



# Parent Handbook

2024 – 2025

[www.thepriorsschool.co.uk](http://www.thepriorsschool.co.uk)





# Welcome



MR RICKY EMMS

## Warm welcome from the Head Teacher.

On behalf of the children, staff and governors, I would like to welcome you to The Priors School. We hope you find this parent handbook useful and gives you a helping hand as you embark upon school life; for some of you for the first time. It can be nerve wracking starting a new school for both you and your child. Please do come and speak to us if we can do anything to help you settle into the routine.

Being the Head Teacher of The Priors School gives me great pleasure. The school has a very special feel to it; the location is incredible, the children are interested in learning and there is a great, supportive community around us. We are a small village primary school based in the village of Priors Marston in Warwickshire and we are steeped in history, from opening in 1847 to becoming one of the first free schools in the country in September 2011.

It is our priority that the education your child receives here with us will enable them to achieve their academic potential and progress confidently into the next phase of their education. It is our vision that all our children are filled with positive experiences, that they are aware of the endless possibilities that await them and that they are nurtured in order to develop within them, a confidence to embrace whatever comes their way. We do this through our wide, varied and creative curriculum and strive to give the children as many experiences as possible out of the classroom.

We aim to be a family school that puts the child at the centre of everything we do, and we are very proud that this was identified as a key strength in our most recent Ofsted report. We do this by involving the children in decision making and putting their welfare and

well-being as our highest priority. All of the staff share this vision and recognise children as unique individuals with specific talents and needs. They work tirelessly to provide a varied and engaging curriculum and a positive school experience. You'll find our classrooms to be hives of activity and full of creativity and learning, making The Priors a special place indeed for children.

We are sure that you will enjoy your time at The Priors School and I look forward to meeting you and working with you in the coming years.

MR RICKY EMMS HEAD TEACHER



## Welcome from Warriner MAT



We are delighted to welcome The Priors community into the Warriner Multi Academy Trust family of schools. The trust was set up in August 2015 with one secondary school (The Warriner), three primary schools (Bishop Carpenter, Hornton and Sibford Gower). A further two form entry primary school (Bishop Loveday) joined in June 2017 followed by a Northamptonshire primary school (Farthinghoe) in September 2018 and Finmere CE Primary school in March 2020. The trust opened a new primary school in Bicester in September 2023.

We have a proven track record of working effectively with all of our schools. This has been formally recognised by the Regional Schools Commissioner who has invited us to showcase our successes at regional conferences and the DfE who included our MAT in their trusts best practice document in recognition of our support of smaller primary schools. The MAT leadership team work diligently to ensure the very highest standards are achieved by all our students. As a result of this collaborative approach, all schools within the MAT continue to perform well above national standards.

Our Academy model of working, and capacity for growth, is reviewed annually by the Regional Schools' team and continues to be viewed as strong practice.

Since conversion all of our schools have remained Ofsted Good. In most recent inspection two schools were judged Outstanding for the Personal Development of our children and one was also judged Outstanding for the Behaviour and Attitudes of our children. The two schools who joined with a status of Requires Improvement have both achieved Good under our leadership. We have also taken a school out of special measures in less than two years. We are very proud of this achievement which is due to our collaborative approach to school improvement. The impact of the work of the MAT was highly commended by the inspection teams.

We have been working in partnership with colleagues from The Priors for some time and relish the ongoing opportunities for us all to learn from each other to ensure that our children get the very best opportunities, ably supported by all of our brilliant staff.

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## THE PRIORS SCHOOL GOVERNORS



RACHEL HEMELRYK JAMES  
CHAIR OF GOVERNORS



ROBERT HOLLAND  
VICE CHAIR OF GOVERNORS



RICKY EMMS  
HEAD TEACHER



MRS FLEUR MAXWELL-MIDDLE  
GOVERNANCE PROFESSIONAL



MATT BOWN  
PARENT GOVERNOR, SEND AND  
SAFEGUARDING LEAD GOVERNOR



EMMA HOOKER  
COMMUNITY GOVERNOR



SHELAGH MOORE  
GOVERNOR



JO PETO  
COMMUNITY GOVERNOR



## THE PRIORS SCHOOL STAFF



MR RICKY EMMS  
HEAD TEACHER/SENCo  
Designated Safeguarding Lead, First aider



MRS HAYLEY CAUSEBROOK  
ROBINS CLASS TEACHER  
Paediatric first aider



MRS JULIE WILSON  
NURSERY ASSISTANT, BREAKFAST  
CLUB Paediatric first aider



MRS SAM LOVESEY  
HLTA, BREAKFAST CLUB  
Paediatric first aider



MRS AMY MCCARTHY  
KINGFISHERS CLASS TEACHER  
Paediatric first aider



MISS ELLE HARRIS  
STARLINGS CLASS TEACHER,  
First aider



MRS CATHERINE WYNNE  
KINGFISHERS CLASS TEACHER,  
*Currently on Maternity Leave  
(April 2025)*



MRS HANNAH LOGAN  
OWLS CLASS TEACHER,  
DEPUTY SAFEGUARDING LEAD  
First aider



MR ED HUDSON  
MUSIC TEACHER



MRS JANE TYREMAN  
TEACHING ASSISTANT - KS1  
AFTER SCHOOL CLUB  
First aider



MRS ANDREA HUGO  
TEACHING ASSISTANT - KS2  
AFTER SCHOOL CLUB  
Paediatric first aider



MRS EMMA WILKINSON  
TEACHING ASSISTANT  
- SEND



MRS GEMMA McDONALD  
TEACHING ASSISTANT



PENNY  
WELLBEING DOG



MRS FLEUR MAXWELL-MIDDLE  
SCHOOL BUSINESS MANAGER  
First aider

# Welcome

## from the Chair of Governors.

As a Governor, we welcome your child to the Priors School and hope that he/she will be happy and successful here.

