	Croston Road (Wheatsheaf Pub)	1542	Croston Road (nr Bannister Avenue)
0811	Croston Road (nr Bannister Ave)	1545	Croston Road (Wheatsheaf Pub)
0812	Croston Road (nr Moss Lane)	1550	Golden Hill Lane (Braconash Rd)
0813	Croston Road (nr Fowler Lane/Church Rd)	1555	Station Brow (in front of Bank)
0813	Croston Road (opp Wellfield Road)	1600	Stanifield Lane (next to Mill Street)
0830	Priory	1601	Stanifield Lane (Centurion Way)

Cottam

This service is provided by Penwortham Priory Academy.

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 racks provided. Bikes must be kept in a roadworthy condition and must have brakes. **It is compulsory that pupils wear a cycle helmet.**

The school is not responsible for the security of cycles and a stout lock 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, can you please ensure you do not park across driveways belonging to local residents, especially those who live directly opposite the school grounds.

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. 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.

Finally, we would ask you to be aware of the two zebra crossings at the front of school, especially at the beginning and end of the school day.

Thank you for your co-operation.

Equipment

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

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

The CASIO FX83GTX Scientific Calculator is recommended and can be purchased from the Finance Office at a cost of £8.50.

Personal Belongings and Valuables

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

Lost Property

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

Lockers

The rental of lockers is strongly recommended. More information will be provided when your child starts in September.

If pupils forget their key and need to access their locker, they should go to the school office.

New or replacement locker keys are issued by the office.



Note to parents dropping off items for pupils

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

The School Day

Designed to develop our pupils' value set:

- We are Ready for Excellence
- We have the right Character for Excellence
- We have the right Attitude to Learning for Excellence (by upholding our 'Attitude to Learning in Lessons Charter')

Which gives us our school **Culture**

House Registration & 'Ready for Excellence' Lesson	8.40	-	8.50
Lesson 1 (Upholding our 'Attitude to Learning in Lessons Charter')	8.50	-	9.50
Lesson 2 (Upholding our 'Attitude to Learning in Lessons Charter')	9.50	-	10.50
Wellbeing Break	10.50	-	11.15
Lesson 3 (Upholding our 'Attitude to Learning in Lessons Charter')	11.15	-	12.15
Lesson 4 (Upholding our 'Attitude to Learning in Lessons Charter')	12.15	-	1.15
Wellbeing Lunch Break	1.15	-	1.50
Year Group 'Learning for Life' Lesson 5 or Assembly 'The Right Character for Excellence'	1.50	-	2.10
Lesson 6 (Upholding our 'Attitude to Learning in Lessons Charter')	2.10	-	3.10

School Holiday Pattern 2020-21

AUTUMN TERM 2020

INSET DAY 1	Tuesday 1 September 2020
School Re-opens on	Wednesday 2 September 2020
Learning for Life Day 1	Wednesday 23 September 2020 (Early lunch followed by school closure at 1:20pm)
INSET DAY 2	Thursday 24 September 2020 (Open Evening)
Mid Term Closure	Monday 26 October - Friday 30 October 2020
Learning for Life Day 2	Monday 9 November 2020 (Early lunch followed by school closure at 1:20pm)
Early lunch followed by School closure at 1:20pm	Friday 18 December 2020

SPRING TERM 2021

School re-opens on	Monday 4 January 2021
Mid Term Closure	Monday 15 February - Friday 19 February 2021
Learning for Life Day 3	Friday 26 March 2021 (Early lunch followed by school closure at 1:20pm)

SUMMER TERM 2021

School re-opens on	Monday 12 April 2021
Learning for Life Day 4	Tuesday 20 April 2021 (Early lunch followed by school closure at 1:20pm)
May Day Closure	Monday 3 May 2021
INSET DAY 3	Tuesday 4 May 2021
Mid Term Closure	Monday 31 May - Friday 4 June 2021
Learning for Life Day 5	Thursday 24 June 2021 (Early lunch followed by school closure at 1:20pm)
Early lunch followed by School closure at 1:20pm on	Friday 16 July 2021
INSET DAY 4	Monday 19 July 2021
INSET DAY 5	Tuesday 20 July 2021

The House System and Academic Year Group System

Our four houses are:

Calder, Douglas, Hodder and Ribble

Each house has up to eight forms: C1-8, D1-8, H1-8 and R1-8

Please make sure when you contact school that you know your child's form. This will be needed in most communications.

