

**The Priory Academy LSST**

**Year 11 Handbook**

**2018-2019**

**Welcome**

Dear Parent/Carer

It is a privilege to be able to continue my role of your son/daughter’s Head of Year this academic year. There is no doubt that Year 11 is, educationally, the most important year of his/her life so far. Some students have clear academic goals for their future aspirations but there are many that will still need a great deal of guidance about their next steps in the world of education. Whatever route they wish to pursue after the end of Year 11, it is vital that your son/daughter can move onto the next stage of their education or training with a set of GCSE results that will open doors for them and allow them to make choices they are happy with.

For many students, Year 11 is a time for them to finetune the work ethic and skills that have been developed and honed since joining the academy in Year 7. For some, it is an opportunity to increase the workrate and build towards the examination period.

It is vitally important that the Academy, you as parents/carers and the students work closely together over the next nine months to ensure that your son/daughter is as prepared as they can be for their examinations. This booklet contains vital information about all aspects of Year 11 and should be used as a starting point for any questions. However, if at any time throughout the year you are concerned with anything relating to your son/daughter’s education, I would encourage you to make contact with either their Form Tutor or their Subject Teacher in the first instance.

Finally, whilst their GCSEs are clearly the primary focus of this year, I would also encourage your son/daughter to take the time to either continue or to take up some form of extra-curricular activity, whether this be in or out of school. Not only can this provide some much needed rest and relaxation from the stresses of preparing for examinations, but is also an opportunity for students to show to future employers or education institutions that they are well rounded individuals.

I look forward to working with you and your son/daughter over the coming academic year.

Mrs E Mellor

Head of Year 11

**Trust and Academy ethos**

**The Trust’s Mission:**

To improve the life chances of our pupils and so become true citizens of the world.

**The Trust’s Motto:**

*sic itur ad astra*

‘by the good deeds you do, you will be remembered in the stars for eternity’ Aeneid, Virgil.

**The Trust’s Values:**

Nurturing deeply cultured, reflective and philosophical thinkers of the future;

Empowering intellectual curiosity, active learning and inquisitiveness;

Fostering empathy, mutual respect and courtesy in a global community;

Championing integrity, resilience and the value of personal endeavour;

Igniting a sense of awe and wonder, moral conviction and ambition.

**The Priory Academy LSST Motto:**

Courage and Courtesy

**The Priory Academy LSST Values:**

**Aspiration:** Instilling an attitude of hard work and determination in pursuit of our goals.

**Inspiration:** Developing an enthusiasm for learning and igniting imagination to become our best.

**Respect:** Fostering a tolerant, helpful and polite approach to each other and the environment.

**Resilience:** Encouraging positive well-being and self-esteem.

**Innovation:** Nurturing confidence and bravery to embrace new challenges.

**The Priory Academy LSST Contract:**

When students begin their education at The Priory Academy LSST they, along with their parents/carers, are asked to sign the Priory Contract. This is a demonstration of their commitment to the Academy and an acknowledgement of the responsibility they have as part of a community of learners.

As a student I pledge to...

* Have the highest possible expectations for what can I achieve at The Priory Academy LSST and beyond;
* Behave well in class, in, to and from the Academy and whilst on academy activities;
* Wear my uniform smartly and in accordance with the Academy’s expectations;
* Come to the Academy every day;
* Focus on learning – maximise learning;
* Complete my homework thoroughly and on time - work independently;
* Set myself challenging targets and devise appropriate plans to achieve them;
* Commit to extra-curricular activities;
* Participate positively in academy activities;
* Take responsibility for the environment and the wider community;
* Inform a member of staff if I am concerned about anything or anyone.

As a member of staff, where relevant, I pledge to...

