



# The Priory School Parent Handbook <sup>1</sup> *'Building Success Together'*

# Table of Contents

<b>Welcome from Mrs Trimnell, Headteacher</b>	Page 4
<b>Welcome from Mr Currie, Assistant Headteacher</b>	Page 5
<b>Welcome from Mrs Abbott, Deputy Headteacher</b>	Page 6
<b>Attendance and Punctuality</b>	Page 7
<b>Attendance and Punctuality (continued)</b>	Page 8
<b>Careers</b>	Page 9
<b>Catering</b>	Page 10
<b>Chaplaincy</b>	Page 10
<b>Classroom Habits</b>	Page 11
<b>Communication</b>	Page 12
<b>Curriculum and Student Timetable</b>	Page 13
<b>Curriculum (continued)</b>	Page 14
<b>Duke of Edinburgh Award</b>	Page 15
<b>Extra Curricular Activities</b>	Page 15
<b>Equipment</b>	Page 16
<b>Form Tutors</b>	Page 17
<b>House System</b>	Page 17

# Table of Contents

<b>Mobile Phones</b>	Page 18
<b>Nurture</b>	Page 19
<b>Post-16</b>	Page 19
<b>Safeguarding</b>	Page 20
<b>School Day</b>	Page 21
<b>Scopay</b>	Page 22
<b>SEND</b>	Page 23
<b>Social Media</b>	Page 24
<b>Staff and Pastoral Structure</b>	Page 25
<b>Support in School</b>	Page 26
<b>Term Dates</b>	Page 27
<b>The Study Centre</b>	Page 28
<b>Transport</b>	Page 29
<b>Trips</b>	Page 30
<b>Uniform and Appearance</b>	Pages 31-33
<b>Wellbeing</b>	Page 34
<b>What to do Next</b>	Page 35



# Welcome from Mrs Trimnell Headteacher

It is my great pleasure to welcome you to The Priory School. We are delighted that you and your child will be joining our vibrant, caring, and ambitious community.

At The Priory, we are committed to “building success together,” ensuring that every student is supported to explore their talents, grow in confidence, and thrive academically and personally. Our ethos is founded on valuing each individual, recognising their unique contributions, and nurturing their potential so they are fully prepared for life in all its fullness.

As a Church of England school, our values shape daily life here at The Priory. We believe deeply in fostering a community where students feel known, supported, and encouraged to become confident, resilient, and compassionate young people, ready for the world beyond school. We have high expectations for behaviour, learning, and personal development, and we are proud of the strong partnerships we build with families in support of every child's success.

Our staff are dedicated, enthusiastic, and highly skilled professionals who work tirelessly to provide an enriching and aspirational education. We offer a broad and engaging curriculum, excellent pastoral care, and a wide range of opportunities—academic, creative, spiritual, and physical—to inspire each student to discover their passions and achieve their very best.

Thank you for choosing The Priory School. We feel privileged to partner with you as your child begins or continues their secondary school journey. We look forward to welcoming you personally and to working together in the years ahead.

Warmest wishes,  
Mrs Jo Trimnell



## **Welcome from Mr Currie Assistant Head (Pastoral)**

We are so pleased to have you as partners in your child's journey. At our school, we truly believe that when students, families, and staff work together, we can build the strongest foundation for success together, both in learning and in personal growth.

Your involvement makes a real difference. As students go through their adolescence there are barriers which they need to overcome, and it will be vital for the school and you as parents to work together to support your child both academically and pastorally. When parents engage with the school community, keep communication open, and stay connected with what is happening day-to-day, children feel supported, confident, and ready to achieve their best.

We ask parents for continued support in helping students follow our expectations of being Respectful, Ready, and Safe. These values create an environment where every child can learn, grow, and thrive. By reinforcing these expectations at home, such as kindness, responsibility, readiness to learn, and making safe choices you will help us to ensure the best outcomes for your child.

There are a variety of ways to understand how your child is getting on but the most important thing is connections within our community.