Your child will be in the care of teachers who will do their best to see that he/she enjoys school and learns well.

We also welcome YOU, as parents. Your support for your child and your interest in the school are vital to their education. Because the part played by parents is so important, the school will always try to involve you in its life and work. You will be invited regularly to meet your child's teachers to hear how he/she is getting on and how you can help.

We hope you will feel that the school is a friendly place, where you are welcome at any time, by mutual arrangement, to discuss any worries or questions. The school will also contact you promptly if any problem arises with your child. You can best help you child by joining as often as possible in consultations with teachers, meetings and activities for parents.

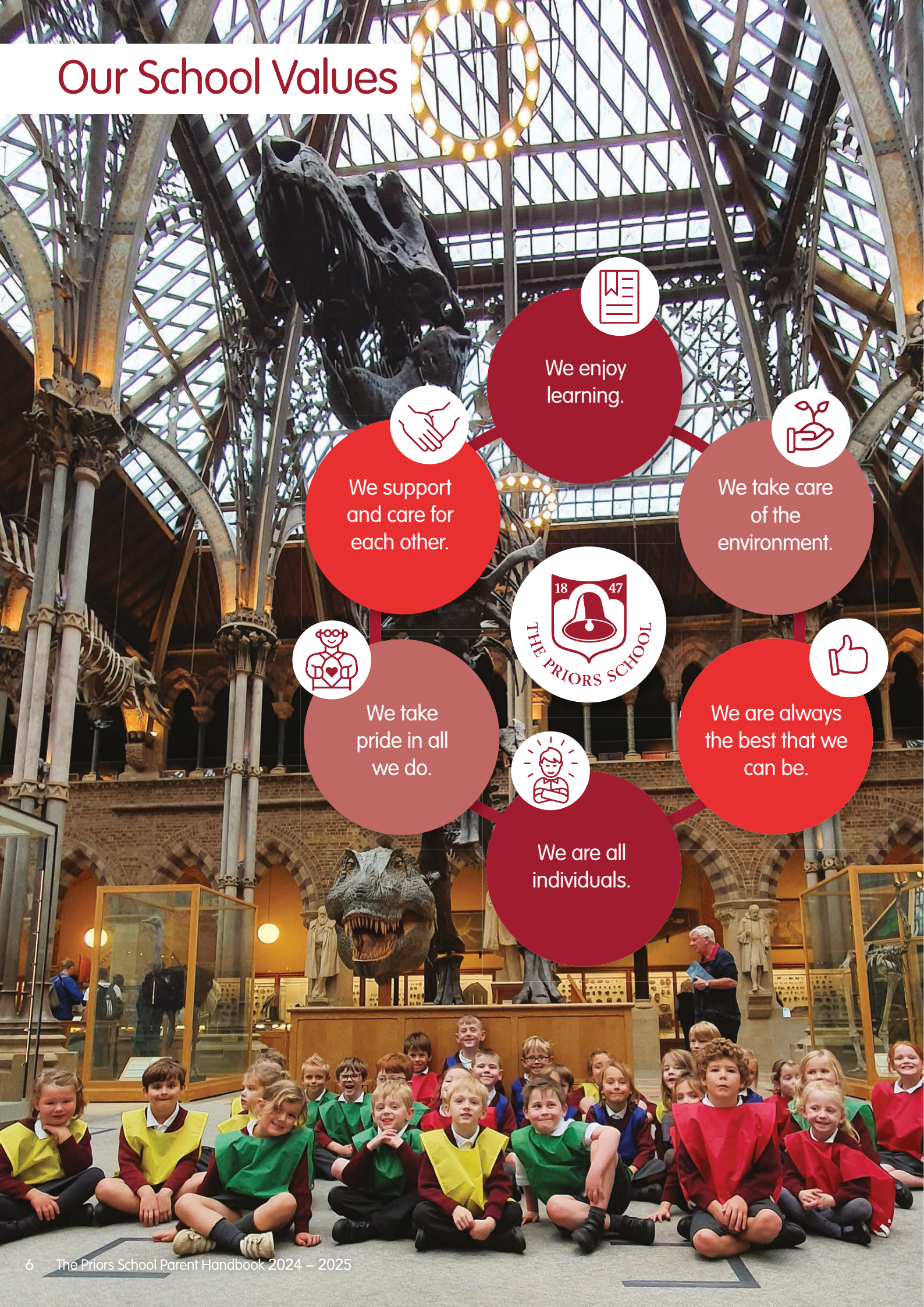
Please accept this letter of welcome as a promise that we are committed to working in partnership with you.

*I look forward to seeing you soon.*

RACHEL HEMELRYK JAMES  
CHAIR OF GOVERNORS



# Our School Values



# Our Curriculum

The curriculum is the bedrock of what we teach the children at The Priors School. We use the 2014 National Curriculum to inform our planning process, although we supplement this with our own school based curriculum. We devised four main curriculum drivers to underpin the work we do at school. These drivers are incorporated into all we do and provide the children with the best possible opportunities for life.

## POSSIBILITIES

Pupils at the The Priors School will have the opportunity to learn about their local community and develop their understanding of the wider world and different cultures. We will encourage children to develop a strong sense of the ambition and always strive to be the best they can be. The children will understand there are a variety of possibilities for themselves.

## INDEPENDENCE

Pupils at the The Priors School will develop their independence and self-help skills. They will become competent problem solvers and will demonstrate a strong sense of self-motivation. The children will strive to demonstrate their best work at all times and will identify areas for self-improvement. The children will demonstrate a caring attitude to others.

## ENTERPRISE

The Priors School is a school that values entrepreneurial skills. We encourage children to take risks and to think outside of the box. We want children to have the opportunity to fund raise and manage money. We want the children to develop a strong sense of team work and collaborate together to achieve an end goal.

