



**The Priory School
Student Handbook
*'Building Success Together'***



Welcome from Mrs Lister, Head of Year 7 & 8

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 – Let's make it an unforgettable time!

Mrs Lister
clr@priorycofe.com

The Priory School Timeline

MARCH - New Pupil/Welcome Pack

You'll receive this **New Pupil Welcome Pack**. There are some forms for you and your parent/carer to fill in so we learn a bit more about you, like what you like to do and who your friends are.

JUNE – 2 ONLINE meetings on TEAMS

Tuesday 16 and Tuesday 23 June 5-00pm to 5.30pm

Find out more about Year 7, what you will do, how the timetable works, what you will need etc. Meetings are with the Headteacher, Mrs Trimnell and Mrs Lister, Head of Year 7.

JUNE - Head of Year 7 and members of our SEND team will visit you in your Primary School

JUNE - Induction Evening for Parents and Pupils

Tuesday 30 June 5.30 - 7.30pm

You will find out what **tutor group** you're in when you and your parents join us for our Induction evening. Time to start getting excited about new classmates.

JULY – Induction Day for all of Year 7

Wednesday 01 July 9.00am - 3.00pm

- Come to Priory for a whole day.

AUGUST – Summer School

Thursday 20th August 2026 9.30 - 2.30pm

Optional Summer School

SEPTEMBER – Your first day is Monday 07 September

Only Year 7 and Year 10 are in school today, so it's calm and friendly.

Go to the **Main Hall at 8:55am** to meet your tutor.

You'll get your canteen **fob** (money top-up happens at home).

You'll explore the school and practise finding your classrooms.

Your First Week

Photographs on Monday 7th September

You can leave lessons **a little early** so you don't get lost, including break and lunchtimes.

Staff are everywhere to help you find your way.

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

Lessons

- At The Priory School you will continue with: 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 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.



Equipment

EVERY STUDENT IS EXPECTED TO OWN THE FOLLOWING

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

Books & Supplies

- 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

Food at The Priory

- You will be given a contactless fob which your parents/carers will be able to add money to via an account called SCOPAY. Only you will be able to use your fob as your photograph will appear on the screen every time you buy something. If you lose your fob, a replacement costs £3.00.



House System

You will be allocated a House when you join the School.

You will soon be 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 helps you to get to know other year groups through friendly competition between houses, developing into 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.

COVENTRY

CANTERBURY

GUILDFORD

WESTMINSTER

Homework/Enrichment

- 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.

YOU WILL NOT BE SET ANY HOMEWORK IN THE FIRST FEW WEEKS WHILST YOU ARE SETTLING IN. .