Mr T Currie  
Assistant Headteacher



# Welcome from Mrs Abbott Deputy Head (Teaching & Learning)

I am excited for your child to be continuing their learning journey with us at The Priory. As our school logo says we are committed to 'building success together' and this includes academically. We have the very highest of aspirations for all our students and collaboration with parents and carers is part of this; from attending every parents evening and discussing your child's reports with them, to continuing to read with them at home and ensuring their homework is completed well and on time.

Our classroom habits help ensure that students know what to expect as they arrive to every lesson, freeing up thinking space for them to engage fully in their learning.

We want all our students to take pride in their work, coming with the right equipment to allow them to access every activity and do their very best.

Lessons will always develop students' knowledge, build their oracy and check students understanding before they begin on independent tasks. Our teachers will model how to answer questions or solve problems in order that students have a pattern to follow as they grow in confidence and increased independence.

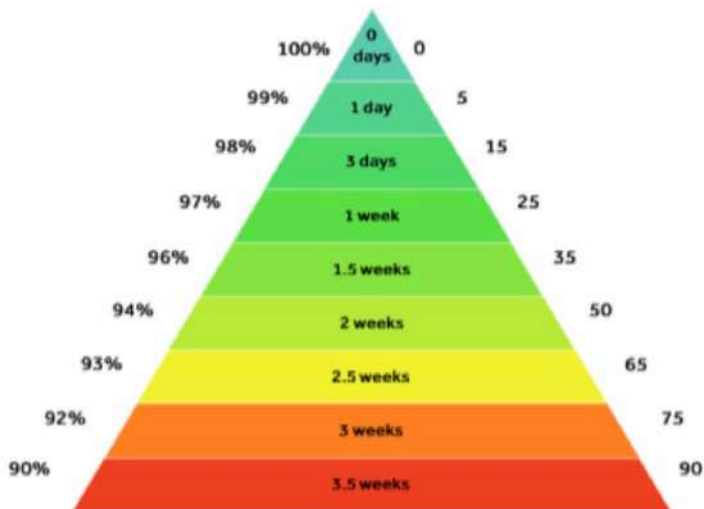
All year groups have formal exams. At key stage 3 Year 7 & 8 have exams in the Summer term and Year 9 exams are in the Spring term and help inform option choices. In key stage 4 Year 10 mock GCSE exams are in the Summer term whilst Year 11 have mocks in December and again in March as we help to prepare them for their final exams in May.

You will receive reports home several times a year in addition to a parents' evening. These reports will provide you with an overview of how your child is progressing and their behaviour for learning in each subject.

We look forward to you and your child joining us, working hard and aiming high to secure the very best outcomes for their future.

Mrs L Abbott  
Deputy Headteacher

# Attendance and Punctuality



## **Punctuality**

Students are expected to be in school by 8:50am and lining up for lesson by 8:55am.

### **What happens if students are late?**

The student will be at a disadvantage and will miss important content at the start of the lesson whilst interrupting learning. Students who are more than 5 minutes late will be required to complete a breaktime detention.

### ***Persistent lateness***

The tutor will require a meeting with students and parents to discuss lateness.

### ***Parents/Carers***

We welcome the opportunity to engage with parents and carers about their child's attendance. Please contact school to let us know if there are any issues that are affecting punctuality or attendance. Early intervention and student support sits at the heart of our approach to raising levels of student attendance and achievement.

# Attendance and Punctuality



## Attendance

Good attendance supports strong academic progress and helps students develop positive habits for adult life.

**Our target for all student is 96% attendance.**



### Attendance Expectations

**96%+** Expected attendance for all students

**Below 92%** Medical evidence may be requested

**Below 90%** Classified by the government as persistently absent. The school's inclusion Officer monitors attendance and may open a case where needed.



### Reporting Absence

Parents/carers should **report** any illness **via Edulink before 8:30am** on the first day of absence.

If the absence continues, a **daily update** must be submitted.

If a student is absent without explanation, Student Services will contact home via the automated absence call system.



### Appointments During School Hours

Parents/carers are encouraged to arrange medical or dental appointments **after 2.15pm** wherever possible to minimise missed learning

# Careers

The Priory School is committed to providing Careers Education, Advice and Guidance to all students .

