



THE PRIORY ACADEMY

LSST

The Priory LSST Year 11 Handbook

2024-2025

Head of Year welcome

Dear Parents/Carers

I am delighted to continue on your child's journey with them as their Head of Year in their most important year so far here at The Priory Academy LSST. As we enter Year 11, I am incredibly excited to watch the year group continue to inspire and flourish. They are resilient and aspirational and have demonstrated great determination to succeed so far in their academic journey. They have immersed themselves in the many opportunities and extra-curricular activities available to them. As we start Year 11, I encourage them to be excited for the new challenges that lie ahead this year and to tackle every new experience with courage and strength.

The year ahead will be a busy one, with mock examinations in November. It is vital that students prepare thoroughly for these in order to maximise their experience of the examination process. This will be followed by MFL speaking examinations and Art examinations around Easter before the start of their main written GCSE examinations in May and June. Over the coming months students will be supported throughout this process, with regular focus on revision techniques, and teaching staff and tutors alike checking in on both their progress and their wellbeing. The students will need to put maximum effort into their studies and make the most of all the support they are offered in order to fulfil their potential.

Year 11 is also a time when students start to look ahead in more detail to what they would like to do following their GCSEs. We will help them look at different higher education and career pathways. Each student will be able to take advantage of meeting with a member of the careers and pathways team and we encourage all of our students to attend the sixth form open evenings in November. Whilst a large amount of time is spent helping them to achieve the academic qualifications which they will need for their next steps, we continue to place a great focus on crucial employment values such as punctuality, respect and resilience. As always, the pastoral team are here to support students in any way that we can, and we encourage you to contact me, our pastoral manager Mrs Yeates or your child's form tutor with any concerns.

I would like to take this opportunity to encourage students to continue their involvement in opportunities that are available to them outside the classroom. This is incredibly important for their mental wellbeing, to explore and discover what is out there for them to enjoy and achieve in. Extra-curricular opportunities for students are numerous at the Academy, with a wide variety of musical, artistic and sporting opportunities available, in addition to many others such as house activities, the Combined Cadet Force and Duke of Edinburgh awards.

I look forward to the year ahead, having the privilege of sharing in their highlights, celebrating their successes and guiding students through the coming year.

Miss H Smith
Head of Year 11

Trust and Academy ethos

The Trust's Mission:

To improve the life chances of our pupils and so become true citizens of the world.

The Trust's Motto:

sic itur ad astra

'by the good deeds you do, you will be remembered in the stars for eternity' Aeneid, Virgil.

The Trust's Values:

Nurturing deeply cultured, reflective and philosophical thinkers of the future;
Empowering intellectual curiosity, active learning and inquisitiveness;
Fostering empathy, mutual respect and courtesy in a global community;
Championing integrity, resilience and the value of personal endeavour;
Igniting a sense of awe and wonder, moral conviction and ambition.

The Priory Academy LSST Motto:

Courage and Courtesy

The Priory Academy LSST Values:

Aspiration: Instilling an attitude of hard work and determination in pursuit of our goals.

Inspiration: Developing an enthusiasm for learning and igniting imagination to become our best.

Respect: Fostering a tolerant, helpful and polite approach to each other and the environment.

Resilience: Encouraging positive well-being and self-esteem.

Innovation: Nurturing confidence and bravery to embrace new challenges.

The Priory Academy LSST Contract:

When students begin their education at The Priory Academy LSST they, along with their parents/carers, are asked to sign the Priory Contract. This is signed by parents as part of the admission pack. This is a demonstration of their commitment to the Academy and an acknowledgement of the responsibility they have as part of a community of learners.

As a student I pledge to...

- Have the highest possible expectations for what I can achieve at The Priory Academy LSST and beyond;
- Behave well in class, in, to and from the Academy and whilst on academy activities;
- Wear my uniform smartly and in accordance with the Academy's expectations;
- Come to the Academy every day;
- Focus on learning – maximise learning;
- Complete my homework thoroughly and on time - work independently;
- Set myself challenging targets and devise appropriate plans to achieve them;
- Commit to extra-curricular activities;
- Participate positively in academy activities;
- Take responsibility for the environment and the wider community;
- Inform a member of staff if I am concerned about anything or anyone.

