New Parents Handbook

2025-2026

Prior Park College

USEFUL CONTACTS

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

RECEPTION
Telephone: +44(0)1225 835 353
Email: office.ppc@priorparkschools.com

HEAD'S OFFICE
Email: dmiller@priorparkschools.com

DESIGNATED SAFEGUARDING LEAD
Telephone: 01225 587607

FINANCE
Telephone: +44 (0)1225 835353, option 3.
Email: finance@priorparkschools.com

SCHOOL POLICIES
Can be found on our website School Policies - Prior Park College

WEBSITE
priorparkcollege.com

SOCIAL MEDIA
Instagram
Facebook
LinkedIn

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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 l earn from that experience.
· Courage to act honestly and with integrity when faced with tough consequences.

KEY CONTACTS

HEAD: Mr Ben Horan
Accountable to Governors, responsible for progress and welfare of the school. Leads the strategic direction of the school.

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 AND DS: Mrs Isobel Burton
Pastoral management and care, (including behaviour and wellbeing), safeguarding, professional conduct, co-curriculum, registration and attendance.

DIRECTOR OF OPERATIONS AND FINANCE: Ms Emma Sandberg
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.

FINANCIAL CONTROLLER: Mr Will Trueman
Contact for fees and bursarial support enquiries.

HEAD OF LEARNING DEVELOPMENT PROGRAMME (LDP) AND SENCO: Mrs Jill Bendry
Assesses prospective students prior to Admission. Informs and liaises with staff on individual student's needs. Develops Individual Education Plans for students on the LDP register.

HEAD OF SIXTH FORM: Mrs Natalia Andrews
Oversees all aspects of Higher Education, in overall charge of the enrichment and Sixth Form assembly programme and development of Sixth Form life.

HOUSE MASTERS/MISTRESSES (HSMS)

