



# PARENT HANDBOOK

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2025 - 26



THE PRIORY SCHOOL

D O R K I N G

Headteacher: Mrs J Trimnell

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## Welcome

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Welcome to The Priory School. This is a time with many emotions whilst you watch your child grow and move on to their secondary school. I hope this booklet provides you with some answers to questions you may have regarding your role as a parent within our community.

Working with you, we are dedicated to help to shape your child's character through a holistic approach to education. We academically challenge our students whilst ensuring that they feel valued. We believe in their success which requires us to work effectively together. It is for this reason that we expect parents and carers to join us at key annual events, such as Meet the Tutor, Information and virtual Parents' Curriculum Evenings.

It is important that your child is encouraged to get fully involved in the life of the school. As a parent carer you may want to get involved

with our PTA or join us at school productions and celebrations. There are a whole host of extra-curricular activities, enrichment, after school clubs, sports teams and supporting school events that they will be warmly invited to try out and become part of. We will keep you updated on all aspects of school life via our Headteacher Bulletin which is shared every Monday during term time and is also available on our website.

We want your child to love learning and being part of our school community. In these rapidly changing times, it is more important than ever to equip our students with the academic, social, moral skills and attitudes they will need to be successful in their adult lives.

*Mrs Trimnell*  
Headteacher

# Contact Information

The Priory School  
West Bank,  
Dorking,  
RH4 3DG

enquiries@priorycofe.com

www.thepriorycofe.com

@dorkingpriory

Reception: 01306 887 337  
Student Services: 01306 878 784  
Finance Office: 01306 878 796

@PriorySchool

## Term Dates

Below are the arrangements for the beginning of the Autumn Term 2025/26. The remaining term dates will be posted on our website as soon as they are confirmed.

Monday 1 <sup>st</sup> & Tuesday 2 <sup>nd</sup> September	INSET Days
Wednesday 3 <sup>rd</sup> September	Year 7 and Year 10 Start
Thursday 4 <sup>th</sup> September	Whole School Start

## EduLink

EduLink is the portal for staff, parents/carers and students to use for homework, enrichment tasks, communication, progress, house points, behaviour concerns and attendance. You will receive full instructions with your login details and it can be accessed via any mobile device.

# The School Day



Timings	Session
08:30 - 08:50	Breakfast available in the Canteen
08.55 - 09.10	Tutor Time
09.10 - 10.10	Period 1
10.10 - 11.10	Period 2
11.10 - 11.35	Break
11.35 - 12.35	Period 3
12.35 - 13.35	Period 4
13:35 – 14.15	Lunch
14.15 - 15.15	Period 5
15.15 - 15.25	Tutor Time



Free Porridge is available in the Canteen every day during breakfast.

## Communication

We place great importance on our partnership with parents/carers and there are a number of ways we will communicate with each other.

As soon as you receive log-in details, it is important that you set up your Edulink account so that you can receive messages from the School. Our website has a section specifically for Parents/Carers. We would also encourage you to keep an eye on our social media – Instagram & Facebook.

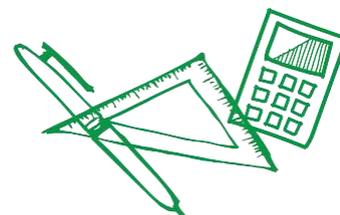
In terms of your child's progress, you will receive biannual updates

on progress in the form of a tracker report. Once per year you will also receive a more detailed written report with specific advice for each subject. Virtual Curriculum Parents' evenings are an opportunity to discuss your child's progress with their individual subject teachers via our online School Cloud system.

We encourage you to develop strong links with your child's form tutor and Head of Year. If you have any questions, queries or concerns, please do not hesitate to get in touch with us.



# Equipment



Every student is expected to own the following:

Black ballpoint or fountain pens	Scientific calculator: Casio FX 83GTX
Green pens	Protractor
Pencils & Eraser	Pair of compasses
Pencil sharpener	Coloured pencils
Glue stick	Rough notebook/jotter
Ruler 30cm	Pencil case
Suitable bag, such as a rucksack in which school work, exercise books, text books, etc. can be kept in an acceptable condition.	

The appropriate calculator can be purchased directly from the school. Tippex/ Liquid Paper is not allowed in school and must not be used in any school work.

## The Curriculum

In order to ensure that students explore a full and varied curriculum, The Priory School operates a two-week timetable. At KS3 (Years 7 - 9) over the two weeks, students will study:

- 8 hours of Mathematics
- 8 hours of English
- 6 hours of Science
- 4 hours of PE, Technology
- 3 hours each of History, Geography, Modern Language and RE
- 2 hours each of Art, Computing, Drama and Music
- 1 hour of PSHCE



## Houses

Over the years, the House system at The Priory has had a strong tradition promoting healthy competition.