## THE OUTDOORS

The Priors School is exceptionally lucky to have access to amazing outdoor spaces. Living in a rural community, the children have the opportunity to learn about the great outdoors first hand. We will encourage the children to be physical and active using the outdoors environment. We want to foster an appreciation of the environment and an appreciation of the environmental issues.

# Curriculum Principles

Our aim is for every child within our school to flourish academically, socially and personally through the challenging, engaging and knowledge led curriculum that has been developed across our schools.

Our vision and moral purpose translates into a curriculum which is driven by a strong set of values about what matters. It is deliberately designed to enable all of our children to have equal access to all learning opportunities, develop a love of learning and use their knowledge successfully in the future.

Our curriculum is ambitious for all children and the careful sequencing and planning, aims to support our children on their learning journey, regardless of starting points. From the Early Years onwards, the knowledge and understanding that children acquire in their time at The Priors School support the development of critical thinking, analysis and creativity which are important for them to thrive in the future.

Our curriculum is a framework for setting out the aims of our programme of education, including:

- The knowledge and understanding to be gained at each stage (intent)
- Translating that framework over time into a structure, narrative and with subject specific pedagogy (implementation)
- Evaluating what knowledge and understanding pupils have gained against expectations (impact)

This school has a family feel. Staff know all the pupils well. They care for pupils' well-being.

Pupils are proud of their school. Pupils are happy and confident. They are friendly and play and work well with their classmates.

*Ofsted view 2019.*

*Ofsted view*





## Priors Pre-School

The Priors Preschool was formed as part of our transition into a Free School in 2011. It was initially run by Priors Education Trust as a charity based nursery, with the school taking on the running of it from September 2021. We decided to change the name from The Priors School Nursery to The Priors Preschool to better describe our offer to families from September 2023. Our aim is to provide your child with an enjoyable, stimulating, and educational time and to teach them a variety of skills and social graces to help them follow on to their next big adventure – school!

Our setting consists of different activities each day, and we have a wide and varied program over the week. The topics are changed each term. Each day will be different if your child attends five or two sessions per week. We work to achieve the current Early Learning Goals as set out in the Early Years Foundation Stage guidance as well as within the Every Child Matters framework. We are subject to regular Ofsted inspections when they visit the school, and the last full inspection was November 2019.

### Our aims for your child are:

- To provide each child with a warm and loving environment where they feel a sense of belonging and can learn to be strong and independent.
- To provide a sound beginning to school life from the age of two years. Your child will be encouraged to start looking at numbers, colours, shapes and the world about us in a variety of ways.
- To provide a stimulating environment within which your child will learn how to use a pencil, look at a book and use lots of different textures and materials, will begin to experience craft, art, cookery and music.
- To provide each child with a warm and loving environment where they feel a sense of belonging and can learn to be strong and independent.
- To ensure that no child will be disadvantaged or excluded.

### We will offer your child:

- The specially tailored curriculum leads to approved Early Learning Goals.
- Individual care and attention are made possible by a high ratio of adults to children.
- Fun and friendships with children and adults.
- Opportunities for you and your family to be involved in group activities and your child's own progress.



## Our Pre-School Sessions

### Preschool Fees from September 2024

| Nursery Sessions                   | Timings              | Costs  | Costs per hour |
|------------------------------------|----------------------|--------|----------------|
| <b>Full Day</b>                    | 9am – 3pm            | £34.50 | £5.75          |
| <b>Morning session</b>             | 9am – 12pm           | £17.25 | £5.75          |
| <b>Afternoon session</b>           | 12pm – 3pm           | £17.25 | £5.75          |
| <b>15 hours funded entitlement</b> | 5 sessions per week  | £0.00  | £0.00          |
| <b>30 hours funded entitlement</b> | 10 sessions per week | £0.00  | £0.00          |

### Free Entitlement

#### 15 Hours Universal Entitlement

Every child becomes eligible for 15 hours of Universal Entitlement in the term following their 3rd birthday until they transfer into state education.

#### 30 Hours Extended Entitlement

The additional 15 hours extended entitlement is aimed at working parents and will be means tested (by HRMC, not The Priors Pre-School). The following website provides

information for parents regarding eligibility and how to apply:  
[www.warwickshire.gov.uk/children-families/help-childcare-costs/3](http://www.warwickshire.gov.uk/children-families/help-childcare-costs/3)  
 or [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

After applying, and if successful, parents need to provide the Nursery with their unique code and the parent's NI number at least 6 weeks before the beginning of the term to which it applies.

### Early Years Pupil Premium

The Priors Nursery may be able to claim extra funding to enhance the quality of your child's early education.

Your child will be eligible for the Early Years Pupil Premium if you are in receipt of one or more of the following benefits or credits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related employment and support allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, but not Working Tax Credit, with an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

- Universal Credit – if the child is born on or after 1 January 2015 and the parent is entitled to Universal Credit, they must have an annual net earned income equivalent to and not exceeding £7,400, assessed on up to three of the parent's most recent Universal Credit assessment periods.

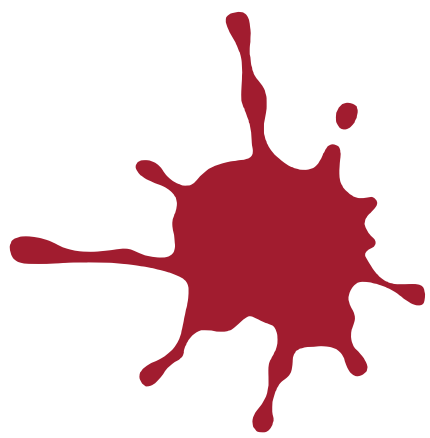
or the child has:

- Been looked after by the local authority for at least one day
- Been adopted from care
- Left care through special guardianship
- A child arrangement order

### How to claim

If you are in receipt of one of the above, please complete the EYPP application section on the Parental Declaration Form that we have asked you to complete.





