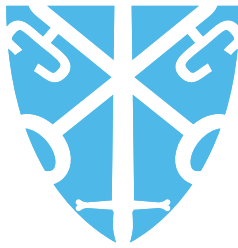


# Community Handbook

2024-2025



**Prior Park**  
College



DEO DUCE DEO LUCE  
God our Guide, God our Light

Welcome to the Prior Park College Community Handbook. Within this document you will find a huge amount of information about life at Prior. I hope you find it useful, and I hope reading about the academic, pastoral and co-curricular features of our school fills your children and yourselves with excitement about the community you will soon become a part of.

We have carefully chosen to call this document the 'Community Handbook' – we use the term 'community' frequently at Prior Park. With boarders and staff who live at school for much of the year, Prior is a home to many. However, we want all our students to see their school as an extension of their home and an extension of their family – to feel a great sense of belonging to the Prior Park community. As the Mission Statement and Values highlight, Prior Park will love and serve its students and we will always strive to develop our students as people, not just guide them to successful academic results. We believe focusing on values – Curiosity, Generosity, Courage – will allow our students to become happy and successful people.

Prior Park's sense of community also extends to our parents and guardians. We know from experience that a strong partnership between home and school will always benefit your children and our students. As you read this handbook, please familiarise yourselves with our approaches – the more aligned home and school can be on the messages we give your children, the more they will benefit from Prior Park. We will always support our students and I ask that you support the school to your children – even if we occasionally disagree!

Communication is central to our relationships with parents and guardians; your child's Housemaster / Housemistress (HsM) should be your main point of contact but please feel able to contact me should you wish to.

Enjoy reading the handbook and please keep referring to it as we approach September – I look forward to meeting you at the start of the 2024-25 academic year.

**Ben Horan**

## MISSION STATEMENT FOR PRIOR PARK SCHOOLS

*To steward a thriving family of communities with love for the young people they serve at their heart: communities which cultivate creativity, foster integrity, and transform lives.*

Our Mission Statement speaks to the differences that a Prior Park education makes to the young people we serve. Every child is searching for a sense of who they are and the sort of adult they want to become. Schools play a role on this journey. Great schools, like Prior Park, help our students to explore who they are and find the adult they wish to be.

## OUR VALUES

### Curiosity

- Being curious is a virtue and a value.
- The days of unquestioningly doing what you are told are over.
- Dogma is not a 21st Century virtue. Questioning definitely is.
- We provide a safe environment to encourage curiosity in every respect.  
We give students 'Room to be Me'.

### Generosity

- Kindness is a word often used by people to describe Prior Park.  
Where does it come from? A place of generosity.
- So much of our Mission Statement 'communities... love... serve... transform', can be seen to come from a place of generosity. To be generous is to be accepting of difference in all its forms. To be generous is to look to serve others.
- Generosity gives life both meaning and purpose.
- Acceptance – not merely toleration – of others comes from a place of generosity.

### Courage

- To act consistently, in accordance with our values, takes courage.
- To have faith in a world where many do not, takes courage. To not have faith and still live in a moral, civilised manner, takes courage.
- To have courage to give responsibility for learning to the students. Courage to let them fail and I learn from that experience.
- Courage to act honestly and with integrity when faced with tough consequences.

## USEFUL CONTACT INFORMATION

### POSTAL ADDRESS

Prior Park College, Ralph Allen Drive, Bath BA2 5AH

### RECEPTION

Telephone: +44(0)1225 835 353

Email: office.ppc@priorparkschools.com

### ADMISSIONS DEPARTMENT

Telephone: +44(0)1225 831 000

Email: admissions.ppc@priorparkschools.com

### FINANCE

Telephone: +44(0)1225 837 491, Ext 300

Email: finance@priorparkschools.com

### HEALTH AND WELLBEING CENTRE

Telephone: +44 (0) 1225 831 019

Email: healthcentre@priorparkschools.com

### WEBSITE

priorparkcollege.com

## SENIOR LEADERSHIP TEAM

### HEAD: Mr Ben Horan

- Accountable to Governors, responsible for progress and welfare of the school
- Leads the strategic direction of the school
- Oversees the day to day running of the College by his Senior Leadership Team
- Liaises with external bodies
- Meets all prospective parents and students
- Appoints all new staff
- Maintains an "open door" to all staff and parents by appointment

### DEPUTY HEAD ACADEMIC: Mr Chris Gamble

- Manages the running and progress of academic departments, academic staff resourcing, timetabling, curriculum development and delivery and academic and teaching standards.

### DEPUTY HEAD PASTORAL: Mrs Isobel Burton

- Pastoral management and care, (including behaviour and wellbeing), safeguarding, professional conduct, inspection preparation, co-curriculum, registration and attendance, boarding provision.

### ASSISTANT HEADS:

**Activities** – Responsibility for the co-curricular activities, whole-school events and weekend sporting programme.

**Compliance** - Responsibility for ensuring the school is compliant in relation to statutory and regulatory legislation (e.g. ISI Inspections)

**Director of Studies** – Responsibility for timetabling, calendar, parents evenings and GCSE / A Level options.

**Head of Sixth Form** - Oversees all aspects of Higher Education, in overall charge of the enrichment and Sixth Form assembly programme and development of Sixth Form life.

**Pupil Intervention** – Responsibility for supporting students who are under-performing, require individual support.

**Teaching and Learning** – Responsibility for supporting students and staff with improving the quality of learning.

**Tracking** – Responsibility for reports and Academic data.

**Wellbeing** – Responsibility for student and staff wellbeing.

**DIRECTOR OF OPERATIONS AND FINANCE** - Has overall responsibility for the management and leadership of all support (non-teaching) elements of the Prior Park Schools and is the Clerk to the Governors. The DOF is responsible to the Heads for the business, operation and financial functions of the Schools and to the Chair of the Governing Body for the financial and material state of the Schools and the Governance of Prior Park Educational Trust as a whole.

## OTHER KEY CONTACTS

**Housemasters and Housemistresses (HSMs)** - Have management responsibility for the overall pastoral and academic care of all students in their House, reporting to the Deputy Head Pastoral.

**House Parents** - Have responsibility for the boys' and girls' boarding houses. Their role is to focus on the boarding experience for students. They are the key contact point for parents of boarders.

**Form Tutors** - Each year group has a tutor team, managed by the Housemaster or mistress. Tutors monitor student attendance, welfare and academic progress. Tutors communicate school information to students and parents and also monitor student uniform, appearance and behaviour. ***Your child's tutor is your first port of call in the event of school questions.***

**Heads of Academic Departments (HODs)** - Responsible for curriculum delivery, organisation of the department and supporting teaching staff, reporting to the Deputy Head Academic.

**Head of the Learning Development Programme (LDP) and SENCO** - Responsible for monitoring and assessing the progress and needs of students with LDP or SEN requirements. Assesses prospective students prior to Admission and reports to Assistant Head Pupil Intervention. Informs and liaises with staff on individual student's needs. Develops Individual Education Plans for students on the LDP register.

**Examinations Officer** - Responsible for the conduct of all external examinations and testing, and for maintaining the College's reputation for excellence with the Examination Boards and other regulatory bodies.

**Independent Careers Advisor** - Co-ordinates the careers programme and provides support for House staff in career advice.

**Lead Nurse, Health and Wellbeing Centre** - Manages a team of health and wellbeing assistants, providing proactive and holistic care for students' physical, mental and emotional wellbeing.

**Transport Manager** - Co-ordinates transport routes for school buses.

## NEW PARENTS

Thank you for choosing Prior Park, all new parents will be emailed a 'New starter information pack' well ahead of agreed start dates at the College.

Your pack will contain further documentation that you will need to complete and return ahead of admission dates, such as Health forms and consent forms. If you are considering transport services or music lessons, it is also advised that you complete the forms at the back of this handbook sooner rather than later to secure a place. You can also download forms from the College website.

## GENERAL INFORMATION

### BEGINNING OF TERM

All students should arrive at College ready for the first day of term. Any exceptional requests for variation should be made to the Deputy Head Pastoral at least one week in advance.

### REGISTRATION

Registration takes place at 8.30am and 2pm. Students who arrive outside the morning registration period should report to Reception. Request for planned absence from school should be forwarded to Mrs Isobel Burton and Mr Gamble at least 7 days in advance. Unforeseen absence must be notified on the 1st day by email to the House before 8am or by telephoning the House or School Reception between 8.00- 8.30am.

### ARRIVAL AND COLLECTION

Day Houses provide supervision from 8.15am.

### Recommended collection and dropping-off points

- Baines/Brownlow - The Pavilion
- St Paul's Day students - The Pavilion
- Arundell, Burton, Clifford, English, Fielding - Arundell drop zone and the main car park
- School buses will run from the Sports Centre

NB. In the event of severe weather, students will be kept safe in Houses and the Mansion until parents arrive.

## WEEKLY ROUTINE

Prior Park College has a two week timetable. All lessons rotate from Week A to Week B apart from Games which is fixed.

