



THE PRIORY ACADEMY

**LSST**

**The Priory Academy**

**LSST**

**Year 7 Handbook**

**2020-2021**

## Welcome

Dear Students, Parents and Carers,

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 primary to secondary school 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, especially in the current climate.

We have a dedicated group of staff who look after our Year 7 students, providing guidance and support as they move through this transition period. There are also opportunities for our students to develop their relationships with others through a range of House activities, academy visits and extra-curricular activities.

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.

Our students are characterised by their hard work, excellent attitude towards their studies and their willingness to make the most of the opportunities with which they are provided. It is fantastic to see how they broaden their horizons during their time with us. Each year our Year 11 students gain an excellent variety of qualifications which take them into further education. We pride ourselves at the Academy that the majority of our students stay into Sixth Form and transition to universities all over the world.

This guide is designed to give all parties involved sound advice on how to make the transition into the Academy successfully and prepare you for the challenges that lie ahead. Secondary education study is challenging but highly rewarding, and we aim to help students fulfil their potential during their time with us.

Yours faithfully

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:**

**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 7 Pastoral Team

Head of Year	Mr D. Fearn
Pastoral Learning Mentor	Mrs J. Spence
Enrichment Leaders	Miss K. Tunnard

Tutor Group	Form Tutor
7.1	Dr K Stephens
7.2	Mr P Dickinson
7.3	Mr S Atkin
7.4	Mrs C Erskine
7.5	Mrs B Coupland
7.6	Mr D Goffe
7.7	Miss J Bosier
7.8	Mrs S Clarke
7.9	Miss K Blackman

## Term Dates 2020-21

<b>Module 1</b>	<b>Thursday 3<sup>rd</sup> September 2020 to Friday 23<sup>rd</sup> October 2020</b> <i>Holiday: Saturday 24<sup>th</sup> October 2020 to Sunday 1st November 2020</i>
<b>Module 2</b>	<b>Monday 2<sup>nd</sup> November 2020 to Friday 18<sup>th</sup> December 2020</b> <i>Holiday: Saturday 19<sup>th</sup> December 2020 to Monday 4<sup>th</sup> January 2021</i> <i>Includes Public Holidays: Friday 25<sup>th</sup> December (Christmas Day), Monday 28<sup>th</sup> December, Friday 1<sup>st</sup> January 2021</i> <i>Academy Closed: Thursday 24<sup>th</sup> December 2020 to Sunday 3<sup>rd</sup> January 2021</i>
<b>Module 3</b>	<b>Tuesday 5<sup>th</sup> January 2021 to Friday 12<sup>th</sup> February 2021</b> <i>Holiday: Saturday 13<sup>th</sup> February 2021 to Sunday 21<sup>st</sup> February 2021</i>
<b>Module 4</b>	<b>Monday 22<sup>nd</sup> February 2021 to Wednesday 31<sup>st</sup> March 2021</b> <i>Holiday: Thursday 1<sup>st</sup> April 2021 to Sunday 18<sup>th</sup> April 2021</i> <i>Includes 2 Public Holidays: Friday 2<sup>nd</sup> April (Good Friday) and Monday 5<sup>th</sup> April (Easter Monday)</i>
<b>Module 5</b>	<b>Monday 19<sup>th</sup> April 2021 to Friday 28<sup>th</sup> May 2021</b> <i>Includes 1 Public Holiday: Monday 3<sup>rd</sup> May 2021</i> <i>Holiday: Saturday 29<sup>th</sup> May 2021 to Sunday 6<sup>th</sup> June 2021</i> <i>Includes 1 Public Holiday: Monday 31<sup>st</sup> May – Spring Bank Holiday</i>
<b>Module 6</b>	<b>Monday 7<sup>th</sup> June 2021 to Tuesday 20<sup>th</sup> July 2021</b>
<b>Staff training days</b>	Tuesday 1 <sup>st</sup> & Wednesday 2 <sup>nd</sup> September 2020 Monday 4 <sup>th</sup> January 2021 Three full staff training days; two days commuted to twilight sessions.

## Key Dates for Year 7

Event:	Module :
Parents' Evening	Module 5
Written reports released	End of Module 6 – WC 12 <sup>th</sup> July 2021

## **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 Mrs J Spence [jspence@prioryacademies.co.uk](mailto: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. 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.priorylst.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.

<b>Uniform – Compulsory Items</b>	
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.
<b>Uniform – Optional Items</b>	
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. 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.

## Physical Education uniform

Please find below the kit that will be required for students to take part in their core Physical Education lessons safely. Please note that those items highlighted with a tick are essential for all students.

Item	Boys	Girls
Navy blue Polo Shirt with Academy Logo	✓	✓
Navy blue shorts with purple stripe and Academy Logo	✓	✓
White sports socks	✓	✓
Training shoes	✓	✓
Plain Navy Swimming costume/trunks/shorts	✓	✓
Navy or house coloured swimming hat	Optional	Optional
Swimming goggles	✓	✓
Reversible Navy and Purple Rugby shirt	✓	Optional
Navy Rugby socks	✓	✓
Football boots/rugby boots	✓	✓
Navy and Purple LSST hoody with Academy Logo	Optional	✓
Plain navy pro running leggings/tracksuit bottoms with Academy Logo. Leggings with no logo are not acceptable.	Optional	Optional

Additional items may be purchased as an option from the club shop – <https://www.uniform-direct.com/acatalog/The-Priory-Academy-LSST-School-Uniform.html>

### General comments for boys and girls

- Students with long hair will be required to tie it 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 activities. 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 rugby.

