

The Priory Church of England Primary School

Prospectus & Handbook
2023-24



The Priory CE VA Primary School

Wick Lane, Christchurch,

BH23 1HX

Phone: 01202 484105

Email: office@prioryceprimary.co.uk

Headteacher: Mrs Sarah Richardson

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Contact details

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The Priory Church of England Primary School for children aged 4 - 11 is maintained by BCP Council. The school is also proud to be part of the Diocese of Winchester Anglican Schools Network.



“Everybody can be great because everybody can serve. You only need a heart full of grace. A soul generated by love.”

Martin Luther King

Introduction

An introduction from Mrs Richardson, Headteacher



When you visit The Priory School, you will immediately see symbols of flourishing, both inside and outside the building. An array of flowers, plants and nature remind us that we all have the potential to grow.

At The Priory School, we recognise God as the master gardener, the creator of all life, who tends His garden with eternal love. Likewise, we recognise each child as a tender, young seed 'Made to Flourish'. Every child is valued as an individual and is nourished and nurtured into full bloom.

Children are encouraged to 'find their thing' so that they experience the feeling of fulfilment and purpose. We promote wellbeing and support our pupils to have positive self esteem, where mistakes and challenges are accepted as part of the flourishing process.

Spirituality is at the heart of each school day and allows all children to fully understand themselves and how they connect with others. Laughter, curiosity and stillness are embraced.

We strive for outstanding outcomes for all our pupils – to be the best that they can be. A bespoke curriculum and a 'Bucketful of Experiences' is carefully planned and sequenced so that every child develops academically, physically and socially.

The Christian act of service is valued. Our children aspire to contribute to and help others in our community, both locally and globally, actively making a difference in our world.

As a school leader, my greatest reward and pleasure is in watching the children, families and staff of The Priory School thrive, all achieving their personal best.

It is with a full heart I welcome you to our school. We hope that our school prospectus will provide you with much useful information about our school. However, there is no substitute for a personal visit and you are warmly invited to contact the school to arrange a visit during which time you will be able to meet the children, staff and myself.

Best wishes,
Sarah Richardson

Introduction

A warm welcome from Geoff Tabor, Chair of Governors

I would like to welcome you and your child to The Priory Church of England Primary School on behalf of the Governing Body.

The Governing Body are responsible for the conduct of the school with a view to promoting high standards of educational achievement, and ensuring a safe environment for everyone to flourish.



on

Our governing body is made up of parent, staff, foundation, local authority, community and co-opted governors and together we all work to provide a happy, positive and rewarding experience for your child at the School.

Best wishes,

Geoff Tabor

Chair of Governors



Mission and Vision

Our Mission Statement

'Inspiring all to learn, flourish and achieve in a caring, Christian community.'

Children are at the heart of our school. We aim to ensure that all children, regardless of starting points or needs, are happy and confident; achieving their full potential through high quality teaching and high expectations.

Safeguarding is a priority at our school. Keeping children safe is everyone's responsibility.

Our Vision

Our school will breathe life into every child, educate the heart as well as the head, encouraging them to achieve their God-given potential.

Every child will have the opportunity for spiritual development and to become a good neighbour by living sustainably, serving locally and caring globally.






So in everything, do to others what you would have them do to you.

Matthew 7 v12

Values

Our Strategic Objectives

<u>LEARN / ACHIEVE</u>	<u>FLOURISH</u>	<u>CARING, CHRISTIAN COMMUNITY</u>
<i>Academic excellence</i>	<i>Social intelligence, creativity and wellbeing</i>	<i>spiritual development & service</i>
		

Our Core Values

As a **Church School**, we are distinctively Christian and aim to provide education of the highest quality within the context of Christian belief and practice. We seek to serve the common good. We aim to create an ethos which promotes Christian values that will enable children to become global and compassionate citizens.

Worship underpins our values and nourished by it, we uphold our Christian ethos in all we do.

Love 	Forgiveness 	Respect 	Aspiration 
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Love always protects, always trusts, always hopes, always perseveres. Love never fails. 1 Corinthians 14 v4-8

School Organisation

School Organisation & History

The Priory School is a one-form entry Church of England, Voluntary Aided, Primary School. The school was built in 1867, although its foundations go back to the Sixteenth Century when a grammar school was established in St Michael's Loft of the Priory Church.

Since 2019 the school has been maintained by BCP Council, but the locally elected Governing Body set the strategic direction of the school.

In 2017 the school celebrated its **150th year birthday!**



At present there are seven classes and the school is historically over subscribed. Our school number on roll at the last census (January 2022) was 209 and children benefit from class sizes limited to 30. We employ seven full time teachers, 1 Deputy Headteacher and the Headteacher.

Depending upon the number of children designated as having 'Special Educational Needs', a number of Teaching Assistants (TAs) will work with pupils as directed and as needs arise. TAs will also work within designated classes to support pupils and assist the teacher. The school is fortunate to have a number of experienced HLTAs (Higher-Level Teaching Assistants) who, on occasion, may also teach a class for a short period of time.

During the course of every year a number of student teachers, NVQ students and work experience pupils may work in school under the supervision of a teacher.



Admissions

The Priory School welcomes pupils between the age of 4 and 11 (Reception to Year 6) in accordance with its own Admission Policy which is available to view on the [school website](#).

BCP Council manages the admission process on behalf of the school and all applications for Reception places must be made online.

Admissions Arrangements for Sept 2024

The Governing Body of The Priory Church of England (Voluntary Aided) Primary School is the admission authority for The School. The admission arrangements are determined by the Governing Body, after statutory consultation. The 2023-24 policy stipulates that church attendance has been removed as an admissions criteria.