	MON	TUES	WEDS	THURS	FRI	SAT
8.30am	House Assembly	Tutor Time	Tutor Time/ Wednesday Worship	Tutor Time	Whole School Assembly	
9:00-9.55am	Period 1					Borders Breakfast
10:00-10:55am	Period 2					Saturday Active
10:55-11:20am	Break					10:00-11:30am
11:20-12:15pm	Period 3					Border Lunch
Lunch 1 12:20-1:15pm	Period 4					12noon
Lunch 2 1:20-2:00pm	Lunch/Activities					Sports Fixtures- compulsory for all students selected.
2:15-2:25pm	Registration				House Assembly	
2:30-3:25pm	Period 5					
3:30-4:25pm	Period 6					
4:25-4:45pm	Break/Registration/Committees					
4:45-5:45pm	Activities/Prep				School buses depart 5pm	
6:00pm	School Buses Depart					
6:00-6:45pm	Supper					

## COLLEGE EVENTS OR SPORTS FIXTURES

Students are expected to participate in all College events and fixtures if chosen. Saturday sports fixtures are a routine expectation, as are weekend rehearsals or performances. Open Morning and Speech Day are also compulsory.

## LEAVING COLLEGE PREMISES AND EARLY HOME

- No student should leave the school premises during the school day without the knowledge of House staff, signing out at Reception once staff are notified
- Boarders and Sixth Form students may visit Combe Down village at defined times and for limited duration
- Rainbow Wood, the Valley, Monument Field and the Alley woods of Combe Down are out of bounds areas, to ensure personal safety.

The period between 4.45-5.45pm is used for prep or activities. Day students may opt for an early home when they may leave the College at 4.30pm, but this must be agreed with Housemasters or Housemistresses in advance. Students are expected to go directly home unless other plans have been agreed with parents.

## HOLIDAYS AND REQUESTS FOR ABSENCE

The College provides ample holidays, entitling students to have a full and productive term. Please do not book family holidays that will impinge on the College term. If exceptional circumstances arise, please email the Deputy Head Pastoral well in advance, [iburton@priorparkschools.com](mailto:iburton@priorparkschools.com). Only the Deputy Head Pastoral can sanction such request. Requests for absence need to be made in writing as far in advance as possible (not less than seven days). Granting leave of absence is, in law, at the discretion of the Head and is not an automatic entitlement. Please try to ensure where possible that boarders do not book flights requiring them to leave before the end of term, as they may miss vital lessons.

## ROAD SAFETY

Please note there is a 10mph speed limit throughout the College one-way system. Safety of students is of paramount importance and vehicles should always give way to pedestrians. In addition, it is vital that access is kept clear for emergency vehicles, and therefore vehicles must not be parked along the main drive.

Students should use the designated pathways and recommended walking areas, showing due attention to traffic.

**NB: Parking on site is for staff and students. Parents are not permitted to park on site to walk dogs or to access Bath train station.**

## STUDENT SAFETY

- Day students must stay within the confines of the school throughout the school day. This rule extends into the evening if students stay for evening events
- Students being collected must wait in defined waiting areas. After 6.05pm any students still awaiting collection must go to the Mansion.
- Students staying for evening events remain under supervision of House staff or are supervised by staff running the event. Students should wait in the Mansion Hall after supper (not in Houses) before attending the event
- Only Sixth Form students may visit the village (with permission) during the school day
- Day students may take an early home (leaving at 4.30pm or 4.45pm on a Friday) by agreement with Housemasters or Housemistresses and their family. We encourage all students to take an active part in the co-curriculum and would expect students from L3 – U6 to stay until 6pm for an activity (including prep) at least once a week
- All students must show caution and good sense in use of digital media, safe-guarding their identity and respecting the rights of others. All students must sign the College ICT Acceptable Use Policy and these principles extend to any use of digital media in order to keep the community safe and free from nuisance.

## COMMUNICATION WITH PARENTS

- Our MIS System (iSAMS) is used for most communications between home and school
- The parent section will allow for parents to view all communications, as well as the Parent Portal. Guidance on how to access iSAMS and the Parent Portal will be given at your child's information evening in the Michaelmas term.
- Communication between the Housemaster or Housemistress or Form Tutor is easiest by email or telephone
- Parent and teacher evenings occur at least once a year
- The website is regularly updated with news and success stories, diary and event dates. The website is also a vital source of information in event of weather difficulties, cancellations or emergencies
- Prior Knowledge, a weekly news digest from the Head, is emailed to parents every Friday
- SOCS - Parents should use SOCS to check information about sports fixtures, team selection and co-curricular activities.

## COMMUNICATION WITH STUDENTS

- All students are issued a Microsoft Teams account and school email address on joining and they should check this regularly
- The chat function on MS Teams provides a quick and easy way for students to communicate with their teachers
- House and College Assemblies
- House Handbooks
- PSCE lessons. This programme includes material on self-respect, relationships, drug education, life issues and the moral and religious dimensions of such subject matter
- Weekly pastoral time where House Tutors deal with a pastoral programme, centrally defined, allowing sensitivity to local issues and wider moral and current issues.
- The Prior Park College Welfare Statement highlights the availability of the Health and Wellbeing Centre, School Counsellor, Deputy Head Teachers, Head, Social Services and Childline as resources for students. This is published in Houses with helpful contacts and this handbook.

## PERSONAL LEARNING DEVICES (PLDs)

We recognise the paramount importance of developing real digital literacy in our students. Digital technology, used appropriately, also makes our teaching and learning more effective, giving teachers a much broader range of tools for retrieval practice, modelling, feedback and more. As such, all students at PPC are issued with a Personal Learning Device (PLD), leased from the school under the PLD Agreement. This is very much not to replace pen and paper, but to enhance the learning experience. The balance of digital and on-paper working varies somewhat per-subject but is broadly pitched through the school according to the following guidelines:





**Key Stage 3 (L3, F3, F4):** PLDs used mainly as a content resource, with the majority of work, and particularly long-form work, still completed on pen-and-paper.

**Key Stage 4 (L5, U5):** PLDs remain a content resource, but more work will be assigned and completed digitally when this is a more suitable medium. Some long-form work, like essays, is completed on PLDs at these levels. There is still a deliberate focus on handwriting in exam

preparation, with a large proportion of past exam questions and papers completed on-paper.

**Key Stage 5 (L6, U6):** The balance now shifts entirely to what works best in each subject. In some disciplines, almost all students' work might be digital. In others, like Art, almost all their work will be off the computer.

Whilst individual teachers and Heads of Department are best placed to plan the nuance of how PLDs can best support high-quality Teaching and Learning in their classrooms, the following guidelines are followed by staff and students for appropriate consistency:

COMMUNICATIONS	ORGANISATION	BEHAVIOUR	BALANCE
			
Communication between teachers and students via Microsoft Teams to generally advised to fall between 8am-6pm	Digital classwork tasks at KS3 are only provided via OneNote where possible	Students are encouraged to close all background applications in class, to avoid distraction	The use of PLDs must not distract from the development of literacy. Longer pieces of writing should be handwritten
Students are advised to set Microsoft Teams to 'do not disturb' during lesson time to minimise distraction	Students are supported in the organisation of digital work with clear topic sections, page titles and dates	Gaming and inappropriate use of 'Chat' during lessons will be dealt with harshly as Step 2+ on the Behaviour Policy	Students planning to handwrite in exams should be given ample opportunity to practice under timed conditions
Homework tasks are communicated in person by teachers, detailed in Microsoft OneNote and attached to an Assignment in Teams	Each students must have a 'Prep' section in OneNote for submission of homework and to receive feedback	Teachers reserve the right to block internet access, mirror screens and investigate suspected misuse of PLDs to maximise behaviour for learning	Lesson activities should be varied to allow short periods of time to look away from screens every 20 minutes

## MONITORING & CONTROL

Both to keep students safe and to make sure they stay focussed when learning on their PLDs in lessons, the School operates a number of monitoring, control and filtering systems to manage students' experience when using their PLDs.

This includes, but is not limited to, real-time monitoring of students' screens by staff in lesson time, and monitoring and filtering of internet access at all times.

Our real-time monitoring technologies are confined to monitoring screen-content. The school will not activate or monitor webcams and/or microphones on PLDs, except during normal Teams calls. Real-time monitoring is generally not used outside of lesson-time, and this is its primary focus, but the School reserves the right to use real-time monitoring at any time to keep students safe.

### Positive behaviour for learning with these devices is supported with the acronym CASE:

<b>C</b> harged	<ul style="list-style-type: none"><li>• Every student must attend school with their device fully charged</li></ul>
<b>A</b> ppropriate	<ul style="list-style-type: none"><li>• Students must check Teams and Outlook daily to communicate with their teachers</li><li>• They must use the 'Assignments' function in Teams to manage and prioritise their completion of homework and must mark Assignments as being 'Submitted' to ensure that this area remains organised</li><li>• Devices should not be covered in stickers or graffiti</li></ul>
<b>S</b> afe	<ul style="list-style-type: none"><li>• Students must act in accordance with the Acceptable Usage Agreement to stay safe online</li><li>• Students take full responsibility for keeping their own PLD safe and must take reasonable precautions to safeguard others' devices</li><li>• A carry case must be used to transport the device around site, within a school bag where possible</li><li>• The device should not be left in public areas</li><li>• No student should touch or use another student's device</li></ul>
<b>E</b> ducational	<ul style="list-style-type: none"><li>• Students should be 'ready to learn', with their device on the desk, lid closed, at the beginning of each lesson, unless directed otherwise by their teacher</li><li>• Students must use their device exactly as instructed by their teacher, and close background applications to avoid distraction</li></ul>

## MOBILE PHONES

- Students in L3 to U5: Phones handed to their tutors every morning and returned at 4:30 pm
- Sixth Form students: 'Invisible phone' policy - phone switched off and kept in student's bag/pocket.