* Ensure that students achieve their full potential;
* Be proactive in ensuring excellent student behaviour
* Ensure that students wear their uniform appropriately at all times;
* Encourage the highest levels of attendance;
* Ensure that lessons are highly effective and result in learning – *maximise learning;*
* Set and mark homework in accordance with Academy policy;
* Assess progress, and ensure that students are both aware of and achieving their targets;
* Support and contribute to the Academy’s extra-curricular and residential programme;
* Support and run events in the Academy;
* Develop community links for the promotion of positive educational activities;
* Be aware of student concerns and communicate them effectively and appropriately.

As a parent I pledge to...

* Encourage my child to make the best possible use of the opportunities provided;
* Support the Academy in ensuring that my child appreciates the Academy’s views on the importance of good behaviour;
* Support the Academy in enforcing the uniform expectations;
* Encourage my child to achieve the highest levels of attendance and communicate with the Academy on attendance issues;
* Support and help foster a positive attitude to learning;
* Encourage the completion of homework;
* Work with my child to set targets for progress;
* Encourage my child to take part in at least one extra-curricular activity;
* Encourage my child to take part in Academy activities;
* Encourage my child to contribute to the community through voluntary or charity work;
* Communicate any concerns I have to the appropriate member of staff.

**Year 11 Pastoral Team**

|  |  |
| --- | --- |
| Head of Year | Mrs E Mellor |
| Pastoral Learning Mentor | Mr T Barker |
| Enrichment Leader | Miss J Harrison/ Miss K Tunnard |

|  |  |
| --- | --- |
| Tutor Group | Form Tutor |
| 11.1 | Mr S Duggan |
| 11.2 | Miss J Danby |
| 11.3 | Mr P Ryland |
| 11.4 | Mrs S Pomeroy |
| 11.5 | Mrs R Cavill |
| 11.6 | Mrs S Ward/Mrs S Mulligan |
| 11.7 | Dr R Craig/Mrs A Orviss |
| 11.8 | Mrs S Swaby |
| 11.9 | Mr P Clarke |

**The Academy Day**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Start** | **End** |
| *Movement to tutor room* | 8.20am | 8.30am |
| **AM Registration** | **8.30am** | **8.50am** |
| *Movement Time* | 8.50am | 8.55am |
| **Period 1** | **8.55am** | **9.55am** |
| *Movement Time* | 9.55am | 10.00am |
| **Period 2** | **10.00am** | **11.00am** |
| *Morning Break* | 11.00am | 11.20am |
| **Period 3** | **11.20am** | **12.20pm** |
| *Lunch Break* | 12.20pm | 1.00pm |
| **Period 4** | **1.00pm** | **2.00pm** |
| *Movement Time* | 2.00pm | 2.05pm |
| **Period 5** | **2.05pm** | **3.05pm** |
| Optional Activities | 3.05pm | 4.00pm |

**Term Dates 2018-19**

|  |  |
| --- | --- |
| **Module 1** | Wednesday 5th September 2018 to Friday 19th October 2018  *Holiday: Saturday 20th October 2018 to Sunday 28th October 2018*  Please note that pupils will return to school as part of a **‘staggered start’**  **Wednesday 5th September: Years, 7, 12 & 13 return**  **Thursday 6th September: Years 8-11 (along with Years 7, 12, 13)** |
| **Module 2** | Monday 29th October 2018 to Thursday 20th December 2018  *Holiday: Friday 21st December 2018 to Sunday 6th January 2019*  *Includes Public Holidays: Tuesday 25th December (Christmas Day), Wednesday 26th December (Boxing Day), Tuesday 1st January*  *Academy Closed: Thursday 27th December to Monday 31st December* |
| **Module 3** | Monday 7th January 2019 to Friday 15th February 2019  *Holiday: Saturday 16th February 2019 to Sunday 24th February 2019* |
| **Module 4** | Monday 25th February 2019 to Friday 5th April 2019  *Holiday: Saturday 6th April 2019 to Monday 22nd April 2019*  *Includes 2 Public Holidays: Friday 19th April (Good Friday) and Monday 22nd April (Easter Monday)* |
| **Module 5** | Tuesday 23rd April 2019 to Friday 24th May 2019  *Includes 1 Public Holiday*: *Monday 6th May – May Day Bank Holiday*  *Holiday: Saturday 25th May 2019 to Sunday 2nd June 2019*  *Includes 1 Public Holiday: Monday 27th May – Spring Bank Holiday* |
| **Module 6** | Monday 3rd June 2019 to Friday 19th July 2019 |
| **Staff training days** | Monday 3rd & Tuesday 4th September 2018  Friday 21st December 2018  Three full staff training days; two days commuted to twilight sessions. |

