

Parent/Carer A – Z Handbook 2023/24



Welcome to PCSA
Here to Dream

Taxi
Collection
point

Welcome to
PRIORY
Community
SCHOOL

An Academy

THE PRIORY
LEARNING TRUST

Get in touch...

Web: www.pcsa.org.uk

Tel: 01934 511 411

Email: mailbox@pcsa.theplt.org.uk

Twitter: @PrioryCSA

Add us on Facebook: Priory Community School

Our Vision and Values

Aspiration ~ Integrity ~ Respect

Aspiration	<ul style="list-style-type: none">• Always do your best in every lesson• Attending extra-curricular activities• Be a role model for others
Integrity	<ul style="list-style-type: none">• Doing the right thing, even when nobody is watching• Having strong moral principles• Always be honest
Respect	<ul style="list-style-type: none">• Being polite and respectful to all members of the school community• Respect for ourselves, others and the environment• Ability and willingness to accept the existence of opinions or beliefs that are different from our own

Aims of the School

In order to equip our young people for a successful life after PCSA, we aim:

1. To have a happy school community where students come first and all staff are valued and cherished.
2. To develop the whole child as a successful learner, a confident individual and a responsible citizen.
3. To raise standards for all students by sustaining and enhancing progress and attainment.
4. To deliver a broad and balanced curriculum for all our students.
5. To develop confident and resilient young people with high self-esteem and are not afraid to take risks.
6. To provide a safe environment where personal and professional development are supported for the whole school community.

Aims of our Curriculum

The aim of our curriculum and the driving principle behind it is to equip our students with necessary and empowering knowledge.

We believe that all necessary skills for success are a byproduct of knowledge, therefore, knowledge and skills are not separate but complementing elements of our curriculum to help our students achieve and excel in a variety of disciplines. More importantly, deep knowledge will give our students a good understanding of the world and their surroundings on a local, national and global level.

Ultimately, we want all PCSA students to have a thirst for learning that will follow them beyond secondary school.

Able Students

The school aims to identify those students who are gifted or talented through teacher assessment and examinations. The school makes use of a number of strategies which support and challenge able students in their learning.

Some young people have exceptional abilities and it is important that this is recognised by teachers. The term 'exceptionally able' is normally used to refer to learners in the top 2% of the whole population. Able students are identified on entry to the school as those having a very high KS2 points score. The school makes use of a number of strategies which support and challenge able students in their learning.

Absence

Regular attendance at school is essential to good progress. It is also a legal requirement that your child attends school. It is expected that each and every student attends school 100% of the time. The only acceptable reasons for absence are student illness or family bereavement. If your child has an absence for one of these reasons then it must be reported to the school by telephoning the absence hotline before 10.00am on 01934 529366 or by e-mailing illness@pcsa.org.uk on each day of absence explaining the reason. This enables the school to keep records up to date. In the case of extended illnesses, please liaise with your child's Head of Year. You can also quickly and easily report your child's absence via your parent/carer Weduc App.

Please see 'Appendix – Attendance Policy Flow Diagram' at the end of this booklet for further information.

We do not give permission for students to take leave during term time except under very exceptional circumstances. Any lesson missed is a valuable educational experience lost which cannot be replicated. Research demonstrates that absence undoubtedly hinders progress. We would therefore ask that you think carefully before you remove your child from school.

On occasions we do recognise that there may be extraordinary circumstances which would qualify for leave. If you have a request that you believe would comply with this criterion, a form can be obtained from Student Services or click [HERE](#) to download a copy. Once completed this needs to be returned to Student Services.

Academy Council

The Principal, with the Academy Council, have responsibility for the overall direction of the school. The Academy Council includes community, staff and parent governors.

The full Academy Council meets six times throughout the academic year. The Chair of the Academy Council is Mr. Graham Morrissey, who may be contacted through the Clerk to the Academy Council, Stephanie Caulfield, (stephanie.caulfield@pcsa.theplt.org.uk).

From time to time there are elections for parent members as vacancies arise. These are advertised on our website and social media channels as well as being emailed to all parents/carers via Weduc.

Please note that the roles of Chair and Vice Chair are elected at the start of each academic year. Once this has taken place the Chair will send an introductory letter to all parents/carers.

Address (and contact details)

Priory Community School
Queensway
Weston-super-Mare
BS22 6BP

Telephone: 01934 511411
Email: mailbox@pcsa.theplt.org.uk
Website: www.pcsa.org.uk

Appointments

Appointments with staff should always be pre-arranged. If you have a query or would like to see a member of staff please do not hesitate to contact us. We believe effective communication between home and school is key. We understand that it can often be difficult communicating with staff because they have a very full timetable, are running P6 / Prep for Success or are on duty during break and lunchtimes; and we recognise that parents and carers have very busy lives.

If you urgently need to see someone, for instance if there is a serious family emergency or a child protection issue, please phone ahead and main office staff will find a senior member of staff to meet with you. For non-urgent meetings, we will aim to meet with you as soon as possible. The school will determine the level of urgency at its discretion, to enable it to manage multiple demands.