For more information, please contact our careers lead Mrs Sterling - [jsg@priorycofe.com](mailto:jsg@priorycofe.com)



## UNIFROG

- We use UNIFROG to assist students in their research into future career options.
- Students are encouraged to take a number of psychometric tests in order to enable the programme to give them relevant, pupil-specific suggestions of courses at colleges and universities that they may participate in.
- UNIFROG has the latest information about apprenticeships, vocational training and academic subjects available locally and worldwide.
- Parents and carers are also encouraged to access the platform where webinars are specifically aimed at them as they assist their children with their choices.

## Can You Help?

We are always looking for parents and carers who can support our careers and enrichment programme.

You can help our students by:

- Speaking about your career path in an assembly or lesson
- Offering work experience placements for our Year 10 students
- Supporting our Year 11 Mock Interview Day
- Sharing insight, expertise, or inspiration from your professional field

If you are able to help in any way, please contact Mrs Sterling, who will add you to our Work Contacts Database.

Your involvement makes a real difference to our students' futures.

# Catering

- A value lunch meal deal can be purchased for £3 daily. Students can buy food before school and at break, they will need extra money for this.
- Our current menus can be found on the school website.
- Free porridge is always available in the mornings.
- Your child may bring a packed lunch. Drink containers must be plastic, not glass. Students must not bring fizzy or energy drinks to school.

**If your child is currently in receipt of free school meals, or you think that your child is entitled to them, you must fill out an application form which is available by emailing [admissions@priorycofe.com](mailto:admissions@priorycofe.com)**



# Chaplaincy

As a Church of England school, we are proud to have a chaplaincy team that provides spiritual and pastoral support to everyone in the school, including students, parents, staff and alumni.

We currently have three chaplains; a Baptist minister Rev'd Rob Stevens, our local Vicar Rev'd Peter Nevins, our (Chair of Governors) and an experienced church youth worker Andy Poole, (St Paul's, Dorking). The chaplaincy team work in partnership with school staff, local churches and the local community to contribute to the spiritual development and pastoral care of our whole school community. Alongside this there is a programme of lunchtime activities, special events and courses throughout the year, and all students are invited to participate.

# Classroom Habits

**WHAT STUDENTS CAN EXPECT WHEN THEY ENTER EACH LESSON.**



**THE TEACHER WELCOMES EVERYONE INTO THE CLASSROOM WHILST THEY REMOVE COATS**



**A 'DO NOW' TASK DISPLAYED ON THE BOARD THAT HAS TO BE COMPLETED IN SILENCE AFTER THE DATE AND TITLE HAS BEEN WRITTEN**



**LESSON TAUGHT, CELEBRATING SUCCESS ALONG THE WAY**

**STUDENTS ARE DISMISSED AFTER UNIFORM IS CHECKED AND THE CLASS IS IN SILENCE**

# Communication

## Parents' Evenings

Parents' evenings provide a valuable time to update you on your child's progress. Appointments for this are made via School Cloud in advance. Reminders will be provided 1 month in advance via the Headteacher Bulletin.



To log in you can either use the link on the school website under external providers or use the link that will be in the bulletin sent to you advising the bookings are open.

Each year group has a parents' evening once a year. We also run 'Ask the Headteacher' sessions and 'Meet the Tutor' sessions during the year.

## 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 log in details and it can be accessed via a mobile device.



## Headteacher's Weekly Bulletin

The Headteacher sends a Bulletin to parents every Monday during term time. This is sent via EduLink and is also uploaded onto the school website.

## School Social Media Accounts

You can follow us on either Facebook or Instagram where you will be able to keep up-to-date with the very latest news and celebrations.



**DORKINGPRIORY**



**PRIORYSCHOOL**

# Curriculum

## **KS3 – Years 7 to 9**

Our Key Stage 3 curriculum has been thoughtfully designed to support every child. Rooted in our core values of wisdom, dignity, hope and community, it offers a broad foundation in Years 7–9 with increasing depth over time. We work to ensure that all students are equipped to achieve the very best they can.