- Teachers will confiscate phones if seen around school and not being used with good reason
- The College accepts no liability for mobile phones

NB: Parents, please do not telephone your children during the day unless there is an urgent need

## SUPPER

If students are involved in performances in the evening, supper can be supplied at no cost to the student. However, if the student is attending a performance as a member of the audience, they must obtain a supper ticket at least 24 hours in advance of the production. Supper tickets can be obtained at a small charge from the catering office or reception.

## FLEXI AND OCCASIONAL BOARDING

Flexi boarding enables your child to stay 1, 2 or 3 nights per week per term. It needs to be booked in advance of the start of term to guarantee a bed as it is subject to availability, email: flexiboarding@priorparkschools.com. Flexi boarding includes supper, bed and break-fast and any boarding activity on that night.

## MASS

The whole boarding community celebrates Mass together most weekends - timings of Mass rotate between Saturday 6pm, Sunday 11am, Sunday 5pm. Parents and Day students are most welcome to come to any Mass.

## THE SIXTH FORM

All Sixth Formers are expected to act as positive role models for younger students. Sixth Formers play a vital role in school management through our 'student voice' and committee system. In addition, they undertake duties at school and in House and monitor behaviour and welfare of younger students

Our Peer Mentor programme is a key feature of our pastoral care. Students can undertake a six week training course in the Lower 6 and become peer mentors in the summer term of the Lower 6. The support Sixth Form students can provide is so beneficial to the community and it also enables sixth formers to develop crucial leadership skills.

All Sixth Form students study 'Prior 4 Life' during the Lower and Upper Sixth. These lessons form a crucial part of their pastoral education and personal development. Across the Sixth Form, students will study twelve module of six periods. These range from managing finances to ethics. These lessons are complemented by a weekly General Studies lecture programme. More information will be sent to Sixth Form families at the beginning of the academic year.

Prior Park offers flexibility to Sixth Formers, but this must reflect discussion with their Housemaster or Housemistress. Sixth Formers are advised to stay in school until 6.00pm, using study facilities or participating in activities. However, Sixth Formers may wish to have greater flexibility and leave at 4.30pm. If so, they must establish a planned weekly routine with their Housemaster/Housemistress or Tutor.

## Cars and Driving

Only limited senior day student parking can be accommodated in a small designated area. Any permissions must be requested in advance from the Deputy Head Pastoral.

Housemasters or Housemistresses will explain the procedure.

- We accept sensible car use but withdraw permission if irresponsible behaviour occurs. This includes lateness to school, anti-social behaviour, and, of course, any dangerous driving
- Cars are to be used only for coming to school in the morning and going home at the end of the day. This permission is conditional and relies on adequate parking space and safe behaviour
- No student may carry other students as regular passengers unless permission has been given by any passenger's parents in a written letter to the College. Occasional needs to transport other students should be discussed with the Housemaster or Housemistress
- Sixth Form car drivers should confine car use to the journeys to and from school at the beginning and end of the day
- No casual lifts may be given to fellow students in conjunction with any activities. Any need to carry passengers must be discussed with the Housemaster or Housemistress
- The College can accept no liability for loss or damage to cars while on the premises
- Misuse of cars will cause permission to be suspended for a period of time. In any case of persistent abuse or dangerous behaviour, permission to bring a car to the College will be rescinded by the Head.

## APPEARANCE AND UNIFORM

### PRINCIPLES

At Prior Park College students wear a uniform that is designed to be smart, business-like and supportive of high personal standards. Hair and general appearance should be smart. Clean, properly fitting garments are expected. Every student should be in possession of all items of necessary College uniform and games kit.

### UNIFORM SUPPLIER

Uniform can be obtained from John Moore Sports, 2 Argyle Street, Bath BA1 4BA. Telephone 01225 466341, email [sales@johnmooresports.co.uk](mailto:sales@johnmooresports.co.uk), or via their website [johnmooresports.co.uk](http://johnmooresports.co.uk).

**POP** (Parents of Prior) run a second-hand uniform shop at the College – timings and contact details can be found on the College website: [priorparkcollege.com/current-parents](http://priorparkcollege.com/current-parents)

### NAMETAGS

Please clearly mark all uniform and kit with the student's name to facilitate return if lost. Large 15mm labels can be ordered online at [wovina.com](http://wovina.com), or telephone 01208 734 84. This method of labelling is recommended throughout the school.

### UNIFORM OCCASIONS

College uniform should be worn by Boarders and Day students at all official College occasions. Day students are expected to travel to and from the College in uniform, unless being collected by parents immediately after a sporting event. In that case, they should dress in full College tracksuit. On occasion, students will be told to attend school in their College tracksuit due to demands of sporting arrangements.

### SCHOOL BAG

College kit bags and rucksacks are available from our uniform supplier John Moore Sports.

## GENERAL APPEARANCE - L3-U5

<b>Hair</b>	<ul style="list-style-type: none"> <li>• Hair should be neat, tidy and of natural colour</li> <li>• Facial hair is not permitted</li> <li>• Hair can be worn down, with the exception of when students are in the Science Labs, DT Workshops, during PE and Games</li> </ul>
<b>Jewellery</b>	<ul style="list-style-type: none"> <li>• Matching stud earrings in the lobe of each ear</li> <li>• A watch</li> <li>• A small chain is allowed</li> </ul>
<b>Make Up</b>	<ul style="list-style-type: none"> <li>• No makeup for Baines students</li> <li>• Natural looking for F3-U5</li> <li>• Nail varnish is not allowed</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>• Shoes should be black, polishable and not too high</li> <li>• Trainer shoes are not allowed</li> </ul>
<b>Coats</b>	<ul style="list-style-type: none"> <li>• Coats should be worn on top of uniform (not in place of blazers) and not worn in classrooms</li> </ul>

## UNIFORM LIST - L3-U5

A full list of Prior Park uniform – all available from our uniform supplier John Moore Sport. Our uniform policy is gender neutral. Sizing from our uniform supplier is based on girls/boys sizing.

SCHOOL UNIFORM	SPORTS UNIFORM
Pinstripe blazer	School training top in school colours
White long-sleeved daywear shirt or White three-quarter sleeved blouse	School tracksuit bottoms in school colours
Pinstripe trousers or Pinstripe knee-length skirt or trouser	Polo shirt in school colours
V-neck jumper	PE shorts/skort in school colours
Navy tights or ankle socks	Rugby shirt in school colours
School tie for students in L3 and F3 (if wearing a daywear shirt)	Rugby shorts in school colours
House ties for students in F4 to U5 (if wearing a daywear shirt)	Pale blue rugby/hockey socks
	Navy baselayer (optional)
	Cricket shirt/tennis polo shirt in white/sky
	Short sleeved cricket slipover/white tennis hoody
	Cricket trousers/white tennis skirt
	White baselayer (optional)
	Navy swimming shorts/swimming costume
	White sport socks

Students can wear games kit to school on days they have PE lessons or games sessions during periods 1-6. Smart uniform must be worn on other days.

## ACCESSORIES

Personalised small games bag in school colours or Personalised medium games bag in school colours  
Personalised rucksack in school colours  
Navy laundry bag (boarders only)  
High-viz armband (optional)  
Navy swim cap  
Navy baseball cap (optional)  
Navy beanie (optional)  
Scarf in school colours

## FURTHER EQUIPMENT

Available from any store:  
Hockey stick compulsory for boys and girls  
Gum shield compulsory for boys and girls  
Shin pads compulsory for boys and girls  
Astro trainers recommended for boys and girls  
Tennis racquet compulsory for girls, optional for boys  
Studded boots for rugby compulsory for boys

## UNIFORM AND APPEARANCE - SIXTH FORM

Overall, we want to display clear standards, matching those of the world of professional employment.

<b>Hair</b>	<ul style="list-style-type: none"><li>• Hair should be neat, tidy and of natural colour</li><li>• Facial hair is not permitted</li><li>• Hair can be worn down, with the exception of when students are in the Science Labs, DT Workshops, during PE and Games</li></ul>
<b>Uniform</b>	<ul style="list-style-type: none"><li>• Blue, Black or Dark Grey formal cut cloth</li><li>• Trouser suit or Skirt suit are allowed and must be smart and business-like</li><li>• Dresses may be worn with a matching jacket</li><li>• May wear own blouse or shirt and tie but these be smart. T-shirts are not allowed</li><li>• Jumpers should be smart</li><li>• Polo necks are allowed in winter but should be formal</li></ul>
<b>Jewellery</b>	<ul style="list-style-type: none"><li>• Matching small earrings in the lobe of each ear</li><li>• High earrings are allowed for Sixth Form</li><li>• A watch</li><li>• A small chain is allowed</li></ul>
<b>Make Up</b>	<ul style="list-style-type: none"><li>• Natural looking</li><li>• Nail varnish should be subtle</li></ul>

<b>Shoes</b>	<ul style="list-style-type: none"><li>• Shoes should be smart black or brown and not too high</li><li>• Smart boots are acceptable in winter</li><li>• Trainer shoes are not allowed</li></ul>
<b>Coats</b>	<ul style="list-style-type: none"><li>• Coats should be worn on top of uniform (not in place of jackets) and not in classrooms</li></ul>

Sportswear must be worn for all games sessions. Essentials: Tracksuit bottoms, sweatshirt, polo shirt. Shorts/skort in College colours, trainers.

