



Prospectus



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Our Academy

Our Christian character along with our Rights Respecting Schools ethos are at the heart of all we do. We pride ourselves on our ethos which celebrates individuality, personality and talent and supports the creation of respectful, resilient minds, ready for the world. Our Curriculum is rich, engaging and relevant. It promotes an enquiry based approach to learning and develops the skills of thinking and questioning. The good attendance of pupils, excellent behaviour and low exclusion rates show how much pupils value our academy and feel valued. Parents engage very well and high attendance at parents' evenings and other events demonstrates their commitment to supporting their children and our academy community.

Our Vision



Our Values

Priory is a Church of England academy and Christian values are at the heart of all we do. We support all children on their own spiritual journey. Our TOGETHER Values are promoted through lessons, behaviour support and worship:

Trust



Optimism



Gratitude



Enthusiasm



Thoughtfulness



Honesty



Enjoyment



Respect



Rights Respecting Schools (RRS)

We teach children about the UN Convention on the rights of the child. Rights and the responsibilities underpin our ethos and policies. The 5 rights below form our Behaviour Regulation Policy and expectations.



Our Rights (and responsibilities)

We all have the right to be safe and healthy (To share ideas and listen to others)

We all have the right to join in lots of activities, play and relax (To be kind, caring and supportive)

We all have the right to any special care and support we need (To look after ourselves, each other and our academy)

We all have the right to develop our own personality and talents (To always try hard and encourage each other to be the best that we can be)

We all have the right to help make important decisions (To take part, play fair and include others)

General Information

We provide education for pupils between the ages of 3 and 11 years. The academy is a Church of England (Controlled) academy, which means that it is under the control of the Local Authority (LA) but is able to offer a distinctive Christian ethos. We have strong links Hanford Parish and our academy chaplain is Reverend Shaun Morris. We believe we place the right emphasis on Christian values, with the children and families at the centre of our work.

We provide education in purpose built premises, with extremely generous and well maintained grounds, occupying an excellent site to the south of the city. The academy is positioned close to major road networks, being situated close to the junction of the A34/A500/A50.

Currently we provide:

- 15 Classrooms, all fitted out with IT facilities, including internet access, iPads, laptops and interactive whiteboards
- Two Halls
- A Learning Zone with kitchen for creative learning and ICT
- A beautiful and well-resourced library
- Separate playgrounds for younger/older children equipped with outdoor play equipment
- A Sports Hall with full changing facilities including showers
- A purpose built 'Early Years Unit', which includes provision for Nursery and Reception children, in a self-contained, secure environment
- Extensive playing fields and sports areas - we believe our academy grounds are some of the best of any school in Stoke-on-Trent.

Extended Services

Priory All Stars Before and After School Club

Priory All Stars provides wrap-around care from 7:30am to 6:00pm, during term time. The club is situated in the academy grounds, with extensive outdoor play facilities. The prices are fair and competitive in comparison with other local providers. The club provides high-quality out-of-school-hours activities to enable working parents to leave their children in good hands before and after school. Healthy breakfast choices are provided as part of the price, as are after-school snacks. Information regarding fees is available from the academy office and on the academy website:

http://www.prioryceprimary.org.uk/?page_id=65

Out-of-School Activities and Clubs

A range of out-of-school activities are available. Some of these are run by the academy, others by private organisations who hire our facilities. Information regarding current activities is available from the academy office and on the academy website http://www.prioryceprimary.org.uk/?page_id=51.

Our academy supports the wider community and we offer a range of clubs/activities for adults, usually in the evenings.

Holiday Provision

Our holiday provision is currently provided on the academy premises, by Time 4 Sport. Time 4 Sport is a Staffordshire born organisation and has been delivering high quality sports/healthy lifestyle services for 12 years. Their holiday camps include a huge variety of fun games and activities. They offer flexible booking times and sibling discounts, and are open to children aged 4-12 years.