**Key Dates for Year 11**

|  |  |
| --- | --- |
| **Event:** | **Module :** |
| Parents’ Evening | Thursday 11th October 2018 |
| Sixth Form Open Evening | Thursday 8th November 2018? |
| Formal Assessment week | Week of 19th and 26th November 2018 |
| Written reports released | Friday 15th February 2019 |
| Formal GCSE examination period | Monday 13th May – Wednesday 19th June 2019 |
| Year 11 Prom | TBC |
| GCSE results | Thursday 22nd August 2019 |

**Communicating with the Academy**

Under normal circumstances your child’s Form Tutor is the first person who should be contacted. If it is a subject specific query then please contact their Subject Teacher. More serious issues may require communication with their Head of Year. We politely ask that if you have a concern you wish to discuss that you ring the Academy in order to speak to the relevant member of staff. Teaching staff are not always easy to contact directly but the reception team will always attempt to contact them as soon as is practical. Please be assured that if a member of staff cannot speak with you at the time of your call they will be in contact at their earliest opportunity. Any emails identifying concerns will be responded to, but the member of staff will contact you by telephone to discuss the matter. Please be aware that anything sent in the evening and at weekends may not be responded to until the next working day. We thank parents/carers for their cooperation in this matter.

**Attendance Information**

The Academy expects that a student’s attendance will be 100% in order to ensure that they are able to perform to the best of their ability. To help maintain attendance levels please can we ask that any appointments are made outside of the academy day where possible. However, we understand that some absences are unavoidable and we wish to work with families in these instances. Please do not hesitate to contact the Academy if there is anything you wish to discuss with regards to attendance and what can be done to support you/your child. If a student is absent from the Academy then they will be expected to catch up on any missed work and their Form Tutor and subject teachers will support them with this. The government recognises students as persistently absent if their attendance drops below 90% for the academic year, or is below 90% in any six week period. Understandably we would like to avoid this wherever possible and so it is vital that we work together in ensuring high levels of attendance.

**First day calling**

If your child is going to be absent then please contact the Academy in the morning, stating a reason for their absence. If your child’s absence goes beyond one day we need to be contacted on each subsequent day of absence.

**Term time holidays**

Due to current regulations the Academy cannot authorise holiday requests unless there are exceptional circumstances. If you believe this may be applicable then please write a letter to the Headteacher outlining the circumstances. Where a student’s attendance is below 96%, or there have been previous attendance concerns, the Academy may not grant permission for a request for absence (even in exceptional circumstances). We would ask that holidays continue to be taken during the 175 days when students do not have to be in attendance.

**Registration**

All students are expected to be present for morning registration (8.30am-8.50am). If any student arrives after 8.50am then they must sign in with a receptionist, either at Main Reception or Sixth Form Reception. If students have to leave the site before the end of the academy day then they should have a note from parents/carers in their daybook which must be shown to their Form Tutor during morning registration. They must ensure that they sign out at either reception before they leave. If students in Year 11 are unwell during the day then a receptionist will contact home – we ask for safeguarding reasons that students do not contact home directly.

If you wish to discuss your child’s attendance then please contact your child’s Pastoral Learning Mentor:

Year 11 Mr T Barker [tbarker@prioryacademies.co.uk](mailto:tbarker@prioryacademies.co.uk)

**Accessing the Site**

During the academy day all visitors must report to reception.