A guiding principle is that the school should serve its local community, defined in the trust deed of 1867 as the ecclesiastical parish of Christchurch Holy Trinity (Christchurch Priory – which also includes the daughter church of St George's at Jumpers and the mission church of St John at Purewell).

The policy aims to be clear, fair and objective and to comply with all relevant legislation. Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

Please see the school website for the full details of our admissions policy and the map of our catchment area.

The published admission number (PAN) for The Priory Church of England V.A. Primary School for 2023/2024 is 30 in all classes.

Open Days and Visits to School

Please contact the school office to book your place.

Secondary Transfer

Transfer to Secondary School

Normally, children remain at school until the end of the summer term in the year in which they are eleven (Year 6).

We are a designated feeder school for Twynham Secondary School and the majority of our pupils transfer to Twynham at the age of 11. We have a very close and positive working relationship with them, collaborating on a number of projects (i.e. Sports Days, Maths teacher training, leadership training, singing concerts and specialist language teaching provision (French in KS2)).

A number of our recent Year 6 leavers have also transferred to the Grammar schools in Bournemouth, Highcliffe Secondary School, The Grange School and St. Peter's Catholic School.

Parents of pupils at the Priory School should not assume automatic entry to Twynham School when their child attains the age of eleven. Entry to secondary school is determined primarily by the catchment area within which the child lives at the time of application.

Please refer to the BCP Admissions Policy for further details.

Twynham Secondary School

Headteacher: Mr Jy Taylor

Sopers Lane,

Christchurch,

Dorset, BH23 1JF

T: 01202 486237

Email: office@twynhamschool.com



The School Day

Teaching Sessions and Break times

8:35 a.m.	School gate opens. <i>Staggered entry</i> . Pupils go directly to their classes and commence 'Learning to Learn' activities
8:45 a.m.	Register (school gate closes)
8:45 a.m.	Phonics or Core Skills Time
9.15 a.m.	Lesson Time
10:15/10:30 a.m.	Morning playtime (<i>younger and older pupils at separate times</i>)
10:30/10:45 a.m.	Lesson Time
12:00 - 1:00 p.m.	Lunch break for whole school
1:00pm	Register and afternoon lessons resume
2:50 p.m.	Daily act of Collective Worship
3:10 p.m.	School gate opens. Parents/Carers go directly to wait at their child's exit point.
3:15 p.m.	Pupils leave

Playtimes and Lunchtimes

EYFS & Key Stage One pupils are offered free fruit each morning as part of a National Government Programme. Key Stage Two pupils may also bring **fruit or vegetables** to eat during their morning break. All pupils are also encouraged to bring a **drink of water** in a named bottle which is stored in the classroom.

The Staff and Governors take the safety of all pupils during playtimes very seriously. During playtimes, pupils are supervised at all times by Teachers and Teaching Assistants.



Children are **discouraged from bringing their own toys** to school as they are not needed. A variety of play equipment is provided to promote positive play. **Bronze Ambassadors** (older pupils who act as play leaders) also support active play.

Arrival and Collection

Arrival

Pupils use the car park pedestrian gate to enter the school grounds and then walk through the main side gate. Two members of school staff are stationed here with hand sanitiser. A member of SLT is also on duty and available to talk to if you have any concerns.



During the school day, parents and visitors must access the school via the main foyer and, if necessary, sign in at reception. The School Office is fully open to visitors and hours are from **8:30 - 10 a.m. and 2:30 - 4 p.m.**

Please note that children should not be left outside the school gates unaccompanied before 8.35 a.m. as staff are not on duty before this time and no responsibility can be taken for children's welfare.

Registration

Children should arrive between 8:35 and 8:45am so they can complete their early morning work and are ready for the register at 8:45 am (at which time the school gate also closes). Please note that any child arriving after 8.55am will be classed as a **late arrival**.

Any child who has failed to arrive at school by 9.05am will be classed as an **unauthorised absence**. **The school will follow up any unauthorised absence to ensure pupil safety.** If contact can not be made with a responsible adult this may involve calling the Police/Social Care and you may also be fined.

Collecting children at the end of the day

The school gate opens at **3:10 p.m.**, ready for prompt collection at 3:15 p.m. Please let the school office know if there are any changes to your usual collection arrangements. If an emergency prevents you from collecting your child on time, please ring the school.

Dogs in School Grounds

In order to protect children's health we ask that you do not bring dogs into the school grounds at any time, including carrying them.

Walking, Cycling and Scooting to School

In the interests of the fitness of our pupils and the increasing traffic on our roads we encourage walking, cycling and scooting to school.

Upper Key Stage Two pupils (Y5 & 6)

with permission, are permitted to do this independently. We require that all other pupils are accompanied by a responsible adult.

We ask that no bikes or scooters are ridden in the school grounds.

Collective Worship

Collective Worship

Under the terms of the 1944 and 1988 Education Acts, all children must be involved in a daily act of collective worship. These acts of worship support the promotion of the Christian ethos in the school. An area of focus for the school is developing more **pupil-led worship**. We also remember significant celebrations from other faiths and mark national cultural occasions e.g. platinum jubilee.



Throughout the year, we are privileged to hold **special services at The Priory Church**. These include the Harvest, Easter and Christmas Carol Service. There is also a special Leavers' Service for children who leave at the end of Year 6.

Using a Bible Society resource, a group of volunteers '**Open the Bible**' and act out one of the key stories, more often than not including our pupils. The **ministry team from the Priory Church** continue to regularly lead worship on a Wednesday afternoon and we value this partnership.

We also have the '**Big Sing**' fortnightly, where we learn hymns or songs that we are preparing to sing at our special services.



Parents have a right to withdraw their children from R.E. and assemblies on religious grounds. If any parent wishes to exercise this right, the Headteacher would be pleased to discuss with them an appropriate alternative, which would allow the children to be withdrawn in a tactful and unobtrusive manner.

