



The Priory School

A Specialist School in Business, Enterprise and Applied Learning

INFORMATION BOOKLET FOR PARENTS OF NEW YEAR 7 STUDENTS

2010-2011

Bedford Road,
Hitchin, Herts,
SG5 2UR

Telephone – 01462 622300 Fax – 01462 622301
admin@priory.herts.sch.uk
www.priory.herts.sch.uk





The Priory School
USEFUL INFORMATION
FOR PARENTS

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The Priory School

USEFUL INFORMATION FOR PARENTS

School Address:	Bedford Road, Hitchin SG5 2UR
School Phone No:	01462 622300
School Fax No:	01462 622301
E-mail:	admin@priory.herts.sch.uk
Website:	www.priory.herts.sch.uk
Headteacher	Mr P. Loach
Deputy Headteacher	Miss F. Jowett
Assistant Headteacher (Key Stage 3)	Mr D. Nearney
Assistant Headteacher (Key Stage 4)	Mrs S. Hibbert
Assistant Headteacher (Business & Enterprise)	To be appointed
Assistant Headteacher (Teaching & Learning)	Ms E. Ellis
Assistant Headteacher (Students' Personal Development)	Miss Z. Wheeler
Head of Year 7	Mr T. Wilson
Assistant to the Heads of Year (KS3)	Mrs D. Folgate

The school office is open from 8.00 am - 4.30 pm. Messages regarding your child's absence can be left on our answering machine. **It is vital that the school is contacted explaining absence on the day of absence.**

We will of course be happy to speak to you about any problems that need immediate attention. Communication with the school should be addressed to the appropriate Head of Year or Form Tutor in the first instance.

As we are sure you can appreciate that teachers are not always available to take your calls, please leave a message along with a contact number and you will be contacted as soon as possible.

Please understand that staff are not always available and that an appointment to meet will be necessary.



The Priory School

TERM DATES AND TIMES

SCHOOL DAY

8.55 – 9.15 Morning Registration, Form Time, Assemblies

9.15 – 10.15 Period 1

10.15 – 11.15 Period 2

11.15 – 11.30 Break

11.30 – 12.30 Period 3

12.30 – 1.25 Lunch break

1.25 - 1.30 Afternoon Registration

1.30 – 2.30 Period 4

2.30 – 3.30 Period 5

TERM DATES

Year 6 Student Induction Day: Thursday, 8th July
Year 6 Parents Induction Evening: Tuesday, 20th July

Autumn Term 2010

Monday 6th September – Friday 22nd October 2010

(Half term holiday: Monday 25th October – Friday 29th October)

Monday 1st November – Friday 17th December 2010

Spring Term 2011

Monday 3rd January – Friday 18th February 2011

(Half term holiday: Monday 21st February – Friday 25th February)

Monday 28th February – Friday 8th April 2011

Summer Term 2011

Wednesday 27th April – Friday 27th May 2011

(Half term holiday: Monday 30th May – Friday 3rd June)

Monday 6th June – Friday 22nd July 2011

Professional Development Days (School Closed)

Friday 26th November 2010

Tuesday 26th April 2011

Monday 25th July 2011

Tuesday 26th July 2011 **OCCASIONAL DAY**



The Priory School

OUR AIMS

The aims of our school form the foundation of all that we offer our students, parents and the community. The following school aims were agreed in consultation with students, parents, colleagues and Governors. We aim to:

- Enable each individual student to feel happy, healthy, safe, valued and able to achieve their best.
- Provide a full range of enjoyable, interesting and challenging learning opportunities within and beyond the school day.
- Offer a caring, orderly and supportive community in which we all treat each other fairly and with respect and to which all feel proud to belong.
- Develop the self-confidence, self-discipline and self-awareness of our students to help them become independent and responsible global citizens.
- Promote in students a love of learning through opportunities that encourage them to think, imagine, feel and interact, and that give them control of their learning through choices that meet their individual interests and needs.
- Prepare students for their future lives and occupations by helping them to achieve the necessary knowledge, skills and understanding in all their areas of study, including the physical, mental, moral, social, cultural and spiritual.
- Fulfil our designation as a specialist school in Business, Enterprise and Applied Learning by developing students' economic, business and financial awareness in preparation for their future lives as employers/employees and informed consumers.
- Make school a pleasant and sustainable environment by ensuring it is safe, clean, stimulating and ecologically supportive.
- Enable parents to support their child's learning by actively working with them to ensure each student can progress and succeed.
- Work in close partnership with our local community so that our many resources and needs can be mutually shared and met.