If you are collecting your child at the end of the day by car then we politely ask that parents/carers park on the tennis courts and not at the front of the academy building. We would like to make parents/carers aware that the academy gates will not open until 2.45pm. Therefore we politely ask that you do not try to access the site before this time. For safeguarding reasons we ask that parents/carers wait in their vehicles and do not walk around the site. If you need to speak with a member of staff we ask that you go to main reception where a member of the team will be able to assist you.

If you are collecting your child from the Sixth Form site then we ask parents/carers to be respectful of the residents on Urban Street. Please support the Academy by being mindful of not blocking the road or turning/parking on the zebra crossing.

**Before and End of the Academy Day Guidance**

Students have access to the Academy Breakfast Club which is open from 8.00am to serve students a healthy breakfast. Other than to attend breakfast club students are not permitted to be in the Academy buildings before 8.20am. If it is raining then students are permitted to stand on the carpeted area in the entrances to the buildings.

For health and safety reasons students should not be on site unsupervised at the end of the day. Any student who is being picked up after 3.30pm must attend a supervised club.

**The Student Daybook**

The daybook is a resource given to all students in Year 11 on their first day. Primarily it serves as an organisational aid for students, enabling them to record homework, highlight deadlines and manage their week’s activities. However, it is also used as an important method of communication between the Academy and home, enabling staff and parents/carers to communicate with each other. Each module students will record their module grades in their daybook and this allows for effective monitoring of their progress throughout the year. Students are asked to ensure that they have their daybook with them every day and in every lesson their daybook should be out on the desk. The expectation is that students look after their daybook, keeping it free of graffiti and recording only relevant information. If the Daybook is lost it will need to be replaced at a cost of £2.50.

**Uniform**

We strongly recommend that parents/carers refer to this list when buying uniform to prevent any items needing to be changed. The list is also available on the Academy website: <https://www.priorylsst.co.uk>

The expectation is that students wear their uniform correctly and with pride when travelling to and from the Academy.

On educational visits students should wear smart trousers or skirts and appropriate tops, shirts or blouses with no offensive logos. It should be remembered that on such excursions the students are representing the Academy and their appearance should reflect that.

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| **From September 2018 the academy badge on the uniform will be changing. Year 7 students must purchase items with the new academy badge. Students in Years 8 – 11 can continue to wear uniform with the old logo but, when this needs replacing, should purchase items with the new logo.** | |
| **Uniform – Compulsory Items** | |
| Blazer | Navy blue with academy badge. |
| Skirt | Knee-length classic style half-pleated skirt in Trutex Harrow grey. The skirt is currently available from Uniform Direct, who will be able to advise you, and will be available from other suppliers in due course. Straight style skirts are not permitted. |
| Trousers | Trutex Harrow grey (straight, classic style – no stretch fabrics, turn ups or flairs). Trousers should not be cropped (there should be no gap between the bottom of the trouser and the shoe). |
| Tie | The Priory Academy LSST tie - worn so that there is no gap between the bottom of the tie and the skirt/trouser waistband. |
| Shirt | Sky blue worn with academy tie. |
| Socks | Mid grey ankle socks if worn with trousers. White ankle socks if worn with skirt. No logos or designs. No trainer socks. |
| Shoes | Black with flat or low heels (less than 5 cm from where the heel joins the shoe). No platform or ballet style shoes.  Shoes must be of a solid construction, polish able and suitable for a busy academy environment. Boots are not permitted. |
| Academy bag | Navy blue or black. Plain in style – no logos. No other colours are allowed. Reflective stripes are permitted.  Handbag style bags are not appropriate. The bag must be suitable for academy use. If a plastic bag is needed it must be navy blue. A small key ring may be attached to the zip or handle to help identify bags. |
| **Uniform – Optional Items** | |
| Jumper | V-necked jumper: Navy blue. |
| Coat | Navy blue or black, plain in style, with no logos or stripes or trimmings such as fur. Reflective stripes are permitted. |
| Tights | Grey cotton tights in Year 7 to Year 9.  70 denier charcoal opaque in Year 10 and Year 11. |
|  |  |
| Scarf | Navy blue or black, plain in style. |
| Hat | Navy blue or black, plain in style. |
| Gloves | Navy blue or black, plain in style. |
| Earrings | A single pair of spherical plain studs, plain gold or silver only. These should be worn on the lower lobe of each ear (only one stud per ear). |
| Jewellery | No jewellery other than plain earrings (see above) and one plain ring – no protruding stones. |
| Hair bobbles/ Alice band | Navy blue or the colour of the hair, plain in style. |
| Hair slides | Navy blue or the colour of the hair, plain in style. |
| Hair styles | Hair should be smart and safe for a working environment. Any long hair may be required to be tied back at a member of staff’s discretion. Extreme hairstyles (as decided by the Academy) are not permitted: e.g. no tram lines/edges/steps. Shaved hair less than a number two is not permitted. Hair colour must be natural and one shade throughout. |
| Muslim Hijab | If worn it must be navy blue. |
| Make-up | Not permitted for students within Years 7-11. This includes no nail varnish being permitted and students are not permitted to get artificial nails of any description. |