## Early Years Foundation Stage (EYFS)

In Reception our children continue on from their Nursery or pre-school setting to complete the last year of the Foundation Stage. In the Nursery and Reception classes four guiding principles shape our practice:

1. Unique child – every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured.
2. Positive Relationships – children learn to be strong and independent through positive relationships.
3. Enabling Environment – children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between teachers and parents and/or carers.
4. Develop and learn in different ways – children develop and learn in different ways and at different rates.

We have a two year overview of topics in EYFS which is designed to provide a broad balanced curriculum covering the EYFS areas of learning and development which include prime areas of learning and specific areas of learning:

### Prime Areas of Learning:

- > Communication and Language
- > Physical Development
- > Personal, Social and Emotional Development

### Specific Areas of Learning:

- > Literacy
- > Mathematics
- > Understanding the World
- > Expressive Arts and Design

We follow the children's interests when planning for each group of children and recognise the importance of involving the children in choosing activities and resources. Child-initiated learning is an important part of our daily routine

and whenever possible adult-directed activities are play based, active and related to the children's interests. Children and parents are encouraged to be involved in the next steps for learning through the children's learning journey and parent consultations.

At The Priors our learning journals are on an online programme called Tapestry, which enables parents and carers to easily access information about their child and make an important contribution to their child's learning and development. All areas of learning are given equal emphasis and are interrelated. We aim to help children with their learning through observing, getting involved in their play, supporting their thinking and asking open questions.



## Key Stage 1 and 2

We follow the National Curriculum. In both Key Stages our pupils study the following subjects:

- > English
- > Mathematics
- > Science
- > Computing
- > Art and Design
- > Design and Technology
- > Geography
- > History
- > Music
- > Physical education
- > Religious education
- > PSHE

In Key Stage 2 the children study French as an additional subject.

For each subject, national programmes of study set out what pupils are taught. We ensure that the objectives from these programmes are incorporated into a curriculum map for each year group where as many opportunities as possible are

provided for cross-curricular links and application. Teaching through topics and making links between subjects allows us to foster creativity and give learning meaning.

We ensure pupils have opportunities to develop and apply their communication and computing skills in all subjects and enquiry skills are developed through science, history and geography. We promote creativity which involves thinking imaginatively, working purposefully, being original and having an outcome that is of value in relation to the objective.

We also value education for sustainable development which enables pupils to participate in decisions about the way we do things, both locally and globally, that will improve the quality of life now without damaging the planet for the future. There are opportunities for pupils to develop their understanding of sustainable development within the school curriculum, in particular their work in geography, science and PSHE (personal, social and health education).

We encourage pupils to reflect on what and how they learn. They consider how the skills they develop can be applied to different subjects, different problems and real-life situations.

In Key Stage 1 and 2 Maths and English are taught daily. Other subjects are incorporated into a weekly timetable to ensure appropriate and equal coverage. Some subjects like Design and Technology are blocked into units and may be taught at different times of the year, in topics as far as possible. We use specialist teachers for some subjects, such as music and PE, and often bring in visitors to work with us, such as artists.

We also do a Daily Mile, where the children run or walk for 15 minutes every day to encourage healthy lifestyles.





Curriculum Map

| CYCLE A  |                  |                                   |  |   |
|----------|------------------|-----------------------------------|--|---|
| TERM     | ROBINS           | STARLINGS                         | KINGFISHERS  | OWLS  |
| Autumn 1 | This is me       | A local history study             | The Stone Age to the Iron Age                                    | The Ancient Greeks – is democracy a good thing? |
| Autumn 2 | Who are you?     | Arctic Explorers                  |  |   |
| Spring 1 | Where are they?  | World Changers Throughout History | Natural Disasters  | The Victorians and the Industrial Revolution    |
| Spring 2 | Here and now     |                                   | The Roman Invasion of Britain                                    |   |
| Summer 1 | Around the World | Great Fire of London              | The Anglo Saxons, The Vikings and the Battle for England in 1066 | The Ancient Maya                                |
| Summer 2 | Looking Beyond   |                                   |  | Earth and Space                                 |

| CYCLE B  |                  |  |                              |  |
|----------|------------------|--|------------------------------|--|
| TERM     | ROBINS           | STARLINGS                              | KINGFISHERS                  | OWLS                                   |
| Autumn 1 | This is me       | Significant Buildings Around the World | A Local history Study        | Shackleton's Exploration of Antarctica |
| Autumn 2 | Who are you?     |  | Light and Lenses             | World War 1                            |
| Spring 1 | Where are they?  | The Great Rainforests                  | The Ancient Egyptians        | World War 2                            |
| Spring 2 | Here and now     |  |                              | Empathy, Tolerance and Injustice       |
| Summer 1 | Around the World | The British Coastline                  | Mountains, Rivers and Oceans | Circulation                            |
| Summer 2 | Looking Beyond   |  |                              | Evolution                              |



Extra-Curricular Activities

At The Priors school we run a number of after school clubs for the children, most of which are free of charge. We do bring external agencies to run some clubs and the school often subsidise these using the PE and Sports Premium, although there is a charge for these clubs.

**Clubs generally run from 3.20pm – 4.00pm; although paid clubs run to 4.20pm.**

Examples of clubs we have offered at The Priors School are:

- > Orchestra
- > Multi-sports
- > Musical Theatre
- > Games Club
- > Netball
- > Robotics
- > Cross Country
- > Dance
- > Fencing
- > Archery
- > Gardening
- > Eco-club

Assessment at The Priors

There are a number of statutory assessments that children need to take part in throughout their school career. These are:

- Early Years baseline (within the first 6 weeks of school)
- Early Years Foundation Stage Profile
- Year 1 Phonics Screening Check
- Optional Key Stage 1 Assessments
- Year 4 Times Tables Check
- Year 6 End of Key Stage Assessments (known as SATs)

Throughout the school year, teachers complete online profiles to help inform them of what your children can do and need support with. The teachers will share information with you during parents' evenings and at other times throughout the school year.