As a member of staff, where relevant, I pledge to...

- Ensure that students achieve their full potential;
- Be proactive in ensuring excellent student behaviour;
- Ensure that students wear their uniform appropriately at all times;
- Encourage the highest levels of attendance;
- Ensure that lessons are highly effective and result in learning – *maximise learning*;
- Set and mark homework in accordance with Academy policy;
- Assess progress, and ensure that students are both aware of and achieving their targets;
- Support and contribute to the Academy's extra-curricular and residential programme;
- Support and run events in the Academy;
- Develop community links for the promotion of positive educational activities;
- Be aware of student concerns and communicate them effectively and appropriately.

As a parent I pledge to...

- Encourage my child to make the best possible use of the opportunities provided;
- Support the Academy in ensuring that my child appreciates the Academy's views on the importance of good behaviour;
- Support the Academy in enforcing the uniform expectations;
- Encourage my child to achieve the highest levels of attendance and communicate with the Academy on attendance issues;
- Support and help foster a positive attitude to learning;
- Encourage the completion of homework;
- Work with my child to set targets for progress;
- Encourage my child to take part in at least one extra-curricular activity;
- Encourage my child to take part in Academy activities;
- Encourage my child to contribute to the community through voluntary or charity work;
- Communicate any concerns I have to the appropriate member of staff.

Year 11 Pastoral Team

Head of Year	Miss H Smith
Pastoral Manager	Mrs K Yeates
Enrichment Leader	Mrs J Heckford-Lindridge

Tutor Group	Form Tutor
11.1	Mrs M Holman/Mrs H Newton
11.2	Mr I Pomphrey
11.3	Mr S Atkin
11.4	Mrs N Matheson/Mrs J Moat/Miss S Holland
11.5	Mrs K Willumsen
11.6	Miss O Seymour/Miss S Holland
11.7	Mr G Burrell
11.8	Miss D Wood
11.9	Miss K Blackman

Term Dates 2024-2025

Module 1	Wednesday 4th September 2024 to Friday 18th October 2024
Module 2	Monday 28th October 2024 to Friday 20th December 2024
Module 3	Tuesday 7th January 2025 to Friday 14th February 2025
Module 4	Monday 24th February 2025 to Friday 4th April 2025
Module 5	Tuesday 22nd April 2025 to Friday 23rd May 2025
Module 6	Monday 2nd June 2025 to Friday 18th July 2025

Key dates for Year 11

Event:	Date:
Parents' Evening	Thursday 26 th September 2024
Sixth Form Opening Evening	Thursday 7 th November 2024
Year 11 Mock examinations	Week of 18 th and 25 th November 2024
Written reports released	End of Module 3
GCSE Examinations	May – June 2025
Year 11 Prom	Friday 4 th July (TBC)
GCSE Results' Day	Thursday 21 st August 2024

Year 11 Subject Information

During the week, your child will complete 25 timetabled lessons in a range of subjects. The timetable will follow the breakdown in the table below.

Subject	Lessons per week
English	4
Mathematics	4
Science	4
Modern Foreign Languages	3
Physical Education	1
GCSE Option A	3
GCSE Option B	3
GCSE Option C	3

Year 11 Attainment and Progress Information

Year 11	Attitude to Learning	Attainment	Parents' Evening	Full Written Report
Module 1			√	
Module 2	√	√		
Module 3				√
Module 4	√	√		
Module 5				
Module 6				

Attitude to Learning (AtL)

The AtL grade is awarded on a four point scale. Grades are given in letter form (A to D). All staff use the descriptors relating to our Academy values in the table below when deciding on AtL grades.