Allen House –
Mr Anthony Lovat

Arundell House –
Miss Rheanne Lee

Baines House –
Mr Simon Burt

Brownlow House –
Mrs Helen Goodman

Burton House –
Mrs Anna Bonney

Clifford House -
Mr Richard Pandya

English House –
Mrs Niamh Nugent-Willis

Fielding House –
Mr Xavier Lord

Roche House –
Mr David Holmes

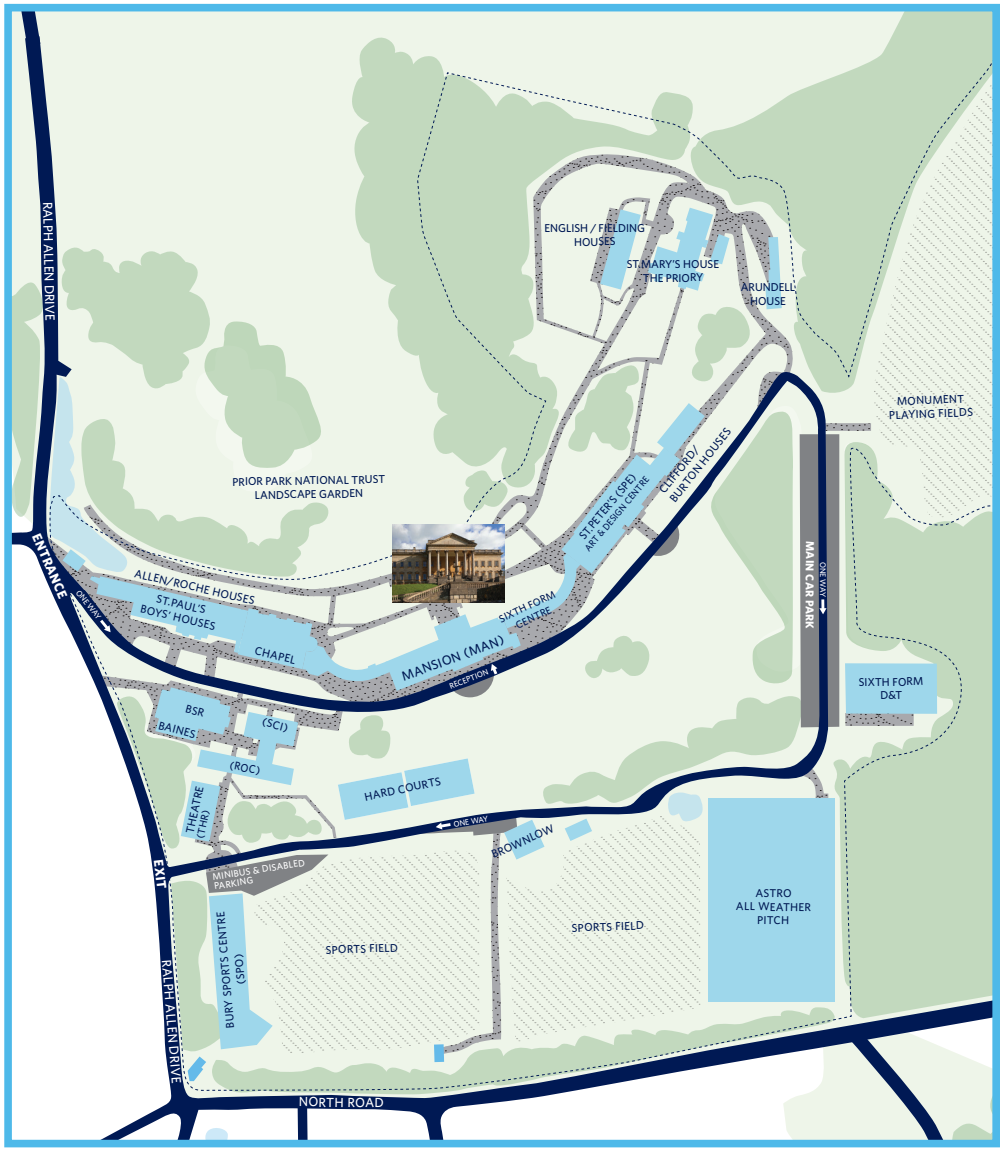
2025/2026 TERM DATES

Michaelmas Term 2025		
27 August	Wednesday	New Staff Induction, Boarding CPD, SLT
28 August	Thursday	Staff CPD
29 August	Friday	Staff CPD
31 August	Sunday	New boarders arrive
1 September	Monday	Staff CPD, New boarders induction
2 September	Tuesday	New student induction, current boarders arrive
3 September	Wednesday	Classes begin
11 October	Saturday	Main Open Morning: All students to be available
17 October	Friday	Half term begins 4.45pm (boarding available)
2 November	Sunday	Boarders return
3 November	Monday	Classes start
17 December	Wednesday	End of term 4.45pm

Lent Term 2026		
5 January	Monday	Staff CPD, Boarders return
6 January	Tuesday	Classes begin
13 February	Friday	Half Term begins 4.45pm (boarding available)
22 February	Sunday	Boarders return
23 February	Monday	Classes begin
4 March	Wednesday	Staff CPD
27 March	Friday	End of term 4.45pm

Summer Term 2026		
20 April	Monday	Boarders return
21 April	Tuesday	Classes begin
4 May	Monday	Bank holiday – no classes
22 May	Friday	Half term begins 4.45pm (boarding available)
1 June	Monday	Staff CPD, Boarders return
2 June	Tuesday	Classes begin
2 July	Thursday	End of term 4.45pm
3 July	Friday	Staff CPD
4 July	Saturday	U6 Leavers Day Celebrations

MAP OF THE SCHOOL



You can also explore areas of the school here: [Prior Park College Bath]

UNIFORM

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.

All uniform can be obtained from John Moore Sports, 2 Argyle Street, Bath BA1 4BA. Telephone 01225 466341, email sales@johnmooresports.co.uk, or via their website johnmooresports.co.uk. The shop runs on an appointment-only basis between July - September to allow the time and space required for each customer. Their appointment system applies to both new and existing pupils. In order to book an appointment, please phone +44(0) 1225 466341, or click this link https://johnmooresports.setmore.com, which will take you to their online booking system.

POP (Parents of Prior) run a second-hand uniform shop at the College – dates and timings are detailed in Prior Knowledge, the weekly news-letter to parents. You can also email the Uniform Shop team at uniformshop@parentsof-prior.uk

HOT WEATHER

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

NAME TAGS

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, or telephone 01208 734 84.

SPORTS UNIFORM

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.

Sportswear must be worn for all games sessions.

Essentials: Prior Park tracksuit bottoms, training top, polo shirt, shorts/skort. 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.