**PE uniform from September 2018**

**From September 2018 there will be new additions to the PE uniform which can be used for both indoor and outdoor sporting activities:**

Navy pro running leggings with LSST logo;

Navy slim leg track pant with LSST logo ;

Navy/white bespoke crew neck top with LSST logo;

Navy/purple hoodie with LSST Logo.

A combination of trousers and a top will be part of the compulsory PE uniform from September 2018 for Year 7. These are also available for students in Years 8-11 if they wish to use them. When there are certain events running in the Academy these items can be worn to travel to and from the Academy – students will be notified by staff when such events arise.

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| **Indoor and Outdoor Kit**   * Academy navy blue polo shirt with academy logo. * Academy navy blue shorts with purple and white stripe. * White ankle socks. * Non-marking training shoes. * Priory Academy LSST PE Kit is available from Uniform Direct and other suppliers. |
| **Swimming Kit**   * Plain navy blue swimming costume. * Plain navy blue swimming shorts (no stripes/no boarding shorts). * Plain navy blue or house colour swimming hat (optional). * Blue or black goggles. |
| **Outdoor Kit**   * Academy navy blue and purple rugby shirt. * Academy navy blue shorts with purple and white stripe. * Navy blue football socks. * Training shoes or football/rugby boots – depending on the activity. * Shin pads and gum shields are highly recommended. * Priory Academy LSST PE Kit is available from Uniform Direct and other suppliers. |
| **General comments**   * Students with long hair must tie their hair back so that no part of it will affect their ability to participate safely (including fringes that enter the eye line). * All items of jewellery will need to be removed for practical activity. Please be aware of this when having ears pierced. * All items of kit must be clearly labelled. * Shin pads and gum shields are highly recommended for football and rugby |

**Year 11 Subject Information**

During the week your child will complete 25 timetabled lessons in a range of subjects. The timetable will follow the breakdown in the table below.

|  |  |
| --- | --- |
| Subject | Hours per week |
| English | 4 |
| Mathematics | 4 |
| Science | 4 |
| MFL (French or German) | 3 |
| Option 1 (History or Geography) | 3 |
| Option 2 | 3 |
| Option 3 | 3 |
| Core PE | 1 |

**Year 11 Assessment, Recording and Reporting Information**

**Marking**

Students’ work is marked regularly. In order for all students to achieve highly, they should understand what they are to do in any piece of work that is to be assessed. In addition to a teacher marking a piece of work, there are other forms of assessment used such as peer and self - assessment.

When work is marked by the teacher, formative comments will be given. These formative comments may include praise as well as ways in which the student could improve the work further in order for them to achieve their target levels and potentially move beyond.

The following stamps will be visible when work is marked by the teacher:

|  |  |
| --- | --- |
| Identifies good understanding/progress in lessons or homework. | cid:image001.png@01D2E481.4419A090 |
| Identifies what students should do to improve progress. | cid:image004.jpg@01D2E481.4419A090 |

In addition to formative comments, some pieces of work may be assessed using a pathways level, a comparison against target comment or an examination grade.