Absence

Absence

To ensure the continued safety and welfare of the children, it is *essential* that the school is notified of the nature of your child's absence e.g. illness, medical treatment. Email is our preferred method but you can also make a telephone call or a note to the school office. This should be done on the **first day of absence between 8.30am and 9am**. Once registers have been completed, office staff will contact the parent of absent children who have not either telephoned or previously sent in a note explaining the absence.



Although it is very important that children do not miss any schooling unless absolutely necessary, they **must not attend if they are unwell**.

Punctuality is also important as it can be distressing and disruptive for children to arrive after the start of a lesson. The school has a very clear attendance policy (available on the school website) which all members of the school community are expected to adhere to.

Attendance

We continually emphasise the importance of good attendance and punctuality. We hope that you will work with us to strive to achieve excellent attendance for every child. It really does make a difference to their academic outcomes and social interactions.

% attendance in a school year	Days of absence in a school year	Weeks missed in a school year
98%	4	Less than 1 week
95%	9.5	Almost 2 weeks
90%	19	Almost 4 weeks
85%	28.5	Almost 6 weeks

Health & Welfare

Emergency Contacts

Emergency contacts need to be kept up to date and parents are welcome to come into the school office to check their details at any time.

Supporting agencies

The school uses the advice of other agencies when needed. Visits are made to the school to conduct medicals, hearing and vision tests as required, or to advise teachers on health problems affecting educational progress. Dorset Police and Fire Service also occasionally visit to talk with the children on a variety of subjects. E.g. online safety, road safety

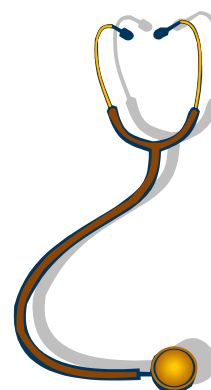
Court Orders

It is in the interest of the child that the school is informed of any court orders made under the provisions of The Children Act 1989.

Illness and accidents at school

If a child feels ill at school, the parents or their emergency nominee will be contacted by telephone. Please ensure that any change of address or telephone number is given to the school.

Any minor injuries sustained at school are attended to by a first aid trained member of staff. Wristband and/or information slips are used to advise parents of any injuries at school, e.g. bumped head wristband. In cases of serious injury, parents are contacted immediately.



Intimate Care

Parents and school now complete a shared risk assessment if it is anticipated that a child will need regularly intimate care i.e. toileting. This is to protect both school staff and the child. Our policy is part of our **'Medical Needs' Policy** and can be found on the school website.

Head Lice

We ask all parents to regularly check their child's hair and for long hair to be tied back. Please remember that once head lice are found all members of the family should be treated. One of the most effective methods is to use conditioner and comb through with a fine toothed comb.

Allergies

Due to the increasing incidence of nut and allergies amongst children, we ask parents to exclude nuts or nut products in packed lunches. **The school is a 'nut free' zone.** We are also a **'citrus fruit free' zone** due to a member of staff having a severe allergy to orange and lemon peel.

Please respect this advice as contact with these foods is potentially life threatening for some of our children and staff.

Health & Welfare

Administering Medicines

The school is able to administer prescribed medicine.

If a child needs medicine at school, it must be handed into the school office, clearly labelled with the child's name and with written instructions about administration and dosage. Any medication to be administered by school staff requires written authority from a parent and the relevant form may be obtained from the school office and school website.

If a child suffers from Asthma, he or she must have at least one inhaler in school at all times. This is stored in the school office and it is the **parents' responsibility to check it is in date and labelled correctly**. Wherever possible, when any asthmatic child is mature enough to self manage, carry and administer their own inhaler and consent is given, they will have two inhalers in school: One reliever inhaler for daily use, which will be carried on them at all times and one spare reliever inhaler which will be stored in the school office.



The school office and the child's teacher must be informed by parents of the type of medication and the recommended dosage.

Under no circumstances must any child have medicines at school without the school being aware of it—*this includes cough sweets and calpol*.

Health and Welfare

Minimum periods of exclusion from school of most common childhood illnesses/diseases:

Please note the full list is available in [our attendance policy](#) on the school website.

Most common childhood illnesses/ disease	Minimal Exclusion Period
Athlete's Foot	None
Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over.
High temperature	Children should not attend school if they have a high temperature and are unwell.
Diarrhoea and Vomiting	Pupils can return to school 48 hours after symptoms have stopped
Conjunctivitis	None
Head, Foot and Mouth disease	Need not be excluded, as long as well enough to be in school
Scarlet Fever & Streptococcal infection of the throat	Excluded until appropriate medical treatment has been given & at least 3 days from start of treatment
Impetigo	Excluded until the skin has healed or 48 hours after starting antibiotic treatment
Ringworm of body	Seldom necessary to exclude provided treatment is being given
Scabies	Need not be excluded once appropriate treatment has been given
Measles	Excluded until at least 5 days from onset of rash
Cold Sores	None
Slapped Cheek	None - but please inform the school

School Dinners

Meals

The school meals at The Priory Primary School are cooked in the school kitchen. The contract for school meals is currently with Hampshire Council. Further details of the meals provided can be found on their web-site at: www.myschoollunch.co.uk/hampshire



The school offers a vegetarian option or a jacket potato and a variety of food allergies can be catered for. Meals **must** be paid in advance on a monthly, half termly or termly basis. **Details are available from the school office.** If a child wishes to start or stop having school lunches please inform the school office.

Some parents prefer their children to bring sandwiches from home to eat and these should be in a named packed lunch box. We encourage parents to provide a healthy packed lunch for their child including fresh fruit.