The children also complete some summative assessments called Progress in Reading Assessments (PIRA) and Progress and Understanding in Maths Assessments

(PUMA) three times per year, which supports a teacher's judgements.

Pupils' attainment is compared to the expectations for their year group. Attainment is graded in the following bands:

GREATER DEPTH:

Pupils working beyond the standard expected for their year group, showing greater depth of understanding.

EXPECTED:

Pupils who are working at the standard expected for their year group.

WORKING TOWARDS:

Pupils working at the appropriate age curriculum, but who have not yet secured all the expected learning for their year group.

BELOW:

Pupils who are not yet working on the objectives linked to their year group.





My name is  
**Penny**



## Our School Well-being dog

Hi, my name is Penny and I am a much loved member of staff at The Priors School. My job is to be head of welfare and wellbeing and I take this very seriously. I have recently passed my Kennel Club Silver Award and will be undergoing my therapy dog training assessment soon.

Some of the jobs I help with are reading with the children, looking at children's great work, playing with the children and helping children (and staff) if they just need to give me a stroke.

### About me

I am a cockapoo, which is a cross breed between a toy poodle and a cocker spaniel. I was born on 8th February 2022, and I was employed to work at the school from 8th April 2022.

I may be boasting a little bit but I am a perfect breed to work in a school as I get lots of great characteristics from my mum and dad. I am intelligent, easy to train and very people oriented. I am an affectionate dog, love being stroked by children and I am eager to please. I also shed very little hair which means I am great for people with fur allergies.

The school will keep an ongoing blog about my journey, so that you can see all of the wonderful things that I do!



Amazing outdoor space.

## Forest School and Outdoor learning

We are very lucky at The Priors to have amazing outdoor space, including our own Forest School site. Our children in the Early Years use the forest school weekly with a trained leader. All other children in the school do get to use the site as part of their learning.

Forest school is an approach to learning that takes children into the great outdoors whatever the weather to explore the natural environment.

Forest school is a long-term, nature-based outdoor learning program that focuses on holistic development and growth in children.

Children spend half of day outside instead of in the classroom as part of the curriculum to give opportunities to achieve and develop a deeper understanding of the world around them.

Children learn through playing in the mud and the hands-on forest school approach gives them plenty of opportunities to do just that. Being child-led, trained practitioners monitor the children but encourage exploration and discovery and support them to take risks.

For children, forest school activities develop confidence, self-esteem, imagination and physical ability as they are allowed to test their limits in the natural world.

In a woodland environment, learning experiences are based on what activities a child wants to engage in at that particular time.

Doing this on their own, supervised by a forest school leader, the child builds problem-solving skills, independence, and resilience as they try things out.



# Organisation of the School Day

|                 |  |
|-----------------|--|
| 7.30am – 8.50am | Before School Care   |
| 8.50am          | Start of school day is 8:50am, Bell rings children line up in classes on the front playground. Teachers will be out a few minutes before if you need to pass in a message. |
| 9.00am          | Registration followed by assembly  |
| 9.20am          | Lessons starts   |
| 10.30am         | Break Daily Miles for Class 1 and Class 2 10.15; Class 3 is 10.45.   |
| 10.45am         | Lessons starts   |
| 12.15pm         | Lunch Time   |
| 1.15pm          | Lessons starts   |
| 3.20pm          | End of school day is 3:20pm, Home Time (or clubs)  |
| 6.00pm          | After School Care closes   |

## Term Dates – 2024-2025

### AUTUMN TERMS 2024

|               |  |
|---------------|--|
| Inset Days    | Friday 30th August and Monday 2nd September 2024 |
| Term Begins   | Tuesday 3rd September 2024                       |
| Term Ends     | Friday 25th October 2024                         |
| Half Term     | Monday 28th October – Friday 8th November 2024   |
| Term Restarts | Monday 11th November 2024                        |
| Term Ends     | Friday 20th December 2024                        |

### SPRING TERMS 2025

|               |  |
|---------------|--|
| Inset Day     | Monday 6th January 2025                          |
| Term Begins   | Tuesday 7th January 2025                         |
| Term Ends     | Friday 14th February 2025                        |
| Half Term     | Monday 17th February – Friday 21st February 2025 |
| Term Restarts | Monday 24th February 2025                        |
| Term Ends     | Friday 11th April 2025                           |

### SUMMER TERMS 2025

|               |   |
|---------------|---|
| Term Begins   | Monday 28th April 2025  |
| Bank Holiday  | Monday 5th and Monday 26th May 2025                           |
| Term Ends     | Friday 23rd May 2025  |
| Half Term     | Monday 26th May – Friday 30th May 2025                        |
| Inset Day     | Friday 30th May 2025  |
| Term Restarts | Monday 2nd June 2025  |
| Term Ends     | Wednesday 23rd July 2025                                      |
| Inset Day     | Thursday *24th July 2025    *24th July – covered by twilights |



My child loves The Priors School! They love the staff and all of the fun activities they do!

Parent view 2019.

Parent quote

## School Uniform

Our uniform is intended to be simple and easy for parents to find appropriate items. A consistent uniform is smart and contributes to the ethos and the high expectations of the school. It also eliminates any inequalities and disadvantage that exists in our school community. Whilst we have a uniform provider for logo items, this is not a requirement and non-logo uniform is acceptable.



### Reception to Year 4

White polo shirt.  
Burgundy jumper **or** Cardigan.  
Navy coat.



Grey Trousers.  
Grey Skirt (towards the knee in length).  
Grey Smart Shorts.  
Grey/black socks or tights.

### Years 5 & 6

As above but with white shirt **or** white blouse and school tie.

### Optional Items

Yellow & White gingham summer dress/shorts with white socks  
Burgundy beanie **or** cap. Burgundy school bag.

