



THE PRIORY SCHOOL STUDENT HANDBOOK

2025 – 26



THE PRIORY SCHOOL

D O R K I N G

Headteacher: Mrs J Trimmell



Welcome	3
The School Day	4
Lessons at The Priory	4
Travelling to School	5
Food at The Priory	6
Your School Uniform	6
Your PE Kit	7
Example Timetable	8
How to read your timetable?	8
Do you know the answers to the following?	9
Enrichment & Homework	9
School Code of Conduct	10
What If?	11
Top Tips	12
School Clubs & Extra Curricular activities	13
First Day Checklist	14
First Day: Tuesday, 3rd September 2024	14



Welcome from Mrs Lister, Head of Year 7



Dear Student,

I am beyond excited to welcome you to the start of your journey here with us at The Priory. This marks the beginning of an exciting new chapter for you, and I can't wait to watch each one of you thrive in this vibrant, dynamic, and supportive school community.

The road ahead is filled with endless possibilities. Our school has high expectations, but I also believe that with hard work, dedication, and a positive attitude, you will meet and exceed every challenge. The Priory goal is not just to nurture your academic potential but to help you grow as an individual, learning and discovering your strengths along the way.

Alongside your studies, you will have the chance to participate in a wide variety of extracurricular activities – from sports teams to music, drama, and academic clubs. These opportunities will allow you to pursue your passions, make lasting friendships, and develop important skills that go far beyond the classroom.

Our community is one where everyone is valued, and support is always available. Whether you need academic help, someone to talk to, or just a little encouragement, our staff and students are here to ensure you feel cared for, respected, and inspired.

I am so excited to see you embark on this new adventure, and I look forward to the incredible memories and achievements that lie ahead!

Welcome to Year 7 – let's make it an unforgettable year!

Mrs Lister

Head of Year 7

clr@priorycofe.com

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	 Free porridge is available in the Canteen every day during breakfast.
14:15 – 15.15		Period 5	
15.15 - 15.25		Tutor Time	

Lessons at The Priory

At The Priory School you will have heard of some of the lessons before, such as PE, RE, Music, Science, Art and Computing. Lessons that might be new are DT (Design & Technology), Food Technology (about food and cooking), a new language and you will also do Drama.

You will go to different rooms for lessons. You will use the Edulink app to see your timetable. The timetable tells you what lessons you have and what room you need to go to. If you are unsure, you can ask another student or an adult for help.

You will have a two-week timetable which means that on Week A you might do something different to Week B but teachers will help remind you if it is Week A or Week B and there will also be a sign in the Reception area letting you know which week we are on.

Travelling to School

It is important for you to know how you will travel to school and how long it will take you to get there.



WALKING

Practice your route over the summer with your parents/carers. Be safe on your way to and from school. Leave plenty of time to make the journey in the morning so you can arrive by 08:45 in time for your first lesson at 08:55.

CYCLING

Are you a competent cyclist? Is your bike roadworthy?
Do you own a cycle helmet? Do you have a bike lock?
Have you completed your road safety?



CAR

Who will drive you to and from school?
Take into account traffic conditions to be on site at 08:45.
Remember to use the shared car park at the end of Longfield Road (not on the school site) and meet your lift there at the end of the day.

BUS

Which number bus? Which bus stop?
How long does it take?
Always have your bus pass ready to show the bus driver. Behave at all times on the bus and do not do anything to endanger or cause upset.



Food at The Priory

The Canteen at the Priory serves delicious food. You will be given a contactless fob, which your parents/carers will be able to add money to via a ScoPay account. Only you can use your

fob as your photo will appear on the screen. Your parent/carer has been given a link to set up an account and they can put money on your account before your first day.

If you lose your fob - a replacement will cost you £3.00 (each time).