## **A Curriculum Built for Unlimited Progress**

We believe that every student is capable of meaningful progress. Our curriculum explicitly teaches the knowledge and skills that enable all learners to grow, flourish and succeed in every subject.

- Progress is tracked throughout Key Stage 3.
- This progression ensures students are fully prepared to begin Key Stage 4 with confidence.

## **A Learned and Knowledge-Rich Curriculum**

Our curriculum delivery emphasises:

- Knowledge recall
- Strong foundations in subject-specific understanding
- Development of disciplinary literacy in every subject area

Our curriculum is deliberately ambitious and outward-looking. Students are given opportunities to explore and connect with:

- The local community
- National contexts
- The wider world

We help students to understand the opportunities available to them and the responsibilities. This holistic approach extends beyond subject learning and includes:

- A well-developed tutor programme
- A rich and supportive chaplaincy offer

# Curriculum (continued)

## KS4 (GCSE) - Years 10 & 11

Key Stage 4 represents a period of specialisation in which students study for national qualifications. Our students follow a core curriculum of English Language, English Literature, Mathematics and Science (Triple or Double) and can select from additional subjects for study: Art, Dance, Design and Technology, Drama, Food Technology, Geography, Health and Social Care, History, Modern Languages, Music, Physical Education, Religious Education, Music and Computer Science.

Students make their GCSE option choices in Year 9, and we discuss their chosen pathway before the final selection is made.

At The Priory School, our students work towards GCSEs, BTEC qualifications, and the English Baccalaureate. We offer these choices to our students so that they can select the most appropriate qualifications to suit their further goals.

<b>ART</b>	<b>COMPUTER SCIENCE</b>	<b>DANCE</b>	<b>DESIGN TECHNOLOGY</b>	<b>DRAMA</b>
<b>ENGLISH</b>	<b>FOOD TECHNOLOGY</b>	<b>GEOGRAPHY</b>	<b>HEALTH &amp; SOCIAL STUDIES</b>	<b>HISTORY</b>
<b>MATHS</b>	<b>MUSIC</b>	<b>MODERN FOREIGN LANGUAGES</b>	<b>PHYSICAL EDUCATION</b>	<b>PSHE</b>
<b>RELIGIOUS EDUCATION</b>	<b>SCIENCE</b>			

# Duke of Edinburgh Award

The school wholeheartedly supports and embraces this incredible Award scheme.

In Year 10, students can begin their DofE journey setting out on the Bronze award. In Year 11, they can then move on to Silver. Our students are well equipped to move on to Gold in their chosen post-16 provision.



## Extra Curricular Activities

Please see our website for UpToDate information regarding our extra curricular activities calendar.

We have a large number of school clubs which run at lunchtime and after school including Gym & Dance and our Green Power Racing Team.



Specialist music and drama teachers are available to provide tuition for students who sing, play a musical instrument or act.



# Equipment

**EVERY STUDENT IS EXPECTED TO BRING THE FOLLOWING TO SCHOOL EVERY DAY.**

## **Student Equipment Checklist**

### Writing & Drawing Tools

- 2 x Black ballpoint or fountain pens
- 1 x Green pen
- 1 x Pencils
- Eraser
- Pencil sharpener
- Coloured pencils
- Pair of compasses
- Protractor
- Ruler (30cm)
- Pencil case

### Maths Equipment

- Scientific calculator: Casio FX-83GTX
- Rough notebook/jotter
- Glue stick

### Bag

- A suitable school bag or rucksack large enough to keep exercise books, textbooks, and schoolwork in good condition

### Not Allowed

- Tippex / Liquid Paper is not permitted in school or in any school work

# Form Tutors

## Form Tutors

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

Your child's Head of Year will change as they progress through the school years. This is to ensure expertise in all areas of your child's school throughout.

# House System

We have a House system which seeks to provide a sense of belonging.