### Shoes

Sensible & practical black shoes with uppers no higher than ankle bone.  
Plain, unbranded black trainers are permitted for active pupils (strictly no branding **or** markings).



### PE Kits *(please send kit in a small draw-string bag).*

#### Reception to Year 6

White t-shirt, Burgundy shorts, White socks.  
Plimsolls & trainers.

### Optional Items

Navy tracksuit bottoms, Burgundy sweatshirt **or** hoody for winter months.



### Uniform Suppliers

School uniform should be ordered directly through  
**YourSchoolUniform.com**

## Named Clothing and Lost Property

Children are encouraged to go outside during the day throughout the year so it is important, especially for children who travel to school in a car, that they are equipped for wet weather and sunshine. It is essential that a child's clothing and property be marked in some way. This does help when trying to trace lost property. To view lost property, please contact the office.  
*Lost property is displayed from time to time after which it is recycled.*

## Jewellery

Jewellery should not be worn in school. Stud earrings are permitted, but following guidance, they must be removed (or preferably not worn at all) on the days P.E. activities are taking place.

## Watches

Whilst analogue watches are good for pupils to use and improve their ability with time, they are for some just one more thing to get damaged or lost. Any expensive items such as Fit-bits are not encouraged.

## Personal Belongings

We discourage children from bringing personal belongings to school to avoid any issues around loss and upset.

## Mobile Phones

Only children in years 5 & 6 are allowed to bring a mobile phone to school if they are walking home alone, by prior agreement. Any mobile phones must be kept in the school office during the school day.



Attendance

Attending school is very important. We expect every child to attend school every single day unless there are exceptional circumstances, such as your child is ill. Attendance is very important for your child's progress at school.

We have a legal duty to monitor the attendance of the children in our school. If your child's attendance drops below **95%**, we will send you a letter informing you of this. If your child attendance drops below **90%**, your child is classed as persistently absent, and a meeting will be arranged with you to discuss this.

Attendance Matters

The effect of absence on school progress.



Getting your Child to School Really Matters

| Did You Know?  | In a School year, if your Child is late every day by... | Your Child would have lost approximately... | or They would have missed approximately... |
|--|---|---|--|
| Please encourage punctuality to maintain attendance. | 5 minutes   | 3.5 Days from school                        | 20 Lessons                                 |
|  | 10 minutes  | 7 Days from school                          | 41 Lessons                                 |
|  | 15 minutes  | 10 Days from school                         | 55 Lessons                                 |
|  | 20 minutes  | 14.5 Days from school                       | 82 Lessons                                 |
|  | 30 minutes  | 22 Days from school                         | 123 Lessons                                |



Holidays in Term Time

From September 2013 the Government has withdrawn the right of Head Teacher's to grant any leave of absence for holidays during the term time unless there are exceptional circumstances, and there are very strict guidelines about these circumstances.

As a consequence of these changes I will no longer be able to approve requests for leave of absence for reasons that are not considered to be special or exceptional such as:

- Availability of cheap holidays and cheap travel arrangements
- Days overlapping with beginning or end of term. Parents needing leave of absence for exceptional circumstances should complete a form, available at the school office or on the website, at least two weeks before the anticipated start date. The reason for the request should be given in detail. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

I would like to remind parents that this is Government policy and parents who take their children on holiday without permission will incur unauthorised absences for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service. Parents could be issued with a fixed penalty notice and/or court action.



Illness and Medicines

If your child is too unwell to come to school, you must inform the school office on the morning of the absence. Please give the school a call and press option 1 to speak to the school office or leave a voice mail. If you do not contact the school, we will call you to check where your child is.

There are some illnesses, such as sickness and diarrhoea, where you have to keep your child off school for 48 hours after the final bout of illness. The school will always follow the guidelines from **Public Health England**.

If your child is unwell at school, we will contact you and ask you to collect them. Please bear in mind that we always make a judgement based on the symptoms we are seeing in school.

We can administer medicines in school for you. We have a dedicated medicines policy on the school website and the office team will guide you through the process. Before we administer any medication, you will need to complete a medicines form. If your child requires longer term medication, for example an inhaler, we will need to work together to complete a Health Care Plan.



Nut Allergies

We have a number of children in school who are highly allergic to nuts. Anaphylactic shock, a life-threatening condition, occurs when such a child comes into contact with nuts – however slight. We try to be a nut free school as far as practicable and ask parents to make sure that nuts or nut products are not brought into school for lunches or for birthday treats etc.

Travelling to School

Where possible, please walk to school. However, we do realise that some parents need to drive to school.

If you do, please park your car away from the school and walk up the footpath. You should only use the turning circle at the top of School Lane in an emergency, as we need to keep the route clear for residents and emergency services. The Hollybush Inn have kindly agreed to allow us to use their car park for school drop off and collection.





Behaviour

At The Priors School, we focus on positive behaviour management, by identifying what the children are doing well, and by encouraging children to learn from mistakes and make it right again. Our behaviour policy is based on our school values and we always relate any behaviour conversations back to the values. The behaviour of the children at The Priors School was rightly identified by Ofsted as exemplary, and we are very proud of our children. If you have any concerns regarding behaviour, please do contact your child's class teacher in the first instance.

The full behaviour policy can be found on the school website [www.thepriorsschool.co.uk](http://www.thepriorsschool.co.uk)

It's a small, friendly place that is very nurturing.

Parent view 2019.

