

THE PRIORY ACADEMY

LSST

The Priory LSST Year 7 Handbook

2017-2018

Welcome

Dear Parent/Carer

I am delighted to welcome you to The Priory Academy LSST and look forward to working with you over the coming years.

The transition from junior to secondary is a major change for children, especially when they may be moving from very small schools. It is important that we work together as a team to make the move as smooth as possible.

One of the many challenges to new students is the routine of homework each evening, particularly after a long summer break. In September, we shall be running a Homework Club for children in Year 7 that will enable them to develop independent learning and research skills. To help them prepare over the summer I would suggest that students try to read as wide a variety of literature as possible, for example newspaper articles, news websites and age appropriate fiction and non-fiction.

Form Tutors work very closely with students on a daily basis in order to support them socially as well as academically. They will contact you as parents/carers when necessary and I would appreciate it if you would make them your first port of call should you have any concerns or queries in order for them to support your child as early as possible.

This is a very inspiring and important time for your child and we look forward to working with you to support them every step of the way. I look forward to meeting you in the coming months and to watching the year group flourish.

Mr D Fearn
Head of Year 7

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:

Instilling an attitude of hard work and determination in pursuit of our goals;

Developing an enthusiasm for learning and igniting imagination to become our best;

Fostering a tolerant, helpful and polite approach to each other and the environment;
Encouraging positive well-being and self-esteem;
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 7 Pastoral Team

Head of Year	Mr D. Fearn
Pastoral Learning Mentor	Mrs J. Spence
Enrichment Leader	Miss J. Heckford

Tutor Group	Form Tutor
7.1	Miss M. Bush
7.2	Mrs C. Erskine
7.3	Mr D. Hill
7.4	Mrs K. Stephens
7.5	Mr P. Brazinskas
7.6	Mrs E. Gill
7.7	Mr L. Frith
7.8	Mrs K. Bentley
7.9	Mr D. Drayton

The Academy Day

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

Term Dates 2017-18

Module 1:

Wednesday 6th September 2017 (*Years 7, 12 and 13 return*) and
Thursday 7th September 2017 (*all Years return*) to Friday 20th October 2017
Holiday: Saturday 21st October 2017 to Sunday 29th October 2017

Module 2:

Monday 30th October 2017 to Tuesday 19th December 2017
Holiday: Wednesday 20th December 2017 to Wednesday 3rd January 2018

Module 3:

Thursday 4th January 2018 to Friday 9th February 2018
Holiday: Saturday 10th February 2018 to Sunday 18th February 2018

Module 4:

Monday 19th February 2018 to Thursday 29th March 2018
Holiday: Friday 30th March 2018 to Sunday 15th April 2018

Module 5:

Monday 16th April 2018 to Friday 25th May 2018
Includes 1 Public Holiday: Monday 7th May 2018 - Early May Bank Holiday
Holiday: Saturday 26th May 2018 to Sunday 3rd June 2018

Module 6:

Monday 4th June 2018 to Friday 20th July 2018

Key Dates for Year 7

Event:	Date:
Parents' Evening	Wednesday 6 th December 2017
Written reports released	Friday 20 th July 2018
Mock examination week	Monday 12 th – Friday 16 th March 2018

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 7 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 7 to 8

Mrs J Spence

jspence@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 7 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.

Uniform

For the Academy's Uniform List please see our website:

www.priorylsst.co.uk

(Under the 'Parents' tab).

We strongly recommend that parents/carers refer to this list when buying uniform to prevent any items needing to be changed.

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.

Year 7 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	Lessons per week
Science	3
Maths	3
English	3
Modern Foreign Languages	3
History	2
Physical Education	2
Technology	2
Geography	1
Religious Education	1
Information Technology	1
Drama	1
Art	1
Music	1
Extended Project Qualification	1



Year 7 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.	
Identifies what students should do to improve progress.	

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 7	Attitude to Learning Grade	Pathway Target & Prediction	Parents' Evening	Full Written Report
Module 1	X			
Module 2	X	X	x	
Module 3	X			
Module 4	X	X		
Module 5	X			
Module 6	x	X		x

Attitude to Learning (AtL)