From the start of Year 7, students are soon involved in a variety of events, clubs and activities through which they can earn House Points, not only for their own benefit but for the benefit of the house as a whole. The system seeks to foster collaboration between year groups and friendly competition between houses, culminating in larger, inter-house events in the Summer term. When all the results and House points are put together at the end of the academic year, one House wins the overall House cup.

**WE HAVE FOUR HOUSES AT THE PRIORY SCHOOL AND YOU WILL BE ALLOCATED A HOUSE WHEN YOU JOIN US**

**COVENTRY**

**CANTERBURY**

**GUILDFORD**

**WESTMINSTER**

# Mobile Phones

## Mobile Phones and Personal Electronic Devices

Mobile phones and personal electronic devices must not be used during the school day. These devices can distract students from learning, and their multiple features raise important safeguarding considerations. Please support us by not texting or calling your child during the school day. We will pass on important messages if you call the main reception.

If your child is caught with their phone on show it will be confiscated and can be collected at the end of the day. On the third occasion, it will be locked in the safe until you are able to collect it.

Students may bring a mobile phone to school for personal safety when travelling to and from school. However:

- Phones must be switched off on arrival.
- Phones must be kept in students' bags throughout the school day.
- Phones must not be taken out or used anywhere on the school site.

## Responsibility for Devices

The school accepts no responsibility for the loss, theft, or damage of any personal electronic devices that students choose to bring into school.



# Nurture

On our website you will find a video explaining the Nurture principles which we are using to ensure we support students in their growth as young people.



## Post-16

We are a feeder school for two outstanding organisations, Reigate College and East Surrey College who both work with our students all through Key Stage 3 and Key Stage 4. Students become familiar with the opportunities available to them at Post 16.

The Priory School students are guaranteed a place at either college, provided they meet the minimum entry requirements and have an excellent school report

**reigate**·college



# Safeguarding

Safety and the well-being of our students is our highest priority. We set clear expectations for all staff, governors and volunteers, and we follow robust processes and procedures to safeguard every young person in our care.

## HOW PRIORY STUDENTS REPORT SOMETHING THEY ARE WORRIED ABOUT ?

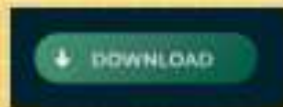


01 Speak to any member of staff in school



02 Write it down and post it in the "Buddy Box"

03 School website and click our "Download" button to write anonymously



04 Speak to someone at home

05 Use internet searches for National Support Agencies



# School Day

08:15 – 08:50am - Breakfast  
(Available in the Canteen)

08:55 – 09:10 - Tutor Time 1

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 2

# SCOPAY

## **SCOPAY** <https://www.scopay.com>

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.

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 and will be able to add multiple accounts to allow more than one person to make payments. .

## **LOCKERS**

Parents can purchase a locker for their child via SCOPAY, giving students a safe place to store items such as:

- PE kit
- School books
- Personal belongings
- Daily Checks



To keep lockers hygienic and tidy, please ensure that:

- Perishable items are removed every day
- PE kits are taken home regularly

## **Student Responsibility**

Students are expected to:

- Keep their lockers clean and well-organised
- Ensure they look after their key

If a replacement key is needed, it can be purchased for £5.00.

# SEND

## **Supporting Students with SEND: Ordinarily Available Provision:**

Our curriculum is designed to be ambitious for all learners. We view diversity as a strength and ensure that students with SEND are fully integrated into our mainstream curriculum through high quality teaching. High quality classroom teaching is our primary response to meeting the learning needs of every student, so that they can achieve their very best. We identify potential barriers and provide tailored adaptations—such as scaffolded tasks and visual aids to ensure every child can access the same knowledge as their peers. Our curriculum extends beyond traditional subjects to include the development of social, emotional, and communication competencies, ensuring all students are prepared for their next steps in education and adulthood.

To ensure our curriculum is accessible, we routinely implement:

- **Scaffolded Learning:** Breaking complex tasks into smaller, manageable steps with visual prompts and word banks.
- **Environment Tweaks:** Creating low-distraction classrooms and additional provision in our Shore Centre, which is the base for our SEND provision.