Team games players will need the correct kit for their sport. The school provides match day kit for senior team sports but not training kit.

Students can wear games kit to school on days they have PE lessons or games sessions during periods 1-6. Smart uniform must be worn on other days.

## HOT WEATHER

In exceptional bouts of hot weather, the Head may authorise adjustments to uniform, otherwise normal uniform is to be worn.

## RELIGIOUS AND SPIRITUAL LIFE

### PRINCIPLES AND SPIRIT

Prior Park College is a Catholic school which warmly welcomes students of other Christian denominations, other religions and those of no religion. Many parents choose the College because of its strong Christian community.

Prior Park places God at the centre of the school community, taking seriously its mission to live out the school motto, Deo Duce Deo Luce, meaning God our guide, God our light. The Christian spirit and principles inform all aspects of the school community.

### CHAPLAINCY

All staff share the responsibility for upholding and developing the College's religious character.

Prior Park takes seriously the practical implications of ecumenism. For example, preparation for Catholic or Anglican Confirmation is offered.

## **LITURGY AND SACRAMENTS**

Whole School Masses are held at the beginning and end of term, and at other times such as Holy days of obligation and important feast days, for example All Saints, Ash Wednesday, Ascension, Corpus Christi and the feast of St Peter and St Paul (the Patron Saints of the College). All students are expected to attend these.

Each week in term-time we hold a weekend Mass, this may be scheduled for a Saturday evening, Sunday morning or Sunday evening, and is open to all. Boarders are expected to participate. The weekend liturgy is enhanced by either the Senior or the Junior Chapel Choir. Students of various denominations are invited to become altar servers and sacristans for the range of Masses. Services of Reconciliation are held for all year groups during Lent.

The Michaelmas Term ends liturgically with Carol Services and the Lent Term with a service of Lenten readings and hymns reflecting on the Passion and looking towards Easter.

## **RETREATS AND PRAYER**

Students may go on Retreat to experience time away from the College at suitable times throughout the year, with a special focus on developing their spiritual awareness.

Currently, day retreats are offered at some stage of the year to L3, L5, U5, L6 and U6. These days are always most enjoyable, with interactive exercises, helping to create a sense of awareness of others, prayer, meditation and Mass, prepared by the students.

The whole school meets weekly in the Chapel for an Assembly and, on rotation, year groups attend an act of worship on a Wednesday morning. Prayers are routinely held in House Assemblies.

## **TEACHING**

For years L3 to U5 Theology is a core subject and all students take Religious Studies GCSE. The Sixth Form explore a wide range of religious and moral issues as part of Prior 4 Life.

# **THE HEALTH AND WELLBEING CENTRE**

## **MEDICAL OFFICER**

We have a School Medical Officer for Prior Park College, a highly qualified GP, who is also a Partner at a local Doctor's Surgery. The Doctor's Surgery is held at the Health & Wellbeing Centre during term time on Monday mornings at 10.30am. Students over 16 can consult the Doctor through a booked appointment at the Health & Wellbeing Centre. Students under 16 may be referred via Nursing Sisters, or on request from Parents or Housemasters or Housemistresses. Any student may request to have a consultation with any Doctor at Combe Down Surgery if preferred.

## **SCHOOL GENERAL PRACTITIONER (GP)**

We also have a School GP for Prior Park College boarding students, a highly qualified doctor, who is a Partner at Combe Down Surgery.

The GP clinic is held at the Health & Wellbeing Centre during term time one morning per week. Students who require appointments more urgently can see a GP at Combe Down Surgery.

## **HEALTH AND WELLBEING CENTRE HOURS**

Monday-Friday 8:00am-6:00pm, term time. All students can attend before and after lessons and at break times. Emergencies will be seen at any time during opening hours. Out of hours emergencies will be managed by the boarding team who are first aid trained. Students should feel free to come to see the nursing team with any physical or mental health queries or concerns.

## **STUDENT INFORMATION**

A health form must be submitted at least two weeks prior to starting school. All medication must be handed in to the H&WBC for storing and dispensing. Medication required on evenings and weekends will be dispensed to the boarding houses in advance. Boarders who take regular medication may be assessed for self-administration with a supply being dispensed weekly from the H&WBC. Students who require emergency medication for their condition must carry what they need, and a spare kept in the H&WBC. Any student who has a health need will have a care plan created for them. Students should not carry any other medication including non-prescription medication whilst at school.

## **APPOINTMENTS**

Should a boarding student require an out of school emergency medical appointment e.g. dental, physiotherapy this will be organised by the health and wellbeing team. Students needing to be accompanied to appointments will be escorted by a member of our team or a member of boarding team if their parent or guardian is unavailable.

## **COUNSELLING**

Jan Robertson is our counsellor. Appointments can be booked directly by emailing; [jrobertson@priorparkschools.com](mailto:jrobertson@priorparkschools.com) or via our Deputy Head Pastoral, the Health and Wellbeing Centre or house staff.

## ACADEMIC MATTERS

Our academic provision is built around a deliberately broad range of academic, that is, abstract, not vocational, disciplines, taught by inspiring subject specialists. We also believe fervently in the education of the whole person; a strong tradition of co-curricular education works in close partnership with this ambitious and deliberately broad academic curriculum, giving students the range and breadth to discover and pursue their individual gifts, talents and passions to the fullest extent.

Teachers throughout the school always aim to stimulate interest and encourage independent research and an enquiring approach in our students.

## EXPECTATIONS OF STUDENTS IN THE CLASSROOM

### BEHAVIOUR FOR LEARNING

Students are expected to be 'ready to learn' from the second they step on to the school site. In the classroom, students' exemplary behaviour, as guided by the poster overleaf, sets the tone for learning.

### OVERVIEW OF STUDENTS EXPECTED BEHAVIOUR

- Students should know the rules, accepting the ethos of the school and supporting it
- Students must respect the Law of the Land and observe it
- Students should be honest, trustworthy and respect other people and property
- Students must be punctual to lessons, assemblies, clubs and all school events
- Students must wear their uniform properly, and it should be neat, clean and tidy
- Personal relationships must be conducted in a considerate and appropriate way
- Students should only use mobile phones and PLDs in accordance with the Mobile Phones and PLD Policies
- Students should avoid behaviour which is anti-social or could injure themselves or others
- The routines and boundaries of the school must be respected
- Students must attend all their classes, activities, fixtures and planned events
- Students must do all work on schedule and use study time effectively and appropriately

We encourage parents (and students) to read the Behaviour Policy, which can be found on our website.

### START



**Arrive equipped, be ready to learn**



**Set the tone and show respect**



**Start the 'do it now' task**

### MIDDLE



**Show me you're listening and avoid distraction**



**Silent Work, Quiet Work  
Group Work, Class Discussion?**



**Get involved, have a go, take risks**

### END



**When the teacher says it is the end of the lesson...**



**Pack away and tidy up together**



**Thank your teacher**

## ACADEMIC SUPPORT

### ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

Students whose mother tongue is not English sit the Prior Park College Entrance Test in English to ascertain language competency. This includes an interview with a member of the EAL Department, which may be conducted via skype. Other tests may be accepted as proof of language ability, eg UKISET. On arrival, further testing is conducted and a decision is taken as to whether EAL lessons will be necessary. This test is mandatory unless past performance proves competency through a recognised written examination in English (e.g. IGCSE/FCE/ IELTS) because writing skills are of paramount importance in a world of written examinations.

Once tested, a decision is taken as to whether EAL lessons are necessary. There are three possibilities:

- **Competency is proven to be acceptable** in which case no EAL lessons are necessary.
- **Competency is adequate but help may be needed** depending on grades, exams, and progress in mainstream subjects. The student proceeds as above but is monitored to ensure he/she is coping well; otherwise action is taken as indicated in the point below.
- **Competency is not proven to be adequate** so EAL lessons are deemed obligatory. Students take EAL lessons until competency is proven by achieving grade C/level 4 or above in IGCSE in ESL. In F4 students take EAL classes in place of mainstream English. In L5 and U5 students typically take EAL classes to prepare for IGCSE in English as a Second Language (ESL) in place of GCSE English Language and English Literature. Classes in place of mainstream English classes are without charge. Additional private lessons are sometimes deemed necessary or are requested by the student or parents. These classes are charged to parents and an invoice is sent at the end of each term.

The EAL focus for Sixth Formers is normally the International English Language Testing System (IELTS), which is required by many UK universities as proof of English competence. These classes are normally arranged on a private basis and charged to parents. After this, although EAL lessons are no longer obligatory, they may continue if the student and parents wish.