Awards Evening

PCSA hold an annual Awards Evening which provides an opportunity to celebrate the achievements of our students alongside their families and teachers. The awards are presented by our Student Leadership Team and a guest speaker. All information will be shared leading up to the event.

Behaviour

At The Priory Learning Trust (TPLT) the core value is that all students can learn and must have the opportunities to learn. We aim to provide a positive and rewarding culture permeating every aspect of school life that enables students to achieve their educational potential. Parents and carers have a responsibility in ensuring individuals are ready to learn, are in correct uniform and have the appropriate equipment to allow them to be successful with their learning as well as high standards of conduct both in and out of school. All staff seek to manage behaviour through the provision of high-quality lessons for students that encourage students to choose to behave well.

Behaviour during lessons and social time, whilst travelling between lessons and within the community is an essential part of any student's life at PCSA. Individuals who fail to follow these instructions will be issued with a sanction linked to the nature of the incident. The Principal, Vice Principals, Assistant Principals and Heads of Year will issue these in accordance to the consequences detailed in the Trust-wide Behaviour Policy. This policy, along with PCSA's processes and procedures, can be found on our website.

All parents receive communication regarding their child's conduct through our online platform ClassCharts. This application is available for students and parents to access via the Google Play / Apple Store using a smart phone or device.

Bicycles

Students who wish to travel to school by bicycle may leave it in the bicycle shed. We highly recommend the use of secure locks. *All bicycles left at school are at the student's own risk.*

Students are not permitted to ride their bicycles on the school site and should enter and exit through the main gates on the provided cycle path. Cycle helmets must be worn for student's safety.

Books

Students should ensure that they take good care of books. Exercise books are issued for free to all students, but a charge is made for lost books. Text books and books on loan from the Library are issued to students on the understanding that they are returned in good condition. If a member of staff is not satisfied with the condition, or if the book is lost, then parent/carers will be sent a letter asking for the book's replacement.

Bullying

The school is determined to vigorously challenge all forms of bullying. We will not tolerate any form of verbal, physical, psychological or cyber bullying. No student has the right to make other people feel insecure in the school.

The school guarantees that:

- All staff will do their best to prevent bullying and will share responsibility for action if bullying does occur
- All incidents will be investigated in a firm and fair manner
- Parents/carers and outside agencies may be involved in any course of action
- Through the curriculum we will encourage students to talk openly about bullying; to recognise its many forms, to realise its consequences, to encourage incidents to be reported and to discuss ways of handling bullying

Please view our Behaviour and Anti-Bullying policy [HERE](#) for more information.

Careers

PCSA provides independent information, advice, guidance and support to all of our students. We work within school and further education establishments and training providers. We support our students with all aspects of their transition through to their Post 16 choices and progression.

This involves helping students to overcome any barriers to their learning, achievement and progression, as well as providing information, advice and guidance around the opportunities available and the decisions that need to be made around future choices in education, training and employment.

The Careers Office is placed centrally in the school next to splash world. It is open from 8.00am – 4.00pm Monday to Friday and until 7.00pm on event evenings. You can speak to a member of the team by calling 01934 511411 or by emailing james.wilmot@pcsa.theplt.org.uk or jodie.silmon@pcsa.theplt.org.uk.

The team have their own Twitter account and regularly post lots of information including upcoming events for students and their families – be sure to ‘like’ the school’s Facebook page too as they also post on there. More information about the Careers Team and what they offer can be found on our website.

CCTV

The school site is under 24-hour CCTV surveillance. CCTV has proved to be a very effective deterrent in reducing incidents of vandalism and other forms of anti-social behaviour.

Charging

The school reserves the right to make a charge for the following activities; the board and lodging element of residential activities in school hours; activities outside school hours; individual instrumental tuition; ingredients and materials where students wish to take home the finished product; the cost of re-sitting an examination including modules.

The school reserves the right to levy a charge where a student loses a book or piece of equipment, misuses and damages school resources and wilfully or recklessly damages the fabric of the building e.g. a broken window. In cases of financial hardship it may be possible to provide some assistance.

Charity

Each year the school support one selected charity.

2008/09 – The Willow Foundation

2009/10 – Children’s Hospice South West

2010/11 – Bristol Children’s Hospital

2011/12 – Project South Africa

2012/13 – CRY

2013/14 – Weston Hospicecare

2014/15 – International Red Cross

2015/16 – Cystic Fibrosis

2016/17 – Bone Cancer Research

2017/18 – Ataxia UK

2018/19 – Weston Hospicecare

2019/20 – In Charley’s Memory

2020/21 – MPS Society

2021/22 – Brain Tumour Research

2022/23 – Foodbank WSM

2023/24 – [Foodbank WSM](#)

Complaints

If you have any worries, concerns or complaints, please do not hesitate to contact us. Like any organisation, we do not always get things right, but we are keen to hear about ways in which we can improve. Please contact the Principal’s PA, Stephanie Caulfield, in the first instance on 01934 511411 or email stephanie.caulfield@pcsa.theplt.org.uk. Our Complaints Policy and Procedure can be found on our website.