## **Targeted Interventions:**

Students with particular needs, for example students with EHCPs have timetabled interventions which may include small group sessions for literacy, numeracy, or social skills.

## **The Shore Centre**

The Shore Centre is a facility that provides educational and wellbeing support to all members of our school community. The centre boasts a team of fully qualified mental health leads, ELSAs, Inclusion Specialists and collaboration with external agencies. Furthermore, our students have the unique opportunity to receive training as wellbeing ambassadors through our partnership with Eikon.

# Social Media

## **Online Safety at The Priory School**

Keeping children safe online is a priority for all of us. The digital world is rapidly evolving, and we are committed to working in partnership with parents and carers to ensure that online safety messages are consistent, supportive, and understood by the whole school community. Thank you for continuing to model responsible online behaviour when posting and sharing content on social media.

While we all have the freedom to express our views online, we also share a responsibility to consider how our comments may be interpreted by others. Posts made on social media can be easily misunderstood and may have unintended consequences for students, families, and staff. We kindly ask that all members of our community think carefully before commenting publicly about school matters.

## **Working Together**

If you have concerns or complaints about any aspect of school life, please be assured that our staff and leaders are always happy to discuss them with you directly. Working together, we can better understand the situation and find solutions that support your child.

## **Policies & Support**

All of our key policies, including Behaviour, Anti-Bullying, Child Protection and Safeguarding, and Complaints are available on our school website and printed copies can also be requested from the School Office.

We value our partnership with parents and carers and recognise the vital role you play in helping your child develop safe, positive, and responsible online habits.

## **Online Safety Resources for Families**

To support you at home, we have a number of links available via our school website, providing resources and advice in this area.

## **Contact Us**

If you would like to discuss any concerns regarding safeguarding, please contact our team: [dsl@priorycofe.com](mailto:dsl@priorycofe.com)

# Staff - Senior Management



**Mrs J Trimnell**  
**HEADTEACHER**



**Mrs L Abbott**  
**Deputy Head**



**Mr T Currie**  
**Assistant Head**



**Mrs K Quarcoo**  
**Associate Assistant Head**  
**Head of Maths**



**Ms S Kett**  
**Associate Assistant Head**  
**Head of English**

## Heads of Year



**Mrs C Lister**  
**Head of Year 7 & 8**



**Mrs S Hastings-Holland**  
**Head of Year 9**



**Mr D Froggatt**  
**Head of Year 10 & 11**

# Support in School

## **Student Services Office**

The Student Services Office provides assistance and support to students facing any issues including first aid. Students arriving late to school are required to sign in at the main Reception and must first report to Student Services before signing out.

## **Our Wellbeing Ambassadors programme with Eikon**

Through our partnership with Eikon, we offer a unique opportunity for our students to become Wellbeing Ambassadors.

Eikon Wellbeing Ambassadors is a student-led programme, designed to amplify student voice on whole school wellbeing. The aim is for Wellbeing Ambassadors to understand how to look after their own wellbeing and to learn how to promote and support wellbeing in their school.

We are proud to be featured on Eikon's page highlighting the accomplishments of our Wellbeing Ambassadors. Our students have achieved remarkable outcomes through their dedication to promoting wellbeing within our school.

## **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 and they mentor year groups below them. They are present at all wellbeing drop in sessions on a rota basis.

# Term Dates

## Autumn Term 2026

07 September 2026	Term Starts for Year 7 and Year 10 ONLY
08 September 2026	All Students return
19 – 30 October 2026	Half Term
18 December 2026	End of term, 1.00pm

## Spring Term 2027

04 January 2027	Term Starts
15 - 19 February 2027	Half Term
25 March 2027	End of term, 3:25pm

## Summer Term 2027

12 April 2027	Term Starts
31 May - 04 June 2027	Half Term
21 July 2027	End of Term, 1.00pm

# Study Centre

The Study Centre is a busy, vibrant hub at the heart of the school, offering a bright and welcoming space for both reading and research. It brings together:

- Books
- Technology
- Curriculum-linked learning resources

Our team works closely with teaching staff to ensure all resources are:

- Meaningful
- High-quality
- Age-appropriate

## **What Makes the Study Centre Special?**

- A calm, supportive environment for independent study
- Resources selected to enhance all subject areas
- A space that encourages students to read widely, research effectively, and develop confidence

We also have a visiting PAT (Pets as Therapy) dog visit to The Study Centre each week.