All overseas students are encouraged to speak English throughout the day, and using their native language is discouraged. This is for good reason – to ensure that English language is used and practised as much as possible daily. This also helps international students become integrated quickly within the life of the boarding house and in the College. It is particularly important that only English is spoken during lessons (although students may ask for the teacher's permission to use their native language to briefly translate a word or concept). Failure to comply will affect the student's continuation at the College.

### LEARNING DEVELOPMENT PROGRAMME (LDP)

Some students accepted into Prior Park may need the more specialist assistance of the Learning Development Programme. Year 7 and 8 students will come out of an academic lesson, normally one of their two languages, whilst students in Year 9 and beyond will be timetabled according to their free periods. LDP lessons are subject to a small additional charge.

### LIBRARY

The Library is located within the Mansion building and welcomes every member of the Prior Park community. It is staffed Monday to Friday from 9.00am-6.00pm.

Our librarians regularly organise activities such as book clubs and author visits.

Books on offer largely reflect curriculum needs but also includes general interest. There is a comprehensive range of fiction for teenagers and adults and a wide-ranging film and music collection.

## ACADEMIC PROGRESS

We monitor your son or daughter's academic progress closely as they advance through the College to ensure they make the most of themselves and their time at Prior Park. Their Tutor and Housemaster / Housemistress are the key people here, touching base with your son or daughter every day, but teachers, Heads of Department and the SLT will also directly and regularly oversee their academic progress.

### ACADEMIC AWARDS & MERITS

Your son or daughter can earn Merits at any time during the year. These are awarded by teachers in recognition of exceptional work, either in class or prep. Merits can also be awarded for significant contributions to the life of their House or the wider School. Merits are recorded digitally, and your son or daughter's tutor will keep a careful track of the Merits they earn during each term. Separately to Merits, formal Academic Awards are presented by the Head, on recommendation by your son or daughter's teachers, at the end of each term for Academic Effort and Achievement.

### ACADEMIC ASSESSMENT & REPORTING

Each term, your son or daughter will generally receive both a set of Assessments, usually at half-term, and one of either a parents' evening or set of written academic reports, usually at the end of term. At the start of each Key Stage, they will also have a Baseline test. These various assessment structures are explained in more detail below:

#### Assessments

Assessments are a set of grades, showing both effort and attainment in each subject your young person is studying. Depending on where your young person is in their academic programme, these grades might come from School exams, in-class tests, or simply from their recent classwork and prep.

Following each set of Assessments, your young person's tutor will review and discuss progress with them, including their progress relative to their baseline grades if in L5 or above (see below).

#### Baseline tests

Students have a baseline test at the start of each Key Stage. These are a series of short online tests using a proprietary system that ask general questions about shapes, numbers, words and patterns and require no preparation or revision. The tests adapt to each individual student and give us valuable information about how best to teach them. At GCSE and A Level, the baseline system also generates a 'baseline grade' in each subject for your young person. This is the most

common grade that past students with similar profiles have historically gone on to achieve in each subject. It isn't a predicted grade for your son or daughter, but serves as a useful reference point to help them (and us) judge their own attainment grades.

**Written academic reports**

These are written by your son or daughter's individual subject teachers and will contain a comprehensive summary of your son or daughter's progress in each subject, usually along with helpful and pertinent targets or suggestions for future improvement. Your son or daughter's tutor and/or HsM may also add a more general comment about their contribution to the wider House and School.

In parallel with the academic report is a co-curricular report which includes comments on students' progress in sport and music.

**Academic Parents evenings**

The academic Parents' Evenings comprise a formal meeting with each of your son or daughter's teachers to discuss their progress. These meetings happen online and are arranged via Schoolcloud, our easy-to-use and intuitive video-conferencing system. The approximate positions of these parents' evenings in the year are shown below.

Year Group	Approximate Date
L3	December
F3	January
F4	February
L5	November
U5	February / March
L6	October / November / June
U6	March

Parents are keenly encouraged to contact the school if they have any concerns or wish for further advice. Apart from the key academic figure of the tutor, parents may also contact the Deputy Head Academic directly for assistance with any matters relating to students' academic progress.

**ACADEMIC PROGRESSION**

We expect students at Prior Park to show evidence of sustained positive commitment to academic progress and support for the College's standards. To that end, your son or daughter's tutor, teachers and Heads of Department will constantly monitor their academic progress to help them stay on track and make the most of themselves.

More formally, as explained above, each term your son or daughter's tutor, Housemaster/ Housemistress and the SLT will review their Assessments to make sure they are showing that commitment to academic progress and will intervene quickly if not.

Progress into the next academic year is conditional on fulfilment of academic and behavioural expectations, and entry into the Sixth Form and progress from L6 to U6 is dependent on an ability to benefit from higher studies, showing aptitude and maturity. For Sixth-Form entry, the School generally suggests a minimum overall working level of 6 GCSEs at grades 9-6 to

benefit fully from our provision. Individual subject choices are assessed, along with overall progression, at a number of key stages by the academic team according to the School's Progression into Sixth Form policy, available via Reception.

**COURSE MATERIALS**

Students are expected to keep in good condition and look after their PLD (Personal Learning Device) and all textbooks and other materials that we provide. Exercise books, and files are to be free of scribbling and graffiti, reflecting their role as important academic documents. More information is provided elsewhere about specific care for your son or daughter's PLD.

All textbooks must be returned by students at the end of the year to the relevant Department and PLDs must be returned before a student leaves the school. More specific instructions for book return will be provided at the end of each course.

Neither textbooks, nor PLDs can be accepted by Reception, and any loss or undue damage must regrettably be charged to your school bill. Further information on the PLD scheme is detailed in the PLD Agreement.

**DETENTION**

A regular schedule of Detention is maintained. Detention is there to help students who are persistently falling behind with a piece of work or prep, or who need a dedicated and compulsory period of time to reflect on their behaviour.

In Lunchtime Detention, students will sit with a member of the SLT to catch-up missed work or reflect on their behaviour as appropriate. A separate After-School Detention runs on Fridays with a Deputy Head for more serious issues.

Teachers will always make the reasons for a Detention very clear, and Detention is compulsory. It takes priority over any other activity, including early-home in the case of an After-School Detention.

## THE SCHOLARSHIP PROGRAMME

### ACADEMIC SCHOLARSHIPS

Academic scholarships are awarded at three main points during students' career at Prior. At 11+ (L3 entry), students are automatically considered for academic scholarships upon their entry into the College, based on their performance in the entrance examinations and at interview.

At 13+ (F4), existing scholars have their award automatically reviewed based on their performance and contribution thus far, and non-existing award holders are able to apply for an academic scholarship. Such candidates are considered on the basis of their F3 assessments and a formal interview.

Similarly, at 16+ (L6), existing scholars are automatically reviewed, and non-scholars are able to apply for an academic scholarship. This is based on specific scholarship papers and a formal interview.

Academic scholarships confer a fee remission ranging from 'in-name-only' to 10%, and grant access to the College's extensive Scholarship Programme of meetings, lectures, debates, trips and other enrichment activities.

### ART, D&T, MUSIC, DRAMA & SPORT AWARDS

Students who are already at the College in F3 and in U5 and occasionally others may also be recommended by the relevant Heads of Department for an award in these specific areas. The Head of Department will make recommendations to the Deputy Head Academic who will review them and make a final recommendation to the Head. Students may be asked to undertake practical assessments alongside external candidates, and of course there can be no guarantee that, even if a Head of Department invites a student to be assessed, an award will be made.

Much more information on the Scholarship Programme is available on our website at [priorparkcollege.com/admissions/scholarships](http://priorparkcollege.com/admissions/scholarships).

## PASTORAL CARE AT PRIOR PARK

Prior Park College strives to create a cohesive community and to support each member of it. The programme of pastoral care is central to this process and it aims to:

- Promote the welfare and happiness of all students
- Provide a variety of opportunities for helpful contact with staff, seeking to educate, challenge and support students
- Provide clear lines of communication, encouraging every student to raise any concerns or share ideas
- Protect children from abuse and from bullying.

### THE PASTORAL SYSTEM - HOUSES

All students are members of a House and within the House they are allocated a Form. The school aims to generate a sense of community and provide easy and appropriate channels of communication for students and parents. Kindness and mutual respect for all members of the school is an essential principle in the pastoral system, creating communities in which every member can flourish and feel safe and at ease.

The House team works to foster a positive, achieving and secure atmosphere. They meet regularly to ensure common purpose. Within the House system, senior students are given measured responsibilities and all students have opportunities to contribute to decisions. In addition, members of the SLT, Boarding House Parents and Health & Wellbeing Centre staff provide additional support to the pastoral role of the house in monitoring and fostering the progress of every student.

## WELFARE STATEMENT

### WHAT TO DO WHEN THINGS GO WRONG

Everyone will experience problems of one sort or another as they go through the College. Some are minor and students can solve them themselves, some are more difficult and may need the help of another person or a group of people.