Computers/E-Learning

PCSA has teamed up with Google to provide students with the latest in email and cloud storage solutions technology. The following services are available to each student and hosted by Google as part of the school’s online presence in G Suite for Education; mail, calendar, Google Drive (online cloud storage for uploading documents and other file types), word processing, spreadsheets, drawing and presentation toolsets that are very similar to Microsoft Office.

Using these tools, students collaboratively create, edit and share files for school related projects. Each individual student will have access to this technology (with parent/carer permission) and are each allocated unlimited storage space with the use of these services.

Curriculum

Our curriculum is the heartbeat of our academy’s ethos and supports all students to be highly successful young people and effective independent young adults with a genuine passion for life-long learning – in line with our ‘students first’ motto.

Our dedicated and committed staff strive to deliver inspiring and engaging lessons, leading to excellent progress and enriching experience for all students and a genuine passion for learning and taking opportunities to improve themselves. Our curriculum values with enrichment and personal development creates young people with a range of transferable skills, who are rounded, caring and highly motivated to succeed, ready for the world of college or work post-16. We offer a totally inclusive programme of qualifications, from entry level and vocational subjects to more traditional GCSE subjects.

More information about our curriculum at PCSA can be found on our website.

Daily Timetable and Lunch Timetable

PCSA operate with a two-week timetable. The daily timings are detailed below.

8.40 – 9.00	Reading for All / Assembly / Morning Tutor
9.00 – 10.00	Period 1
10.00 – 11.00	Period 2
11.00 – 11.20	Morning Break
11.20 – 12.20	Period 3
12.20 – 13.50	Period 4 and Lunch 30 minute lunch break from either: 12.20 – 12.50 (Year 7, 8 & 9) 13.20 – 13.50 (Year 10 & 11)
13.50 – 14.50	Period 5
14.50 – 15.10	Afternoon Tutor Time
15.10	End of School Day / Period 6 (extra-curricular)

Detentions

Faculty Detentions:

Faculty detentions run weekly on a Thursday. This is for students who receive a P2 in their lesson and the detentions last for 30 minutes. Parents/carers are notified of P2 detentions via Class Charts. Staff should contact home for students who are persistently receiving P2 detentions in their lesson.

Same-day Parking Detentions:

If a student is parked, they will be issued with a same-day detention. If a student fails to attend this detention, they will be required to repeat the detention the following day. Parents/carers are notified of the detention via Class Charts, however contact home by the class teacher that day is essential.

(School) Dog

We believe that children can benefit educationally and emotionally, increase their understanding of responsibility and develop empathy and nurturing skills through contact with a dog. In addition to these benefits, children take great enjoyment from the interaction with a dog. PCSA have a school dog which is kept on a lead during the day unless it is working with a member of staff in the office which it is based. It will only take part in pre-arranged lessons and be based in one area at other times. Students will never be left alone with the dog and staff supervision is ensured at all times.

Drugs and Alcohol

The school has a clear policy for dealing with drug and alcohol-related incidents should they occur during the school day or on school trips and visits. The dealing in, possession of illegal drugs and/or their misuse and the consumption of alcohol can lead to a permanent exclusion.

Emergency Closure

In the unlikely event of a sudden closure, due to bad weather conditions or other emergency situations, the decision to close the school will be made by the Principal and the CEO. Please always check our website, Twitter and Facebook page in the first instance. Information will also be broadcasted on BBC Radio Bristol and other local radio stations.

Equal Opportunities

PCSA are committed to equal opportunities for all students. This is reflected in access to subjects and the content of the curriculum. Learning takes into account the different needs of students and prepares them for life in an ethically and culturally diverse society.

Examinations

PCSA ensure that as many students as possible are given the opportunity to sit public examinations. If any student fails to sit the exam (without a justifiable reason) a charge will be made. The school has an extensive range of applied learning qualifications on offer.

Extra-curricular Activities

PCSA offer a plethora of extra-curricular activities (or P6) every week throughout the year. This takes place at the end of the school day (3.10pm).

Activities include art clubs, drama clubs, homework club, debating club, cooking club and a huge range of sports clubs. We encourage all students to take part in at least one of the activities on offer. Full details of all extra-curricular activities are published separately on our website and are updated throughout the year.

Fire Alarm

In the unlikely event of a fire, the alarm system will sound – this is a continuous ringing bell. Students are supervised by a member of staff and will be asked to leave the building by the nearest fire exit route to their designated fire assembly point in an orderly manner. Students must line up in tutor groups to be registered.

Home Learning

We believe that learning is the process of acquiring new knowledge and skills and the ability to apply these in different contexts, therefore home learning is retrieving information learnt in lesson time and designed so that parents and carers can be actively involved in their child's learning.

Each faculty at PCSA has created home learning tasks placed on Google Classrooms throughout each cycle and clear guidance and expectations for independent study outside of the classroom is provided. The tasks may vary depending on the subject, however all tasks will be found on each Google Classroom.