**Reports**

Reports, sent home to parents and carers, are produced regularly and provide valuable information on the progress that our students are making. The table below shows what information you will receive and when you will receive it during the academic year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year 11 | Attitude to Learning Grade | Pathway Target & Prediction | Parents’ Evening | Full Written Report |
| Module 1 | X | X | X |  |
| Module 2 | X |  |  |  |
| Module 3 | X | X |  | X |
| Module 4 | X | X |  |  |
| Module 5 |  |  |  |  |
| Module 6 |  |  |  |  |

**Attitude to Learning (AtL)**

An AtL grade is awarded EVERY module for Modules 1-4 for Year 11. The AtL grade is awarded on a six point scale. Scores are given in letter form (A to F). All staff use the descriptors in the table on the following page when deciding on AtL grades.

|  |  |
| --- | --- |
|  | Descriptor |
| A | This student…  always behaves in an exemplary manner and displays full engagement at all times, always showing respect for both staff and peers;  always displays self-motivation and responds positively to challenges;  always completes classwork to a high standard, displaying clear aspiration and innovation;  always completes homework to a high standard, often displaying innovation and always submits this on time;  always has all of the correct equipment. |
| B | This student…  usually behaves in an exemplary manner and usually displays full engagement;  usually displays self-motivation and responds positively to challenges;  usually completes classwork to a high standard;  usually completes homework to a high standard and submits this on time;  usually has all of the correct equipment. |
| C | This student…  usually behaves in an acceptable manner and can occasionally behave in an exemplary manner;  can work independently and can respond well to challenges at times;  always completes classwork to at least an acceptable standard;  always completes homework to at least an acceptable standard and usually submits this on time;  always has most of the correct equipment. |
| D | This student…  usually displays acceptable behaviour but occasionally this falls below the standard expected;  sometimes works independently and does not respond well to challenges;  completes classwork to an acceptable standard at times;  completes homework to an acceptable standard and usually submits this on time;  usually has most of the correct equipment. |
| E | This student…  rarely behaves in an acceptable manner and this can disrupt the learning of other students;  rarely works without supervision and avoids challenges;  only occasionally completes classwork to an acceptable standard;  only occasionally completes homework to an acceptable standard and this is frequently submitted; late;  rarely has any of the correct equipment. |
| F | This student…  regularly fails to behave in an acceptable manner and frequently disrupts the learning of others;  regularly fails to work independently and avoids challenges;  regularly fails to complete classwork to an acceptable standard;  regularly fails to complete homework to an acceptable standard and this is frequently submitted late;  regularly fails to have any of the correct equipment. |

**Year 11 Homework Expectations**

It is Academy policy that homework will be set regularly. Not only does this help consolidate learning that has taken place within the classroom, it also helps establish and develop a work ethic that will serve students well in later life, taking responsibility for their own learning and developing key skills.

It is expected that for English, Mathematics and Science students will be set at least one piece of homework each week, totalling around one hours’ worth of work. In all other subjects (with the exception of Core PE), it is the expectation that students will be set one piece of homework each week, totalling around half an hours’ worth of work. Clearly, these expectations may need to be flexible.

If a student does not have homework set they can do a number of personalised learning activities.

There is always work to be done. We actively encourage independent study and some suggestions are listed below.

* Re-read notes from the days’ lessons to ensure you have understood the work
* Read an article on a topic you have covered during the day
* Make a glossary of key terms from a topic
* Condense the days notes onto revision cards
* Print and complete a past paper
* Test spellings of key words in your subjects

**Year 11 Equipment Expectations**

The basic equipment that all students should bring to the Academy each day is:

* Daybook
* Pen
* Pencil
* Ruler
* Calculator

In addition to this students are expected to bring a reading book with them each day for use in Form Time and during English lessons.