Students may experience:

- Feeling that they cannot cope
- Problems with work or over tiredness
- Problems or difficulties with friends
- Thinking that their property has been stolen
- Feeling that they are being victimised or discriminated against on grounds of appearance, race, religion, gender, ability or for any other reason
- Feeling that someone has hurt, abused or harassed them or has made suggestions - sexual or otherwise - which they feel are inappropriate
- That they have been treated unfairly by a member of staff
- Feeling that they are being bullied, intimidated or treated unkindly or unfairly by another student or a group of students.

We expect our community to be aware that students may experience occasional problems which make them unhappy and we ask all students and staff to be sympathetic and supportive.

**Head of Boarding**

**Your Tutor**

**Your HSM**

**Safeguarding Team**

**Peer Mentors**

## Where can I go for help at Prior?

**Parent or Guardian**

**The LDP Team**

**Health and Wellbeing Centre**

**House Parent**

**The Counsellor**



**Local GP:**  
**Combe Down Surgery**  
**01225 832226**

These are all figures that also have a Pastoral responsibility in the College. They like meeting individuals and it's part of their job to sort out problems. You may not feel like you know them very well but, in some cases it can be beneficial to talk to somebody who is not closely involved with you from day to day. Your friends, a teacher you get on with or senior students will usually be sympathetic and ready listeners too. We also recommend students discuss things with their parents. Keep them informed of what is happening at school. Tell them what you are enjoying and if you have worries. Prior Park will always work with parents for the benefit of students.

### ANTI-BULLYING

All members of the community have the right to partake of education in a secure and happy environment, being safe to learn. The Prior Park community will not tolerate bullying. Bullying is the wilful, conscious desire to hurt, to distress, to threaten or frighten by word or deed. It can take a range of forms, but all are unacceptable. Our aim must be to eradicate bullying, instead creating a culture of kindness and promoting an environment in which cruelty and hurtful behaviour cannot thrive.

Be aware that bullying can take many forms and reject them-

- Roughness and physical threat
- Verbal cruelty and exclusion, including offensive racial, religious and cultural references
- Comments of a sexual nature or remarks relating to race, gender or sexuality
- Use of social media to harass and upset, by word and image.

Bullying is unacceptable and all members of the school must know this.

A Prior Park student has the right to-

- Be respected by others
- Express yourself and learn effectively
- Have your contributions valued
- Have your property respected
- Feel safe and content in the community.

A Prior Park student has the duty to-

- Be respectful of others
- Be considerate in your behaviour
- Avoid offensive behaviour
- Use social media with good sense
- Not tolerate bullying. Never support bullying in any form. Speak out against bullying or unkind behaviour.

A Prior Park student must do the following if they become aware of bullying-

- If appropriate and helpful, intervene and indicate your disapproval
- Report what you have seen to your Tutor, Housemaster or Housemistress
- If you don't feel confident, seek help from friends, a senior student, a teacher, the Health and Wellbeing Centre or your parents. All information will be treated sensitively and necessary action discussed with you.

## SAFEGUARDING

Prior Park upholds safe recruitment procedures, with careful checking of all individuals applying to work with children. This scrutiny involves necessary references and Child Protection screening, including Disclosure and Barring Service checks and reference to the Vetting and Barring Scheme administered by the Independent Safeguarding Authority.

There is a need to be alert to any possibility of child abuse. Staff are trained in safeguarding issues and there is a Designated Senior Lead for Child Protection (DSL) - at the College, this role is held by the Deputy Head Pastoral and he is assisted by a team of Deputy DSLs : Lead Nurse, AH Wellbeing, AH Pupil Intervention and Head of Compliance. In the event of concerns the DSL will liaise with the Local Authority Designated Officer, following B&NES Community Safety and Safeguarding Partnership (BSCCP) procedures.

All members of staff are made aware that any concerns about safeguarding and possible child abuse (physical, emotional, sexual, neglect) should be brought to the DSL (or his Deputy if he/she is not available), recording information on CPOMs and being sensitive in protection of information.

The DSL also plays a role as an E-Safety Officer. They liaise with IT staff to ensure that all users adhere to their Acceptable Use Agreement and act to counter any misuse, with close regard to the BSCCP action flowchart.

The DSL participates in the local Child Protection Forum and Annual Stakeholders' Meeting, and is fully engaged with external safeguarding agencies and legislation to fulfil our responsibilities until National Child Protection legislation.

## CODE OF CONDUCT

All Prior students should adhere to the following expectations, known as the Code of Conduct.

- Knowledge of College rules, of the rewards and sanctions which can apply, and provisions for appeal
- Awareness that the Law of the Land must be observed at all times
- Honesty, trust and truthfulness, respect for others and their property both personal and communal, including respect for the fabric of the College
- Courtesy, respect and consideration towards other students, staff and the public. This includes punctuality and politeness. Acknowledge and greet peers and members of staff. The appropriate wearing of uniform or other appropriate dress. We expect students and staff to look professional and smart.
- Responsible conduct of personal relationships. These must be conducted in a considerate and open manner.
- Avoidance of behaviour which is anti-social or damaging to health. The following are not allowed: smoking (including vaping) or possessing tobacco in any form, consuming or possessing alcoholic drinks (except on occasions specifically sanctioned by a Housemaster or Housemistress), consuming or possessing illegal substances.
- Avoidance of behaviour which is anti-social or damaging to health. The following are not allowed: smoking (including vaping) or possessing tobacco in any form, consuming or possessing alcoholic drinks (except on occasions specifically sanctioned by a Housemaster or

Housemistress), consuming or possessing illegal substances.

- Punctual attendance at all scheduled classes and associated activities.
- Completion of assignments to a standard appropriate to each student's abilities and such as to meet deadlines set.

## DISCIPLINARY INCIDENTS

### INVESTIGATION, SANCTIONS AND REVIEW

Prior Park College has a duty of care to its students, and parents (and guardians) have a duty to ensure the attendance and good behaviour of their son or daughter. Students are expected to respond positively to the principles and rules of the school.

A staged response is used whenever appropriate. However, serious offences, even on the first occasion, may lead to temporary or permanent exclusion.

For more information please refer to the PPC Exclusions Policy.

## INFORMATION

### ALCOHOL

The College supports the law on sale and consumption of alcohol. Limited alcoholic drinks may be provided at College events for older students. Alcohol education is included in our programme.

### DRUGS AND SMOKING

The use or distribution of illegal drugs is contrary to the ethos of Prior Park College and threatens the welfare of the individual and community. The College adheres to its Drugs and Substance Abuse Policy and major disciplinary sanctions will be applied where necessary to protect individuals and the community. Drug education is included in our programme.

Smoking of tobacco and vaping is damaging to health and is unacceptable in school or on school premises. Prior Park is a no smoking zone (including e-cigarettes) for both adults and students.

### RELATIONSHIPS

Prior Park expects members of the community to be thoughtful and responsible in their behaviour, most notably in conduct of relationships and treatment of others. The College provides a more profound explanation in the Sex and Relationship Policy and this is available on request.

### PARTIES

We ask that parties do not intrude on school arrangements, for example Saturday fixtures. Conduct of parties should be appropriate and supervised. We ask that, within reason, students are inclusive and thoughtful when inviting peers. Any invitations to boarders should be made through House Parents.

### ACCEPTABLE USE OF DIGITAL MEDIA

Students live in a constantly changing media age and face the challenge of constant connectivity. As digital natives they are at ease in the use of chatrooms, instant messaging, social networking sites, or other interactive platforms, but they are young and can make misjudgements or

encounter real difficulties. It is vital that parents are aware of this dimension. Bad decisions can lead to unwise sharing of personal information, unguarded remarks about others, posting of unacceptable images, or other actions that leave the student or others around them vulnerable.

The Prior Park E-Safety Policy and Acceptable Use of IT Services Agreement specifies the standards required at school, with restriction to educational use in the school day. The basic requirement is to exercise good judgement, avoiding inconsiderate use and any malicious action. The same standards should inform use of home systems. Any use of social media, mobile phones or other devices to harass, annoy, upset or bully any members of the Prior Park community will be regarded as a very serious disciplinary matter. All students and staff are required to sign and conform to the Acceptable Use Agreement.

## INTRODUCTION TO PSHCE

The Personal, Social, Health and Citizenship Education (PSHCE) education programme makes a significant contribution to students' spiritual, moral, social and cultural (SMSC) development, their wellbeing, behaviour and safety. PSHCE education equips students with the knowledge, understanding, skills and strategies required to live healthy, safe, productive, capable, responsible and balanced lives. Its education contributes to personal development by helping students to build their personal identities, confidence and self-esteem, resilience, identify and manage risk, make informed choices and understand what influences their decisions. Developing an understanding of themselves, empathy and the ability to work with others will help students to form and maintain good relationships, develop the essential skills for future employability and better enjoy and manage their lives.

In all years (L3 – U5) PSHCE is taught within the curriculum. All students have one 55-minute taught period per fortnight. Topic areas include self-esteem, mental health, study skills, friendships, drugs and alcohol, prejudice and bullying.

### PRIOR4LIFE

Our Sixth Form Prior4Life Programme is aimed at preparing our senior students for life beyond school. Students have three periods per fortnight and these includes discussions about spiritual development, political and social issues, health and welfare. It has a practical dimension with all students completing a first aid, car maintenance and finance course as well as doing some form of community service.