Admissions

At Priory, we have an agreed admission number of 60 per year group and 39 Nursery places within our Early Years Unit. For application forms for years 1 to 6, parents are asked to contact the academy office in the first instance. The Admissions team at Stoke on Trent City Council should be contacted on 01782 236867/ 233232 or www.stoke.gov.uk/admissions for applications to Nursery and Reception. They can also offer general information and guidance about admissions.

Admissions Policy

Priory follows the Local Authority's admission policy. Where the number of applications exceeds the number of places available the following criteria will be applied.

- a) Pupils in the care of the Local Authority or provided with accommodation by the authority as defined by Section 22 of the Children act 1989
- b) Pupils living within the catchment area who have an older brother or sister in attendance at Priory at the time of admission.
- c) Other pupils living within the catchment area.
- d) Pupils living outside the catchment area who have an older brother or sister in attendance at Priory.
- e) Other pupils living outside the catchment area.

Children with an Education and Health Care Plan (EHCP) will be given priority, as will children in care).

If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to our main gate, as measured by the nearest practical walking route.

Nursery Offer

Priory offers 15 hour Nursery places. We also provide an additional 15 hours for those who are eligible or at a cost. For pupils who receive 15 hours free childcare only, we offer a flexible timetable to meet your needs.

For pupils who receive the additional free 15 hours, we include an additional 25 minutes for lunchtimes. This will be a standard offer for a full time place with hours from 8:45 to 3:10. Lunch is not included and will be charged at £10.00 a week, alternatively children can bring a packed lunch.

For parents/carers who do not qualify for the additional 15 hours free childcare, you can pay for a full time place at the rate of £60.00 per week with hours from 8:45 to 3:10. The £60.00 fee will be **payable half termly, in advance**. **Failure to pay half termly fees in advance will result in losing your child's afternoon sessions**. If you require a more flexible approach to booking afternoon sessions, please speak to the Early Years leader. Lunch is not included and will be charged at £10.00 a week, alternatively children can bring a packed lunch.

Places to our Nursery are allocated by the Local Authority. Parents are asked to contact Admissions on 01782 236867/233232 or www.stoke.gov.uk/admissions for an admission form to Nursery or Reception.

Where the number of applications exceeds the number of Nursery places available the following criteria will be used to allocate places.

- a) Children in the care of the Local Authority.
- b) Children who have an older brother or sister in attendance at Priory at the time of admission.
- c) Others in priority order depending on how near their home address is to the main gate of the setting as the crow flies*

***Nursery places will be given firstly to children living in the City of Stoke on Trent. Only when these children have a place will children living outside the City of Stoke on Trent be considered.**

Please note that Reception class admissions are an entirely separate process from Nursery admissions. Attendance to our Nursery DOES NOT guarantee your child a place in the Reception class.

Organisation of the Academy

We have seven year groups, plus Nursery. They are divided into four Phases and each Phase is managed by a Senior Leader.

- Early Years Foundation Stage - Nursery and Reception children (age 3 – 5 years).
- Key Stage 1 - Year 1 (age 5 – 6 years) and Year 2 (age 6 – 7 years).
- Lower Key Stage 2 - Year 3 (age 7 – 8 years) and Year 4 (age 8 – 9 years).
- Upper Key Stage 2 - Year 5 (age 9 – 10 years) and Year 6 (age 10 – 11 years).

If you need to see your child's teacher send a message to them via Dojo or see them at the start or end of the day to arrange a convenient time.

Our Classes

The Early Years Unit

Little Robins & Rocking Robins



Little Sparrows & Sparkling Sparrows



Year 1

Magnificent Maples



Wonderful Willows



Year 2

Brilliant Beeches



Outstanding Oaks



Year 3

Marie Curie



Martin Luther King



Year 4

Sea Shepherds



David Attenborough



Year 5

Hidden Figures



Jane Goodall



Year 6

Emmeline Pankhurst



Jesse Owens



Additional Information

Our School Day

Excluding registration, worship, break-times and lunchtimes, pupils in Key Stage 1 work for 4 hours 40 minutes per day, or 23 hours 20 minutes per week. Pupils in Key Stage 2 work for 5 hours per day, or 25 hours per week. Additionally we believe the time in worship/assembly provides educational instruction.