Our Houses are:

- **Canterbury**
- **Guildford**
- **Coventry**
- **Westminster**

We will advise which House students are allocated before they join us.

As the year moves on students will be allocated attainment (House) points that will provide the opportunity for them to win rewards and take part in House celebrations.

# Homework & Enrichment



At The Priory School we consider homework to be a vital part of education as well as playing an important role in preparing students for their GCSEs.

Students will receive homework once a week for Maths and once a fortnight for Science and English. Every half term they will also have enrichment tasks set for every other subject to complete

at home. Enrichment tasks are optional and allow students to focus on the areas they are passionate about or they want to investigate further. Homework and enrichment tasks are set on Edulink. Students will be given their Edulink login when they start in September.

## How you can help:

- Show an interest in your child's schoolwork and enrichment tasks
- Monitor the amount of time your child spends on social media and playing computer games to ensure they get a good sleep
- Work with the school to ensure the best outcome for your child
- Ensure your child has the correct equipment each day

## Study Centre

The Study Centre provides an active working environment for the whole school. It has a comprehensive stock of fiction and non-fiction books which support the National Curriculum. Students use the Study Centre in whole groups during lesson time and may also make use of it for independent study.

We offer a Homework Club which runs every lunchtime. The Study Centre is open for the exchange of books and for private study at break, lunchtime and at the end of school until 4.30pm.



## School Clubs

The Priory School believes in shaping futures and developing the whole student. We pride ourselves on doing this well through a wide range of extra-curricular activities, trips and visiting speakers.



Students who take part in activities will develop key competencies including resilience, independence, creativity, research skills and critical thinking skills.

We have a large number of school clubs which run at lunchtime and after school. For an up-to-date list of clubs, please visit our website.

# Uniform & Appearance

The staff and governors of the school are keen to ensure a high standard is maintained when it comes to students' school uniform and appearance.

The items required are readily available from our local supplier: [www.kit-shop.co.uk](http://www.kit-shop.co.uk) 01372 378303

The school has 3 items of branded clothing – tie, blazer and jumper. Pupils must wear ONE OR MORE of the branded items as part of their uniform. The school branded jumper or blazer are the only items students will be permitted to wear in school.

Students may wear either trousers or a school skirt.

Shoes must be black, leather look and polishable.

During cold weather, students are asked to wear a jumper or blazer to keep them warm.

Item	Requirements	Clarification
<b>Blazer</b>	Black Blazer with school badge (Kit-Shop)	<i>Please do not purchase until May 2025.</i>
<b>Skirt</b>	Black school skirt (Kit-Shop)	Skirts must not be rolled up – no leggings underneath.
<b>Trousers</b>	Black School trousers (Any retailer)	Jeggings/leggings, drainpipe/low slung trousers or jeans are not permitted.
<b>Shirt</b>	White school shirt (Any retailer)	Must be tucked in at all times (not sports shirt).
<b>Jumper</b>	Black v neck jumper with school logo. (Kit-Shop)	Optional. No sweatshirt or hoodies.
<b>Shoes</b>	Black leather or leather look shoes (Any retailer)	No boots, canvas or sports trainers such as Nike Airforce or Flyknit.
<b>Socks/ Tights</b>	Natural/Black tights or plain grey or black socks.	No leggings, footless tights or patterned tights. No socks worn on top of tights.
<b>Hair</b>	No extreme haircuts. Dyed hair should be one natural colour. No shaved lines in the hair or eyebrows. Long hair must be tied back for some practical lessons.	
<b>Make-up</b>	Minimal natural make-up is permitted. No nail varnish, gels/shellac/acrylic nails or fake eyelashes. Student will be asked to remove these.	
<b>Jewellery</b>	One pair of small plain studs worn in each ear. Earrings must be removed for PE. No other jewellery is permitted. One watch is allowed. Smart watches linked to mobile devices will be confiscated if used for communication purposes. No facial/body piercings or any other ear piercings.	

# PE Uniform Requirements

Please ensure that all uniform and PE kit is marked with the student's name. Physical Education clothing should be carried in a separate bag so that books are not ruined.