	Grade	Resilience	Innovation	Aspiration	Inspiration	Respect
Outstanding	A/1 This student:	consistently embraces challenge and responds positively to setbacks	actively explores different approaches and methods to find the best solution	aspires to be the best that they can be and takes pride in their contribution to academy life and the wider community	consistently sets a positive example to others	is kind and considerate to others at all times and is tolerant of others' views
Good	B/2 This student:	tries hard to complete tasks as instructed and asks for help when needed to overcome challenges	tries to look for solutions rather than problems and can display creativity in thinking	has high expectations of themselves and responds to and acts on verbal and written feedback to improve	makes positive choices and sets a good example to others	is polite and considerate of others and tries to listen carefully to teachers and students
Requires Improvement	C/3 This student:	will attempt to complete tasks and knows where to find support but sometimes gives up a little too easily	will attempt new things but only if they believe it will benefit them and is reluctant to engage in the range of opportunities available	completes the minimum amount of work required but will do more with encouragement and reminders	occasionally takes advantage of positive influences around them but could make more positive choices in lessons	usually considerate of others but occasionally needs reminding of manners
Concern	D/4 This student:	fails to embrace challenge and gives up if tasks require effort	appears unwilling to try new things and creates barriers to learning	displays little drive and motivation and does not appear to want to do well	Rarely makes positive contributions and often distracts others and disrupts their learning	struggles to communicate positively with others, showing little understanding of their views and feelings

Communicating with the Academy

Under normal circumstances your child's Form Tutor is the first person who should be contacted. If it is a subject specific query, then please contact their Subject Teacher. More serious issues may require communication with their Head of Year. We politely ask that if you have a concern you wish to discuss that you ring the Academy in order to speak to the relevant member of staff. Teaching staff are not always easy to contact directly but the reception team will always attempt to contact them as soon as is practical. Please be assured that if a member of staff cannot speak with you at the time of your call they will be in contact at their earliest opportunity. Any emails identifying concerns will be responded to, but the member of staff will contact you by telephone to discuss the matter. Please be aware that anything sent in the evening and at weekends may not be responded to immediately and staff will make contact at the earliest opportunity during working hours. We thank parents/carers for their cooperation in this matter.

Attendance Information

The Academy expects that a student's attendance will be 100% in order to ensure that they are able to perform to the best of their ability. To help maintain attendance levels please can we ask that any appointments are made outside of the academy day where possible. However, we understand that some absences are unavoidable, and we wish to work with families in these instances. Please do not hesitate to contact the Academy if there is anything you wish to discuss with regards to attendance and what can be done to support you/your child. If a student is absent from the Academy, then they will be expected to catch up on any missed work and their Form Tutor and subject teachers will support them with this. The government recognises students as persistently absent if their attendance drops below 90% for the academic year, or is below 90% in any six-week period. Understandably we would like to avoid this wherever possible and so it is vital that we work together in ensuring high levels of attendance.

First day calling

If your child is going to be absent then please contact the Academy in the morning, stating a reason for their absence. If your child's absence goes beyond one day, we need to be contacted on each subsequent day of absence.

Term time holidays

Due to current regulations the Academy cannot authorise holiday requests unless there are exceptional circumstances. If you believe this may be applicable, then please complete an absence request form (available on the Parent section of the academy website: [Absence Request Form](#)) outlining the circumstances and send this into the academy reception. Where a student's attendance is below 96%, or there have been previous attendance concerns, the Academy may not grant permission for a request for absence (even in exceptional circumstances). We would ask that holidays continue to be taken during the 175 days when students do not have to be in attendance.

Registration

All students are expected to be present for morning registration, this will be undertaken at 8.30am by their Form Tutor. If any student arrives after 8.55 am then they must sign in with a receptionist, either at Main Reception or Sixth Form Reception. If students have to leave the site before the end of the

academy day, then they should have a note from parents/carers which must be shown to their Form Tutor during morning registration or details emailed to Mrs K Yeates. They must ensure that they sign out at either reception before they leave. If students in Year 7 are unwell during the day then a receptionist will contact home – we ask for safeguarding reasons that students **do not** contact home directly.

If you wish to discuss your child's attendance, then please contact your child's Pastoral Manager:
Year 11 Mrs K Yeates kyeates@poryacademies.co.uk

Accessing the site

During the academy day all visitors must report to reception.