The specific aims of our approach to home learning is to encourage independent, reflective lifelong learning. We want to teach students how to learn effectively; enable every student to achieve their full potential; and to prepare students for success in their lives beyond school.

House Matches

House matches take place every learning cycle in week 9 and are run within the PE Department. The whole year group compete in house matches at the same time (two lessons per week). One of these lessons is a normal PE lesson, the other is borrowed time from another faculty.

Normal PE kit, plus house colours are needed (details below). House t-shirts can be purchased from the PE Office for £2 or you can wear your own coloured t-shirt.

Tweddle	Daley
Holmes	Hoy

Learning Support (The Sir Richard Branson Centre / SRB)

On entry to the school all students are tested and allocated support if appropriate. Students identified as requiring support may have access to the following, depending on their level of need:

- In class support
- Withdrawal to Learning Support to develop basic skills
- Individual programmes
- Modified timetables
- Specific Maths and English intervention
- 'Alpha Smart' PC for literacy

Leaving School Premises

Students are **not** permitted to leave the school site without written permission from parents/carers. Any student needing to leave the premises must then obtain a permission slip from their Head of Year and sign out at Student Services.

Library

The Library is open to students throughout the day from 8.30am – 4.00pm Monday to Thursday and 8.30am – 3.00pm on Fridays. Mrs. Watts and Mrs. Vinton are based in the Library and will be on hand to help during these times. The Library has a wide range of resources including books, computers, access to the internet and provides a wide range of resources and services.

Students are automatically members of the Library and may borrow two books at time. Should a book be lost or damaged an invoice will be sent home to cover the cost of the replacement.

Lost Property

In the event of a student losing an item of property, they should report this to their tutor who can then contact Student Services. We advise that all items of uniform, PE kit and property are clearly labelled with your child's name. Please note any personal items brought on the school site are done so at the individual member's own risk. PCSA cannot accept responsibility for the loss or damage to personal property.

Lunchtime

At PCSA we use a cashless catering biometric system. Biometrics uses automated recognition technology to provide PCSA with a cashless catering system used in the restaurant at break and lunchtime. This is not your child's fingerprint, but rather a series of numbers created from your child's finger. The students' accounts can be topped up via Parent Pay or through Student Services. Staff are on hand to supervise students at breaktimes and lunchtimes.

Medical

First Aid for minor accidents and sickness is provided by a trained first-aider and students who feel unwell should tell their classroom teacher, if in a lesson, or report to their Head of Year. If a student is too ill to stay at school we will contact their parent/carer to advise for them to be collected.

It is essential that we have a contact number where we can contact parents/carers in case of medical problems. Please ensure that you have submitted a contact number to the school and notify us of any changes.

Please inform the school of any serious medical conditions, e.g. epilepsy, diabetes, asthma or anaphylaxis. Practical subjects can sometimes present difficulties, so students with a medical problem should inform

their teacher should they anticipate any difficulties or feel unwell. Students requiring medication should leave their medicine in Student Services with a note from parents/carers explaining dosage.

In cases where students are unable to participate in PE, a medical note or letter from parents/carers should support this.

Mobile Phones

PCSA is a mobile-free site at all times. All students must put their mobile phones, switched off, in the safe box when entering morning tutor time. Phones will be safely locked in their tutor room for the day. At the end of afternoon tutor time (3.10pm) the tutors will unlock the safe box and students will collect their phone. Please note any personal items brought on the school site are done so at the individual member's own risk. PCSA cannot accept responsibility for the loss or damage to personal property.

It is heavily documented that students' usage of mobile technology has been shown to have a detrimental effect on their health and wellbeing as well as on their academic progress. Should a mobile device be visible or clearly switched on (for example listening to music) then the device will be confiscated by a member of staff and it will require collection by a parent/carer. Should this be required, you will be informed by the school as soon as possible.

If you need to contact your child during the school day please call the school on 01934 511411 and we will pass the message to the student. If your child needs to contact you during the day they can do so by visiting Student Services.

Money

All monies for trips and other activities are to be paid online using Parent Pay which can be accessed through the PCSA website. Parents/carers can also request a bar coded letter for individual trips so that funds can be paid at a local Pay Point shop (these are often found at convenience shops or post offices).

Newsletters

The school publishes a newsletter three times per academic year which is sent to parents/carers electronically. They are sent at Christmas, Easter and Summer. The newsletter gives details of the activities and achievements of the school and information about forthcoming events.

The newsletter is also published on the school website.

Progress Evenings

In each year group there is at least one Progress Evening when subject staff are available to talk about your child's progress. PCSA use a platform called SchoolCloud to hold these Progress Evenings virtually.

Appointments must be made for Progress Evenings and all the information is sent to parents/carers ahead of the date to allow plenty of time to book suitable times.