## CAREERS AND HIGHER EDUCATION

Careers Education, Information, Advice and Guidance (CEIAG) is an important part of the wider curriculum for all students as they progress through Prior Park College. Students have access to accurate and up-to-date careers guidance which is delivered in an impartial manner, enabling them to make informed choices about a wide range of career options.

The school has an independent Careers Advisor who is experienced and qualified in CEIAG and a Careers Coordinator who is responsible for CEIAG within the curriculum. The Careers Advisor is available for booked appointments from students and parents in any year group.

Additionally, students have access to the online system, Unifrog, which contains a comprehensive range of career resources presented in a user-friendly format. This is supported

by our collection of reference books and university prospectuses both from the UK and overseas.

### THE CAREERS AND HIGHER EDUCATION PROGRAMME

The landscape for employment and enterprise is forever evolving. The Careers Guidance Programme is designed to meet the changing needs of students throughout their school life. This programme is delivered by PSHE teachers, the Careers Advisor, the Careers Coordinator, Form Tutors, the Sixth Form team and outside agencies, visitor and speakers.

#### L3, F3 and F4

**PSHE** - These lessons help our students to navigate, and make the most of, this challenging environment. Emphasis is on self-assessment, soft-skills development and broadening students understanding of jobs. Lessons build and develop skills that are essential for the world of work. Students can recognise their own strengths and weaknesses and highlight areas for growth.

**Unifrog** - Introduced in F4, enables students to explore the many different career opportunities open to them. In-built tools can help them to understand more about themselves, find out about careers and the world of work, and help them plan for their future.

**GCSE Choice** - Advice and support is given by the Heads of Departments, Form Tutors, Housemasters/mistresses.

#### L5 and U5

**PSHE** - work continues in lessons to build on the foundations laid in L3/F3/F4.

**Unifrog** - wider use of this platform including personality testing to inform possible career choices. Assemblies and tutor times allow further time to explore.

**Independent Careers Advisor** - one-to-one appointments are conducted for all U5 students. During these appointments, students explore the variety of options and are individually guided to find the right path for them. Action plans for their next steps are devised.

**Careers Fair** - an onsite event where a wide range of alumni and other guests are available to discuss their career paths and explain routes into their professions.

#### Sixth Form

**General studies and Prior4Life** - Weekly lectures and lessons from external speakers featuring external guests, from a variety of backgrounds, that share their work and life stories.

**Unifrog and UCAS Hub** - All students access both platforms and are trained on how best to use them.

**Sixth Form Newsletter** - Signposting students to useful Webinars, MOOCs, University Open & Taster days, Work Experience opportunities, Apprenticeships, Exhibitions and much more.

**Visit to a University and Apprenticeship Fair** - At this National event students can interact with representatives from Universities and Apprenticeships from across the UK.

**International University Fair** - Hosted onsite and featuring representatives from Universities in countries such as Canada, Italy, Switzerland and the USA.

**Gap year Fair** - Inspiring students to realise the benefits of work, volunteering and travel during a gap year.

#### Parents

**Careers Newsletter** - This weekly newsletter is featured in Prior Knowledge, highlighting relevant careers opportunities to parents.

**Instagram** - A dedicated Instagram account (ppc\_careers) signposts followers to career opportunities and shares stories and job profiles from numerous careers accounts.

## CO-CURRICULAR ACTIVITIES

The College offers over seventy activities over the course of a week. If a student wishes to continue an outside activity then parents should contact the relevant Housemaster or Housemistress to discuss a particular student's activity programme. Activities are available at lunchtime or after school.

### EXAMPLES OF ACTIVITIES

**Sport** - Fitness, Hockey, Cricket, Tennis, Netball, Swimming, Rugby Sevens, Football, Inter-House Fisher Road Relay, Basketball, Athletics, Badminton, Sailing, Paddle Boarding, Archery, Golf.

**Music and Drama** - Concert Band, Big Band, Choral Society, Orchestra, Senior and Junior Chapel Choir, Chamber Strings, Brass Band, Inter-House Music Competitions, Theatre, Production Rehearsals, African Drums, Masterclasses.

**Creative and Practical** - D&T, Metalwork, CCF, Duke of Edinburgh, Life Drawing, Junior Art Club, Prior4Life.

**Enrichment** - Model United Nations, Chaplaincy Group, Philosophy Club, Astronomy Club, Amnesty International, Creative Writing, Spanish Club, Classics Club, Careers, Crossword Club, Public Speaking and Debating, Maths Masterclass, Spanish Club, Scrabble, EcoPrior, UCAS and Careers, Inter-House General Knowledge Quiz, Sixth Form Lecture Programme, Chess Club, MEDSOC Society.

### SATURDAY ACTIVE

Saturday Active is available to all students, day and boarding. There are always a wide variety of courses to choose from. More information, including a list of activities, will be sent to students and parents each term.

### SATURDAY SPORT

All students are required to be available for Saturday fixtures and Sunday tournaments. Students normally assemble at Prior Park College and depart by coach for away fixtures. Times and fixtures are published on the Parent Portal, with arrangements confirmed or amended online. This information can be found via the Sports Fixtures and Results link on the homepage of the College website.

In event of late illness preventing involvement on a Saturday morning please contact the appropriate member of staff.

### GAMES

Both games time and activities sessions allow all students to get involved in sport and exercise. Sporting opportunities for girls and boys include: rugby, netball, cricket, tennis, hockey, football, badminton, athletics, swimming, cross country, sailing, basketball, yoga, weight/circuit training, table tennis, golf.

## PERFORMING ARTS ACTIVITIES

A diverse range of musical opportunities are available for both Juniors and Seniors

- Orchestras and Chamber Strings, Quartets, Jazz and Wind Bands
- Four Choirs and a Choral Society
- Annual theatrical and musical productions
- Drama is active beyond the timetable with regular productions.

## MUSIC TUITION

### INSTRUMENTAL AND VOICE LESSONS

Tuition is available at the College on the piano, the organ, classical, electric and bass guitar, orchestral instruments (strings, woodwind, brass and percussion), the saxophone, recorders and in voice. The Director of Music will be pleased to advise parents on choosing a suitable instrument for their child to learn. Please complete the music lesson application form and return to Celia Mike, [cmike@priorparkschools.com](mailto:cmike@priorparkschools.com).

### LESSON COSTS

Students normally have thirty lessons during the course of the year - twelve lessons in the Michaelmas Term, ten in the Lent Term and eight in the Summer Term. Up-to-date fees can be found by emailing [cmike@priorparkschools.com](mailto:cmike@priorparkschools.com)

### PRACTICE

Whilst we are keen to encourage students to take music lessons, it must be noted that in order to progress all students must find time during each day to practice.

The following is the recommended minimum practice time per day-

**Beginner - Grade 2:** 20 minutes

**Grade 3 - Grade 5:** 30 minutes

**Grade 6 - Grade 8:** 45 minutes

**Post Grade 8:** 60 minutes

Students will be issued with lesson plans and practice books at the beginning of each term to be filled in by the teacher and student.

### TIMETABLE

Lessons for students below the Sixth Form are normally given during College hours on a rotation timetable so that a different school lesson is missed each week. By this system a student rarely misses the same subject more than two or three times a term. Out of school times (lunch breaks, etc) are usually reserved for students who learn more than one instrument and for students in U5 who are preparing for major exams. Sixth Form students do not rotate, they have fixed lessons in their free periods.

**It is the responsibility of students to check their timetables regularly, as changes have to be made from time to time. Requests for a change of lesson time must be made at least one week before, and preferably longer.**

## NOTICE

Notice of terminating lessons must be given in writing to the Director of Music at least half a term in advance. Music lessons may only cease at the end of a term. If less notice is given, a full term's fees will be charged for the following term. The Director of Music will acknowledge all letters of notice in writing.

NB. Notice to take effect in September will not be accepted in the summer holidays – it must be received by the previous half term in May.

## LOAN, HIRE AND PURCHASE OF INSTRUMENTS

The College possesses a stock of orchestral instruments, which may be lent to students, as they become available. A hiring fee will be made for all instruments, which includes their use at weekends and during the holidays. Students are expected to buy their own instruments when they have reached a reasonable standard and the Director of Music will be pleased to advise over the purchase of instruments on request. Any instrument which is not available for hire through the College can be hired from a music shop. Piano and organ students are not charged hire fees. Drum and saxophone students are charged at a reduced rate because students' access to these instruments is more restricted, please contact the Director of Music if you need clarification on this.

NB. If a College instrument is to be taken away from the College it is the parents' responsibility to insure it.

## APPLICATIONS FOR MUSIC LESSONS

If you wish your son or daughter to have music lessons, please fill in and return the application form at the back of this booklet. When no vacancy is available your son or daughter's name will be put on a waiting list. Students should check the Music timetable on the noticeboard in the Music Department on the first day of each term.

## CARE AND INSURANCE OF INSTRUMENTS

The College endeavours to provide appropriate storage for instruments but ultimately students must ensure the security of their own property. Musical instruments are often extremely valuable. The College cannot accept responsibility for students' possessions. Parents are therefore urged most strongly to arrange their own insurance cover for their children's instruments, including any which are being used on hire from the College.