### GCSE PE, A Level PE and BTEC Sport

- Academy white polo shirt with Academy logo and GCSE PE/A Level PE/ BTEC Sport embroidered underneath the logo.
- Navy blue shorts with purple stripe.
- White sports socks.
- Training shoes.

## 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

### Extended Project Qualification

During years 7 and 8, students will have one lesson per week where they complete the Project Qualification, in which they research a topic of interest to them and each year produce a 500 word essay and a presentation of their findings. This aims to ensure that:

- Students develop and improve their own learning and performance as inquisitive and independent individuals;
- Students are inspired by new areas and/or methods of study;
- The course will support the experiential learning process and provide further opportunities for students to plan and review their learning;
- Students use their learning experiences to support their learning in all subjects and to build their personal aspirations for further study and career development.

## 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, in accordance with departmental guidelines, formative comments will sometimes 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.

Students' books should show: pride in their work; subject knowledge and practise of skills; regular review; actions following responsive feedback; progress.

In addition to formative comments, some pieces of work may be assessed using a summative assessment 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	Achievement	Parents' Evening	Full Written Report
Module 1	X			
Module 2	X			
Module 3	X			
Module 4	X	X		
Module 5	X		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.

Grade	Resilience	Innovation	Aspiration	Inspiration	Respect
A/1 This student:	consistently embraces challenge and responds positively to setbacks, seeing these as a way to improve and enhance their performance.	actively and independently explores different approaches and methods to find the best solution.	aspires to be the best that they can be and sets themselves ambitious goals and takes pride in their contribution to academy life and the wider community.	consistently sets a positive example to others.	is kind and considerate to others at all times and is tolerant of others' views.
B/2 This student:	enjoys a challenge and regards any mistakes as a means of improvement.	seeks answers and resolutions and approaches activities in an imaginative way.	has high expectations of themselves and contributes well to lessons and other activities available.	sets a positive example to others both in their academic studies and their wider contributions.	speaks and acts charitably and is open minded when heeding others' views.
C/3 This student:	tries to complete tasks as instructed and asks for help when needed.	looks for solutions rather than problems and can display creativity in thinking.	responds to and acts on feedback.	sets a good example to others.	is polite and considerate of others.
D/4 This student:	will attempt to complete tasks but is reluctant to ask for help and more likely to give up until support is given rather than requested.	will try new things if they believe it will benefit them.	completes the minimum amount of work required but will do more with encouragement.	only occasionally takes advantage of positive influences around them.	can be considerate of others but occasionally needs reminding of manners.
E/5 This student:	rarely attempts tasks without encouragement and gives in easily.	is reluctant to engage in the range of opportunities available.	displays little drive and motivation and does not appear to want to do well.	rarely contributes to academy life and can be a negative influence on others.	struggles to communicate positively with others, showing little understanding of their feelings.
F/6 This student:	fails to embrace challenge and gives up if tasks require effort.	is unwilling to try new things and creates barriers to learning.	lacks ambition and does not work towards goals.	has a negative influence on others around them.	is uncooperative and lacks an appreciation of the views and feelings of others.

## Pathways

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

In Key Stage 3 (Year 7 and 8) students- will be targeted within one of four pathways. Platinum (for the highest achieving students), Gold, Silver or Bronze. These are calculated from results achieved by students in tests in English and Mathematics taken towards the end of Year 6 at primary school. They will receive a target pathway for English, Mathematics and 'Other Subjects' - these could all be the same or vary depending on results from primary school.

We report home every module on a student's 'Attitude to Learning'. Twice a year we will report alongside Attitude to Learning an 'achievement' grade for every subject.

## 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](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.

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.

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 the Academy Awareness Programme followed by all students.



## **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. Parents/carers will be able to 'opt out' of this system; in this instance parents/carers will receive paper communication.

### **Sims Parent App and Sims Pay**

There are two systems which parents/carers to use which help communications and process payments made towards activities for our students. These both link with our school information management system (SIMS) which means all information is accurate and up to date.

### **SIMS Parent App**

Our parent app and website will allow parents/carers to access information at their own convenience via smartphone, tablet or PC – anytime, anywhere.

You can also review **and request changes** to the data held direct from a smartphone/website.

What information is on SIMS Parent?

- School term, inset dates and contact details available at the click of a button
- Access to update contact details, so we always have the most up-to-date information in case of emergency
- If parents have more than one child at school, access to information for all the children, from the same app.
- As the module progresses a view of assessment information as it is published, normally at the end of each module.

### **SIMS Pay**

SIMS Pay is web based and will ensure parents can make payments securely for trips and events, as well as providing consent. Once registered parents will be able to make payments easily and securely online rather than give students cash/cheques to bring into the academy. This is used for all school trip/event payments, payments towards Priory Leisure, CCF and DoE activities.

**Parents/Carer with older children already in attendance will not have to register again for either system when other family members join the academy. Parents/Carers who are new to the school with students joining year 7 will receive an invitation to register for the Parent App and SIMS Pay.**