Item	Permitted clothing for both boys and girls	Retailer
Top	<b>Compulsory:</b> <ul style="list-style-type: none"> <li>• Priory embroidered emerald green polo shirt and/or</li> <li>• Priory embroidered emerald green rugby shirt with white collar</li> </ul>	Can only be purchased from our stockist: The Kit Shop
	<b>Optional:</b> House T-shirt	Can be purchased from Scopyay.
Bottoms	<b>Compulsory:</b> Black shorts or skort	Any retailer
	<b>Optional:</b> Black tracksuit bottoms Black sport leggings	
Jumper	<b>Optional:</b> Black fleece (plain generic or Priory embroidered) Black sweatshirt (plain generic or Priory embroidered)	Embroidered items can be purchased from our stockist. Generic items can be purchased from any retailer.
Socks	<b>Compulsory:</b> Emerald green football socks (winter months)	Any retailer
	<b>Optional:</b> White sports socks (summer months)	
Footwear	<b>Compulsory:</b> Trainers	Any retailer
	<b>Optional:</b> Football/Rugby boots	
Sport specific items	<b>Compulsory for specific sports:</b> Gumshields Shinpads	Any retailer
For the winter months	<b>Optional:</b> White, black or green base layers	Any retailer
Swimming	<b>Compulsory:</b> <ul style="list-style-type: none"> <li>• Black one piece swimming costume</li> <li>• Black swimming shorts/trunks</li> <li>• Towel</li> <li>• Goggles</li> </ul>	Any retailer

Students need to remember to bring their PE kit when they have PE on their timetable. All students are expected to take part in the lesson. Students who are ill or injured will also need to get changed into their PE kit and help out during the lesson.

# Student Services

The Student Services Office provides assistance and support to students facing any issues. Students arriving late to school are required to sign in at the main reception. Students attending appointments must first report to Student Services before signing out. All First Aid treatment is provided by this office along with timetables, lost property, coach and bus passes.

## Wellbeing Ambassadors

The School appoints Ambassadors to act as representatives for their respective Year groups. These Ambassadors offer their time to assist students who join the school mid-year in transitioning smoothly. Understanding that this can be a challenging process, the Ambassadors are introduced to the new students on their first day and continue to support them by checking in regularly, answering their queries, and introducing them to other members of their year group.

## Wellbeing Champions

Wellbeing Champions are nominated by peers or nominate themselves for the role. Their main responsibility is to promote the 5 Ways of Wellbeing and educate members of their community about it. To equip them with the necessary skills, they undergo training through The Eikon Charity. They are the voices of the student community in terms of Wellbeing and are used to buddy up with students who may struggle socially. They also organise Wellbeing events within the school and attend the Wellbeing drop-in sessions in The Shore Centre at lunchtimes.

## Peer Mentors

Peer Mentors are Wellbeing Champions who wish to take the role a little further. They have received Anna Freud training in mental health and are available for students to talk to about any issues if they don't want to talk to an adult in the first instance. The mentors are in years 9-11 and they mentor year groups below them. They are present at all wellbeing drop in sessions on a rota basis.

## Form Tutors

The role of the form tutor is to support your child and be a consistent supportive adult presence throughout the year.

Form tutors will be a link between students, staff and the pastoral support team making sure that your child is aware of their day-to-day responsibilities.

They also follow a weekly system that allows them to discuss current affairs and work interventions in literacy and numeracy.

## SEND

The school believes in fully supporting students with Special Educational Needs and Disabilities (SEND) to ensure they have access to, and gain maximum benefit from, the educational opportunities available.

The more information we can gather the better, to make sure that needs can be catered for from the first day your child starts school. If parents/carers have any worries they can get in touch with Miss Roach (SENDCO).

Our SEND team offer a range of interventions including:

- Social communication programmes
- Handwriting intervention
- Maths intervention
- Assessments to underpin strategies for student support
- Targeted support in class

## Medical Issues



We are not permitted to give tablets, ointments, sprays etc. to students.

If students are likely to require any medication they may be brought into school and deposited in the Student Services Office. Medication must be clearly labelled along with directions and dosage.

Any student needing medical attention must inform their class teacher straight away. If they are too ill to remain at school or if hospital treatment is necessary, parents/carers will be contacted. It is important that contact details are kept up-to-date and any changes must be notified to the school office.

## Attendance

Good attendance at school supports progress and establishes good habits for adult life. We set a target of 96% attendance for all students.

Requests for medical evidence will be made when a student falls below 92%. If a student's attendance falls below 90%, they are considered persistently absent by the government. The school's inclusion officer reviews the records of all students and may open a case if necessary.

In case of a student's illness, parents/carers should report the absence via Edulink before 8:30am on the first day of absence. If the child remains absent, parents/carers should also report the absence every subsequent day. When a student is absent without a valid reason, the Student Services office will use the automated absence call system to contact home. If no notification is forthcoming, then we must classify the absence as unauthorised.

Parents/Carers are encouraged to limit time off for visits to doctors or dentists as far as is reasonably practicable and to make appointments after 2:15pm. Where this is unavoidable, please notify the school in advance in writing or via email to [studentservices@priorycofe.com](mailto:studentservices@priorycofe.com).