Staff - Senior Leadership Team



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

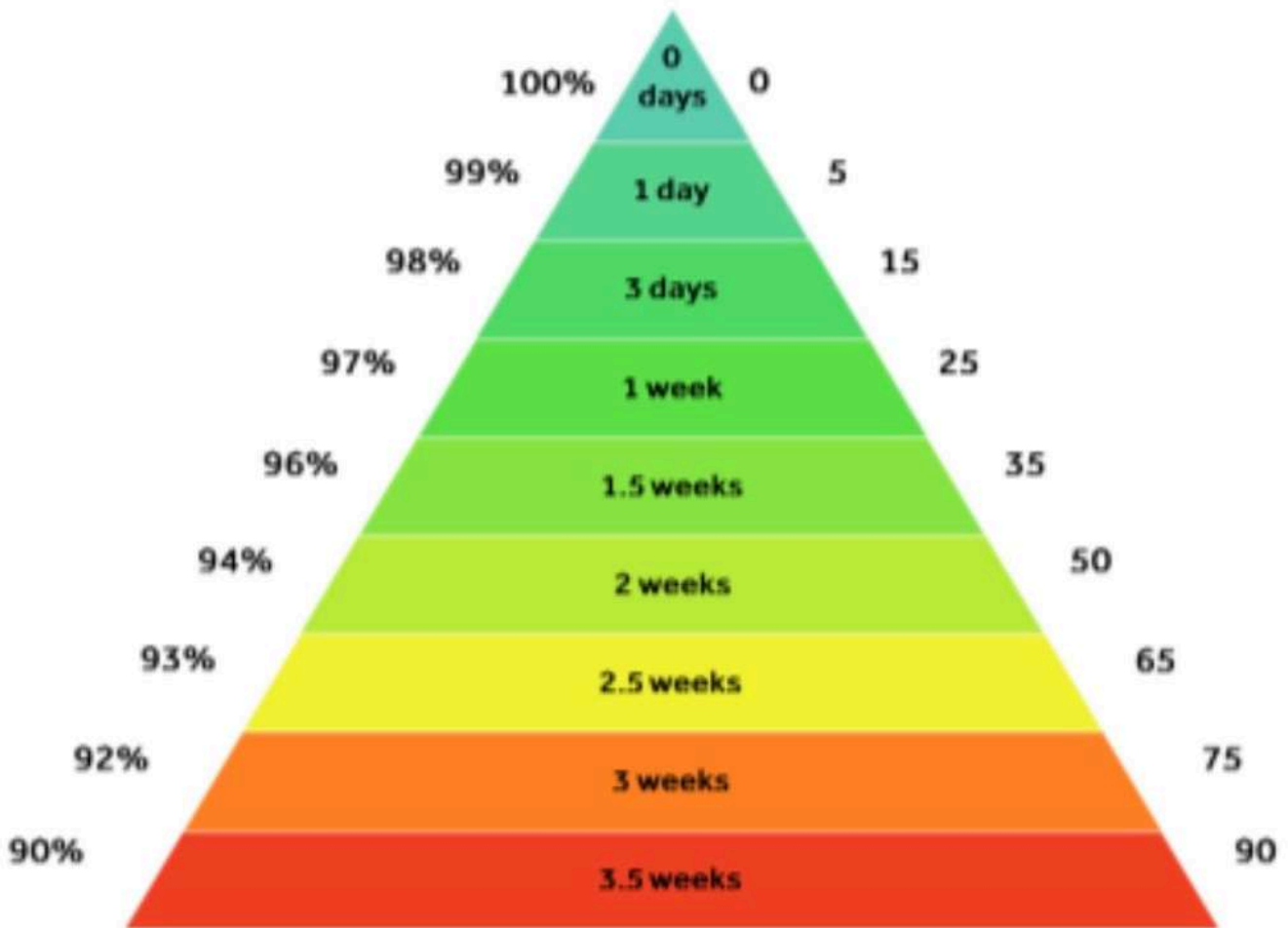


Mrs S Hastings-Holland
Head of Year 9



Mr D Froggatt
Head of Year 10 & 11

Attendance at School



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.

Residential Trip



The PGL Trip for new Year 7 students will be from 23-25 September to PGL Marchants Hill. There is a letter in your welcome pack regarding the cost and activities on offer.



PGL Marchants Hill, Hindhead

<https://adventureholidays.pgl.co.uk/camps/marchants-hill/>



We just wanted to thank you and the staff who gave up their time last week to take the Year 7s away.

My son had a great time from the sounds of it, especially loving abseiling!!!

We are really pleased with how he's settled into life at The Priory.

From a Year 7 Parent

Support in School

Remember...

It's totally okay to feel nervous. Everyone else feels the same!

There are always people to help — your tutor, teachers, Student Services, and your new friends.

Form Tutors

Your form tutor will support you and will always be the person to go to if you need help and support.

Head of Year

Your Head of Year's Office is near the Headteacher's Office and Mrs Lister will always be happy to see you. She will check in with you during tutor times and lead assemblies each week.

Other Support in School

Shore Centre at break and lunch times.

We have Student Ambassadors – Friendly faces to help you settle in. We also have a Year 11 Head and Senior Prefect team who lead sessions with new students.

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



An 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/ML 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/ML 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	Mrs 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			←	H4 = Room
(Mr Larkin)	→		←	(H Block, Room 4)

Transport

Cycling to School

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?

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

Walking to School

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 tutor time at 08:55.

Travelling by 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.

School Coaches

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.

Public Buses

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 cause danger or upset.

Uniform & Appearance

You must wear AT LEAST one item of Priory School branded uniform to School every day which can either be:

A Priory School **tie** with school logo,

A Priory School **blazer** with school logo

A Priory School **jumper** with school logo.



School/Personal Property

Valuables should not be brought to school without permission. If it is absolutely necessary to have them for a particular reason, they should be left with the School Office for safekeeping. Inappropriate jewellery will be confiscated, and collected on Fridays after school.

Mobile Phones and Personal Electronic Devices

Mobile phones and personal electronic devices must not be used during the school day.

Questions and Answers (Q&A)

What happens if I am worried about something?

Your tutor is always your first point of call if you are ever worried about anything at school.

Priory

What if I lose uniform or PE kit?

Always check in Student Services as this is where lost property is taken to.

Priory

What happens if I lose my timetable and don't know where to go?