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

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

The Heads of Year will be as follows:

Year 7	Mrs K Ham	
Year 8	Mrs A Bailey	(Hodder)
Year 9	Mrs R Bullock	(Douglas)
Year 10	Mr P Faulkner	(Ribble)
Year 11	Mrs V Eastham	(Calder)

Parental Contact

Should you have any concerns, or wish to discuss any issues, whether pastoral or academic, your child's Head of Year is the first line of communication when you wish to contact school. 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 is to send them an email (please refer to the staff contact list on our website) and they will respond as soon as possible. Alternatively, please leave a message with the school office, and the Head of Year will phone you back as soon as they are available.

The Curriculum

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

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

Year 7 Subjects

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

Subject	Lessons per week
Maths	4
English	5
Science	3
History	2
Geography	2
Physical Education	2
Creative Arts (Art/Music/Drama)	2
Design Technology	1
French	2
Religious Education	1
Computer Science / ICT	1

PSHE

For five days of the year we have 'Learning for Life Days', where learning focusses on Personal, Social, Health outside the normal classroom model. These days are either in school or offsite in the form of trips or visits. They are a compulsory part of the curriculum and, as such, all pupils are expected to take part. Should a pupil be absent on the Learning for Life Day, sessions are completed in school, in the following weeks. On these days pupils will finish school at 1.20pm.

Homework

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


Details of homework for all classes is accessible through an online programme called Doodle which parents can have access to via creation of an account and a linked password – this will be issued in September. If there are any issues with homework, please contact the issuing teacher in the first instance.

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

Each subject is expected to set at least one homework task per week the nature of which will be dependent upon what is being studied. Pupils can be given approximately three homework pieces on any one evening but they are unlikely to all have deadlines to be completed by the next school day so that pupils can spread out their workload.

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

Where a pupil persistently fails to hand in homework or it isn't completed to an acceptable standard, they will be subject to whole school sanctions of department then whole school detention.



BEFORE SCHOOL

Come and join us
every morning


Time: 8.00am- 8.25am Location: LEAP

AFTER SCHOOL

COME AND JOIN US

MONDAY, TUESDAY AND THURSDAY

TIME: 3.10PM-4.10PM LOCATION: LEAP 2



Doddle

www.doddlelearn.co.uk

Doddle is an on-line platform for pupils to access homework set by their teachers. Pupils will be able to take control of their own learning and stay on top of their work throughout the year. Pupils will be able to see the work they have been assigned, when it is due and download resources.

'Doddle Parent' gives parents a comprehensive overview of their child's homework. Parents can view the assignments which have been set for their child, monitor their deadlines and instantly see their results.

Logins and access codes will be issued when pupils start in September.

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 your child's 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
- One full narrative report 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.

As with the interim reports, full reports are completed by each teacher responsible for teaching a particular class a particular subject. These full reports consist of comments by the teacher on information relating to the following areas:

- Behaviour, Motivation and Attitude
- Overall academic attainment in relation to target
- A diagnostic comment highlighting areas of strength or weakness

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

PSHE & Citizenship

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

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

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

Learning for Life – Development of Character & Culture

What is Culture?

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

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

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

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

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

What is Character?