All children eat their lunch in the school hall and we encourage good table manners at all times. We encourage children to eat all of their lunch. If they leave any food it is returned to their lunch box so that parents are aware of what they have eaten. Pupils are not allowed to swap food in case of health risks and food allergies.

A drink of water is always available. All drinks brought into school must be in non-breakable containers and no hot or fizzy drinks are allowed. The infants are served first, followed by the juniors.

Children may go home to eat their lunch if the school is notified; however we recommend that they stay at school.



School Dinners

Snacks

As mentioned earlier, pupils may bring fruit or vegetables to eat during their morning break. All pupils are also encouraged to bring a drink of water in a named bottle which is stored in the classroom.

We would ask you not to send biscuits, sweets or crisps to school for the children to eat at break times. It is unnecessary and not good for dental health.

Universal Free School Meals

From September 2014, the government introduced additional funding for schools to enable them to provide Universal Free School Meals for all infant children, i.e. those children in Reception, Year 1 and Year 2. **All infants now automatically receive a hot school dinner free of charge**, unless we hear otherwise from individual parents.

Pupil Premium/Free School Meals

Children are also entitled to free school meals if their families are in receipt of certain benefits. All parents who are eligible should apply for Pupil Premium/free school meal funding as this additional money is allocated to schools to support disadvantaged pupils to raise their attainment.

- Free daily hot meal
- Annual £40 uniform voucher
- Daily reading support if your child is working below expectations
 - Additional tutoring support in Maths, if appropriate
 - Financial assistance for trips and residential

If you think that your children may be entitled to pupil premium/free school meals funding, please go online at: <https://www.bcpccouncil.gov.uk/Schools-and-learning/Free-school-meals/How-to-apply-for-free-school-meals.aspx>

Records of free school meals are kept in strictest confidence.

Uniform

Uniform

The Priory Primary School has a school uniform and we strongly encourage all children to wear it. We believe that wearing school uniform encourages children to be ready for learning, prevents discrimination, reduces arguments about clothes at home, makes recognition of pupils easier and fosters a pride in our school. We are often complimented on how smart our children look.

High Expectations

All children will be encouraged to keep themselves neat and tidy and to take pride in their general appearance. All clothing and personal belongings should be clearly marked with the child's name.

Uniform List—Winter

Navy cardigan or jumper (Priory logo)

Plain Navy Tie (normal or clip tie)

White school Shirt (long or short sleeved) with collar

KS1 – Navy & Burgundy Tartan Pinafore Dress or Charcoal Trousers

KS2 – Navy & Burgundy Tartan Skirt or Charcoal Trousers

Navy tights or

Navy, black or white socks

Black sensible shoes (heels should be no more than 2.5cm)

Navy Showerproof Reversible Jacket (*logo optional*) or

Black or Navy coat – as plain as possible

Navy book bag – *optional*



The different styles of dress worn at Priory School.

The KS1 pinafore dress is on the left and the KS2 tartan skirt is on the right.



The Priory school jumper and trouser combination.

Uniform

Uniform List—Summer

Plain Navy Tie (normal or clip tie)
White school Shirt (long or short sleeved)
with collar
Blue Striped Dress or charcoal shorts
Black socks
Shoes – black sensible shoes or closed toe
sandals
Sunhat (*logo optional*)



The summer striped dress worn by all year groups.

P.E. and Games Kit Worn all day on PE days

Long sleeved Navy Polo (Priory logo) -
Winter and when representing the school
School T-shirt in house colour (Priory logo)
- Summer and for team events in school
Navy Shorts or plain Navy Jogging Pants
may be worn during Winter months
Long Navy Socks
Trainers (EYFS pupils can wear Black
Plimsolls or pull-ons)



We want our pupils to look smart on PE days.

Pupils are expected to wear the long sleeved navy polo on PE days, with navy shorts and long navy socks.



A House colour t-shirt can be worn under the polo shirt on cold days. It is also very useful in the summer months.

Long hair should be tied back using plain black or navy hair ties (large bows and flowers are not appropriate in school).
Boots, sling-backs, open-toed sandals and high heels should not be worn in school for safety reasons.

Uniform

P.E. and Games Kit

P.E. clothing should be clearly named and kept in a drawstring bag. Due to lack of space, large sports bags and rucksacks should not be brought to school.

If you wish your child to be excused from P.E. or games lessons, due to illness or injury, please inform the school in writing.

Shoulder length hair will need to be tied back.

County safety guidelines require children to undertake gymnastics activities in bare feet. Children with verrucas should cover them with a plaster or clear nail varnish.

Where to purchase Priory School uniform

It is important that schools consider the affordability of uniform. When the Priory school uniform was changed back in 2017, a contract was made with Stevensons to be the sole provider of Priory branded clothing. We remain locked in that contract until January 2024.

Priory logo uniform or bespoke items (jumpers, cardigans, polo shirts, dresses etc) can only be purchased from Stevensons (visit the store at 148-150 Seabourne Road, Bournemouth or online).

Shorts, shirts, coats etc can be purchased from any high street store.

Purchase pre-loved uniform

We are working hard with our FPS team to provide regular opportunities to purchase second-hand uniform.

Please read the fortnightly newsletter for details on the next sale.



Uniform

Jewellery and Make-up

In general terms, you are advised not to allow your child to wear jewellery at school in case of loss, damage or injury. Studs are permitted for those children who have pierced ears, however during P.E. and swimming even these will need to be removed. Make-up, including nail varnish, is not appropriate in school and should also not be worn.

Watches and activity trackers (e.g. fitbits) are allowed, unless they record images/video, but they remain the responsibility of the owner.

Mobile Phones

Although discouraged, we recognise that some of our Upper KS2 pupils (year 5 and 6) may need to bring a mobile phone to school, especially if they are walking home on their own.