# Transport

## **Cycling to School**

To help keep all students safe, we ask that parents/carers ensure the following:

- The bicycle must be roadworthy
- It must have front and rear lights
- Reflectors must be fitted

## **Cyclist Expectations**

All student cyclists are expected to:

- Wear a cycling helmet at all times when riding
- Use their own bike lock when storing bicycles in the school's bike rack

## **School Coaches**

To ensure safe and efficient travel, all students who travel by coach will board and alight at the Coach Park on Longfield Road, adjacent to the school. Staff are present to supervise arrival and departure.

## **Free School Transport**

To check eligibility for free school transport, please visit the Surrey CC Transport page: <https://www.surreycc.gov.uk/schools-and-learning/schools/travel>

### **PARKING AND DROPPING OFF OUTSIDE SCHOOL**

Parents/carers are requested to show consideration to our neighbours when dropping off and collecting students.

- Please be mindful not to park across driveways
- Please do not turn on or drop off on private property
- All students must enter school via the playground.

# Trips and Educational Visits

Day visits and residential trips are an important part of students' education, personal development, and wider school experience. Every student will have opportunities to take part in a range of trips, including:

- Educational visits linked to curriculum subjects
- Outdoor and enrichment experiences
- Recreational and cultural trips

Some trips will be directly connected to subjects students are studying, and where possible, all students should attend these curriculum-based visits.



## Permission Forms

It is essential that the Parental and Student Permission Forms on our website are completed before your child starts at the school.

These can be found under:

### **Admissions → Permission Forms**

Completing this early helps us organise trips smoothly and ensures every student is ready to take part in opportunities throughout the year.



# Uniform & Appearance

Our Uniform supplier is Kit-Shop [www.kit-shop.co.uk](http://www.kit-shop.co.uk) - telephone 01372 378303 and can be ordered via <https://www.kit-shop.co.uk/school-uniforms/priory.html>

**The school has 3 items of branded clothing -**

**Tie - Blazer & Jumper**

**Students must wear ONE OR MORE of the branded items as part of their uniform.**

A full uniform list can be found on the next page.

## **Naming Kit**

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

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 also need to get changed into their PE kit and help during the lesson.

## **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.

- **Coats are not permitted to be worn in classrooms. Hang them on the back of chairs please.**
- **No hoodies to be worn in school**
- **Skirts must be worn at the appropriate length – you will be asked to unroll/correct if worn too short.**
- **No extreme haircuts. Dyed hair should only be one natural colour. No shave lines in hair/eyebrows.**
- **Makeup should be MINIMAL. No nail varnish, gels, shellacs, acrylic nails. No fake eyelashes.**
- **Jewellery – one pair of plain studs in each ear. Earrings must be removed for PE**
- **Watch – one watch is allowed. Smart watches linked to mobile devices will be confiscated if used for communication purposes.**
- **Piercings – no facial or body piercings**
- **No chewing gum/energy drinks in school**
- **School backpacks should be double strapped with no offensive designs or logos**

# Uniform List

<b>COMPULSORY: ONE of the following THREE items with School logo must be worn every day</b> Available to purchase from <a href="#">KIT-SHOP</a>	
1. Blazer	Black blazer with Priory School logo
2. Jumper	Black V-neck jumper Priory School logo
3. Tie	Tie with Priory School logo
These to be worn with	
Skirt	Plain black school skirt
Trousers	Plain black school trousers
Shirt	White button-up shirt (long or short sleeve)
Shoes	Black leather or leather-look shoes
Tights	Natural/black tights Note: <i>No leggings/footless tights or patterned tights.</i> <i>No socks worn on top of tights</i>
Socks	Plain grey/black socks