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

The programme has the following strands:

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

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

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

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

PiXL Edge

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

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

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

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

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

All students will qualify at three levels:

- PiXL Apprentice
- PiXL Graduate
- PiXL Master

For more information visit www.pixl.org.uk/edge or go to the school website at www.priory.lancs.sch.uk/pupils/pixl-edge.

Relationship and Sex Education

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

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

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

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

School Meals

We encourage pupils to have a healthy meal at lunchtime – this can be a packed lunch provided by parents or a cold/hot meal from the school restaurant.

Fizzy drinks are not permitted in school and parents are encouraged to include fruit juices or water in packed meals – chilled water is available from a number of locations in school.

Please note: There is no facility to accept cash at the food service points.

Cashless School Meals Payment System

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

How do I load money on my account?

- a. Via a secure internet payment facility, using a debit or credit card. Details on how to set up this facility will be forwarded by letter once your child is enrolled at school in September. This avoids your child carrying cash into school and allows you the facility to track what has been purchased via an online account.
- b. By cash (notes and coins) into an automatic cash revaluation terminal located in the school which is set to accept £20, £10, and £5 notes and £2, £1, 50p, 20p and 10p coins.
- c. By cheque, made payable to Penwortham Priory Academy, via the Dining Hall to cover any period. Please write your child's name and registration group on the back of the cheque.

How do I buy food?

Each pupil will be identified by a fingertip reader. The pupil places their finger onto a reader at the till point. A display will show the catering staff the pupil's name, photograph, registration group and current cash balance held within the system. Their account is then debited for the value of the items purchased.

How do I check how much money I have left?

- a. The pupil places their finger on the reader mounted on the revaluation terminal to access the system, which will display the pupil's name and current cash balance. The pupil can then add notes or coins into the slot if necessary. The revaluation terminal can be found on the corridor leading up to the dining hall.
- b. When they have bought a meal, their remaining balance will be shown on the till.

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

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

What if my child has free school meals?

The system works exactly the same for all pupils, whether they pay or have a free school meal. All pupils are registered to the fingertip reader, which they will be able to use in exactly the same way.

This money is only accessible at lunch, and any remaining credit will not be added to the next day.

When you receive free school meals the balance is not shown on your account and will always show as zero.

Your child can also add extra cash onto his or her balance by using any of the payment methods listed above, to enable a greater daily spend on the school lunch than allocated by their free meal allowance. Although the free school meal allowance can only be spent on a school lunch, extra cash added into the system can also be used for break time snacks.

Your child will not be identifiable as in receipt of a free school meal at either the till or the revaluation points.

What is meant by 'dietary control'?

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

Any dietary controls need to be advised to allow us to support your child. Any concerns should be addressed to your child's Form Tutor, Head of Year 7 or Mrs Titterington, the Catering Manager.

Sample Menus

The following sample menus are correct at the time of producing this booklet and may be subject to change during the school year.



CATERING SERVICE SAMPLE MENUS

Fresh home cooked meals
and snacks available daily.

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

Main meal choices change weekly.
Vegetarian option available daily.
Prices are subject to change.

BREAK MENU

PRICE £

CHEESE ON TOAST.....	0.65
PIZZA.....	0.50/1.00
BAGELS	1.00
TOAST.....	0.25
TOASTED TEACAKE.....	0.65
SAUSAGE BARM.....	1.00
FRUIT.....	0.40
SAUCE.....	0.10



LUNCHTIME MEAL DEALS

PRICE £

MAIN MEAL.....	1.95
MAIN MEAL WITH CAKE OR YOGHURT OR FRUIT	2.15
MAIN MEAL & SMALL DRINK	2.15



DRINKS MENU

PRICE £

BOTTLED WATER PLAIN.....	0.65/0.80
JUICE BURST.....	0.80
RADNOR FIZZ	0.70
ORANGE JUICE	0.45
SMALL ORANGE JUICE.....	0.25
APPLE JUICE	0.45
MILK/MILK SHAKE.....	0.45
FLAVOURED WATER.....	0.70