Check with any member of staff who will be able to print you off another timetable.

Priory

What do I do if I feel unwell?

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

Priory

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:

1



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.

2



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.

3



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.



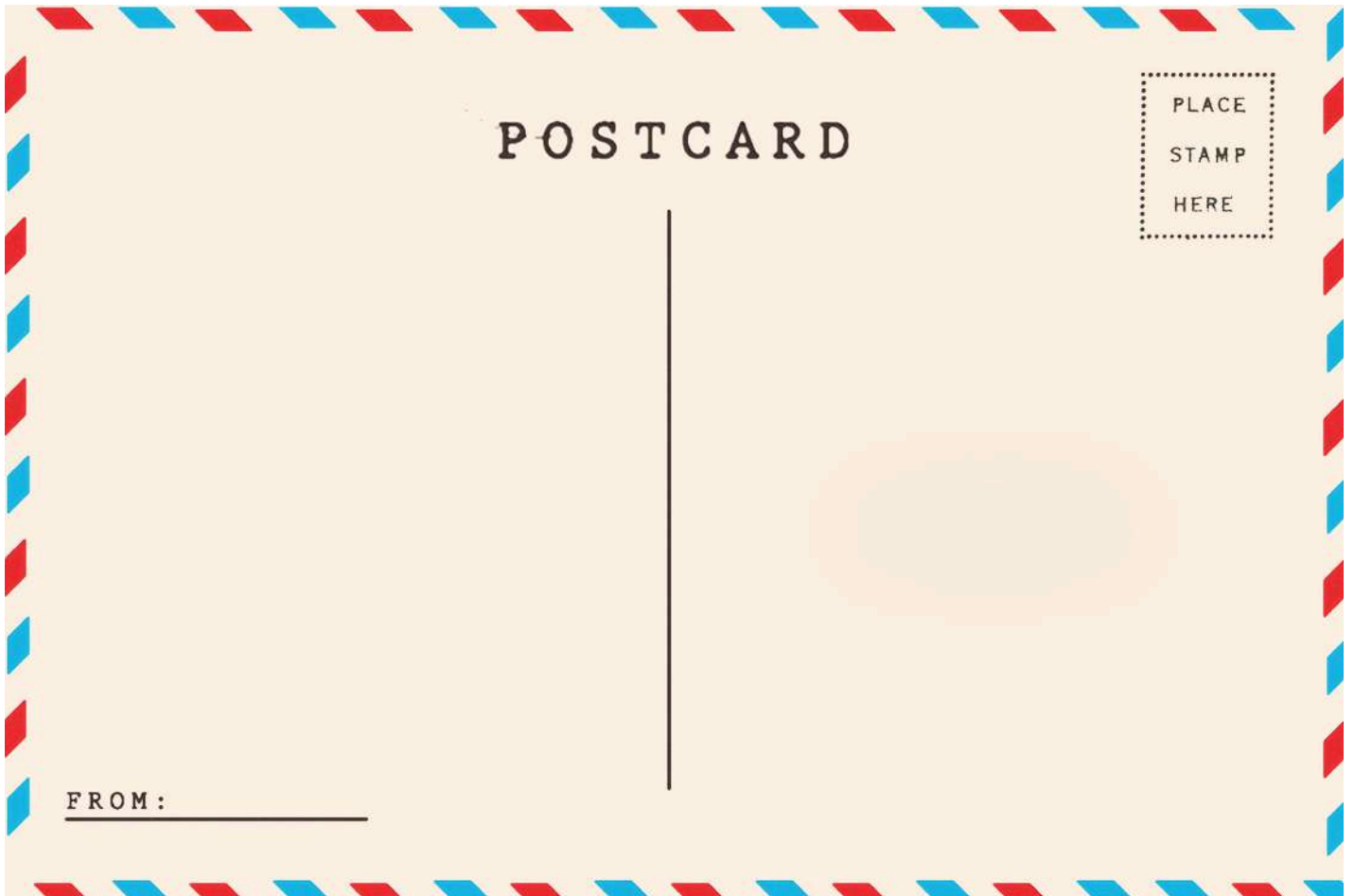
We do not tolerate bullying. If you are ever bullied you should report the incident on Download or speak with your Tutor immediately. It is safe for you to do this. If you try to bully other students expect consequences.

ACTIVITY 1

SEND A POSTCARD

Send a postcard during the summer holidays to Mrs Lister, Mrs Trimnell or your Form Tutor to let them know how you are doing.