Mobile phones have to be kept in the school office and can be collected at the end of the day. Please note that the school does not accept any liability for loss or damage of mobile phones while on school premises.

Art and Craft

It is a good idea to provide your child with an old shirt or apron for protection when taking part in Art and Craft activities.

Lost Property

We endeavour to return named clothing in lost property to its owner, but any unmarked items that have been left in lost property for more than half a term will be sent to a charity shop.



Off Site Activities

Off-Site Visits

The school offers a number of off-site activities to enrich children's learning. When children are taken on off-site visits (e.g. visits to museums or to competitions), advance notice is given and permission sought. For local area visits (e.g. to the Priory Church), the general consent provided when your child started at the school is sufficient. Risk assessments are carried out by trained staff.

Residential Visits

We currently organise residential experiences for Year 6 children. In 2021-22 the Year 6 residential was to a PGL Centre near Weymouth. These trips offer unique educational and social opportunities for the children. The costs are kept as low as possible and the organisation is such that parents are able to pay in instalments.

Voluntary Contributions

Educational visits play an important part in The Priory School's curriculum but they depend very much upon the willingness of parents to continue making voluntary donations towards the costs. When visits are arranged, full details are provided including any costs involved. We ask parents to cover these costs with a voluntary contribution.

No child will be excluded from the visit if the contribution is not made. However, visits cannot be made if costs are not met and so we seek the continued support of parents in this matter.



Behaviour

Positive Behaviour Policy

At The Priory Primary School we aim to develop self-motivated, self controlled and responsible children. All adults (staff, parents and governors) have the responsibility to value, respect, care for, praise and listen to our children to foster these attitudes.

Our Priory School Rules

Our Rules	
	1. Show respect to all members of the Priory community.
	2. Listen carefully and respond appropriately to others.
	3. Use kind words and keep hands and feet to yourself .
	4. Treat equipment and the environment with care .
	5. Follow instructions given by all staff.



Behaviour

Rewards

We recognise the value of focusing on the positive and rewarding / celebrating the behaviours we want to encourage.

House-points

There are 4 Houses at The Priory Primary school:

	Canterbury (red)
	Salisbury (blue)
	Winchester (green)
	York (yellow)



All children are in a House team. House points are given to the children for good work, good behaviour, endeavour and helpfulness. The points are collected weekly and put into a running total. A cup is presented to the team with the most house points in Celebration Assembly every Friday.

Learners of the Week are celebrated in front of the whole school every Friday Celebration Worship. All teachers nominate children for the achievement each week, which could be for excellent work, creativity or modelling outstanding behaviour such as kindness.

We have some many opportunities to celebrate:

- House points - weekly cup
- House points - half-termly reward for winning house
- Attendance cup - monthly celebration of attendance
- Caretaker's cup - weekly celebration of tidiest/'greenest' classroom
- Class rewards; eg. marble jar, trip to park
- Weekly green stickers, building to our special reward badges
- Learner of the week
- Reward certificates e.g. Maths magicians, reading challenge, writing wizards
- Postcards/phone calls home
- Occasional 'specials' - for example, hot chocolate with the Head



Behaviour

Consequences

We have very clear expectations and very clear consequences which are followed by all staff when children do not follow the school rules.

Consequences	
1	Reminder 
2	Verbal Warning 'You are not following the rule of I am now giving you a verbal warning and you now need to'
3	Yellow Card 5 minutes of play missed. Parents informed at collection / email. No green sticker this week.
4	Red Card Break and lunchtime missed. Parents informed at collection / phone call. CPOMS recording. Restorative meeting and reflection form. Further action for repeated red cards.

In exceptional circumstances where a child has continuously breached the school's behaviour policy or is involved in a one off extremely serious incident, the Headteacher will exclude the child.

In all cases, exclusion will only result if allowing the child to remain in school would seriously harm the education or welfare of the pupil or others in the school.

Behaviour

Anti-Bullying / Stay Safe Code

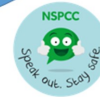
The school has a stay safe code, which all the children learn.



The Priory School 'Stay Safe' Code

**“Please don't do that -
I don't like it!”**

**If they don't stop – tell an
adult!**



Although incidents of bullying are rare, we are not complacent. We teach the children the **STOP** strategy to explain what bullying is and what to do if it happens to them. We are part of the Diana Award network and achieved the Gold Standard for our work on the Altogether Now project. We also have a comprehensive online safety programme to keep children safe.

- Bullying is **Several Times On Purpose**.
- If bullying happens to you **Start Telling Other People**.

If you suspect your child is being bullied (at school or online), please do not hesitate to contact the school. Your child can anonymously ask for help via our 'what I'd like my teacher to know' boxes, by talking to one of our trained pupil anti-bullying ambassadors or by contacting Childline 0800 1111.

Pastoral Care

At The Priory School we strive to ensure that all pupils are given the care needed to make their school life happy and successful. Our Deputy Headteacher works with our ELSA teaching assistant to support pupils with:

- Anxiety and mental health
- Friendships
- School Attendance
- Behaviour and emotional self-regulation
- Family issues including separation, bereavement and young carers
- Fostering and adoption

Parent Partnership

Parents

Parents are welcomed into The Priory Primary School as partners in their children's education. We recognise and value the contributions you make to school life. Parents are involved in school in many ways including helping with reading, the library, swimming, visits, cooking, extra curricular clubs, transport, at sporting events and generally offering the school a range of skills and interests.

Any parents/grandparents who would like to help are very welcome - particularly in our core skills time between 8:45 and 9:15 every morning.

Please note, anyone who volunteers in school has to attend a safeguarding and induction training session. We will also carry out a confidential police check for regular volunteers. Our intention will be to put you in a different class to the one your child is working in.