## THE COMBINED CADET FORCE (CCF)

From Y8 onward your son or daughter will have the opportunity of joining the Combined Cadet Force. The Combined Cadet Force (CCF) is a unique educational partnership that operates in schools across the UK.

The broad function of the CCF is to provide a disciplined organisation within a school so that young people may develop powers of leadership by means of training to promote qualities of responsibility, self-reliance, resourcefulness, endurance, and perseverance and a sense of service to the community. The specific function of the service training in the CCF is to provide:

- The opportunity for young people to exercise responsibility and leadership, and to learn from the services how they can best be developed
- Show them why the defence forces are needed and how they function
- Encourage those who have an interest in the services to become Officers of the Regular or reserve Forces

Training opportunities for cadets occur during weekly parades in school, whole day and weekend training periods (field days), at annual military camps, on courses run by the Armed Forces specifically for cadets and through adventurous training expeditions arranged on an ad hoc basis. Cadets follow the syllabus appropriate to the section they join but all include drill, skill at arms and use of map and compass. Adventurous training opportunities include mountain walking, canoeing and offshore sailing.

Prior Park College CCF comprises two service sections - Army and Navy. The Army section is affiliated to the Rifles Regiment. The Navy Section parent station is HMS Drake.

The Contingent currently parades and trains after school on Tuesdays, between 4.30pm and 6.00pm. Additional training is carried out during weekend camps, Easter holidays (adventurous training) and summer central camp (military and adventurous training).

Army section training is based around the syllabus for the Army Proficiency Certificate (APC) and Advanced APC. The APC syllabus comprises drill, skill at arms, shooting, map and compass, fieldcraft and first aid. The advanced APC consists of a number of "special to arm" subjects.

Royal Navy section cadets will progress through a two part syllabus, covering a range of technical and general subjects. The opportunity to sail is an important aspect of the Royal Navy experience which the section embraces. Additionally Royal Navy section cadets subject to restrictions have the opportunity to fly at RNAS Yeovilton.

Additional training courses are available and are advertised annually. Examples of recent courses allocated to Prior Park College School CCF cadets are:

- RYA Courses
- BCU Canoeing
- Climbing
- Flying Opportunities
- Cadet Leadership Course
- Overseas Expeditions, Canada, Kenya, Gibraltar and Germany
- Sub Aqua Diving
- Regular Navy/Army visits

The CCF at Prior Park College is staffed by officers and instructors, who are predominately school staff members. Regular assistance is also given by Senior Non Commissioned Officers of the Royal Navy and Army.

The Contingent receives some funding from the school and is reliant on an annual grant from the Ministry of Defence plus contributions from parents.

Uniform is supplied to cadets but remains the property of the MOD. In the event that any items of uniform or other kit issued are not returned, in good condition and laundered upon cessation of service, a charge for the full replacement value may be made. Boots are not supplied to cadets and can be purchased privately or through the College.

## THE DUKE OF EDINBURGH'S AWARD SCHEME

The Duke of Edinburgh's Award Scheme is a popular and flourishing option with up to 100 students taking part. Participation in the scheme is open to students in F4 (Bronze), L5 (Silver) and Sixth Form (Gold). Each level consists of four sections - skill, service, physical recreation and expeditions. The Gold section also has a requirement to complete a residential experience.

Expedition training takes place after school, activity time and on several weekends in the Lent and Summer terms. (This means that students who are in the CCF can take part in Duke of Edinburgh.) Expeditions have taken place at many locations across the UK including Dartmoor, Exmoor, the Brecon Beacons, the Lake District and Scotland. All levels of the award include a practice expedition and an assessed expedition, with the duration and distance being longer for the Gold award than the Bronze. All expeditions are led by suitably qualified staff from within the school. Please allow for some costs: approx £250 per award.

A large outlay on equipment is unnecessary as the College can provide tents, cooking equipment, rucksacks and maps. Students will normally provide their own boots and waterproofs and appropriate clothing.

The award is designed to develop the confidence and self-reliance of young people and it is also a lot of fun, as the continually increasing numbers of students taking part testifies.

## FINANCE INFORMATION

### CURRENT FEES AND ADDITIONAL EXPENSES

Current fees and other costs are published in the Admissions section of the College website, and issued in writing to parents annually.

### PAYMENT OF FEES

Fees are due for payment on or before the due date, which is the first day of each term. Under the parent contract we reserve the right to charge interest on all overdue fees on a daily basis at the rate of 2% per month.

Payments via monthly instalments are available via our partner School Fee Plan. Further details of this facility can be found on our website or via the Finance department.

*We will never make a change to bank details during a transaction. Any changes to bank details will always be notified to you by the Director of Operations and Finance in advance and in writing. Bank details are included on the fees invoice.*

### NOTICE PERIODS

Parents must inform the Head in writing of notice of withdrawals or notice of change of status from day to boarding or weekly boarding or vice versa. A full term's notice is required or one term's fees in lieu of notice (FILON) will be charged. Please note that a full term is either the start of the Michaelmas, Lent or Summer term and notice given at half term will be insufficient for students to leave at the end of that particular or the following term to avoid FILON.

### ADVANCE PAYMENT OF COLLEGE FEES

Parents can elect to pay school fees in advance. The Fees in Advance (FIA) scheme offers an opportunity to pay a discounted lump sum in return for a guaranteed credit to be applied to a student's fee account termly over a pre-defined period.

For some, this is an ideal way of contributing towards their children's education from an inheritance, or for example, for overseas parents to buy future school fees at a known rate of exchange.

Payment of the lump sum is required before the start of the first academic year for the period the FIA is agreed.

Further details, a full quotation and FIA scheme contractual terms and conditions can be provided on request to the Financial Controller, [wtruelman@priorparkschools.com](mailto:wtruelman@priorparkschools.com).

### PAYMENT OF FEES BY COMPANIES

Parents who wish to arrange for a company to pay the College fees should speak to the Financial Controller about the contractual arrangement for this, and consult their accountant about the Tax and NI position.

### STUDENT ABSENCE INSURANCE

An optional insurance scheme that will refund school fees if an accident or sickness interrupts your child's education. Fees will be covered for up to a maximum of five terms.

### STUDENT PERSONAL ACCIDENT INSURANCE

The College subscribes to a Student Accident Scheme which offers world-wide accident insurance for all students. The cost of this insurance is covered within the school fees.

### AXA PPP HEALTHCARE - MEDICAL INSURANCE

AXA offers an arrangement which gives students access to private medical treatment, with a choice of specialist and private hospital room, throughout the year. If you are interested in obtaining further information please see the College website or contact the Finance Department.

### PERSONAL POSSESSIONS INSURANCE

The College subscribes to a Personal Effects Scheme which provides cover of all personal effects (other than mobile phones) of students whilst in the College grounds or on College activities for a small termly charge. This is an optional insurance which you may subscribe to by notifying the Finance department at the beginning of the academic year.

### **SCHOOL FEE INSURANCE SCHEME**

An optional insurance scheme to cover parents for the future school fees in the event of death or critical illness.

### **POCKET MONEY ARRANGEMENTS**

At the start of each term pocket money, limited to £500 per pupil, can be banked with boarding House Parents who will issue funds according to parental instruction. Ideally each boarder will have a bank account from which they can withdraw funds themselves.

### **PORTABLE APPLIANCE TESTING**

All electrical items brought into College by students are professionally tested annually to ensure that they are safe. The cost of this is added to student accounts and is charged at a nominal fee per item. Only tested equipment may be used in school.

### **SIXTH FORM SUBSCRIPTION**

All Sixth Formers are charged an annual fee for membership of the Sixth Form Club. This subscription is used to subsidise tea/coffee/social events/lectures/leadership days/etc and is charged in the Lent term bills.

### **COMBINED CADET FORCE (CCF) SUBSCRIPTION**

An annual charge is made for membership of the CCF at College.

## **COLLEGE TRANSPORT SERVICES**

### **CURRENT ROUTES AND TIMETABLES**

Current routes and timetables are available on the College website 'Transport Services' page.

### **USE OF THE SERVICE**

Parents who would like their children to use any of these services are requested to complete a Transport Application Form and return to the College Secretary, you can contact the College Secretary with any queries by emailing [transport@priorparkschools.com](mailto:transport@priorparkschools.com).

Priority is given to those who wish to use a bus service every day of the week, although more occasional users will be accommodated if possible. NB. A full term's notice is required if you wish to stop using a bus service.

The buses are often oversubscribed so early contact with the College Secretary is recommended to investigate the availability of places. The charges for all bus services are made at the end of each term. For any problems with the bus run, please contact the Transport Manager.

### **TIMEKEEPING**

The College tries to ensure that drivers keep as accurately as possible to the listed times but inevitably traffic conditions lead to some variation each day. Prudent passengers should normally be at the pick-up point five minutes before the scheduled collection.

### **SUBJECT TO CHANGE**

Stops that do not have a time are not used at present, however these can be reinstated if required. Bus services are subject to change, notice will be given for any proposed changes.

## **SCHOOL POLICIES**

Prior Park Schools and Prior Park College have a comprehensive range of policies to meet a range of commitments and contingencies. A selection of regulatory policies can be accessed via our website.

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Information given in this document is believed to be correct at the time of publication (June 2024).

Part of the Prior Park Schools family