



THE PRIORY ACADEMY

LSST

The Priory LSST Year 10 Handbook

2019-20

Head of Year welcome

Dear Parent/Carer

I am very pleased to be writing to you again as your child's Head of Year. The last two years in this job have filled me with pride at the achievements and development of our students, and I am sure that this year will be no different.

The year ahead will be a busy one, with Year 10 students sitting their first GCSE examinations in Religious Education. They will be supported throughout this process, with regular focus on revision techniques and a parental information evening in February to ensure that both parents/carers and students are aware of all relevant information. The students will need to put maximum effort into their studies and make the most of all the support they are offered in order to fulfil their potential.

Year 10 is also a time when students start to look ahead in more detail to what they would like to do after their GCSE's. We will help them to start to look at different higher education and career options, starting with our Careers Fair in November. A key part of our role to prepare students for their adult life. A large amount of this is helping them to achieve the academic qualifications which will enable them to have a wide variety of options open to them after Year 11, but our focus on key employment values such as punctuality, respect and resilience is also of crucial importance.

I would like to take this opportunity to encourage students to get involved in all opportunities that are made available to them, both in and out of the classroom. I look forward to celebrating all their achievements with them throughout the coming year.

Miss H Smith
Head of Year 10

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 10 Pastoral Team

| | |
|---------------------------------|----------------------|
| Head of Year | Miss H Smith |
| Pastoral Learning Mentor | Mrs N Peters-Bayford |
| Enrichment Leader | Mr S Duggan |

| Tutor Group | Form Tutor |
|--------------------|-------------------------|
| 8.1 | Miss G Iuliano |
| 8.2 | Mr G Bradwell |
| 8.3 | Mr D Clews / Mrs J Moat |
| 8.4 | Miss D Wood |
| 8.5 | Miss C Ralph |
| 8.6 | Miss K Lockett |
| 8.7 | Mr T Pendle |
| 8.8 | Ms C Wilton |
| 8.9 | Mr D Hill |

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 anything sent on 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 recognise students as persistently absent if their attendance drops below 90% for the academic year, or is below 90% in any six week period (this equates to roughly 3 days absence per module). 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; this applies to all students in Year 7 to Year 13. 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.

Attendance team

If you wish to discuss your child's attendance then the first point of contact is:

Mrs N Peters-Bayford npetersbayford@prioryacademies.co.uk

Registration

All students, including Year 12 and Year 13, 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 site before the end of the Academy day then they should have a note from parents/carers in their daybook (or diary for Sixth Form students) 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 to 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. These procedures are vital as it ensures our electronic registers are accurate and up-to-date.

The Academy Day

| Activity | Start | End |
|------------------------------|----------------|----------------|
| <i>Movement to form 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 2019-20

| | |
|----------------------------|---|
| Module 1 | <p>Wednesday 4th September 2019 to Friday 18th October 2019</p> <p><i>Holiday: Saturday 19th October 2019 to Sunday 27th October 2019</i></p> |
| Module 2 | <p>Monday 28th October 2019 to Thursday 19th December 2019</p> <p><i>Holiday: Friday 20th December 2019 to Sunday 5th January 2020</i></p> <p><i>Includes Public Holidays: 25th December (Christmas Day), 26th December (Boxing Day), 1st January (New Year's Day)</i></p> |
| Module 3 | <p>Tuesday 7th January 2020 to Friday 14th February 2020</p> <p><i>Holiday: Saturday 15th February 2020 to Sunday 23rd February 2020</i></p> |
| Module 4 | <p>Monday 24th February 2020 to Friday 3rd April 2020</p> <p><i>Holiday: Saturday 4th April 2020 to Sunday 19th April 2020</i></p> <p><i>Includes 2 Public Holidays: Friday 10th April (Good Friday) and Monday 13th April (Easter Monday)</i></p> |
| Module 5 | <p>Monday 20th April 2020 to Friday 22nd May 2020</p> <p><i>Includes 1 Public Holiday: Friday 8th May – May Day/VE Day Bank Holiday</i></p> <p><i>Holiday: Saturday 23rd May 2020 to Sunday 31st May 2020</i></p> <p><i>Includes 1 Public Holiday: Monday 25th May – Spring Bank Holiday</i></p> |
| Module 6 | <p>Monday 1st June 2020 to Friday 17th July 2020</p> |
| Staff training days | <p>Monday 2nd & Tuesday 3rd September 2019</p> <p>Monday 6th January 2020</p> <p><i>Three full staff training days; two days commuted to twilight sessions.</i></p> |

Key dates for Year 10

| Event: | Date: |
|--------------------------------|---|
| Mock RE Examination | Monday 9 th December 2019 |
| Annual Examinations | W/B Monday 24 th February 2020 |
| RE / Exams Information Evening | Tuesday 4 th February 2020 |
| Parents' Evening | Thursday 30 th April 2020 |
| Written reports released | Friday 22 nd May 2020 |
| RE GCSE Paper 1 | Provisional date: Monday 11th May 2020 |
| RE GCSE Paper 2 | Provisional date: Tuesday 19th May 2020 |

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 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 10 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 | 4 |
| Maths | 3 |
| English | 4 |
| Modern Foreign Languages | 3 |
| Religious Education | 1 |
| Physical Education | 1 |
| History / Geography | 3 |
| Option 1 | 3 |
| Option 2 | 3 |

Year 10 Attainment and Progress Information

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 8 | Attitude to Learning | Achievement | Parents' Evening | Full Written Report |
|----------|----------------------|-------------|------------------|---------------------|
| Module 1 | X | | | |
| Module 2 | X | X | | |
| Module 3 | X | | | |
| Module 4 | X | X | | |
| Module 5 | X | | X | X |
| Module 6 | 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. Grades are given in letter form (A to F). All staff use the descriptors relating to our Academy values in the table below 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. |

Year 10 Marking Guidance

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.

Year 10 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 10 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

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 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, 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

These are two systems which parents/carers can 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.