The Priory School HOME SCHOOL AGREEMENT

Focus	As a school we will do our best to:	As a parent I will do my best to:	As a student I will do my best to:
Attendance / Punctuality	<ul style="list-style-type: none"> • Encourage regular attendance and punctuality 	<ul style="list-style-type: none"> • Ensure my son/daughter attends school on time every day 	<ul style="list-style-type: none"> • Arrive at school and lessons on time every day
Being prepared for school	<ul style="list-style-type: none"> • Maintain high standards of professionalism 	<ul style="list-style-type: none"> • Send my son/daughter to school in full school uniform. 	<ul style="list-style-type: none"> • Wear the correct uniform properly • Be properly equipped for lessons
Class and Homework	<ul style="list-style-type: none"> • Encourage students to reach their full potential • Provide a broad and balanced curriculum • Provide a positive and helpful learning environment • Provide good quality teaching • Ensure that appropriate work is set and marked regularly • Encourage students' confidence in their abilities 	<ul style="list-style-type: none"> • Encourage my son/daughter to do his/her best and recognise his/her achievements • Monitor homework organiser regularly and sign weekly • Encourage and support homework • Support my son/daughter at exam time 	<ul style="list-style-type: none"> • Listen carefully and follow instructions • Work to my full potential • Write all homework in my diary • Complete all homework on time
Behaviour	<ul style="list-style-type: none"> • Ensure appropriate behaviour • Encourage socially acceptable behaviour outside the school • Deal firmly with all incidents of racism 	<ul style="list-style-type: none"> • Encourage my son/daughter to have high standards of behaviour at all times • Support the school if disciplinary measures are needed • Support the school in discouraging racist attitudes 	<ul style="list-style-type: none"> • Treat all members of the school community with courtesy and respect • Behave well in and out of school, as my reputation and that of the school, depend on it • Follow the code of conduct • Value and care for the school and the local environment
SPD Support	<ul style="list-style-type: none"> • Encourage good self-discipline & personal development • Foster good relations • Ensure that appropriate guidance and information on subject choice, careers and other curriculum matters are widely available • Ensure high standards of safety • Provide personalised interventions 	<ul style="list-style-type: none"> • Inform school of problems affecting my son's/daughter's progress 	<ul style="list-style-type: none"> • Help and support others and respect their point of view
Extra-Curricular life of the school	<ul style="list-style-type: none"> • Provide a variety of (OSHO) Out of School Hours Opportunities 	<ul style="list-style-type: none"> • Encourage my son/daughter to participate in extracurricular activities • Support school events 	<ul style="list-style-type: none"> • Take part in the opportunities offered
Home/School Links	<ul style="list-style-type: none"> • Promote confidence and pride in our students • Ensure that parents are contacted appropriately if concerns or problems should arise that affect a student's work or behaviour • Deal with concerns and complaints promptly and effectively • Issue reports and hold parents' evenings on a regular basis • Be available for contact • Provide regular information to parents 	<ul style="list-style-type: none"> • Take an interest in my son's/daughter's school life • Attend parents' evenings • Read letters from school and reply promptly if required • Show confidence and pride in the school 	<ul style="list-style-type: none"> • Have confidence and pride in our school • Take all letters home • Get my planner signed by parent/carer
	Parent's Carer's Signature Date: Student's Signature Date:		Form:



The Priory School

OUR CODE OF CONDUCT

The Priory School expects all students to: -

1. Behave and speak respectfully to everyone.
2. Accept the authority of adults and follow instructions promptly and willingly.
3. Attend school every day and on time.
4. Wear full school uniform correctly at all times. *
5. Walk about the school carefully and quietly obeying all signs and keeping to the left.
6. Respect all property by keeping it free from damage. Keep the school tidy by not chewing gum, dropping litter and by eating only in the school café.
7. Arrive at lessons on time and with all necessary books and equipment. **
8. Settle quickly for the start of a lesson and listen to the teacher in silence, following all instructions appropriately.
9. Work quietly, safely, co-operatively and to the best of your ability.
10. Complete all class work and homework on time, bringing your diary to every lesson.