Members of staff are always willing to see/phone parents to discuss any problems or concerns they may have. It is the best policy to talk to the class teacher at the end of the school day once all their class has been dismissed, avoiding **Tuesday** when there is a staff meeting. If you are likely to need more than five minutes, please phone to make an appointment.

Reporting progress to parents

Parent Consultation Evenings

Children's progress is reported to parents through parent consultation evenings which are held twice a year, in the Autumn and Spring term. These appointments are a two way discussion; the class teacher will outline progress made, strengths, as well as targets for future development.

Written Reports

Written reports, which sum up progress made during the year, are issued for all pupils at the end of the summer term. At the end of year **open evening**, parents can discuss the contents of these reports and any appropriate next steps. Information on the performance of all pupils following their assessments at the end of Key Stages 1 and 2 of the National Curriculum is given out in July.

Parent Partnership

Parent Information evenings on various aspects of the curriculum are held regularly to give parents an insight into how children learn, the materials used in school and how parents can help at home. Since 2021-22 these are recorded, so parents can watch them 'on-demand' at a convenient time.

Friends of Priory School (FPS)

We have a very active parent / staff society called Friends of Priory School (FPS). A considerable amount of money is raised during the year, which is spent on resources and projects to benefit our pupils. There is a busy committee responsible for the day to day running and decision making of the FPS. Each class has a class representative.

As a school we are *very dependent* upon funds raised by the FPS for essentials as well as 'extras'. In recent years they have raised funds for a traversing wall, play trail, lockers, reading books and chrome books. Various fund raising events take place throughout the year, such as Christmas and Summer Fayres, quizzes, discos and many other social events.



Home-school agreement

Parents are invited to sign a home-school agreement. This outlines the responsibilities parents and the school have in their partnership to achieve the best for the children at the Priory Primary School. The agreement is jointly signed when children first start at the School.

Curriculum

Curriculum

The Priory School has developed a compelling, sequenced and relevant curriculum which progresses from EYFS to Year 6. The specific content of what we want children to learn is important, so we have developed a knowledge-rich curriculum, mapping out content within and across year groups. In each subject, children have an opportunity to learn key objectives as outlined in the **National Curriculum**.

You can see the planned coverage for each year group in our **curriculum maps** on the school website.

Knowledge helps develop well-rounded, empowered citizens and widens opportunities and life chances. Skills, vocabulary and conceptual understanding are forms of knowledge. Subjects are taught discretely, so both the knowledge and skills of the subject can be explicitly taught, although teachers continue to look for links and connections across subjects.

Guiding Principles

Our teaching and learning is underpinned by our core ethos 'inspiring all to learn, flourish and achieve'. Our full curriculum design and pedagogy can be seen in our **new teaching and learning policy** on the school website.

- Our inclusive curriculum is designed to meet the needs of all learners through engaging, first hand experiences delivered by teachers who know their content and teach with passion and precision.
- We aspire to share the very best of what has been thought and said, across continents and cultures.
- An understanding of language and critical thinking are key to unlocking the curriculum.
- Developing a love of reading is at the heart of what we do.
- We aim to deliver a rounded, creative education, educating the heart as well as the head.



Curriculum

The National Curriculum

The Core Subjects:

English (reading and writing)

Mathematics

Science



- To teach Phonics and Early Reading we use a systematic, synthetic phonics programme called **'Little Wandle Revised Letters & Sounds'**
- To teach Writing we use an approach called **'Talk for Writing.'**
- To teach Mathematics, we use a mastery approach called **'Maths No Problem!'** These moves children from concrete resources, to pictorial representation through to the abstract concept.



The Foundation Subjects:

Computing, History, Geography, Music, Art, Physical Education, Design and Technology and Modern Foreign Language (in KS2 only - the Priory School have chosen French).

Creating Excellent Learners

We also believe that need to teach children how to become lifelong learners and we do this by focussing on core learning behaviours.

<p>Relationships</p> <p>The skill of working well with others and showing them respect (and not disrupting, hurting, ignoring, undermining)</p>  <p>We all contribute.</p>	<p>Resilience</p> <p>The ability to cope with set-backs, to stay on task and to keep going when things don't go your way.</p>  <p>The power of 'yet'</p>	<p>Resourcefulness</p> <p>The willingness to be creative, to show flexibility, to be organised and to make effective decisions.</p>  <p>Having resources is less important than how resourceful you are</p>
<p>Reasoning</p> <p>The understanding of how articulate my thinking, be critical, make links and logical connections</p>  <p>Learn to use your brain power</p>	<p>Reflectiveness</p> <p>The skill of listening actively, evaluating learning and applying what we've learnt in different contexts.</p>  <p>Reflective thinking turns experience into insight</p>	<p>Risk-taking</p> <p>The willingness to take part, to contribute, to try the unexpected and to show curiosity. It always seems impossible until it's done</p> 

Foundation Stage

Religious Education has a special status in our school. We value and are committed to high quality teaching of R.E. The school follows 'Living Difference IV', the Hampshire agreed syllabus for R.E., and also makes use of Understanding Christianity. Our R.E. policy contains further information.



The Foundation Stage

Children start school in Reception Class which is the final year of the Early Years Foundation Stage (from birth to 5).

The Foundation Stage curriculum is taught through well-structured play activities, supported with direct teaching. Children learn to take risks, solve problems, consolidate their learning and investigate new ideas.

The Early Years Framework sets the standards that pupils should reach by the end of Reception year. These are known as the **Early Learning Goals**.

There are 3 prime areas:

- communication and language
- physical development
- personal, social and emotional development

There are 4 specific areas:

- literacy
- mathematics
- understanding the world
- expressive arts and design
-



The **Reception Baseline Assessment (RBA)** is a short assessment, taken in the first six weeks in which a child starts reception.