PRIOR PARK SPORTS UNIFORM LIST

- **Training top**
- **Tracksuit bottoms**
- **Polo shirt**
- **PE shorts/skort**
- **Rugby shirt in**
- **Rugby shorts**
- **Pale blue rugby/hockey socks**
- **Navy baselayer (optional)**
- **Cricket shirt/tennis polo shirt in white/sky**
- **Short sleeved cricket slipover**
- **Cricket trousers/white tennis skirt**
- **White baselayer (optional)**
- **Navy swimming shorts/swimming costume**
- **White sport socks.**

Further sports 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.**

SCHOOL DAY

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 or Deputy Head Academic at least one week in advance.

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 run from the Sports Centre.

REGISTRATION

Registration takes place at 8.30am and 2:15pm. Students who arrive outside the morning registration period should report to Reception. Unforeseen absence or illness must be notified on the 1st day by email to the Tutor before 8am or by telephoning the House or School Reception between 8.00– 8.30am. All emails relating to absence should copy in absence.ppc@priorparkschools.com

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. Students can view their timetable, and their lessons via ISAMS (they will be inducted how to do this in the first week at school).

NB: On Friday's there are no after school Activities and busses leave at 5pm.

Time	Event
8:30am - 8:55am	**Morning Registration**
9:00am - 9:35am	Period 1
9:35am - 10:10am	Period 2
10:20am - 10:55am	Period 3
10:55am - 11:30am	Period 4
11:30am	**Breaktime**
11:55am - 12:30pm	Period 5
12:30pm - 13:05pm	Period 6
13:05pm	**Lunchtime**
14:15pm - 14:30pm	**Afternoon Registration**
14:35pm - 15:10pm	Period 7
15:20pm - 15:55pm	Period 8
15:55pm - 16:30pm	Period 9
16:45pm - 17:45pm	**Activities**

LEAVING COLLEGE PREMISES AND EARLY HOME

- No student should leave the school premises during the school day without prior parental permission, signing out at Reception once staff are notified.
- Boarders and Sixth Form students may visit Combe Down village at lunchtimes but must return by registration.
- 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 House-masters or Housemistresses in advance. Students are expected to go directly home unless other plans have been agreed with parents. Students with early homes are expected to leave the site unless otherwise agreed with the HSM by parents.

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 reception.

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, to 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.

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 Hous es) 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, safeguarding 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.

LOST PROPERTY

Lost property items are placed in blue bins, located in main areas around the site.

Items are collected and centrally sorted every Monday by DofE students. Named items will be returned to Houses for collection. Unnamed items will be stored in the lost property cupboard and a list held at Reception; if they are claimed, they will be returned to students via Reception. Students and parents will not have access to the lost property cupboard.

Lost technology (PLDs, phones, airpods, etc), jewellery and keys will be held at Reception.

At the end of each term, all remaining lost property will go to the POP second hand shop, charity or be recycled.

COLLEGE EVENTS OR SPORTS FIXTURES

Students are expected to participate in all College events, weekend rehearsals or performances and fixtures if chosen. Attendance at Main Open Morning is also compulsory (please check Term Dates for timings).

CO-CURRICULAR

At Prior Park College, we believe that a rich and varied co-curricular programme is central to a well-rounded education. The College offers a wide variety of co-curricular activities, scheduled at lunchtimes, after school, and weekends.

Before the start of each term, students will have the opportunity to select their preferred clubs via our online sign-up system, SOCS. Once the window closes, an allocation process will take place to match students with clubs based on their preferences and available spaces.

While we will do our best to honour each student's first choice, some clubs may be oversubscribed. In such cases, students will be allocated to their second or third choices. If your child is unable to secure a spot in their preferred club, please reach out to their tutor for support in the first instance. We will make every effort to accommodate their interests, but we ask for your understanding as spaces in many clubs are limited.

If a student is committed to an activity outside of school and wishes to continue it alongside their College commitments, we encourage parents to contact the relevant Housemaster or Housemistress to discuss.

Saturday Active is open to all students, both day and boarding, and offers a fresh selection of exciting and diverse courses each term. Full details are sent to families in advance.

Saturday Sport is a core expectation for all students. Fixtures and tournaments often take place on Saturdays or Sundays, with students departing from Prior Park College by bus for away games. Full schedules and updates are available via the Parent Portal and SOCS. In the case of last-minute illness, please inform the relevant member of staff as early as possible.