If you are collecting your child at the end of the day by car then we politely ask that parents/carers park on the tennis courts and not at the front of the academy building. We would like to make parents/carers aware that the academy gates will not open until 2.45pm. Therefore, we politely ask that you do not try to access the site before this time. For safeguarding reasons we ask that parents/carers wait in their vehicles and do not walk around the site. If you need to speak with a member of staff we ask that you go to main reception where a member of the team will be able to assist you.

If you are collecting your child from the Sixth Form site then we ask parents/carers to be respectful of the residents on Urban Street and the businesses on Clayton Road. Please support the Academy by being mindful of not blocking the roads or turning/parking on the zebra crossing.

Before and End of the Academy Day Guidance

Students are not permitted to be in the academy buildings before 8.20am. If it is raining then students are permitted to stand on the carpeted area in the entrances to the buildings and in more severe weather staff will take the appropriate action.

For health and safety reasons students should not be on site unsupervised at the end of the day. Any student who is being picked up after 3.30pm must attend a supervised club or wait to be collected from the bus bays at the front of the Academy site.

Uniform

We strongly recommend that parents/carers refer to this list when buying uniform to prevent any items needing to be changed. The list is also available on the Academy website: <https://www.porylsst.co.uk>

The expectation is that students wear their uniform correctly and with pride when travelling to and from the Academy.

SEND

Here at the Academy our Learning Strategies department support all students with SEND. During the transition process the department will have liaised with Primary Schools to transfer all relevant information for supporting students that currently receive support. For further information please visit the Academy website at [The Priory Academy LSST - SEN Information Report \(porylsst.co.uk\)](https://www.porylsst.co.uk).

If you have any SEN concerns regarding your child, our Academy has a designated Special Educational Needs and Disability Coordinator (SENDCo), Mrs J Lea, who can be contacted on 01522 889977 or via generalenquiries@priorylsst.co.uk

The Enrichment Passport

The Academy takes great pride in the accomplishment of our students and we wish to celebrate the many achievements which occur beyond the classroom. The Enrichment Passport has been designed to support and encourage a student's personal development as well as capturing their successes throughout the year. Through this record we seek to acknowledge and celebrate the many challenges which are overcome and the triumphant accomplishments, no matter how small.

At the start of every year students will be presented with their own Enrichment Passport. The Passport is divided into five sections based on our Academy Values; Innovation, Aspiration, Respect, Resilience and Inspiration. Their challenge for the academic year is to complete as many activities in each section as possible. We hope that students take this opportunity to push themselves and try new things so that they are able to look back on and reflect upon a year of exciting and varied accomplishments.

Please refer to our website (under 'Extra-Curricular') for further information on the type of activities that might count towards The Enrichment Passport as well as an extensive reading list for students in all year groups.

Extra-Curricular Activities

The Academy offers an exciting extra-curricular programme designed to provide a variety of activities for all students. Participation in extra-curricular activities presents an opportunity for students to pursue a passion, take on a new challenge and work as a team with others. The importance of such pursuits in shaping an all-round character should not be underestimated.

For information on clubs and activities please see our website (under the 'Extra-Curricular' tab).

In their first week at the Academy Year 7 students will walk the House Labyrinth and become a member of one of the four House teams – Alexandria, Avalon, Castile or Sempringham. The Academy's Enrichment Leaders will guide students through the House system and keep them up-to-date on the latest activities. There is more information on the House system on our website (under the 'Extra-Curricular' tab).

The Academy Website, SharePoint and the Home Gateway

www.priorylsst.co.uk

The Academy's website is a one-stop resource for information on all aspects of The Priory Academy LSST. Some of the information you will find on our website is:

- Academy Ethos;
- Trust Policies;
- Uniform List;
- Curriculum Guidance;
- Extra-Curricular Provision.

One area in particular which is worth a visit is the News tab. This area of the site is updated regularly and celebrates the many achievements of our students and staff.

On the website's home page you will find a tab along the top which says 'Home Gateway'. This allows students to remotely access their academy desktop (via Citrix) from home, which is invaluable if they are completing homework or wish to do any further reading and research. Access to this requires the student's log in credentials. Students can also access their emails and SharePoint on this page without having to log into Citrix. SharePoint is the Academy's intranet system and by logging into this area students can access department information, year group information and welfare advice and guidance.