Parent quote

The Priors Behaviour Blueprint.

| School Values     |                                 |                        |                            |                                    |                                       |
|-------------------|---------------------------------|------------------------|----------------------------|------------------------------------|---------------------------------------|
| We enjoy learning | We take care of the environment | We are all individuals | We take pride in all we do | We support and care for each other | We are always the best that we can be |

| Positive Priors  | Visible Consistencies  | Above and Beyond Recognition  |
|--|--|---|
| <ul style="list-style-type: none"><li>1 Be safe</li><li>2 Be respectful</li><li>3 Be ready</li></ul> | <ul style="list-style-type: none"><li>1 Calm adult behaviour</li><li>2 Praise expected behaviour</li><li>3 Modelling manners</li></ul> | <ul style="list-style-type: none"><li>1 Gold book assembly</li><li>2 Sharing information with home</li><li>3 Recognition boards</li></ul> |

| Relentless Routines  |  |
|--|--|
| <p>Quality Lines</p> <ul style="list-style-type: none"><li>1 Silent</li><li>2 Smart</li><li>3 Straight</li></ul>     | <p>Excellent Entrance</p> <ul style="list-style-type: none"><li>1 Knock</li><li>2 Wait</li><li>3 Manners</li></ul> |
| <p>Superb Lunch</p> <ul style="list-style-type: none"><li>● Stop bell</li><li>● Manners</li><li>● Movement</li></ul> | <p>Tremendous Toilets</p> <ul style="list-style-type: none"><li>● Loo</li><li>● Wash</li><li>● Leave</li></ul>     |

| Scripts and Mantras                     |                                   |  |   |   |
|---|-----------------------------------|--|---|---|
| I can see that maybe you are feeling... | You have a choice, either A or B. | The consequence of this behaviour will be... | Do you remember when I saw (positive behaviour)? That's what I need to see now. | What happened? What can we do to put this right |

School Lunches

Our school lunches are freshly prepared on-site by **Fresh Start Catering**.

About Us

In 2007 Fresh Start was founded with a vision to provide primary school children with fresh, nutritional and healthy 'home cooked' meals. Fast forward to the current day; that gusto for healthy eating gathered momentum and Fresh Start is now a small but perfectly formed, passionate company serving thousands of delicious, varied, and balanced lunches every day across Oxfordshire, Northamptonshire and Buckinghamshire.

Our Food

We cook everything from scratch. All our meals are freshly prepared on site every day. We source our produce locally where possible and make our food using raw ingredients. No nasties in any of our meals! Every menu we create is packed full of flavour, being healthy and balanced does not have to mean being bland and boring.

- Our commitment to healthy eating in our schools is still as strong as ever. We go a long way to ensure that children eat well and understand the importance of a healthy diet.
- The rigour in our sourcing means that we can trace all our products back to source.

- We can adapt our menus to meet special dietary requirements so that school meals can be enjoyed by all children.
- We're proud that all our menus meet or exceed Government food and nutrition standards.
- Our very own team of chefs develop all our menus to ensure balanced and healthy choices.

Meal Manager Pre-order system

We take the hassle out of ordering and paying for school meals for both parents and our schools with our Meal Manager system. **Late orders can be placed up to 9:00am each day.**

- ✓ We regularly run taster days for new and existing parents to try the food served in our schools
- ✓ Educating and ensuring that children and parents understand where their food comes from
- ✓ Making food fun and interesting
- ✓ Training the teams on new menus and recipes
- ✓ Termly 'Theme Days' and events around food - inspiring our pupils to get involved and learn more about food and its provenance



FREE School Meals

Is your child eligible for free school meals?

The rising cost of living means everyone could use a bit of help. If you are unemployed or on benefits then you may be able to claim free school meals for your child.

**This would not only help you: it would help the school too.**

Schools are given additional funding by the Government for every child who gets free school meals. We want to obtain as much as possible so that we can improve education for all children at The Priors,

We are aware there are children who attend The Priors who are entitled to free school meals but do not realise it. We are also aware that some parents choose not to take up the entitlement to a free school meal. The pupil premium means that even if you don't wish to access a free daily meal, applying will mean that this school will receive further funding.

If you think your family could qualify, please look at the Warwickshire Free School Meal website:

[www.warwickshire.gov.uk/education-learning/apply-free-school-meals](http://www.warwickshire.gov.uk/education-learning/apply-free-school-meals)

If you have any queries please contact Mr Emms.

**THE NEST**

We are delighted to be able to offer a full wrap around care service for those parents/carers wanting extra childcare arrangements.

We offer a Before School Club every morning from **7.30am** until **8.50am** and an After School Club from **3.20pm** until **6pm** on Monday to Thursday afternoons. We now run After School Club Session 1 on Friday afternoons too.

THE SESSIONS ARE AS FOLLOWS:

|   |                            |
|---|----------------------------|
| <b>Breakfast Club</b><br>7.30 – 8.50am              | <b>£5.25</b><br>per pupil. |
| <b>After School Club Session 1</b><br>3.20 – 4.30pm | <b>£5.50</b><br>per pupil. |
| <b>After School Club Session 2</b><br>4.30 – 6.00pm | <b>£4.50</b><br>per pupil. |

Children should be booked into the clubs using the **ParentPay** booking system. Children attending this club should bring a healthy snack to enjoy.

Any parent or carers interested in their child attending should contact the school for further details.

**MORNING SESSIONS**  
JULIE WILSON AND SAM LOVESEY

**AFTERNOON SESSIONS**  
JANE TYREMAN AND ANDREA HUGO





We have started to use **Arbor** as our Management and Information System (MIS) and as part of this package, there is a parent app.

The app can be downloaded from the Google Play Store, Apple App Store and on any internet enabled device.

We will give all parents a log in to use the parent app and it is extremely important that you register for it and use it regularly.

#### You can use the app to:

- Check and update the data we hold on your children
- Check and update the permissions we hold for your children
- Inform us of a child's absence
- Book for after school activities
- Book parents evenings

Leaders, teachers and support staff work well together. Staff are proud to be part of the school community.

The school is well led. Pupils are at the centre of all decisions.

*Ofsted view 2019.*

*Ofsted view*



Schools are required to offer milk to pupils and we do this by providing milk during snack time.