COMMUNICATION WITH PARENTS

iSAMS is our MIS system and is used for most communications between home and school. The iSAMS Parent Portal stores academic information about your child(ren) such as their timetable, rewards & sanctions, end of term reports and also your invoices for termly fees. To access your portal, you must create an account – instructions on how to do this will be emailed to you shortly before your child starts at the College.

Any issues, please email showe@priorparkschools.com.

HSMs - Communication between the Housemaster or Housemistress or Form Tutor is important in ensuring positive communication between home and school. Your child's tutor will contact you at the beginning of the academic year to introduce themselves. They are always based placed to answer questions relating to your child so please direct communication to them in the first instance and copy them in on correspondence pertaining to your child. The HSM is always there as well to support if there are any concerns. We work hard to encourage students to communicate directly with staff and so please do also encourage this at home.

Parent and Teacher evenings occur at least once a year.

The website is regularly updated with news and success stories, diary and event dates. There is also a current parents page (accessed at top of homepage). The website is also a vital source of information in event of weather difficulties, cancellations or emergencies.

Prior Knowledge, a weekly news digest is emailed to parents every Friday.

SOCS - Parents should use SOCS to check information about sports fixtures, team selection and co-curricular activities.

How to Activate Your SOCS Account:

Go to: SOCS Parent Login

-Click on the **'Parent'** tab

-Select **'Activate Account'**

-Enter the email address registered with the College and click **'Activate'**

-Check your inbox for an activation email and follow the link to set your password

Troubleshooting tip: If you don't receive the activation email, check your junk/spam folder and add the following addresses to your safe senders list:
noreply@misocs.com, parents@misocs.com

MOBILE PHONES

We are a phone free school and all phones across the school are handed in each day. Sixth Form receive their phones back at lunch (due to fixtures, volunteering etc).

- Students in L3 to U5: Phones handed to their tutors every morning and returned at 4:30 pm in houses.
- Students in L6 and U6: Phones to be handed to their tutors every morning and returned at 2:15pm at registration.
- Students who have phones in school without permision receive an automatic C3 (Friday detention).
- The College accepts no liability for mobile phones. These are locked away in the offices during the day.

PERSONAL LEARNING DEVICES (PLDS)

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): All students are issued with paper class notebooks, for use alongside their PLDs. The majority of long-form work is still completed on pen and paper.

Key Stage 4 (L5, U5): Paper class notebooks are still used, but more work will be assigned and completed digitally when this is a more suitable medium. Some long-form work, like essays, are 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 guidelines opposite are followed by staff and students for appropriate consistency.

MONITORING & CONTROL

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.

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

RESPONSIBILITY FOR PLDS

Students are responsible for the safe storage, use, and transport of their PLDs at all times. The acronym CASE is used to remind students of their responsibilities.

Charged	• Every student must attend school with their device fully charged
Appropriate	• Students must check Teams and Outlook daily to communicate with their teachers • 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 • Devices should not be covered in stickers or graffiti
Safe	• Students must act in accordance with the Acceptable Usage Agreement to stay safe online • Students take full responsibility for keeping their own PLD safe and must take reasonable precautions to safeguard others' devices • A carry case must be used to transport the device around site, within a school bag where possible • The device should not be left in public areas • No student should touch or use another student's device
Educational	• 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 • Students must use their device exactly as instructed by their teacher, and close background applications to avoid distraction