# PE Kit List

<b>COMPULSORY ITEMS</b> Available to purchase from <a href="#">KIT-SHOP</a>		
PE Top	<i>EITHER</i> Emerald green polo shirt with Priory School logo	<i>AND/OR</i> Emerald green rugby shirt with white collar and Priory School logo
Black Shorts	Black Shorts with Priory School logo	
Skort	Black Skort with Priory School logo	
Sports Socks	<a href="#">Emerald green</a> sports socks  Optional: White sport socks (summer months)	
Swimsuit	Black Swimsuit (available to purchase on Kit-Shop)	
Swimming Shorts	Black Swim shorts or trunks – any retailer	
Towel	Any retailer	
Goggles	Any retailer	
Shin pads	Any retailer	
Gum Shield	Gum Shield (available to purchase on Kit-Shop)	
Trainers	Any retailer	
<b>OPTIONAL ITEMS</b> Available to purchase from <a href="#">KIT-SHOP</a>		
Black fleece	PE fleece with Priory School logo	
PE Sweatshirt	PE sweatshirt with Priory School logo	
Tracksuit bottoms	Joma Black tracksuit bottoms	
House T-shirt	Available on SCOPAY	
Football or Rugby boots	Any retailer	
PE Bag	Drawstring with zip available on Kit-Shop	
<del>Baselayer</del>	White, black or green base layers in winter months – any retailer	

### UNIFORM

Black Blazer with logo  
White blouse  
V-neck jumper with logo

Plain black school skirt

Natural or black tights or socks

Black shoes

Priory



### UNIFORM

Black Blazer with logo  
White shirt  
Tie with logo

Plain black school skirt

Black socks

Black shoes

Priory



### PE KIT

Racing Green polo top with logo

Black skort with logo

Priory



### PE KIT

Racing Green polo top with logo

Black shorts with logo

Emerald green sports socks

Priory



# Wellbeing

## **A Supportive and Happy Environment**

We have excellent pastoral care, where students' mental health and wellbeing are always a top priority.

We provide a nurturing, safe and supportive environment in which students can:

- Flourish academically
- Build resilience
- Navigate challenges with confidence
- Feel valued, supported and understood

Our aim is for every student to feel happy, supported and fulfilled, enabling them to thrive and flourish throughout their time with us.

## **National Whole School Wellbeing Gold Award**

We are honoured to have received the prestigious National Whole School Wellbeing Gold Award, a testament to our commitment to putting wellbeing at the heart of learning, teaching and leadership.



## **Young Carers**

- The school has a designated member of staff responsible for supporting young carers.
- We can connect young carers with the local Young Carers Service for additional support.
- We can also help families access a range of other support services, ensuring that students and their families receive the guidance they need.

## **BE ME Project**

Be Me Project has been working at the Priory school since 2014.

Its leaders have a passion to support young people with their mental wellbeing. Through Be Me's interactive courses students learn more about being themselves, which in turn grows their confidence and helps them in their home and school life.

# What to Do Next/Checklist

## BEFORE ADMISSION

**Complete the School's Data Checking Sheet & return to Admissions**

**Complete the School's Parent & Permission Forms ONLINE**

**Purchase Uniform and PE Kit (Contact the School Office to enquire about Secondhand stock)**

**Purchase School Equipment**

**Choose GCSE Options (Year 9 and above)**

**The Head of Year will allocate a tutor group and buddy for your child which will be communicated a week before they start**

## WHEN YOUR CHILD STARTS WITH US

**We will send you a Link Code Letter to register for SCOPAY**

**We will send you log in details for EDULINK**

**Remember to Check  
The School Calendar (online) for upcoming events and term dates:  
<https://thepriorycofe.com/school-calendar>**

**Look out for the Headteacher's Bulletin every Monday**



**The School Office**  
**01306 887337**  
**enquiries@priorycofe.com**

**Website**  
**The Priory School Website:**  
**<https://thepriorycofe.com/>**



**Follow us on Facebook @PriorySchoolDorking  
or Instagram @dorkingpriory**



**If you would like this booklet in large print or translated into another  
language, please contact the School Office above.**