Personal Equipment

When students join PCSA we ask for them to be equipped with a pencil case containing black/blue pens, pencils, purple pens for marking/correcting, highlighters and a scientific calculator as well as a rubber and a ruler. Colouring pens and/or pencils are beneficial but optional. Students have the responsibility to ensure they have this on their desk for the start of each lesson, including tutor times. Please support the school by ensuring that your child is correctly equipped for school. We recommend for school bags to be large enough to carry an A4 folder.

Police Surgeries

Police education workshops are conducted in school on a regular basis. Students may be required to attend as part of our restorative justice programme. Other students may wish to attend to gain advice on any issue pertaining to the law.

Policies

All of our policies can be found on our website. Please click [HERE](#) to view them.

Praising Stars

Each term we recognise the need to 'Praise Our Stars'. We are able to identify students who are meeting and exceeding set targets and doing very well on other school measures. These students deserve our praise.

A Praising Stars letter will be sent home from the school to each student. We also plan all our intervention programmes based on this data.

Productions

PCSA have an annual production, in the past these have been Grease, Little Shop of Horrors and The Wizard of Oz. Music and art also have opportunities throughout the year for students to showcase their talent. All students are encouraged to participate either on or off the stage.

Punctuality

It is important that students arrive at the school punctually since this is a realistic preparation for employment and adult life. Students arriving after registration must sign in at Student Services. Those who arrive late without good reason will be given a breaktime detention.

Reports

All PCSA publications, including the newsletter and the students' reports, are sent electronically. Please ensure that the school have accurate details, especially an email address, as this will be vital for this type of communication. If you do not have an email address please do let us know.

In addition to this, we have reduced reports to three times per year. We believe that the introduction of Class Charts makes communication much easier on a daily basis. In combination with regular email communication and telephone calls, Progress Evening and Curriculum Evenings, we believe there are plenty of opportunities for constructive communication between the school and parents/carers.

Return to Learn (R2L)

Return to Learn is our on-site provision which provides additional support to students who may need varying levels of intervention. Students accessing Return to Learn will either have been referred by Heads of Year or, in line with our behaviour policy, be required to engage in relevant intervention as part of the Pastoral Support Plan process.

Students will be required to carry out either short term placements or timetabled sessions either 1:1 or in small groups. The aim is to provide students with effective tools and strategies to support them to return and remain in the mainstream classroom, accessing the curriculum and making their expected levels of progress.

Safeguarding

PCSA is committed to safeguarding and promoting the welfare of children and young people. Should you have any concerns relating to the safety and welfare of a child at the school, you should immediately contact the Designated Safeguarding Lead, Lisa Smith, or in their absence a member of the [Safeguarding Team](#).

safeguarding@pcsa.org.uk

Separated Learning Room (SLR)

Students may be placed in the SLR due to their poor choices across the day or for a one off incident in school or out of school (bring school name into disrepute). Whilst in the SLR, students will be required and supported to reflect on their choices and to build strategies that can be used by the student to avoid being in the situation again. Academic work will also be completed whilst in the SLR.

Scooters/Mopeds

Students in Year 11 who are eligible for a motorcycle licence are not permitted to bring motorcycles of any kind onto the school premises unless agreed by the Principal. A form must be signed by parents/carers, the student and the Principal. The school must also have a copy of the student's V5, MOT certificate and insurance information.

SEND

We are committed to inclusive education for all students. We will do all we can to ensure that students with additional needs and disabilities are able to access (whenever possible) a full curriculum. If you have any questions or queries in relation to our SEND provision, please contact our Senco, Lisa Smith.

Sex Education

Sex Education encompasses not only facts about human reproductive processes and behaviour but also broader emotional and ethical dimensions of sexual attitude. Sex Education is taught as part of the school's [PSHE and Citizenship programme](#) with elements included in science and religious education.

Smoking

PCSA has a 'No Smoking Policy' for all users of the school. Smoking is not permitted by students within or in the vicinity of the school. Smoking is also forbidden on all trips and out of school activities.

Any student who is found to have been smoking or to be in possession of smoking paraphernalia or in the company of smokers on the school site or in the vicinity of the school will be disciplined. This also includes the use and possession of vapours and electronic cigarettes.

Toilets

Our toilets are known as 'splash world' – this is located in the centre of the school. Toilets are open in school throughout the day. To avoid unnecessary disruption we discourage students from leaving lessons and encourage them to make use of the facilities at break and lunchtime.

In the event of a related medical problem or an emergency, students will be issued with a card that gives them permission to be out of their lesson.

Tutor Groups

Having an effective tutor is an integral part of a student's time at PCSA and Student Voice feedback has shown very clearly that students in all year groups value a tutor who is enthusiastic, empathetic and who has high standards.

At PCSA, we believe it is key for tutors to:

- Be the first point of contact for parents and carers.
- Encourage attendance to school at all times.
- Be a source of support and compassion.
- Facilitate the tutor programme on a daily basis.
- Facilitate the reading programme for all students.

You will see from the daily timetable that students will continue with the Reading for All programme in the morning and will then have a targeted tutor session in the afternoon. The afternoon sessions will include house messages, PSHE, Citizenship, Careers and celebration of achievements.