ACADEMIC MATTERS

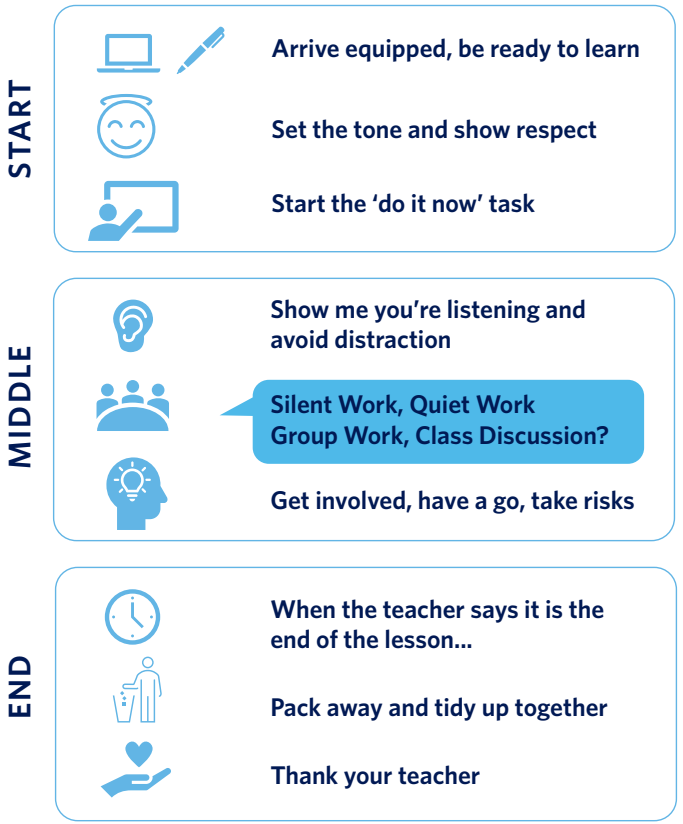
Teachers throughout the school always aim to stimulate interest and encourage independent research and an enquiring approach in our students.

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.**



ACADEMIC SUPPORT

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

For students whose mother tongue is not English, further testing may be conducted on arrival at the College to decide 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 to ensure that English language is used and practised as much as possible daily. This also helps international students become integrated quickly within 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)

Working in close partnership with both our Academic and Pastoral teams, the Learning Support Department at Prior Park College provides tailored support to a wide range of students, ensuring that individual needs are met with care and understanding. Beyond the support within the classroom, additional charges apply.

In the Classroom

All students at Prior Park are equipped with a Personalised Learning Device, which includes a suite of assistive technologies particularly beneficial for neurodivergent learners, including those with Dyslexia, Dyspraxia, ADHD, and Autism. Teachers implement reasonable adjustments in the classroom, guided by individual support plans which outline specific strategies to help each student thrive. Additional support will be provided by our SEND Practitioners, in some lessons. Our holistic approach ensures continuous collaboration between academic staff, tutors, and the Learning Support team.

Specialist Interventions

Some students may benefit from more targeted support through our Learning Development Programme (LDP). This includes small group sessions focusing on literacy, numeracy, organisation, study skills, and revision strategies. We also integrate elements such as self-esteem building and emotional coaching, supporting students' personal development alongside their academic progress.

Neurodivergence Support & Individual Lessons

For students who require more personalised support, our 'Neurodivergence Support' offers bespoke one-to-one guidance. This support is complemented by strong peer networks and a dedicated Neurodivergence Lead.

Additional Support

We work closely with a visiting Speech and Language Therapist who offers tailored support to students with speech, language, and social communication needs. Alongside this, our Individual Emotion Coaching sessions help students develop emotional literacy and resilience. Many students with learning differences may struggle to articulate their feelings, leading to frustration, low self-esteem, or anxiety. Emotion Coaching provides a safe space to explore these feelings and develop the tools to manage them effectively. It has proven especially beneficial for neurodivergent students, those with exam anxiety, or pupils reluctant to attend school.

LIBRARY

The library is a space which is available for quiet independent study as well as for lessons and a range of activities and events, such as author visits.
All staff and students have access to the online Library catalogue where they may search for any library resources. The library contains a large variety of fiction books which are regularly updated and kept relevant to readers. There is also a wide range of non-fiction books largely relating to curriculum areas but also covering wider general topics. Our online resources include eBooks and a range of databases including JSTOR and History Today, as well as online magazines such as The Economist and The New Scientist.

It is open 9:00-6:00 Monday to Friday and is staffed by one part time librarian.

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 SIXTH FORM

SIXTH FORM EXPECTATIONS AND RESPONSIBILITIES

All Sixth Formers are expected to act as positive role models for younger students. They play a vital role in school management through our *Student Voice* and committee system. In addition, Sixth Formers undertake duties within the school and in Houses and help monitor the 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 Sixth and become peer mentors in the summer term of that year. The support Sixth Form students provide is highly beneficial to the community and also enables them to develop crucial leadership skills.