## Punctuality

It is important for students to arrive on time for the school day and lesson 1, which commences at 8.55am. In addition to ensuring students don't miss out on anything in school, punctuality is also an essential habit to develop for their future work life. If your child is expected to arrive late for any reason please call the Student Services Office on 01306 878 784.



## Mobile Phones

Mobile phones and personal electronic devices should not be used in school. These devices can distract students from learning, and we must also consider safeguarding, as phones have multiple features. Students may bring a phone to school with them for use on the way to and from school for personal safety reasons.

At school these must be switched off and in students' bags throughout the day.

The school accepts no responsibility to loss or damage of personal electronic devices students choose to bring into school.



## School/Personal Property

As a general rule, valuables should not be brought to school. If it is absolutely necessary to have them for a particular reason, they should be left with the School Office staff for safekeeping. Inappropriate jewellery will be confiscated and students can collect them on Fridays after school.

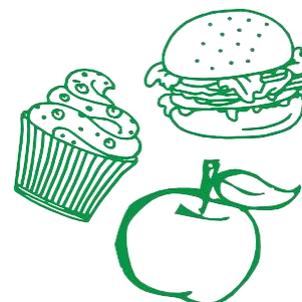
Lost property can be claimed from Student Services.

## Breakfast & Lunchtime

Meals are available in the school dining room. A value lunch meal deal can be purchased for £3 daily. Students can buy snacks before school and at break, they will need extra money for this. Our current menus can be found on the school website.

If school meals are not required, your child may bring a packed lunch. Drink containers must be plastic, not glass. Students must not bring fizzy drinks or energy drinks to school.

Food must be consumed in the designated areas; the Dining Room, Sunken Playground and other specific areas agreed each term.



# Social Media Awareness

Keeping children safe online is a priority for us all. The digital world is complex and we are committed to working in partnership with you to ensure that online safety messages are consistent and that all of the school community behave safely online. Thank you for your continuing support in ensuring that our children have responsible online role models when posting and sharing content on social media sites. Whilst we have the access and ability to share our views and opinions online, we recognise that we all as members of the school community have a responsibility to each other to consider how our comments may be misunderstood or misinterpreted when shared online and the possible impact and consequences on others.

If you have any concerns or complaints regarding the school, please be assured that school staff and leaders welcome discussions with parents so that we can better understand your concerns to enable us to find a solution together. Comments on social media can be damaging for the school community – staff, parents and most importantly pupils.

Our policies and procedures, such as behaviour, anti-bullying, child protection and complaints policies are all available online via the school website <https://thepriorycofe.com/> or upon request at the school office.

We are keen to work in partnership with parents and carers to promote responsible internet use and fully acknowledge how important your role is supporting positive and responsible online behaviour for your child(ren). More information about online safety can be found at:

- **Parents and carers / CEOP Education**  
<https://www.ceopeducation.co.uk/parents>
  - **UK Safer Internet Centre**  
<https://saferinternet.org.uk/>
  - **Childnet — Online safety for young people**  
<https://www.childnet.com/>
- Information, Advice and Support to Keep Children Safe Online**  
<https://www.internetmatters.org/>
- Get Safe Online / The UK's leading Online Safety Advice Resource**  
<https://www.getsafeonline.org/>

If parents/carers wish to discuss this matter further or have any other online safety concerns please contact us via our dedicated safeguarding email [dsl@priorycofe.com](mailto:dsl@priorycofe.com)

## Cycling



Parents/Carers must ensure that their child's bicycle is roadworthy and equipped with front and rear lights and reflectors. All cyclists must obtain a form from their Head of Year if they wish to cycle to school. Cyclists are expected to have passed their Cycling Proficiency Test and wear cycling helmets. Students must bring their own locking device for their bike when using the bicycle rack.

## Chewing Gum

Chewing gum is prohibited in school to maintain a clean and hygienic learning environment for our students. Chewing gum has a pollutant effect by the way it is discarded. We ask parents/carers to support us in protecting our environment and ensure chewing gum is not brought to school.

## Scopay



We operate a highly secure online payment system called Scopay which allows you to pay for school meals and other items such as trips, books, event tickets, etc. With Scopay, you can easily keep track of your payment history and create a single login account for all your children who attend schools where Scopay is used.

We do not accept cash payments in school. Instead, students will be given a payment fob which they can use to purchase items in the school canteen. Parents and carers have the option to set daily spending limits for their child using the payment fob, for both morning break and lunchtime if needed.

You will be sent an activation letter to enable you to set up your Scopay account. You can add multiple accounts to allow more than one person to make payments. For any inquiries about Scopay, please contact the Finance office.

**Transformational  
Aspirational  
Flourishing**





# THE PRIORY SCHOOL

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