#### Parents can also register for milk at playtimes via Cool Milk.

##### Option 1 for Nursery Only

Pupils in the Nursery have milk available to drink during their session. This is free of charge, funded by the government via Cool Milk who will provide a 189ml carton of milk. However, you must **REGISTER** with Cool Milk to receive this. Please register at [www.coolmilk.com](http://www.coolmilk.com).

##### Option 2 for Reception Pupils under 5 years old

Pupils in Reception, who are under 5 can have milk to drink in the morning break. This is free of charge, funded by the government via Cool Milk who will provide a 189ml carton of milk. However, you must **REGISTER** with Cool Milk to receive this. Please register at [www.coolmilk.com](http://www.coolmilk.com). You will receive this free of charge up until the Friday before your child turns 5. There will be an option to continue, but there will be a charge (see Option 3).

##### Option 3 for Pupils over 5

All other pupils can have milk to drink in the morning break. There is a charge for this at 22p per day via Cool Milk who will provide a 189ml carton of milk. You need to **REGISTER** with Cool Milk to receive this. Please register at [www.coolmilk.com](http://www.coolmilk.com)

Parents/Carers can start or stop the service at any point. There are various payment options including online, over the phone, by cheque or at a local Paypoint. If paying for the milk, this should be done by Tuesday 5pm to receive milk the next week. If you are unable to register online, please contact the office for a registration form.

## GDPR and Privacy Notice

The Priors School is committed to ensuring that the new Data Protection and GDPR rules are implemented in school. As a school we have to collect a large amount of data on Pupils and Parents. The GDPR rules and regulations outline how we manage our data and it uses and sharing and storing data. This is all outlined in the Privacy Notice which can be viewed on our website under the policies page. Other documents on GDPR can be found on our website.

In any instance the school is available to answer any question on how your data is handled and questions can be directed via the school office to the School Business Manager. It is important to mention that we have an appointed Data Protection Officer who can be contacted via email or post if you have any issues with the way the school handle your data.

The DPO acts in behalf of a numerous amount of schools in the borough so please ensure you mention the school you want to discuss.

## Money Matters

We have a charging policy, which is in line with government guidance about the types of extra activities for which schools may charge. We try to spread these costs across all year groups; for example, we ask for contributions towards coaches and so on for our enriched curriculum which includes theatre visits, museum visits, habitat visits and visiting professionals to the school.

Such contributions greatly enrich the breadth and quality of much of our exciting curriculum and enhance your child's education. If you are in receipt of free school meals or for any reason whatsoever are struggling, please do not hesitate to speak with staff as we may be able to assist. Voluntary contributions are always requested by a letter home from school. Unfortunately some activities may not go ahead if insufficient monies are collected.

## Communication with Parents

### School Website –

Please look at our school website. Each class has a blog so you can keep up-to-date about what's going on in your child's class.

### Email –

We will email all letters and newsletters to you via email. This is our primary method of communicating with you and we must have your most up-to-date email address on our school records so that we can keep in touch with you. Please read these updates as they have important information about the forthcoming term.

### Facebook –

There are three Facebook groups set up for the school – a Parents Association one, a school managed closed group for information sharing and a public facing page. We use Facebook regularly to share photos and updates.

## Working with Parents

We recognise the importance of working in partnership with parents and carers to ensure that every child is happy, healthy and safe whilst in our care. We therefore aim to keep parents and carers fully informed of policies, events and activities at the school, by sharing information with them, answering questions and addressing any concerns, and by encouraging them to participate in the life of the school.

We do our best to keep parents informed about the school by:

- Inviting parents to visit the school before their children start.
- Giving all parents a copy of our **Parent Handbook** which outlines how the school operates and includes contact details.
- Notifying the parents of their child's class teacher when they start at the school



- Making all of our policies available at the school for parents to consult whenever they like, either from the school office or online on our school website.
- Producing a regular newsletter to keep parents up to date with news, events, new staff and latest achievements
- We encourage parents to volunteer, share specialist skills/knowledge, help on outings, etc.
- We obtain parental permission for outings, photographs, applying sun-cream, etc.
- We can arrange for parental discussions with staff when required.
- We respect parents' input and opinions by responding promptly and appropriately to any complaints, in line with our Complaints policy.

### Parent Consultation Evenings

- Formal parent consultation evenings are held twice a year, in the autumn and spring terms and you will receive a written report about your child in July.
- Teachers are also happy to meet with you after school to discuss any aspect of your child's education or welfare or any other concerns that you may have. Should you wish to discuss a matter in any length, then please request an appointment.

## Visitors to School

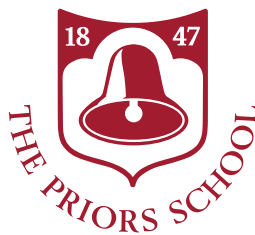
We love having people visit our school. Whilst visiting the school, we expect everyone to follow our simple rules for the safety of all who use our school. We kindly request that there is no smoking on the school grounds. We also ask that dogs are not brought on to school property. If you are walking your dog, please stay with them outside and we can send your child to you. If you cycle or scoot to school, we kindly ask that bikes are not ridden on the footpath to school or on the playground.

Finally, the school treats everybody with courtesy and respect and we expect to be treated the same. We will not tolerate any abusive language or behaviour towards any member of staff.

## Parental Involvement and Voluntary Help

The involvement of parents in the life of the school is considerable and greatly welcomed, whether through active involvement in the classroom or supporting the PA in their social and fund raising ventures. The enthusiasm and talent which parents bring to the school is invaluable. The school has a very active and supportive board of Governors, who in partnership with the staff and parents, give generously of their time in numerous ways.





# Parent Handbook

The Priors School is part of the Warriner Multi Academy Trust family of schools.



 The Priors School School Lane, Priors Marston, Warwickshire, CV47 7RR.

 **01327 260527**

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 [www.thepriorsschool.co.uk](http://www.thepriorsschool.co.uk)

 [@PriorsSchool](https://twitter.com/PriorsSchool)