All Sixth Form students study *Prior 4 Life* during both the Lower and Upper Sixth. These lessons form an essential part of their pastoral education and personal development, covering topics ranging from managing finances to ethics. This curriculum is complemented by a weekly **General Studies Lecture Programme**, featuring guest speakers from a wide range of professions and pathways who share their experiences and expertise with our students.

Sixth Formers are advised to remain in school until 6.00pm, making use of study facilities or participating in extracurricular activities. However, they may request greater flexibility to leave at 4.30pm. In such cases, they must establish a planned weekly routine with their Housemaster/ Housemistress or Tutor.

CAREERS AND HIGHER EDUCATION

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

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

Sixth Form students also have access to **Unifrog**, an online platform offering a comprehensive range of career and university resources in a user-friendly format. This is supported by an on-site collection of reference books and prospectuses from UK and international universities.

Cars and Driving

Permission for a student to drive and park on-site must be requested in advance from the Deputy Head Pastoral. Housemasters or Housemistresses will explain the procedure.

- We permit sensible car use but will withdraw permission if irresponsible behaviour occurs. This includes lateness, anti-social conduct, or any form of dangerous driving.
- Cars are to be used only for commuting to and from school. Permission is conditional on the availability of parking space and the student demonstrating safe behaviour.
- Students may not carry other students as regular passengers unless a written letter of consent is received from the passenger's parents and approved by the College.
- Occasional transport of other students must be discussed in advance with the Housemaster or Housemistress.
- Car use must be confined strictly to school arrival and departure times.
- Casual lifts for school activities or other students are not permitted unless previously agreed.
- The College accepts no liability for loss of or damage to vehicles while on-site.
- Misuse of driving privileges will result in suspension of permission. In cases of repeated or serious misuse, the Head may revoke permission entirely.

PASTORAL CARE

HOUSE 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.

WELLBEING AT PPC

Key features of our wellbeing provision include:

- A values-led tutoring system, with fortnightly wellbeing periods, outdoor tutor time, and regular reflective activities that promote resilience and balance.
- Structured opportunities for personal development, including peer discussions on current affairs, student voice forums, and debate.
- A vibrant House system, that fosters community, cross-year support, and identity.
- Peer mentoring and support, led by Sixth Form students trained through the Anna Freud Centre, offering guidance and modelling positive relationships.
- A progressive, values-led Pastoral Curriculum, addressing healthy living, online safety, emotional literacy, and mental health through the lens of our core values.
- Student leadership and voice, enabled through our Student Forum held in the historic debating chamber – a key space for collaboration between students and SLT.
- An inclusive co-curricular programme, supporting diverse interests from astronomy to axe throwing, and promoting identity, confidence, and wellbeing through adventure and exploration.
- An active Diversity, Equity and Inclusion (DEI) Committee, ensuring difference is respected, dialogue is open, and student individuality is celebrated.
- A phone-free school day, designed to cultivate presence, genuine connection, and meaningful engagement in daily life.

For students requiring more targeted support, Prior Park College offers a comprehensive and compassionate care network:

- Free, confidential counselling services, accessible to all students, led by trained professionals
- Visiting mental health specialists and dedicated drop-in sessions hosted in our Health and Wellbeing Centre.
- Specialised peer support groups, including:
  - Cookie Club for students experiencing parental separation or divorce.
  - Doughnut Club for bereaved students, offering connection and emotional healing through shared experiences.