An AtL grade is awarded EVERY module. (There are six modules each academic year and three terms). 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	<p>This student...</p> <p>always behaves in an exemplary manner and displays full engagement at all times, always showing respect for both staff and peers;</p> <p>always displays self-motivation and responds positively to challenges;</p> <p>always completes classwork to a high standard, displaying clear aspiration and innovation;</p> <p>always completes homework to a high standard, often displaying innovation and always submits this on time;</p> <p>always has all of the correct equipment.</p>
B	<p>This student...</p> <p>usually behaves in an exemplary manner and usually displays full engagement;</p> <p>usually displays self-motivation and responds positively to challenges;</p> <p>usually completes classwork to a high standard;</p> <p>usually completes homework to a high standard and submits this on time;</p> <p>usually has all of the correct equipment.</p>
C	<p>This student...</p> <p>usually behaves in an acceptable manner and can occasionally behave in an exemplary manner;</p> <p>can work independently and can respond well to challenges at times;</p> <p>always completes classwork to at least an acceptable standard;</p> <p>always completes homework to at least an acceptable standard and usually submits this on time;</p> <p>always has most of the correct equipment.</p>
D	<p>This student...</p> <p>usually displays acceptable behaviour but occasionally this falls below the standard expected;</p> <p>sometimes works independently and does not respond well to challenges;</p> <p>completes classwork to an acceptable standard at times;</p> <p>completes homework to an acceptable standard and usually submits this on time;</p> <p>usually has most of the correct equipment.</p>
E	<p>This student...</p> <p>rarely behaves in an acceptable manner and this can disrupt the learning of other students;</p> <p>rarely works without supervision and avoids challenges;</p> <p>only occasionally completes classwork to an acceptable standard;</p> <p>only occasionally completes homework to an acceptable standard and this is frequently submitted; late;</p> <p>rarely has any of the correct equipment.</p>
F	<p>This student...</p> <p>regularly fails to behave in an acceptable manner and frequently disrupts the learning of others;</p> <p>regularly fails to work independently and avoids challenges;</p> <p>regularly fails to complete classwork to an acceptable standard;</p> <p>regularly fails to complete homework to an acceptable standard and this is frequently submitted late;</p> <p>regularly fails to have any of the correct equipment.</p>

Pathways

Currently Key Stage 2 SATs scores are based around a mean score of 100. As a secondary school we receive the raw scores attained in the SATs and in some cases a teacher assessment of above/at/below age related expectations.

Students in Year 7 will be given a pathway target. Pathway targets are set on the raw scores from the Key Stage 2 SATs. Pathway targets provide parents, carers, teachers and students with an expected

outcome based on national conversions against prior attainment data. The table below shows these conversions.

Pathway Target	GCSE Target Score
Bronze	4
Silver	5/6
Gold	6/7
Platinum	7/9

Each department has created a pathway relevant to the new GCSE specifications. These are shared with students early in the year and used in lessons. Pathway predictions will be collected and shared with parents/carers at timed intervals throughout the year. As always the pathway predicted will be based on evidence such as classwork, homework and internal assessments. As such, students on a particular pathway may move up from one pathway to another based on effort and achievement in their current one.

Year 7 Homework Expectations

The Academy feels that homework plays an important part in helping to raise levels of achievement. Homework will be set in each subject throughout the week. If you feel there are any problems with homework, please contact the Form Tutor.

At The Priory Academy LSST, homework is not an add-on, nor is it an option, but is an integral part of the life of our students. Our staff set homework regularly according to a timetable and assess it carefully. Your co-operation in this matter is absolutely essential if we are to achieve the best for your child.

As a guide your child should be set between one and one and a half hours of homework every evening. At the beginning of the year this will be comprised of three pieces of approximately twenty minutes each. As the year progresses this should lengthen to approximately half an hour per piece.

Please find below a guide as to how much homework your child should expect to receive each week. Your child's homework timetable will be recorded in their daybook.

Subject	Homework sessions per week
Science	2
Maths	2
English	2
Modern Foreign Languages	1
History	1
Physical Education	1
Technology	1
Geography	1
Religious Education	1
Information Technology	1
Drama	1
Art	1
Music	1
Extended Project Qualification	Ongoing research

Year 7 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 Tutor 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).

In their first week at the Academy Year 7 students will walk the House Labyrinth and become a member of one of the four House teams – Alexandria, Avalon, Castile or Sempringham. The Academy's Enrichment Leaders will guide students through the House system and keep them up-to-date on the latest activities. There is more information on the House system on our website (under the 'Extra-Curricular' tab).

The Academy Website, Sharepoint and the Home Gateway

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.

During their ICT lessons in Year 7 students have these areas explained and demonstrated and are shown how to access them.

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.

Each student is asked to sign a 'Use of Digital Systems' agreement which can be found in the Daybook. By signing this 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.

We also ask a parent/carer to sign the 'Use of Digital Systems' agreement to acknowledge that they too have read the Trust's E-Safety (Students) Policy, the E-Safety Policy (Staff) and the Acceptable Use Policy and to give consent for their child to access the internet and the academy IT systems.

To access these policies you will find them on our Trust website – 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 and speaking with one of our receptionists. Parents/carers will be able to 'opt out' of this system; in this instance parents/carers will receive paper communication.