Start/End Times

The school day starts at 8:50 and doors open at 8:45. Home time is at 3:10 for children in Early Years and Key Stage 1 and 3:15 for Key Stage 2.

Dropping off/collection from school

Children who need to leave before the end of the school day, must be collected via the academy office and be signed out of the building. If your child is to be collected by another adult, please advise the academy office or class Teacher beforehand. Children will only be released to known adults. **Children from Nursery to Year 2 must be picked up from school by an adult with parental responsibility, or a named adult as arranged with academy. In exceptional circumstances, these children may be picked up by a 16 or 17 year-old sibling. Children in Year 3 and Year 4 may be picked up by older siblings of high school age, but should not walk home alone. Children in Year 5 and Year 6 may walk home alone, you will be asked to sign a letter of consent for this.**

The Curriculum

From Nursery to Year 6 we follow all relevant National Curriculums. For more information, please view our website.

Educational visits

Educational visits, relating to the Curriculum, play an important part in our teaching. We believe that visits should be exciting and should provide a valuable learning experience. We ask parents to contribute towards the cost in order to make the visits possible. This may include contributions towards visiting theatre companies/artists that may take place in school.

Attendance

We place high value on full attendance, believing that achievement, attendance and motivation are all closely linked. Absences due to illness must be reported via our Studybugs App. You will need to download the free Studybugs app, or register on the website: <https://studybugs.com/about/parents>. This is an excellent system, which will provide you with medical advice and eliminate the need for you to telephone the academy. If your child is absent for any reason other than illness, you should contact the academy office by 9:30 a.m. on the first day of absence.

Please do not use the Class Dojo system to report absences. Both attendance and lateness are monitored closely. Should we have cause for concern, parents are contacted in the first instance by the class teacher and then, if necessary, by the Principals.

Parents do not have the right to remove children from school for holidays in term time. The law is clear in that parents have a responsibility to make sure that their children attend school. Parents are asked to take annual holidays during school holidays. We **cannot** authorise absences for holidays taken in term time. Our Principals can, if deemed appropriate, authorise up to ten days absence during any one academic year, in exceptional circumstances. Parents who request approval for absences will be expected to provide evidence of the exceptional circumstances. Only in approved cases will the absence then be recorded as "authorised". All other absences will be recorded as "unauthorised". A request form may be obtained from the academy office. Holidays for Nursery children will be authorised as this is non-compulsory school age. Absence includes sickness as well as holidays.

Parent/Carer Contact

If a child becomes unwell at school or has an accident we may need to contact parents/carers urgently so we ask that you provide us with necessary details/telephone numbers and keep us informed of any changes to contact numbers. **Our telephone system is part of the Local Authority network and as such phones which operate with call barring may not**

accept calls from our system. Please contact your service provider to arrange for calls to be accepted from our telephone number 01782 233 585.

School Uniform

Please read the enclosed policy regarding school uniform. Items with our logo can be purchased from 'Smart School Uniform'.

Property, Money and Valuables

Parents are advised that neither the Local authority nor the academy can accept liability for the loss of or damage to personal property whilst on or left at the academy/academy site. In order to prevent against loss, we ask that:

- Children are not allowed to bring valuables to school.
- All personal property is clearly marked and identifiable.

School Meals

We are a 'healthy eating academy'

Priory has an on-site kitchen which provides a range of excellent meals, including vegetarian options, and can cater for children with specific dietary requirements. If your child requires a special diet please contact the academy office as soon as possible.