HEALTH AND WELLBEING CENTRE

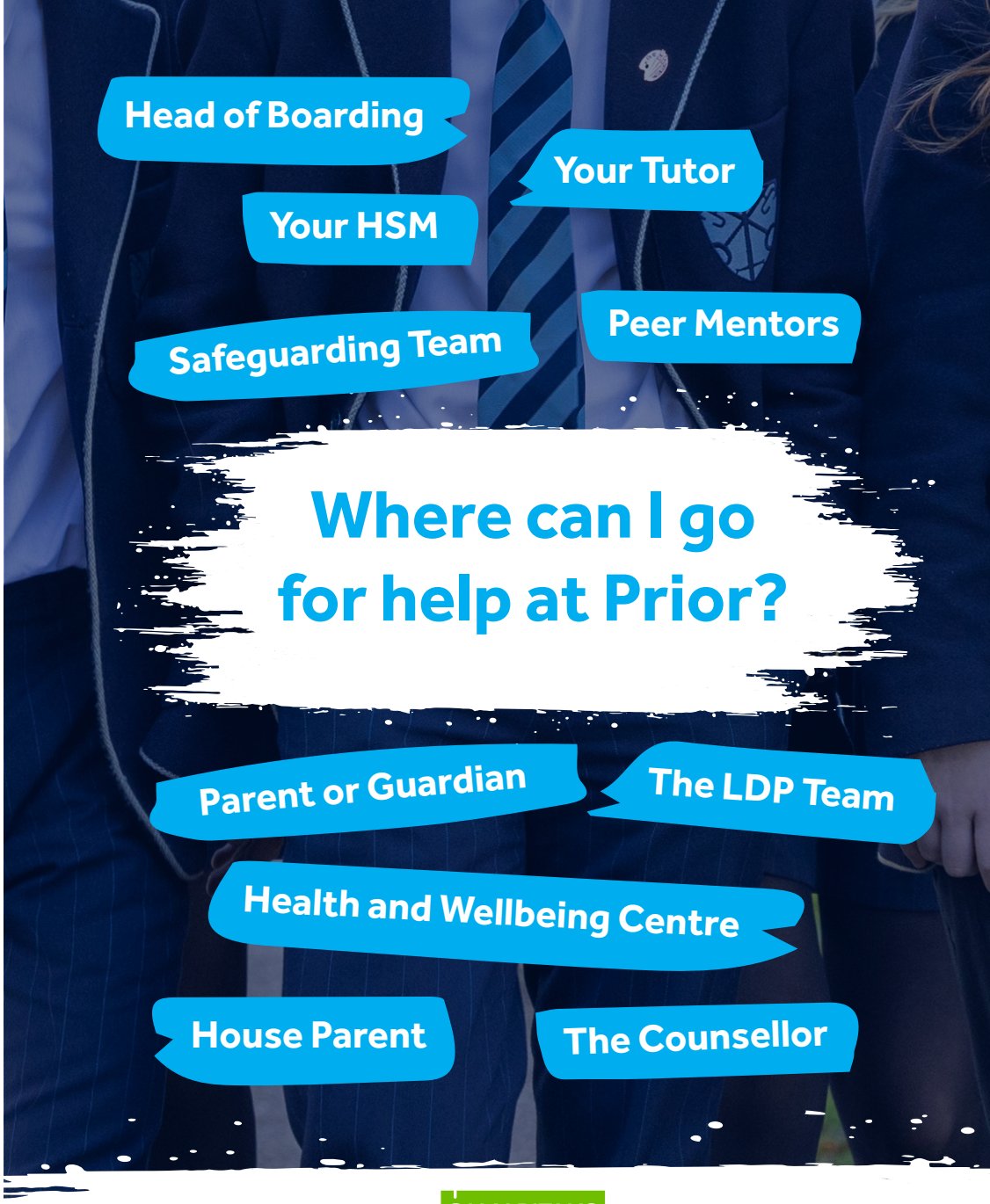
We have a Lead Nurse at Prior Park College who is part of our dedicated Health and Wellbeing team. The Lead Nurse works closely with our School GP, a highly qualified doctor and Partner at Combe Down Surgery. In addition to appointments at the surgery, students can also access the GP clinic held at the Health and Wellbeing Centre one morning per week during term time. Appointments are generally arranged by the Health and Wellbeing Centre team, but students over 16 can request a GP appointment independently via the surgery's website.

Health & Wellbeing Centre Hours
Monday to Friday – 8:00am to 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 are encouraged to visit 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 Health and Wellbeing Centre for safe storage and dispensing. Medication required for evenings and weekends will be dispensed to boarding houses in advance. Boarders who take regular medication may be assessed for self-administration, with a supply dispensed weekly from the Health and Wellbeing Centre.

Students who require emergency medication for their condition must carry it with them at all times, with a spare held in the Health and Wellbeing Centre. Any student with a health need will have a care plan created for them. Students must not carry any other medication, including non-prescription items, while 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 who need to be accompanied will be escorted by a member of our team, or by a member of the boarding team if a parent or guardian is unavailable.



ChildLine 0800 1111

SAMARITANS
Call free day or night on
116 123
A registered charity

Local GP:
Combe Down Surgery
01225 832226

SAFEGUARDING

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 she is assisted by a team of Deputies.

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.