** Hats and trainers must not be worn in the school buildings. Baseball caps must not be brought into school. Hooded sweatshirts and jackets with logos are not permitted in school. No jewellery is acceptable. Any hair dye or colouring is forbidden as are shaved heads or tracking, or patterns in hair.*

*** All mp3 players, iPods, mobile phones, pagers and computer games must be left at home. Unacceptable items will be temporarily held by staff.*



The Priory School

DRESS CODE

We are proud of our uniform at The Priory School and students are required to conform to our high standards of dress. We have attempted to define below what is an appropriate and reasonable appearance for our school. By joining The Priory School you accept our definition of what is appropriate. We cannot admit variations to our dress code as this undermines consistency.

How your son/daughter dresses for school and leaves home says much about them as individuals and about our school – they are The Priory’s ambassadors in the community. We welcome your co-operation. Specialist items of uniform may be purchased from Hawkins in Bucklersbury, Hitchin and the National Schoolwear Centre, Letchworth, whilst others may be obtained from school or most major stores.

GENERAL UNIFORM:

- Years 7/8/9 Red V-necked jumper with school emblem – (available from Hawkins & National Schoolwear Centre)
- Years 10/11 Grey V-necked jumper with school emblem – (available from Hawkins & National Schoolwear Centre)
- Plain black sturdy shoes (no trainers, high heels, ‘dolly’ shoes or boots)
- Outdoor coat (no leather, denim, tracksuit tops, cardigans, hooded sweatshirts or leisurewear tops. No logos)
- No make-up, badges or jewellery (including any kind of studs or sleepers)
- Optional woollen hat in Winter only: baseball caps are not permitted
- No patterned, dyed hair or shaved heads (minimum cut Number 3)

GIRLS

- White blouses (open neck with revers) – worn tucked in
- Plain black knee length skirts or plain, black parallel trousers (no buckles, flairs, splits, tight trousers/skirts, pleats, buttons, creases)
- Plain black or white socks or natural coloured tights

BOYS

- White shirt – worn tucked in
- School tie – (available from Hawkins & National Schoolwear Centre)
- Plain black parallel trousers
- Plain black or white socks

SPORTS KIT:

Girls:

- White polo top with logo
- Red Priory School sweatshirt (available from Hawkins & National Schoolwear Centre)
- Black shorts
- Trainers (non-marking)
- Football/studded boots, for outside activities
- Plain black jogging bottoms
- Red football socks – to be worn for all activities

Boys:

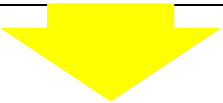
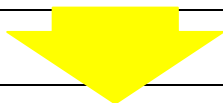
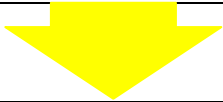
- Indoors Plain white shorts, socks, shirt with logo
- Trainers (non-marking) for indoors
- Outdoors red rugby jersey with shirt band (from Hawkins & National Schoolwear Centre)
- Plain black shorts
- Football boots
- Black football socks

PLEASE NOTE: NO TRACKSUITS FOR BOYS



MAKING THE RIGHT CHOICE

Making the Right Choice

POSITIVE BEHAVIOUR		REWARD
R2	<ul style="list-style-type: none"> • Producing quality work in lessons • Trying your best in lessons • Excellent presentation of work • Contributing to class discussions • Having a positive attitude in school • Helping other students to improve behaviour and learning • Demonstrating leadership • Homework • Representing the school • Charity work • Mentoring work • Attending Out of School Hours Events • Community Service 	<p>Merit Positive contact with Parents</p>
		
R3	<ul style="list-style-type: none"> • Exceptional Achievement (staff nominated) • Significant contribution to year group events • Significant charity and fund raising • Consistently high standard of work • Level 8s in end of KS3 tests • Student Voice representative at interviews 	<p>Headteacher's Commendation</p>
		
	<p>Redeem MERITS in The Priory School Reward shop</p>	<p>A selection of awards can be purchased using merits when the required amount of merits have been collected</p>
		
	<ul style="list-style-type: none"> • 20 merits • 40 merits • 60 merits • 80 merits <p style="text-align: center;">End of Term recognition in Assembly</p>	<p>Bronze Certificate Silver Certificate Gold Certificate Headteacher's Commendation</p>