Mobile Phones and Use of Digital Systems Guidance

Students are permitted to use mobile phones before 8.20am and after the end of the academy day (providing they are not taking part in any academy activities). During the academy day mobile phones must be switched off and kept out of sight unless explicitly advised otherwise by a member of staff.

To access the Academies policies regarding E-Safety please visit the Trust website – www.prioryacademies.co.uk. The policies can be found under 'Trust Policies' in the 'ICT' section.

Access to social media sites is not permitted through academy systems. If, as parents/carers, you allow your child to access social media then it is strongly encouraged that you oversee what they do and encourage them to share their activity with you in order to promote safe and positive use. Younger students need more guidance as they start to use social media and so with the education provided by the Academy and support from home a collaborative approach should ensure that students stay safe. Advice and guidance on Internet Safety can be found on our website (under the 'Parents' tab).

E-Safety is embedded throughout the curriculum and is a key part of the Academy Awareness Programme followed by all students.

In Touch

The 'In Touch Communication System' enables the Academy to correspond with parents/carers via email and text message. We use the text message system for first day absence and attendance communication. In the event that your child is absent from the Academy and we have not had any correspondence from you a text message will be sent to a designated contact and you will be able to reply to the text message to confirm the reason for your child's absence and their expected return date. The email system will be used for sending out letters from the Academy.

For each child the Academy will have a designated contact (the parent/carer who is priority 1 on the contact list) and a designated email address and mobile number. This can be changed at any time by visiting main reception, speaking with one of our receptionists and completing a new Data collection form. Parents/carers will be able to 'opt out' of this system; in this instance parents/carers will receive paper communication.

Sims Parent App and ParentPay

There are two systems for parents/carers to use which help communications and process payments made towards activities for our students. These both link with our school information management system (SIMS) which means all information is accurate and up to date.

SIMS Parent App

Our parent app and website will allow parents/carers to access information at their own convenience via smartphone, tablet or PC – anytime, anywhere. You can also review **and request changes** to the data held direct from a smartphone/website.

What information is on SIMS Parent App?

- Academy term, inset dates and contact details available at the click of a button;
- Access to update contact details, so we always have the most up-to-date information in case of emergency;
- If parents have more than one child at school, access to information for all the children, from the same app;
- As the year progresses a view of assessment information, as it is published, normally at the end of each module.

ParentPay

ParentPay is web based and will ensure parents/carers can make payments securely for trips and events, as well as providing consent. Once registered parents/carers will be able to make payments easily and securely online rather than give students cash/cheques to bring into the Academy. This is also how parents/carers pay for their children to use the academy's catering facilities using a biometric till system. Children do not use cash in the dining rooms but instead use the 'credit' parents have added using ParentPay. It is used for all academy trip/event payments, payments towards Priory Leisure, CCF and DoE activities.

Parents/Carer with older children already in attendance will not have to register again for either system when other family members join the Academy. Parents/carers who are new to the Academy with students joining Year 7 will receive an invitation to register for the Parent App and ParentPay.

Satchel:One

Satchel:One is an all-in-one platform designed to make life easier for students, teachers, and parents. Here's how we use it in our academy:

- **Homework Management:** Teachers assign and track homework. Students can easily see their assignments and deadlines, and as parents, you can stay informed about your child's homework, helping them stay on top of their tasks.
- **Awarding House Points:** We celebrate student achievements and positive behaviour by awarding house points. You can see the house points your child earns and join in celebrating their successes.
- **Student Notices:** Important notices and announcements are shared through Satchel:One, ensuring students never miss out on crucial information. As parents/carers you too, will have access to these notices.
- **Detentions and Behaviour Logging:** Our staff logs detentions and track student behaviour through the platform. You will be able to view any logged detentions or behaviour notes, so you're always aware of your child's conduct at school.

Students can sign in easily using their Microsoft 365 school account, ensuring secure and seamless access. Parents/carers will be provided with a parental code which will link your logon to your child. With Satchel:One, you'll have a clear window into your child's school life, making it easier than ever to support their education.