Prior Park College

Keeping you safe

You can speak to any adult at school about anything that is worrying you.
However, there are seven adults who have the special job of keeping you safe.

Izzy Burton
Deputy Head Pastoral
Designated
Safeguarding Lead
iburton@priorparkschools.com

Dave Sackett
Assistant Head (Wellbeing)
Deputy Designated
Safeguarding Lead
dsackett@priorparkschools.com

Malcolm Bond
Assistant Head (Co-Curricular)
Deputy Designated
Safeguarding Lead
mbond@priorparkschools.com

Sukey Holder
Head of Boarding
Deputy Designated
Safeguarding Lead
sholder@priorparkschools.com

Emma Wickham
Head of Compliance
Deputy Designated
Safeguarding Lead
ewickham@priorparkschools.com

Paul Lyon **Nic Dowler**
Safeguarding Trustees
(Joint Responsibility)
plyon@priorparkschools.com
ndowler@ priorparkschools.com

LADO
Helpline: 01225 396810

ChildLine 0800 1111

NSPCC
Helpline: 0808 800 5000

Please contact any of the adults above or
call Izzy Burton directly on: +44(0)1225 587607

More safeguarding information is available at Reception, please call **+44(0)1225 835353** or email **office.ppc@priorparkschools.com**

FAITH

Prior Park College is a Christian school in the Catholic tradition which warmly welcomes students of other Christian denominations, other religions and those of no religion. All staff share the responsibility for upholding and developing the College's religious character. Whole school services are held in the Chapel at the beginning and end of term, and at other times such as Holy days of obligation and important feast days, for example Ash Wednesday, and the feast of St Peter and St Paul (the Patron Saints of the College). All students are expected to attend these.

There is a weekly Sunday service for Boarders in the Chapel. Boarders also have the option to attend a Catholic Mass at a local church on Sunday mornings.

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 Behaviour and Exclusions Policies, found on our website.

BOARDING

There are two boarding houses at Prior Park, boys are located in St Paul's, and girls in St Mary's. Each boarding house has a dedicated live-in House Parent and a team of residential tutors to ensure the pastoral care and organisation essential to the community and to every individual. Prior Park College offers Full, Weekly, and can also accommodate Occasional or Flexi boarding, subject to room availability. Parents who are interested in Flexi or Occasional boarding should contact the relevant House Parent in the first instance:

Girls House, Mel Gittins stmarysboarding@priorparkschools.com
Boys House, Leigh Andrews stpaulsoarding@priorparkschools.com

Our boarding houses remain open during the half-term holidays to enable long-haul students or those with upcoming exams the opportunity to remain on-site. Our House Parents supervise students during this period and arrange a variety of activities for them to enjoy. There is an additional charge to stay during half-term.

For further information, please contact our Head of Boarding sholder@priorparkschools.com

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.

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.

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. 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. All lessons times appear on the student's timetable on SOCS, and on the music department notice board. Weekly reminders are also sent out via email each Friday.

NOTICE PERIOD

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 compete the application form and email this to cmike@priorparkschools.com. When no vacancy is available, your son or daughter's name will be put on a waiting list.

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.

COLLEGE TRANSPORT SERVICES

Current routes and timetables are available on the College website Transport | Prior Park College.

Parents who would like their children to use any of these services are requested to complete a Transport Application Form and return to 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. The buses are often oversubscribed so early contact is recommended to investigate the availability of places. NB. A full term's notice is required if you wish to stop using a bus service.

The charges for all bus services are made at the end of each term.

FINANCE INFORMATION

CURRENT FEES AND ADDITIONAL EXPENSES

Current fees and other costs are published on the website Fees and Finance | Prior Park College 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 on a zero interest basis. 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 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, wtrueman@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.

POCKET MONEY ARRANGEMENTS

Ideally, each boarding pupil will have a bank account from which they can withdraw funds themselves or bank card which they can use. In the absence of this please contact the House Parent who may be able to make alternative arrangements to hold a small amount of cash for the pupil on site.

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.

COMBINED CADET FORCE (CCF) SUBSCRIPTION

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

Prior Park College

Ralph Allen Drive, Bath BA2 5AH
Tel: +44 (0)1225 835 353,
Email: office.ppc@priorparkschools.com
priorparkcollege.com

Information given in this document is believed to be correct at the time of publication (September 2025).

Part of the Prior Park Schools family