Uniform and Sports Clothing

School Uniform and Sports Clothing for PE is available to order from our suppliers [Price and Buckland](#). Second hand or pre-loved items can be found at the Hope Uniform Exchange on Worle High Street. Follow the [Hope Uniform Exchange](#) on Facebook to find out more.

Occasionally throughout the year, PCSA will hold a Pre-loved Second Hand Sale which raises funds for our Charity of the Year. When these sales are organised, the details will be shared across our website and social media platforms.

Please follow the link below to find out everything you need to know about uniform and PE kit requirements and expectations at PCSA.

<https://pcsa.org.uk/uniform>

Vandalism

The school has very few problems of vandalism or graffiti by students. Where damage is done to the school buildings, equipment or surroundings by students acting in a careless or thoughtless manner, they are expected to contribute towards repair or replacement. In this way we hope to encourage responsible behaviour.

Water

We encourage students to drink water during the day. The school provides all students with a refillable drinking bottle. There are drink dispensing machines in the restaurant and water fountains located around the school for students to use.

Weduc

Weduc is a digital communications tool specifically designed for home and school communications. Weduc is our primary method of communicating with you, so it is essential that you download the app as soon as possible.

You can download the app onto your smart phone or tablet via the Apple App Store or Google Play. You can also log into Weduc via the Weduc website/portal at <https://app.weduc.co.uk/>

We will use Weduc to:

- Send important messages and emails directly to you, such as school closures, absences, trip information etc
- Display notices about events
- Send forms digitally so that you never miss information again as well as helping the school to reduce paper costs
- Share useful weblinks and important documents

Young Carers

A young carer is someone aged 25 and under who cares for a friend or family member who, due to illness, disability, a mental health problem or an addiction, cannot cope without their support. Older young carers are also known as young adult carers and they may have different support needs to younger carers.

If your child is a Young Carer we have lots of support available at PCSA. Please contact Michele Haberfield-Stott (michele.haberfield-stott@pcsa.theplt.org.uk).

Term dates for 2023/24

Term 1	Starts	Monday 4 September 2023
	Ends	Friday 13 October 2023 <i>Friday 13 October 2023 is a Staff Training Day (school closed to students)</i>
Term 2	Starts	Monday 30 October 2023
	Ends	Wednesday 20 December 2023
Term 3	Starts	Thursday 4 January 2024
	Ends	Friday 9 February 2024
Term 4	Starts	Monday 19 February 2024
	Ends	Thursday 28 March 2024
Term 5	Starts	Monday 15 April 2024
	Ends	Friday 24 May 2024
Term 6	Starts	Monday 3 June 2024
	Ends	Wednesday 24 July 2024

A Guide to Members of Staff at Priory Community School

Please note that this staff list contains teaching and support members of staff. This list can change throughout the academic year. We try to update it as regularly as possible. If you are unsure of who you need to speak to, please call us on 01934 511411 and we will be happy to help.

CEO – The Priory Learning Trust	William Roberts
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PCSA LEADERSHIP TEAM

Principal	Angelos Markoutsas	angelos.markoutsas@pcsa.theplt.org.uk
Vice Principal – Personal and Pastoral Development	Kirsty Aaron	kirsty.aaron@pcsa.theplt.org.uk
Vice Principal – Quality of Education	Andrew Sills	andrew.sills@pcsa.theplt.org.uk
Assistant Principals	Ian Shopland	ian.shopland@pcsa.theplt.org.uk
	Lisa Smith (SENCO)	lisa.smith@pcsa.theplt.org.uk
	James White	james.white@pcsa.theplt.org.uk
	Craig Mawford	craig.mawford@pcsa.theplt.org.uk
	Jason Edwards	jason.edwards@pcsa.theplt.org.uk
	Tina Delaney	tina.delaney@pcsa.theplt.org.uk
Academy Operations Manager	Helen Morton	helen.morton@pcsa.theplt.org.uk
Principal’s PA & Clerk to the Academy Council	Stephanie Caulfield	stephanie.caulfield@pcsa.theplt.org.uk

ACADEMY COUNCIL

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THE PASTORAL TEAM

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Head of Year 9	Luke Green	luke.green@pcsa.theplt.org.uk
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ENGLISH DEPARTMENT

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MATHS DEPARTMENT

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Technicians: Claire Perkins / Kathryn Stanley / Kelly Gomm		

COMPUTING DEPARTMENT

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Teacher of Computing	Victoria Britton	victoria.britton@pcsa.theplt.org.uk

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Teacher of Humanities	Abigail Rees	abigail.rees@pcsa.theplt.org.uk
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Teacher of Humanities	Kirstie Lambert	kirstie.lambert@pcsa.theplt.org.uk
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DESIGN & TECHNOLOGY DEPARTMENT

Central Leader	David Clay	david.clay@pcsa.theplt.org.uk
Second in Department	Holly Hender	holly.hender@pcsa.theplt.org.uk
Teacher of Design & Technology	Sharon Boneham	sharon.boneham@pcsa.theplt.org.uk
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Technician: Lynne McBride		