For children in Nursery, the cost of a school meal is currently £2.00 per day. For children in years 3 to 6 (Key Stage 2), the cost of a school meal is currently £2.80 per day. Payment must be made by Monday morning of each week, via our secure online payment system, Arbor. Children are also able to bring a packed lunch. We request that pupils who bring sandwiches do not include carbonated drinks or sweets/chocolate as part of their meal and that parents support our 'healthy eating' agenda. Please send your child's packed lunch in a plastic container/box labelled with the child's name and class. Please do not include any drinks in glass bottles or cans. Changes between school meals and packed lunches can be made daily. Teachers must be informed each morning of any changes, either by parents (Nursery to Year 2) or pupils (Year 3 to Year 6).

Free school meals are available for all children from Nursery to Year 6, whose parents are in receipt of certain benefits. Please visit <https://www.cloudforedu.org.uk/ofsm/sims> to apply for Free School Meals.

Universal Infant Free School Meals are available to all pupils in Reception, Year 1 and Year 2, regardless of family income.

Snacks

Children are not allowed to bring sweet biscuits, chocolate bars, crisps etc. for a break-time snack, but may bring healthy snacks (e.g. fruit). Foundation Stage and Key Stage 1 children receive a free piece of fruit each day. Children in Early Years also receive free milk. Key Stage 2 children can buy healthy snacks from the academy kitchen at morning break.

Safeguarding

We are fully committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Related policies are available on our website.

Child Protection Act

It is declared Academy Policy that if a child is suspected of having suffered abuse (including physical and/or sexual abuse, emotional abuse or neglect), the appropriate authorities will be notified immediately. Mrs Cunliffe, Co-Principals, is the Designated Safeguarding Lead (DSL) responsible for overseeing child protection issues and any matters of concern should be reported to her.

Health and Safety of Children

We are always concerned about the safety of your children in our care. Your cooperation in the following is vital for the health and safety of the whole academy community and we thank you for your understanding.

- In line with recent Government legislation smoking/vaping are not allowed anywhere on the academy site. This includes all the grounds, playing fields, entrances, driveways and buildings.
- Dogs are not allowed within the academy grounds (with the exception of guide dogs/hearing dogs/SRD dogs and our academy dogs).

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- Where possible, we ask that parents walk their children to school, but in the event of driving them to school, please do not park on the yellow zig-zag lines outside the academy, including the official 'No Waiting' area. Waiting is illegal on these lines before and after school.
- Please do not mount the pavements when parking.
- Please consider our neighbours when parking near the academy.

Insurance

Children are insured for personal injury or accident whilst carrying out academy activities on academy premises. Insurance cover is taken out against injury whilst on an academy trip.

Data Protection and Freedom of Information

Copies of all documents to which parents have access may be obtained upon written request to our Data Protection Officer (DPO), Mr Lee Facey. Basic information about your child is kept on computer and secure files. You will be asked to check this annually for accuracy. We have a responsibility to make certain information available to the public. More information can be found in our Data Protection and Freedom of Information Policies and Privacy Notices, via the academy website.

Communication with Parents/Carers – Arbor

At Priory we use Arbor to communicate via email and text message. Arbor is also a convenient way to pay for school meals, trips, Priory All Stars, after school clubs and much more online.

Medicines in School

If your child needs to take any prescribed medication whilst in school, for either a short or long term illness, please complete a consent form, obtainable from the academy office. Academy staff cannot administer any medication without a signed consent form. All medicines should be given to the academy office and must not be left in children's bags. Over the counter medication (pain relief) can be administered in an emergency. Parents/carers must give consent for this. Please ensure that all medicines, including inhalers are marked with the child's name and class. In certain circumstances it may be necessary for a parent to visit the academy to administer medicine to their child. Medical Tracker is used to log medicine administration. For further information please see our First Aid Policy.

Injuries and Post-Operative Care

If your child needs to return to school, but requires special care due to an injury or post-operative care we will need to complete a Risk Assessment with you before they return. Please contact the office to arrange a meeting with a member of the Inclusion Hub team, in order to complete one.