MAKING THE RIGHT CHOICE

NEGATIVE BEHAVIOUR		CONSEQUENCE
C1	<ul style="list-style-type: none"> • Disruption of teaching/learning • Lateness without a reason • Inappropriate behaviour in, around or outside school • Failure to bring equipment/books/reply slips/PE /kit/ingredients • Casual swearing • Defiance • Arguing with staff 	1st VERBAL WARNING
C2	<ul style="list-style-type: none"> • Persistent C1 behaviour • Bullying • Carrying a mobile phone • Chewing gum • Failure to attend Homework detention • Inappropriate use of ICT equipment • Incorrect school uniform • Smoking/suspected of smoking/possession of cigarettes • Truancy 	ONE HOUR AFTER SCHOOL DETENTION <i>Parents will be called in to collect phone</i> <i>One hour will be made for each hour missed</i>
C3	<ul style="list-style-type: none"> • Persistent C2 behaviour • Abusive language to, or about a member of staff • Disrupting of C2 detention • Failure to attend C2 detention • Fighting • Inappropriate use of ICT equipment • Persistent bullying—verbal/physical • Racist/sexist or homophobic behaviour • Receiving 2 C2s in one day • Smoking/suspected of smoking/possession of cigarettes (2nd offence) 	ISC
C4	<ul style="list-style-type: none"> • Persistent C3 behaviour • Disruption/defiance in ISC • Inappropriate use of ICT equipment • Possession of or under the influence of drugs or alcohol • Posting offensive material on a website/MSN/text message/email • Severe bullying—verbal/physical abuse • Severe racist/sexist or homophobic behaviour • Smoking/suspected of smoking/possession of cigarettes (3rd offence) • Stealing • Swearing at/persistent abuse of a member of staff • Vandalism 	FIXED TERM EXCLUSION
C5	<ul style="list-style-type: none"> • Multiple fixed term exclusions • Inappropriate use of ICT equipment • Possession of a dangerous object • Serious assault on a student or a member of staff • Supplying or intending to supply drugs 	PERMANENT EXCLUSION



HOME LEARNING GUIDELINES

USE OF THE DIARY

- Write your homework timetable in this diary.
- You should aim to spend roughly the following time on each piece of homework:
Year 7 – 30 minutes
Year 8 & 9 – 45 minutes
Year 10 & 11 – 1 hour
- Each day you should copy your homework fully and neatly into your diary, together with completion dates.
- Your parents should sign the diary (as should your form tutor) on a regular basis.
- Ask for help from your teacher if you do not understand the homework.

COMPLETING HOMEWORK

- You should spend the allocated amount of time completing your homework, asking for help if you find it difficult.
- You need to complete homework on time and to the best of your ability.
- When no homework is set, do something useful such as reading, research, reviewing the day's work.
- Always bring a note from a parent to explain why you will be unable to complete a homework, otherwise you will receive a detention.
- Use the library to complete your homework if it is difficult to complete at home.

HOW PARENTS CAN HELP

- Ask to see this diary at least once a week.
- Ensure all homeworks are being written down.
- Discuss any difficulties your son/daughter might be having.
- Contact the appropriate Head of Department if you have concerns.
- Try to provide a quiet, comfortable location for homework to be done.



The Priory School

ATTENDANCE

WHY IS GOOD ATTENDANCE IMPORTANT FOR YOU?

Regular attendance creates consistency in your learning and this leads to:-

- School work being easier to cope with
- You feeling more secure
- Work being more satisfying
- Better Results
- Better job prospects and references
- Increased self esteem

At Priory we are concerned that you should maintain high levels of attendance.

- We contact your parents on the first day of absence to find out why you are away.
- Your parents are asked to telephone or send a message AS SOON AS POSSIBLE when you are absent.
- In some cases we realise that by the time your parents have received our letter you may have returned to school.
- What is meant by unauthorised absence?
- Law allows some absence. For example if you are ill or there is a family crisis such as a funeral. However, there are other times when you are absent which ARE NOT PERMITTED, such as taking days off at the end of term or having a birthday.
- Wherever possible ALL appointments, including dental and medical, should be made OUTSIDE school time.

HOLIDAYS

- No students are allowed to take holidays during term time.

PUNCTUALITY

- It is important that you arrive on time. You are expected to be in your form room by 8.55 a.m. and by 1.25 p.m.
- If you are not in your form room by the time the register closes, you will receive an absence mark.
- If you are later than 9.05 a.m. or 1.30 p.m. you must sign in at the office.