The **Early Years Profile** summaries and describes pupils' attainment at the end of EYFS.

Curriculum

Relationships, Sex and Health Education

Personal, Social, Health and Economic Education (PSHE) has been part of the Priory School curriculum for many years. We want all children to have a general understanding of how their bodies and minds work, to develop a healthy lifestyle and to learn how to have positive relationships with others.

Sex education is a small part of the much larger health and relationships curriculum. Priory School has adopted a recommended scheme of work called 'Jigsaw'. During the summer, a meeting of parents is called to explain the approach to and content of this part of the PSHE curriculum, entitled 'Changing Me'.

We are required to teach the reproductive system as part of the Science National Curriculum and children cannot be withdrawn from this area of teaching. **However, parents do have the right to withdraw their children from the sex education part of lessons. Any parents wishing to do this should discuss the matter with the Headteacher.**

Please also see our latest RSHE policy for more information.

National Tests and Comparative Data

The National Curriculum has set criteria which enables schools to judge the level of a child's attainment against 'age-related expectations'. The school also uses termly tests to support teacher judgements.

There is also a national programme of testing for primary aged pupils, as detailed below.

EYFS Profile

As previously mentioned, observations about each child's development towards the Early Learning Goals are made during the first year of primary schooling. These build into the **'Foundation Stage Profile' assessment shared with parents in July.**

Year 1 Phonics Screening

At the end of Year 1, children sit an **individual Phonics screen** to assess their competence with synthetic phonics (pass/fail).

Year 2 - KSI Assessment

At the end of Key Stage 1 (Year 2), children's attainment is formally assessed in Reading, Writing and Maths. Teacher Assessment judgements are moderated with other local schools, and sometimes maybe validated by an external advisor.

Year 4 Times Tables Check

At the end of Year 4 pupils sit an online multiplication check to assess their competence with times tables.

Special Educational Needs

Special Educational Needs

Our Special Educational Needs Coordinator (Mrs Russell) assumes overall responsibility for children with special needs, but works with a team of staff to assess children who have a particular or persistent



learning difficulty or disability. Their needs are assessed using a series of materials available to the school and where appropriate Individual Educational Programmes (IEPs) are drawn up, establishing specific learning targets for the children. These are regularly monitored and updated.

We also support children who have an EHC (Education, Health and Care) Plan, previously called a Statement of additional needs.

Extra help can be given as support in the classroom or in small groups. The school has a number of Teaching Assistants to support children.

We are also able to offer support through visiting specialist teachers, the Educational Psychology Service and other appropriate outside agencies (including Linwood School). We keep parents fully informed and involved with any special needs provision their child receives.

We aim to maximise the learning potential of all our pupils and appreciate that individuals will require different amounts of help to achieve this. If you are concerned that your child has a learning difficulty, please discuss this with your child's class teacher and then make an appointment to see Mrs Russell by emailing the school office (office@prioryceprimary.co.uk).

Extra-Curricular Activities

School Sport

At the Priory School we love Sport and we recognise how important it is in the development of healthy lifestyles and good mental health.



We are proud that we were awarded the **Gold Mark Sports Award** for our strong commitment to, engagement and delivery of competitive sport. We benefit hugely from being part of the Christchurch Sports Partnership and having great links with Twynham PE department.

Swimming is part of the curriculum for Year 3 children and an 8 week course takes place in the early Spring. We have a catch-up swimming programme with the ambition to support all children to swim 25m by the time they leave us in Year 6.

Details of how the school spends the **additional Sports Premium** are available on the school website.

Extra Curricular Activities

We encourage lots of extra curricular activities to enrich the curriculum. Clubs vary according to the strengths and interests of the current members of staff who run them voluntarily. There are also a number of extra-curricular activities run by private providers.

This year we are offering a wide range of clubs available including football, running club, netball, choir, tag rugby, trinity club (Christian fellowship), gardening club, Eco club, indoor athletics, ukulele, dance and arts and craft.

Where clubs are run privately, there is often a charge for attendance.

Further details are sent home via an extra-curricular timetable at the beginning of each term and can then be obtained from the school office.

Pupil Leadership

We are keen that all our pupils have an opportunity to develop their leadership skills during their time at the school.

Head Pupils

Each term two pupils in Class 6 are appointed Head pupils for the term. Their responsibilities include: to act as role model for other pupils, to meet and greet important visitors and represent the school at formal events, to help co-ordinate events such as Red Nose Day and share ideas for school improvement with senior staff.

Prefects

There are up to 10 Year 6 Prefects appointed each term. Prefects are expected to help staff with day to day duties, support younger pupils or be involved in organising events etc. Prefects are expected to be role models to other pupils and have an excellent record in attendance and behaviour.



Year R and Year 6 Buddy system

Each new member of our Reception class are paired with a Year 6 'buddy'. The role of the buddy is to support and look out for the younger child during their time in Reception. This will include walking with them to church, reading stories and helping them in the playground.



School Council

Each class elects two representatives to the School Council. This meets regularly to discuss items of interest to pupils so that they have their say in the running of the school and become global advocates for positive change. There are also other opportunities such as the anti-bullying ambassadors, play leaders, bronze ambassadors and eco committee.

Home Learning

Homework (called Home Learning)

Throughout the school, we encourage all the children to take books home to read and ask parents to support this activity as much as possible.

Children also receive a range of **online homework via Google Classroom** including: reading, spelling, number fluency and maths problems to complete at home. As the children get older we expect more work to be undertaken at home. We hope that all parents see the importance of this work and will support the school by ensuring that the work is completed on time. By the time the children are preparing to leave The Priory School to move on to their secondary education, the homework set will help prepare them for the discipline of working independently at home. Every Autumn and Spring term we hold a **Home Learning Exhibition**—where children are given time to complete a project of interest to them.