Your School Uniform

The School has three items of branded clothing with The Priory School Logo - a tie, blazer and jumper. Students must wear ONE OF the branded items as part of their daily uniform. In addition, students should wear:

- ✓ A white shirt which must have a top button
- ✓ School skirt or black trousers
- ✓ Black polishable school shoes



Your PE Kit



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



Example Timetable

	1	2	3	4	TT	5
<i>Mon1</i>	7A3/Sc PIR 3:5	7x1 Ma KQO 2:3	7A3/Ge ODS 1:2	7A3/Hi HCN 1:1	7A3/Rg CHN E2	7A3/En ELN H4
<i>Tue2</i>	7x2/Dt BHS G2	7A3/En ELN H4	7A3/Ar BHS G2	7A3/Co DRR G5	7A3/Rg CHN E2	7A3/Re ABI 1:3
<i>Wed3</i>	7x2/Fd MRN G9	7A3 ML GML 2:7	7x1/Ma KQO 2:3	7A3/Sc PIR 3:5	7A3/Rg CHN E2	7x3/PE TDN G12
<i>Thu4</i>	7A3/En ELN H4	7A3/Sc PIR 3:4	7A3/Ar BHS G2	7A3/MI GML 2:7	7A3/Rg CHN E2	7A3/Mu MKG E3
<i>Fri5</i>	7A3/Re ABI 1:3	7x1/Ma KQO 2:3	7A3/Mu MKG E3	7x3/Pe TCE F1	7A3/Rg CHN E2	7A3/En ELN H:4
<i>Mon6</i>	7A3/En ELN H4	7x1/Ma KQO 2:3	7A3/Hi HCN 1:1	7A3/Sc PIR 3:5	7A3/Rg CHN E2	7x2/Dt AFX G2
<i>Tue7</i>	7A3/Ge ODS 1:2	7A3/Ps CLR 2:9	7A3/Dr JSM E1	7A3/Co DRR G5	7A3/Rg CHN E2	7x1/Ma KQO 2:3
<i>Wed8</i>	7A3/En ELN H4	7A3/Sc PIR 3:4	7x1/Ma KQO 2:3	7A3/PS CLR 2:9	7A3/Rg CHN E2	7x3/PE TDN F1
<i>Fri9</i>	7A3/MI GML 2:7	7A3/Re ABI 1:3	7A3/Ge ODS 1:2	7X2/En ELN H:4	7A3/Rg CHN E2	7A3/Hi HCN 1:1
<i>Fri10</i>	7x1/Ma KQO 2:3	7x1/Ma KQO 2:3	7A3/Sc PIR 3:5	7X3/Pe TCE F1	7A3/Rg CHN E2	7A3/Dr JSM E1

Teachers:

ABI	Mrs Blanch	BHS	Mr Harris	PIR	Mr Ironmonger
HCN	Mss Claydon	CHN	Mrs Harrison	GML	Mr Mitchell
TCE	Mr Currie	MKG	Mr King	KQO	Mrs Quarcoo
ODS	Mrs Davies	ELN	Mr Larkin	MRN	Mrs Robinson
TDN	Mr Dunn	CLR	Mrs Lister	DRR	Mr Rochester
AFX	Mr Felix			JSM	Mr Sherringham

How to read your timetable?

7A3 = Tutor Group	7A3/En ELN H4	En = Subject (English)
ELN = Teacher's Initials (Mr Larkin)		H4 = Room (H Block, Room 4)

Do you know the answers to the following?



Use the example timetable to answer these questions:

What subject do I have the 3rd lesson on Monday week A? _____

What room do I need to find? _____

What equipment do I need for this lesson? _____

Is this subject always in the same room? _____

What subject do I have 2nd lesson on Wednesday Week B? _____

What room do I need to find? _____

What equipment do I need for this lesson? _____

Is this subject always in the same room? _____

What is after break on Tuesday Week A? _____

Where will I go for Computing lessons? _____

Enrichment & Homework

You will receive homework once a week for Maths and once a fortnight for Science and English.

Every half term you will also have enrichment tasks set for every other subject to complete at home. Enrichment tasks are optional and let you focus on areas you are passionate about, or that you want to investigate further. Homework and enrichment tasks are set on Edulink. You will be given your Edulink login when you start school in September. This will help you prepare for the homework that you will be doing when you start your GCSEs.



School Code of Conduct

At The Priory School we embrace a code of conduct, which enables the school to run smoothly and harmoniously for everyone, staff and students alike. Everyone is expected to behave in a responsible manner both towards themselves and to others, showing consideration, courtesy and respect at all times. This means that:



You move gently and quietly about the school. No running, barging or shouting. Being ready to help by opening doors, standing back to let people pass and helping to carry things. On the stairs and in corridors please keep to the left.



You keep the school clean and tidy so that it is a welcoming place we can all be proud of. This means putting all litter in bins, keeping walls and furniture clean and unmarked and taking great care of displays, particularly of other people's work.