ATTENDANCE = SUCCESS

EXCELLENT Attendance 96% attendance	GOOD Attendance 92% attendance	POOR Attendance 83% attendance
½ a day missed every 3 weeks = 2 months missed over 5 years	Just over 1 day missed every 3 weeks = 4 months missed over 5 years	3 days missed every month = a whole year missed over 5 years
3 out of 4 students will gain 5 A-C GCSE grades	2 out of 4 students will gain 5 A-C GCSE grades	1 out of 4 students will gain 5 A-C GCSE grades

WHICH DO YOU WANT TO BE?



MARKING AND PRESENTATION GUIDELINES

MARKING CRITERIA

Assessment of students' work takes place on a regular basis. It is expected that each half term every student should have:

- ❖ 1 piece of levelled work using level or grade criteria for each individual subject. At KS3 this should include subdivisions within the levels, which are c, b, a. At GCSE and A level, grades (GCSE, BTEC, AS, A2) are used to give information for progress checks, reports, coursework or key assessments.
- ❖ All students should receive written positive comments linked to learning attainment and a specific target for improvement. There will be guidance on subject levels and grades for students and parents/carers in exercise books or portfolios.

PRESENTATION GUIDELINES FOR STUDENTS

- ❖ All exercise books to be free of graffiti and no pages removed.
- ❖ Title of work in the middle of the page – underlined.
- ❖ Date written in full on the right hand side – underlined.
- ❖ Name to be written on the left hand side if using paper.
- ❖ Underline using a ruler.
- ❖ Class work (c/w) or homework (h/w) should be noted in the margin.
- ❖ Write to the edges of the margin or the edge of the page.
- ❖ Use both sides of the paper.
- ❖ Handwriting – joined up if possible – neatness is the aim.
- ❖ Write in pen/ biro – blue or black ink.
- ❖ Draw in pencil.
- ❖ With permission, work may be undertaken on a computer.

MARKING SYMBOLS

- ❖ **Sp** Spelling errors – add correct spelling.
- ❖ **P** Punctuation error – the circle should contain the correct punctuation.
- ❖ **G** Standard English error.
- ❖ **V** Word omitted.
- ❖ **Para** Paragraph omitted.

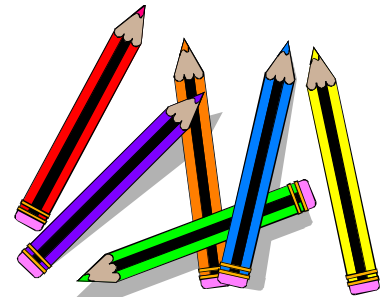
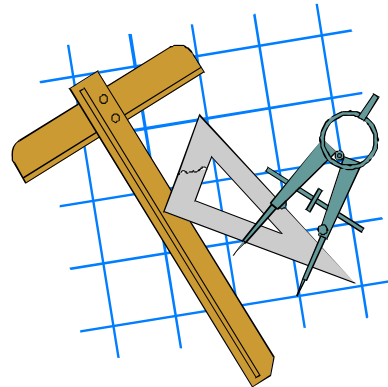


The Priory School

ESSENTIAL EQUIPMENT LIST

The following is considered to be essential equipment for the students at The Priory School:

- a strong back-supporting bag to carry equipment/homework
- pen - blue or black ink
- pencils - HB, H, 3H and 2B
- coloured pencils
- ruler - 30cm
- soft rubber
- pencil sharpener
- pencil case
- English dictionary
- A4 art and design sketchbook (available through school)
- scientific calculator (available through school)



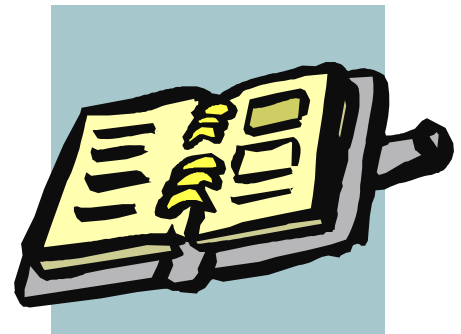
It is recommended that students also have the following items:

- geometry set
- Spanish/English or French/English Dictionary

DO NOT USE:

- felt pens
- tippex

Essential equipment can be purchased from The Learning Resource Centre (LRC)





The Priory School

The Priory Café

We are proud of the high standard of healthy catering, which we provide for our students at breakfast, morning break and lunchtimes. We can respond to any special dietary requirements your child may have, please contact our Catering Manager, Mrs Lesley Parker, to discuss any special arrangement needed.