School Nurses

The school nurses visit regularly. All children of Reception and Year 6 age will be offered the opportunity to be weighed and measured as part of a national programme. You will receive a letter to your home address with the results and may be contacted with the offer of additional support, if required. The nurses can provide information, advice and support on health issues to parents, children and teachers. You can contact the school Nurse at any time via the academy office or directly through the **Central Referral Hub** on 0300 124 0362 or via email: ourhealth5-19@nhs.net. Further information is provided in the leaflet "Our Health 5-19". Please contact the academy office or visit our website www.prioryceprimary.org.uk for a copy.

Academy Closure

The decision to close the academy will depend on conditions at academy, conditions on the roads and the number of staff who can get to academy, as some of our teachers live a considerable distance away. It is not an easy decision to make as the severity of the weather and the conditions on the road are not always predictable and it is not a decision we take lightly. Our main concern is always the safety of pupils, parents and staff. If we need to close the academy due to the weather we will contact Signal Radio and Radio Stoke immediately. The radio stations will announce the closure and it will be added to Signal's website. This is the quickest and most reliable means of communication and the one you should rely on. We ask that you do not phone the academy prior to the office opening at 8:15 a.m. as staff are not available to take calls. You can also check the [Stoke-on-Trent School Closure](http://www.stoke-on-trent-school-closure.co.uk) Notification website if conditions are particularly bad. We will also send emails and text messages via Arbor and we will update our academy [Website](#) and [Facebook](#) page as soon as a decision to close is made. We aim to make the decision in good time and to avoid closing the academy part way through the day but sometimes this might be necessary, due to conditions worsening throughout the day. In this event we will publicise the closure in the same way and allow you time to collect your children. It is helpful if you don't phone

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the academy unless you have a problem collecting your child/children, as the line becomes jammed and this prevents emergency calls getting through to us.

Friends of Priory School (FOPS)

Friends of Priory School (FOPS) raise extra funds and provide enjoyable activities for our children, their families, and the wider community. Their support is invaluable and greatly enhances the educational experiences of all children at Priory. The committee meet regularly and always welcome newcomers to the group.

Parent/Carer Volunteers

Many parents/carers help in school. Some support lessons or help with making resources. Others accompany children to swimming lessons or sporting events. A form is available on request if you can offer any help. All volunteer posts are subject to enhanced Disclosure and Barring Service (DBS) clearance. Volunteers will be asked to complete a registration form in school. Volunteers will also be issued with safeguarding guidance, our policy on Volunteers in School, and our Volunteers Code of Conduct.

Useful Information

The academy is administered by Stoke-on-Trent L.A., Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1BR.

The Co-Principals, Miss Pam Keen and Mrs Jenny Cunliffe, may be contacted via:

Priory C.E. (C) Primary School, Jubilee Road, Trentham, Stoke-on-Trent. ST4 8EF.

Tel: 01782 233585.

Email: priory@prioryce.sbmat.org

Our website is kept up to date and contains many of our policies along with a wide range of useful information, including resources to help you to support your child's learning www.prioryceprimary.org.uk.

Complaints

We hope that all concerns/complaints can be dealt with informally by discussion with staff or a Principal. In the instance you do wish to make a formal complaint a policy and form is available on the school website and a paper copy can be obtained upon request at the office or via email (as above).

Term Dates 2024-25



Autumn Term 2024

School Closed (staff training)

School open (for pupils)

School Closed (staff training)

Half Term

End of Term

Monday 2nd September

Tuesday 3rd September

Monday 14th October

Monday 28th to Friday 1st November

Friday 20th December

Spring Term 2025

School Closed (staff training)

School open (for pupils)

School Closed (St Bart's Inset Day TBC)

Half Term

End of Term

Monday 6th January

Tuesday 7th January

Friday 14th February

Monday 17th to Friday 21st February

Friday 11th April

Summer Term 2025

School open (for pupils)

May Day

Half Term

End of Term

School Closed (staff twilight training)

Monday 28th April

Monday 5th May

Monday 26th May to Friday 30th May

Friday 18th July

Monday 21st July