MAIN MEAL EXAMPLES

- Spaghetti bolognese with garlic bread
- Sausage & mash with beans
- Savoury mince with yorkshire pudding, mash and veg
- Chicken curry with rice and naan bread
- Tomato pasta with garlic bread and salad bowl
- ½lb fish burger with spicy wedges
- Cheese whirl, diced potatoes and beans
- Roast dinner with all the trimmings
- Cheese and broccoli pasta with garlic bread
- Lasagne with garlic bread and salad bowl
- Ciabatta pizza with diced potato and beans
- Cheese & onion pasty with spicy wedges and beans
- Brunch

Friday Favourites

- Fish with chips, mushy peas or beans
- Steak pudding with chips, mushy peas or beans
- Pizza with chips, mushy peas or beans
- Hot dog, chips, peas or beans
- Burgers with cheese, chips, mushy peas or beans

Available Daily

Chicken Wraps	£1.75
jacket potatoes	
Cheese, Beans or Tuna Mayo	£1.05 - £1.75
Panini -	
Cheese & Onion, Cheese & Tomato, Cheese & Ham, Cheese & Pepperoni.....	£1.75
Variety of sandwiches	
fruit	
Yogurts	
Cakes, Biscuits & Popcorn	

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

Please remember, every school day counts!

Sickness

If your child is unable to attend school as 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

Via our website: www.priory.lancs.sch.uk/absence-reporting

If your child has to miss school for a longer period of time, which is usually due to ill health or medical treatment, please keep in close touch with your child's progress leader in these circumstances. 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, he/she should report this immediately to the lesson teacher. The teacher will send them to the Attendance Manager who will decide if the pupil should be sent home. The school office will then phone home for their parent/carer to collect the pupil. Pupils will not be allowed to make their own way home in these circumstances.

Pupils are not permitted to contact parent/carer directly.

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

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.

An appointment card or letter must be shown to the Attendance Officer for any appointment during school hours. You may also inform the Attendance Officer via the contact details above.

Pupils must sign out with the Attendance Officer at the school office when they leave school and sign in when they return. This is important to ensure we know when a child is on or off the school site.

Lateness

It is a legal requirement that all pupils register with their form 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 unavoidably late, they must sign in with the Attendance Officer at the school office. Access after 8.50am is only via the pupil entrance, to the right of the main reception, by pressing the intercom button.

Any pupils arriving at school after the 8.40am bell will be marked late. Anyone arriving after the 8.50am bell, without good reason, will be given an automatic break detention for that day. This will happen each time they are late. Three late marks will result in parents being contacted and a detention being issued by their progress leader and more lates will result in further sanctions. Parents will be contacted if the school has any concerns regarding lateness or attendance.

Leave of Absence During Term Time

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

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

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

If you believe there are exceptional circumstances that warrant the need to take your child out of school during term time, please complete the 'Leave of Absence Request' form available from the Attendance Officer and can be found on the schools website. The form should either be emailed to d.swire@priory.lancs.sch.uk or a printed copy handed to the Attendance Officer, in the school 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 holds up to date contact information. Please ensure that if your contact details change you update us with the necessary information.

There are several ways you can do this:

- Email or send a note to your child's progress leader or the school office (enquiries@priory.lancs.sch.uk)
- Via the SIMS Parent App (login details will be given to you from September)

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 detention is issued.
- If a pupil is removed, a lunch detention is issued.

Pupils who are regularly removed will move up through the 'conduct levels' process.

Our Expectations – in lessons

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

Our Expectations – at break and lunchtime

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

- Respect equipment and furniture and encourage others to do the same. Report any damage to a member of staff immediately. Where the inappropriate action of a pupil has contributed to the damage, he/she will be asked to contribute to the cost of replacement
- Hold doors for others
- Don't push
- Always use litter bins. If you see litter someone else has dropped, be prepared to pick it up and make a positive contribution to the care of the school environment
- Chewing gum is not permitted at school
- Mobile phones must be kept in pockets or bags and not used
- 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 if necessary

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

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

Rewards

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. These 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.
- 100% Attendance – 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.