The Priory Café uses Smart Cards for payment of meals and refreshments. The arrangement for the new students starting in September is that their photographs for the cards will be taken via tempest at the start of term in September. We anticipate that the cards will be available within 2 weeks of this; until the cards are ready everyone will be issued with a temporary swipe card via form tutors.

- Money can be paid into the cardholder's account by cheque (made payable to The Priory School) or by cash.
- We would prefer to receive payments by cheques for security reasons but cash payments will be accepted if necessary. Payments should be for a **minimum of one week**. In calculating how much to send, bear in mind the following: -

Main meal (1 course) is £1.50 = £7.50 per week

Meal of the day (2 courses **plus a free small drink**) is £1.90 = £9.50

The above prices do not include break-time or breakfast. (See separate price lists)

Extra drinks range from 55p – 70p

- You can send a cheque for longer periods.
- Students will need to keep a close eye on their spending so their money lasts for the period it is supposed to cover.
- There will be a daily spend limit of £5.00.
- The till operator will inform students when their card is running low.
- Payments to add credit to cards may be made at Breakfast or break-time via the re-load till in the Priory Café. (£5.00 Minimum).
- Students who bring packed lunches will also have a card so they can buy breakfast, a break-time snack or drinks.
- Students entitled to free school meals will use exactly the same system, and can add extra money to their cards to buy items at breakfast and break-times. (The free meal amount is only available at lunchtime).
- If you feel your child is eligible for free school meals, parents/carers must fill out the 'How can we help' booklet available from Children, Schools and Families (03001234048). These should be sent back to County by the end of the Summer term, so they can inform our Catering Manager by September.

It is very important that pupils remember their swipe cards every day. Occasional lapses can be dealt with via Mrs Lesley Parker. Lost cards must be reported immediately to Mrs Parker so that unauthorized use can be prevented. The first card will be issued free to each student, but a replacement for lost or damaged cards will cost £5.00. Credit remaining on lost/damaged cards can be transferred to replacement cards.

The Priory Café manages this system, not the Heads of Year or Form Tutors, so if you have any queries please contact Mrs Lesley Parker the Catering Manager.



The Priory School

MEDICAL MATTERS

SICK BAY

The school provides a Sick Bay and students with medical difficulties that develop during the day should ask a teacher to make a note in their diary and send the student to the sick bay that is situated just off the main school office. The school will administer First Aid and will not stray into areas that need professional advice.

MEDICINE

If your child needs medicine during the day please ensure that the medication is brought to the school office along with a letter stating dosage and times of administration. School staff are not medically qualified to dispense medicine, even every day paracetamol without your provision and a consenting letter. If your child suffers with asthma please ensure that they carry the inhaler at all times.

SERIOUS MEDICAL CONDITIONS

If your child has any serious medical conditions please notify your child's Form Tutor and the Main School Office.

MEDICAL/DENTAL APPOINTMENTS

Please try to arrange appointments outside of school hours, although we do understand that this is sometimes unavoidable. If you need to leave the premises during the school day your child must bring a note explaining times of collection. Students leaving the school site for appointments need to sign out at the main reception.

HITCHIN EDUCATIONAL FOUNDATION

Educational grants are made to:

- Young persons under the age of 25 who live in Hitchin and the Parishes of Holwell, Ickleford, Pirton and Lower Stondon
- Young people who have attended a Hitchin Secondary School for not less than 2 years and
- In addition grants are given to the 3 Hitchin Secondary Schools for education equipment.

The Governors give priority to young people who are in need of financial assistance towards the cost of school uniform and educational visits.

Schools and families are welcome to apply for grants.

Year 6 students in Primary Schools – towards the cost of Educational visits only or uniform grants on transfer to Secondary School.

Students in Secondary Schools – towards the cost of school uniform and education visits.

The Governors are also prepared to consider requests for financial assistance for training and recreational activities.

Enquiries can be made to your school or to Mr Loach, Headteacher, who may be contacted regarding grants and applications forms at:

The Priory School
Bedford Road
Hitchin
Herts
SG5 2UR

Fax No: 01462 622301
Email: admin@priory.herts.sch.uk

The Hitchin Educational Foundation is a Registered Charity
Registration No. 311024