LANGUAGES (MFL) DEPARTMENT

Central Leader	Christelle Parsons	christelle.parsons@pcsa.theplt.org.uk
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Teacher of MFL	Caroline Douesnard	caroline.douesnard@pcsa.theplt.org.uk
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Teacher of MFL	Lila Sersoub	lila.sersoub@pcsa.theplt.org.uk
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<i>Currently on Maternity Leave</i>	Lucy Coleman	lucy.coleman@pcsa.theplt.org.uk

THE NURTURE HUB

Nurture Hub	Chris Eldridge
Nurture Hub	Izzy O'Connor
Nurture Hub	Kelly Hunt
Nurture Hub	Rachel Brace

PCSA ADMINISTRATION TEAM

Assistant Academy Operations Manager	Laura Baggaley
Data Manager and Assistant Registrar	Rachel Drury

Examinations Officer	Sophie Drake
Receptionist	Sue Fisher
Administrator	Rachel Robinson
Administrator	Zoe Shattock
Cover Co-Ordinator	Jessica Tweddle / Anastasiia Nedviga

COVER SUPERVISORS

Cover Supervisor	Jamie Fisher
Cover Supervisor	Debbie Pearce
Cover Supervisor	Kelly Peters
Cover Supervisor	Samantha Greenhow

STUDENT SERVICES

Attendance and Student Services Manager	Serena Robertson
Student Welfare Officer	Sarah Hamlin
Student Services and Attendance Assistant	Louise Gundry-White
Student Services and Attendance Assistant	Emma Bishop

LEARNING RESOURCES CENTRE (LIBRARY) & REPROGRAPHICS

Learning Resource Manager	Rachel Watts
Learning Resource Officer	Adele Vinton
Reprographics Technician	Lorna Nutting
Reprographics Technician	Ruth Walser-Herms

CAREERS TEAM

Director of Careers	James Wilmot
Careers Advisor	Jodie Silmon

LEARNING SUPPORT

SENCO & Lead Safeguarding Officer	Lisa Smith
Return to Learn Manager & Deputy Lead Safeguarding Officer	Tabitha Sandy-Carman
Behavioural Support Assistant	Emily Piscina
Support to Learn Manager	Terry Selby
SEND Manager	Jane Griffiths
LAC/PLAC Lead	Katrina Best
Health Care Worker	Clair Satchwell
Health Care Worker	Lorraine Allen
Health Care Worker	Sharon Sadler
Health Care Worker	Sharna Bragg
Health Care Worker	Kerri Stacey
Learning Support Assistant & Dyslexia Co-Ordinator	Emily Tyrell
Learning Support Assistant	Dawn Harvey

Learning Support Assistant	Sharon Lee
Learning Support Assistant	Alex Bishop
Learning Support Assistant	Emma Dyer
Learning Support Assistant	Alysha Anderson
Learning Support Assistant	Jade Pemble
Learning Support Assistant	Karla Jones
Learning Support Assistant	Emma Cann
Learning Support Assistant	Louise Carchrie
Learning Support Assistant	Lisa Andrew
Learning Support Assistant	Emma Harding
Learning Support Assistant	Sophie Taylor
Learning Support Assistant	Sara Smith

LUNCHTIME SUPERVISOR TEAM

Team Leader	Michele Haberfield-Stott
Lunchtime Supervisor	Jessica Dowling
Lunchtime Supervisor	Angela Goodchild
Lunchtime Supervisor	Pam Meakin
Lunchtime Supervisor	Ellie-Rose Westlake
Lunchtime Supervisor	Rebecca Toulson
Lunchtime Supervisor	Joanne Ling
Lunchtime Supervisor	Sarah Harvey
Lunchtime Supervisor	Lorraine Lynch
Lunchtime Supervisor	Karen Carr
Lunchtime Supervisor	Lisa Sharkey
Lunchtime Supervisor	Deborah Allitt
Lunchtime Supervisor	Scott Aldridge

SITE SERVICES TEAM

Facilities Manager	Scott Gallacher
Site Services	Kelvin Sloan
Site Services	Wayne Pinfield
Site Services	Sam Morton
Site Services	Richard O'Niell
Site Services	Stephen Ryall
Site Services	James Rix
Cleaning Team Manager	Nichola Harvey
Cleaning Team	Angelika Waligora
Cleaning Team	Ann Clarke
Cleaning Team	Wendy Elson
Cleaning Team	Daryl Elson

Cleaning Team	Konrad Waligora
Cleaning Team	Angela Gill
Cleaning Team	Stephen Gray
Cleaning Team	Caron Pinfield
Cleaning Team	Karen Williams
Cleaning Team	Scott Aldridge
Cleaning Team	Amy Wells
Cleaning Team	Victoria Garlick
Cleaning Team	Andrea Boardman
Cleaning Team	Jessica Dowling
Cleaning Team	Owen Garlick
Cleaning Team	Emma Flemming
Cleaning Team	Kirstie Johnston
Cleaning Team	Deborah Allitt
Cleaning Team	Theresa Evans