You must attend school regularly and punctually. This is essential to gain full benefit from your education.



You should wear your school uniform correctly and take pride in your appearance.



Out of school, travelling to and from school and on school visits, you should always remember that the school's reputation depends on the way you behave.



We do not tolerate bullying. If you are ever bullied you should report the incident on Download or speak with your Tutor immediately. It is safe for you to do this. If you try to bully other students expect consequences.



What If?

What if I have a medical appointment or I am unwell?

Inform Student Services in advance. You must bring a note in from your parents/carers or have an appointment card. Your parent/carer can go into Edulink to confirm your appointment or notify us of your illness.

What if I lose my timetable?

Ask your Tutor for another copy or go to Student Services at break time or lunch time and politely ask for another copy to be printed for you. It will cost you 10p for each new printed copy.

What if I lose a book, game kit or school uniform?

Always check in Student Services as this is where Lost Property is taken to.

What if I am ill at school?

Go to Student Services if you are ill during break times. Tell your teacher if it is during the lesson and they will send you to Student Services. A qualified First Aider will look after you. If you need to go home they will organise this for you.

What if I am worried or upset?

Please let a member of staff know if you are unhappy. Your Form Tutor is the most obvious choice. When you go home, talk to parents/carers; together we can solve most problems.

Transformational
Aspirational
Flourishing



Top Tips

- ◆ Prepare your bag the night before
- ◆ Get up at a sensible time and eat breakfast
- ◆ Always try your best and always be aspirational



School Clubs & Extra Curricular activities

At the Priory you will have many opportunities to take part in a diverse range of school clubs, from Warhammer Club to Trampolining, Drama or Art Club. Go to our website to find the current list of clubs.

We also provide a wide range of visits, trips and events, offering fantastic opportunities for involvement in Music, Drama and Dance. Highlights include our annual Ski trip, our Music Concerts,

Music Exchange trip to Italy and performance at the Harlequin Theatre. Many of our students participate in the Duke of Edinburgh Award. The Priory School also has a strong tradition in competing in the Greenpower racing events.

We have listed some of our current offerings below, and our staff are always open to starting new clubs if students express interest.

Netball Football Badminton Dance Rugby Swimming Trampolining
Cricket Chess Club Rounders Table Tennis Dorking Wanderers
Football Club Duke of Edinburgh's Award Music Choir Jazz Band
Guitar Club Steel Drum Rock Band Keyboard Club Wellbeing Club
Warhammer Club Drama Club Music Concerts Cookery Club Art
Club Reading Club Greenpower Science Club Journalism Club
Reading Club Young Carers Support Club Gym & Dance Show
School Production Ski Trip School Council Maths Challenge West
End Shows Foreign Exchange Music Concerts Revision Clubs



First Day: 3rd September 2025 is for Year 7 and Year 10 pupils ONLY.

On the first day at The Priory School you should go to the Main Hall at 8.55am where you will be welcomed and meet your Tutor. Most students will have at least one person from their primary school in their tutor group. Details of the school day, and further information on the school will be given in your tutor room. Lessons will start once these details have been given in your tutor room. Please ensure you have all your pens and pencils with you on the first day.

First Day Checklist



- | | | | |
|-----------------------|--------------------------|--|--------------------------|
| School Bag | <input type="checkbox"/> | Pencil | <input type="checkbox"/> |
| Scientific Calculator | <input type="checkbox"/> | Pencil Sharpener | <input type="checkbox"/> |
| Pencil Case | <input type="checkbox"/> | Reading Book | <input type="checkbox"/> |
| Ruler | <input type="checkbox"/> | Glue Stick | <input type="checkbox"/> |
| TWO pens | <input type="checkbox"/> | Packed lunch or money on Scopay account to buy food in the Canteen | <input type="checkbox"/> |

Before your first day at the Priory see if you can answer these questions:



The school's address is: _____

I will get there by: _____

The first day of school is: _____

School starts at: _____

School finishes at: _____

The Headteacher is called: _____

The Head of Year 7 is called: _____

My Form Tutor is called: _____

My House is: _____

My uniform is: _____

My P.E. kit is _____

Remember to send a postcard during the summer holidays to Mrs Lister to let her know how you are doing: Address it to Mrs Lister, The Priory School, West Bank, Dorking, Surrey RH4 3DG



THE PRIORY SCHOOL

D O R K I N G



@dorkingpriory



@PriorySchool