This 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.

Mobile Phones and Portable Music Devices

Mobile phones must not be switched on or used during lessons or study times without the express permission of the member of staff in charge of the lesson. During break and lunchtime they must be kept in pockets or bags and not used.

Mobile Phones

Mobile phones should only be used by pupils in cases of emergency or genuine need in school and only then in the presence of a member of staff, eg to phone home and tell a parent that an event has been cancelled, that the pupil has forgotten some necessary medication etc.

Pupils who need to contact home during school hours for any reason, eg organising for equipment to be brought to school by a parent etc, must arrange this through their Head of Year. Where appropriate, they will contact home.

Under no circumstances may pupils use their mobile phone to contact home to make arrangements to leave school, except with the agreement of their Head of Year.

Mobile phones must not be taken into examinations.

If a member of staff in charge of a lesson has approved the use of mobile phones or music devices as a teaching aid they should not be used in any manner or place that is disruptive to the normal routines of the school or to other people. Usage includes the sending and receiving of text messages or data, taking and receiving video or photographic images.

Photographs and videos can only be taken by pupils for the express purpose of enhancing their learning. They must not take any photograph of another student or the teacher without their express permission. If taken, they must not be distributed in any form, eg, Bluetooth to another phone, posted on YouTube, or any other social media site, etc.

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 an emergency.

Portable Music Devices

Portable music playing devices are only allowed to be brought into school by Year 10 and 11 pupils (particular rules apply) and only then in certain subject areas with the express permission of the member of staff.

Sanctions

Non-observance of these rules will result in the mobile phone or music device being confiscated for the rest of the school day and placed in the care of the school office who will lock it away.

Persistent flouting of the rules will lead to:

1. The device being confiscated and placed in the school safe until a parent/guardian is

able to come to school and speak to your child's Head of Year and retrieve the phone/device

2. The pupil receiving a 'whole school' detention or isolation depending on the nature of the infraction.

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

Parents and guardians 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 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 an adult. 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 an adult 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 Kidsmart at www.kidsmart.org.uk for more information on staying safe, leaflets and interactive games.

Privacy Notice – General Data Protection Regulation

What's this about?

A new law was introduced in 2018 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 new law tells them exactly what they are allowed to do with yours.

We collect some information about our pupils, like you. 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 your 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 you 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 photograph) – eg, names, pupil numbers and addresses

- Characteristics – eg, ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – eg, number of absences and absence reasons
- Assessment and attainment information – e.g. national curriculum assessment results
- Relevant medical information – eg, doctors information, allergies and medical / dietary requirements
- Information relating to Special Educational Needs – e.g. needs and ranking
- Behavioural information – eg, number of temporary exclusions
- 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 big 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 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 the thing we needed it for. We have a policy that tells us when to keep it and when to bin 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. 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 like you. But don't worry, the database is very safe and your information won't get lost or given to anyone who shouldn't have it.

Once you 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 you are 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 16, it's up to you to decide what information you want to share.

What are your rights?

You and your parents 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](#).

Would you like to know more?

If you or your parents 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 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 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)
- First aid
- Handing in money, letters and forms
- Lockers
- Collecting confiscated items
- Contacting home in an emergency
- Signposting/pointing you in the right direction if you have an enquiry
- Issue replacement copies of letters or forms
- Collecting forgotten items that have been dropped off for you, such as PE kits and packed lunches.

Reply Slips

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

Money should be put in a sealed envelope with the relevant paperwork. Please include the following details on the front of the envelope: NAME, FORM, DATE, WHAT IT IS FOR and the AMOUNT enclosed.

Site Supervisors



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

www.priory.lancs.sch.uk/about-priory/transition