Equal Opportunities

The Priory School is committed to equality of opportunity for all, both in the appointment, development, training and promotion of staff and in all dealings with pupils and parents of the School. The day to day organisation, curriculum and staffing, will reflect this commitment. A full copy of our Equal Opportunities Policy can be obtained from our school office on request.

Government Regulations

Paper copies of Ofsted Reports, Minutes of Governors' Meetings and School Policies may be viewed in the school office. Please apply to the Headteacher.

No Smoking Policy

A No Smoking Policy is followed at The Priory School. All visitors are asked not to smoke whilst in the school grounds.

Photography

We have very strict guidelines around digital image consent, because we often keep a photographic record of learning and events that occur at school. Some of these pictures are used for newsletters, school publicity and press releases. An image consent form requesting permission to use your child's picture in various settings will be sent to you when your child starts school and can then be amended by you at any time.

Passports etc.

In common with many professionals, we will countersign passports etc. on the understanding that a donation of about £5 be made to school funds.

Miscellaneous

Complaints Procedures

We value parents' views on what goes on in the school and are happy to receive comments and suggestions at any time as a means to improvement and to rectify any possible misunderstandings. Any comments or complaints should initially be made informally to the member of staff it concerns. In the event of complaints about the school curriculum and related matters that cannot be solved by informal discussion, please speak to the Headteacher.

A more formal procedure follows this stage and a copy of our complaints policy is available on the school website.

Policy Statement: Charging for School Activities

Voluntary contributions are the normal method of funding activities within school hours including educational visits which the school is unable otherwise to fund.

Charges will be made for operational activities provided wholly or mainly outside school hours. Charges will normally be made for board and lodging for residential activities. The School may charge for the supply of ingredients or materials for activities such as cookery or Design Technology if parents have indicated in advance their wishes to own the finished product.

Parents will be asked to pay the cost of their child's wilful damage to school property or the misuse or loss of books and equipment.

Insurance

Equipment or property at school, which is owned by voluntary helpers, is not covered by any form of school insurance for theft, damage or loss by fire and such persons are advised to consider making their own insurance arrangements to cover this area of risk.

In general, we ask parents to make their own arrangements for transporting children to sports fixtures.

Miscellaneous

Diary Dates

Holiday dates, Inset training days and key dates in the school calendar are detailed on the back of every newsletter and on our website.

Data Protection Registration

The Priory School is registered under the Data Protection Act and is compliant with the new GDPR. Information supplied by parents on the various forms used at school will be used by the Headteacher and the staff for the management of the school. Basic information on the pupil will be supplied to the appropriate secondary school in the pupils' final year or to any school a pupil transfers to. The Department for Education (DfE) and the Local Education Authority will also use data from the school's computer database.

Please see our full policy and our privacy notices for more information.

Disclaimer

Every effort was made to ensure the information in this prospectus and handbook was correct at the time of printing, but Government legislation, BCP Council policy and the particular circumstances of the school might create the need for some organisational changes and the adjustment of policy.



A final word on Safeguarding

Our whole community play a part in keeping our children safe.

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with one of the school's Designated Safeguarding Leads (DSL) or directly with BCP first response team (01202 123334).

You can also visit the BCP Children's first response team website <https://www.bournemouth.gov.uk/childreducation/ChildrensSocialCare/first-response-hub/are-you-worried-about-a-child-or-young-person.aspx>

The Designated Safeguarding Leads at the Priory School

Sarah Richardson Headteacher	Jenna Field Assistant Headteacher	Matthew McLean Assistant Headteacher	Sarah Russell SENCo
Lead DSL Operation En-compass Key Adult Prevent Lead Pupil Premium Champion Attendance Lead	Deputy DSL Anti -bullying Champion Pastoral Care	Deputy DSL Online Safety Lead E-safety Champion	Deputy DSL Special Educational Needs Co-ordinator Designated adult for Looked After Children

Remote Learning & Online Safety

We have all come to appreciate both the benefits and risks of unlimited access to mobile devices over recent months. Online learning has become an essential tool to support children's progress and remote learning may be necessary as part of our lockdown contingency planning.

We have a comprehensive remote learning policy on the school website. We use a blend of online class teacher instruction, Oak Academy, school workbook and online resources. Our remote learning platform is **Google Classroom**.

We expect all members of our school community to follow our revised **Acceptable Use of IT Policy**. A summary can be found below:

- I TELL a trusted adult if I'm upset, worried, scared or confused.
- I KNOW people online aren't always who they say they are.
- Anything I do online can be shared and might stay online FOREVER.
- I don't keep SECRETS or do DARES AND CHALLENGES just because someone tells me I have to.
- I don't change CLOTHES in front of a camera. I make sure I am fully dressed.
- I always check before SHARING personal information.
- I am KIND and polite to everyone.

SMART

Share with care

ALERT

Don't fall for fake

STRONG

Secure your digital stuff

KIND

It's cool to be kind

BRAVE

When in doubt, talk it out

We aim to be **INTERNET LEGENDS!**

The Priory Pledge

As a school community we have agreed that, while at The Priory Primary School, every pupil will have the opportunity to:

- ◇ Hold a position of responsibility
- ◇ Attend a theatre performance and a music concert
- ◇ Meet people from various careers and professions
- ◇ Represent the school at a sporting event
- ◇ Actively support a charity
- ◇ Take part in a performance
- ◇ Sketch outside
- ◇ Grow a plant from seed
- ◇ Cook a dish from scratch
- ◇ Celebrate their achievements
- ◇ Experience an outdoor challenge e.g. zip wire or sailing

'Life in all its fullness' John 10:10