THE PRIORY LEARNING TRUST CENTRAL TEAM

Please click [HERE](#) to view the members of the Priory Learning Trust Central Team

TUTOR GROUPS 2023/24

Year 7 Head of Year – Lee Dodson	Year 8 Head of Year – Abi Rees
7A1 – Grace Curtis (MU1)	8A1 – Louise McCarthy & Jane Griffiths (E2)
7A2 – Emily Forster (L1)	8A2 – Paddy Holyday (M5)
7A3 – Chloe Carchrie (L5)	8A3 – Lauren Carthew (S8)
7A4 – Lisa Burgess (L4)	8A4 – Amy Galloway & Claire Smith (S6)
7A5 – Neil Clarke (PE1)	8A5 – Lorna Davey (E1)
7A6 – Emillie Taylor & Holly Hender (CD2)	8A6 – Elizabeth Winsborough (E3)
7B1 – Kirstie Leigh (H4)	8B1 – Lila Sersoub & Caroline Douesnard (L2)
7B2 – Nick Rowlands & David Pye (S1)	8B2 – Kelly Roberts (S10)
7B3 – Chloe Wilson (H8)	8B3 – Ali Wray & Marie-Cecile Bourgois (E7)
7B4 – Stephanie Reeves & Taira Bibi (M6)	8B4 – Remy Paige (IT1)
7B5 – Jack Wilde (S7)	8B5 – Lucy Rush & Jessica Hall (CR1)
7B6 – Grace Howe (S3)	8B6 – Clare Gunningham & Rosie Callander (S4)


Year 9 Head of Year – Luke Green	Year 10 Head of Year – Vicky Bush
9A1 – Jim Rogers (S9)	10A1 – Emily Tyrrell (IT8)
9A2 – Cindy Crouch (M9)	10A2 – Tom Gilbert (M11)
9A3 – Victoria Britton (IT4)	10A3 – Matthew Gray (H2)
9A4 – Azmi Yafi (M7)	10A4 – Mel Harding & Julianne Robins (M4)
9A5 – Suzanna Morgan & Judith Pye (S5)	10A5 – Brooke Edwards & Helen Howard (M10)
9A6 – James Spencer (H6)	10A6 – Mark Hodder (IT2)
9B1 – Richard Williams (E9)	10B1 – Dan Giblett (E8)
9B2 – Joe Cooke (S11)	10B2 – Charlotte Todd & Louise Spence (E10)
9B3 – Alicia Cooper (H3)	10B3 – Hannah Harding (S12)
9B4 – Konstantina Kyriakou (S13)	10B4 – Nick Phelan (H9)
9B5 – Jock Fairlie (M15)	10B5 – David Clay (CD3)
9B6 – Tara Morse & Phil Marsh (E6)	

Year 11 Head of Year – Rhian Petrou	
11A1 – Courtenay Gadd (E4)	11B3 – Kate Empson (H5)
11A2 – Joe Brand (IT3)	11B4 – Scott Ennis (M14)
11A3 – Lois Kerrison (M8)	11C1 – Aimee Carter & Amy Richardson (CDF2)
11A4 – Chris Hames (H7)	11C2 – James Stanley (AR1)
11B1 – Chris Coombs (IT7)	11C3 – Amy Marsh (AR2)
11B2 – Sarah O’Gorman & Sharon Boneham (E5)	11C4 – Christelle Parsons & Sandrine Boll (L3)

APPENDIX

Attendance Policy Flow Diagram Process – Parent/Carer Information

Head of Year and Attendance Officers to meet every fortnight to look at attendance data and student's attendance.
Under 96%




Each fortnight students will be discussed and it will be considered whether levels of absence are as expected given the knowledge of the child.


The points below are guidelines and possible steps that might be taken to address student absence from school, but are subject to change (steps can happen in a different order if there is a sudden drop in school attendance).

Please also note that if a student is absent, whether or not the school has been informed of the reason for the absence, they may receive a home visit or contact from the Attendance Team.


Attendance below 96% - Tutor will make a telephone call home to discuss absences, offer support and guidance.



Upon the next review, if the attendance has dropped further Attendance/Pastoral staff will contact parent/carers to highlight dropping attendance levels, this may be via a home visit, phone call or a letter from the school.




If attendance drops below 93%, or there have been four separate occasions of illness, parent/carers will be issued with a medical evidence letter. After a further drop in attendance parent/carers are invited for a meeting to look in greater depth at the reasons for the absences and a 'Parenting Contract' drawn up and signed.



Where a student has 6 unauthorised absences (6 sessions) a fixed penalty warning letter is issued.



Where the above has been done a Fixed Penalty Notice can be considered for those children with 10 or more unauthorised sessions over a 6-month period OR step 6 may be considered if there are substantial absences.



Non-Attendance Meeting (pre-court)



COURT – Matter passed to the Local Authority for prosecution under the Education Act 1996



The information contained in this document was correct at the time of publication but may be subject to change at any time throughout the course of the academic year.