**The Priory Passport**

The Academy takes great pride in the accomplishment of our students and we wish to celebrate the many achievements which occur beyond the classroom. The Priory Passport has been designed to support and encourage a student’s personal development as well as capturing their successes throughout the year. Through this record we seek to acknowledge and celebrate the many challenges which are overcome and the triumphant accomplishments, no matter how small.

At the start of every year students will be presented with their own Priory Passport. The Passport is divided into four sections; Leadership and personal challenge, Physical, Cultural, and Community. Their challenge for the academic year is to complete as many activities in each section as possible. We hope that students take this opportunity to push themselves and try new things so that they are able to look back on and reflect upon a year of exciting and varied accomplishments.

Please refer to our website (under ‘Extra-Curricular’) for further information on the type of activities that might count towards The Priory Passport as well as an extensive reading list for students in all year groups.

**Extra-Curricular Activities**

The Academy offers an exciting extra-curricular programme designed to provide a variety of activities for all students. Participation in extra-curricular activities presents an opportunity for students to pursue a passion, take on a new challenge and work as a team with others. The importance of such pursuits in shaping an all-round character should not be underestimated.

For information on clubs and activities please see our website (under the ‘Extra-Curricular’ tab).

**The Academy Website, Sharepoint and the Home Gateway**

[www.priorylsst.co.uk](http://www.priorylsst.co.uk)

The Academy’s website is a one-stop resource for information on all aspects of The Priory Academy LSST. Some of the information you will find on our website is:

Academy Ethos;

Trust Policies;

Uniform List;

Curriculum Guidance;

Extra-Curricular Provision.

One area in particular which is worth a visit is the News tab. This area of the site is updated regularly and celebrates the many achievements of our students and staff.

On the website’s home page you will find a tab along the top which says ‘Home Gateway’. This allows students to remotely access their academy desktop (via Citrix) from home, which is invaluable if they are completing homework or wish to do any further reading and research. Access to this requires the student’s log in credentials. Students can also access their emails and Sharepoint on this page without having to log into Citrix. Sharepoint is the Academy’s intranet system and by logging into this area students can access department information, year group information and welfare advice and guidance.

**Mobile Phones and Use of Digital Systems Guidance**

Students are permitted to use mobile phones before 8.20am and after the end of the academy day (providing they are not taking part in any academy activities). During the academy day mobile phones must be switched off and kept out of sight. If a student is found using their mobile phone during the Academy day then the phone will be handed in to Student Reception for the student to collect at the end of the day.

By logging on to a computer the student is acknowledging that they have read and understood the Trust’s E-Safety (Students) Policy and the Acceptable Use Policy and that they agree to abide by the rules at all times.

To access the Academies policies regarding E-Safety please visit the Trust website – [www.prioryacademies.co.uk](http://www.prioryacademies.co.uk). The policies can be found under ‘Trust Policies’ in the ‘ICT’ section.

Access to social media sites is not permitted through academy systems. If, as parents/carers, you allow your child to access social media then it is strongly encouraged that you oversee what they do and encourage them to share their activity with you in order to promote safe and positive use. Younger students need more guidance as they start to use social media and so with the education provided by the Academy and support from home a collaborative approach should ensure that students stay safe. Advice and guidance on Internet Safety can be found on our website (under the ‘Parents’ tab).

E-Safety is embedded throughout the curriculum and is a key part of a student’s Personal Development Programme.

**In Touch**

The ‘In Touch Communication System’ enables the Academy to correspond with parents/carers via email and text message. We use the text message system for first day absence and attendance communication. In the event that your child is absent from the Academy and we have not had any correspondence from you a text message will be sent to a designated contact and you will be able to reply to the text message to confirm the reason for your child’s absence and their expected return date. The email system will be used for sending out letters from the Academy.

For each child the Academy will have a designated contact (the parent/carer who is priority 1 on the contact list) and a designated email address and mobile number. This can be changed at any time by visiting main reception, speaking with one of our receptionists and completing a new Data collection form. It is crucial that the Academy has up to date contact details for all students. Parents/carers will be able to ‘opt out’ of this system; in this instance parents/carers will receive paper communication.