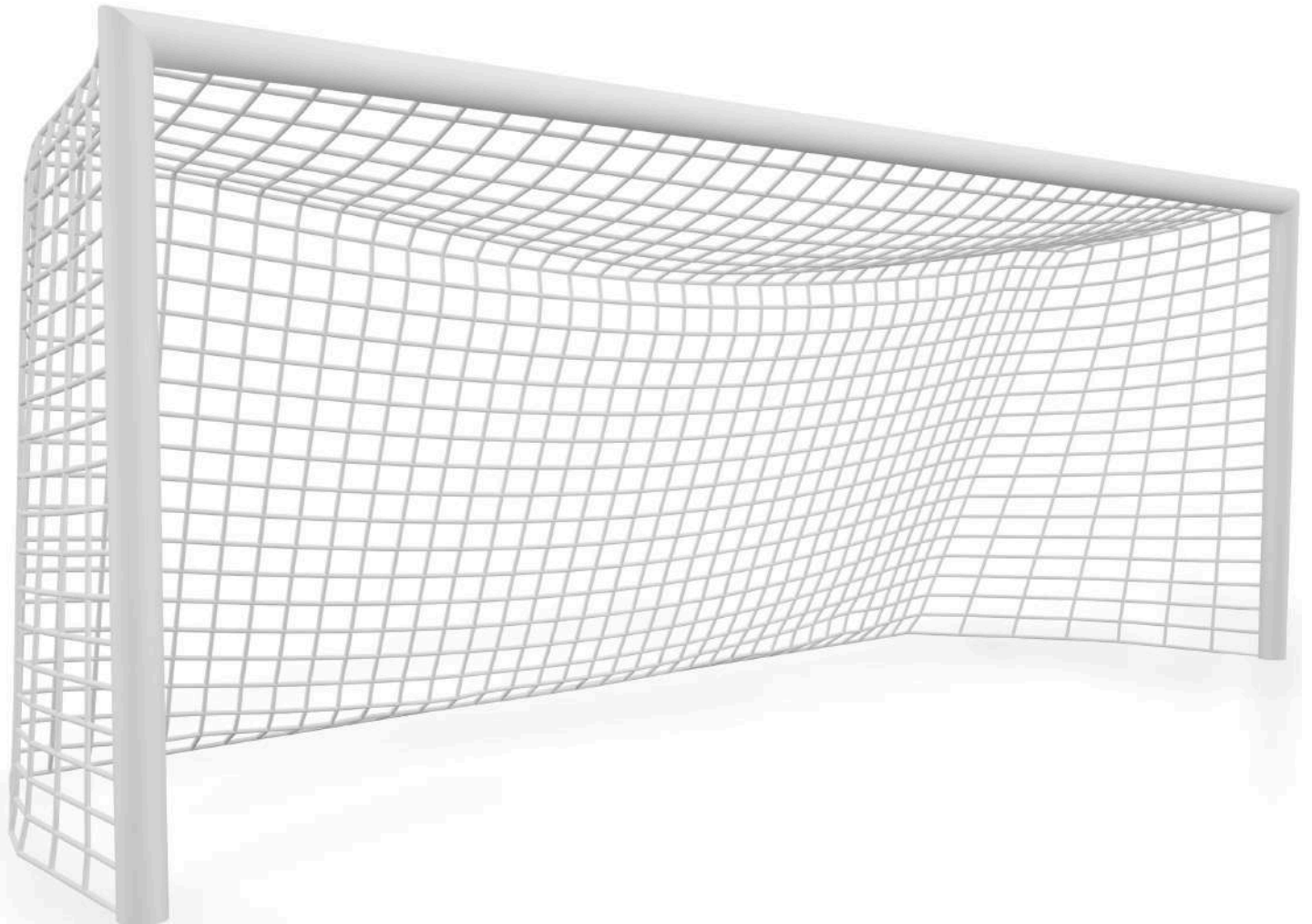
Address it to NAME OF THE PERSON YOU ARE SENDING TO AT The Priory School, West Bank, Dorking, Surrey RH4 3DG



ACTIVITY 2

My Goals

You will learn a huge number of new skills at secondary school, and improve on skills you have learnt at primary school. In the goal below, write in 8 new skills or things you would like to build on in your years at The Priory School. You can use the list below if you get stuck.



Be in a school play or production	Speak another language	Join an <u>after school</u> club
Learn to play a musical instrument	Volunteer in the local community	Make new friends from other schools
Play for a school team	Use the school library	Become a student leader
Learn how to manage money	Taste food from another country	Captain a sports team
Gain <u>Housepoints</u>	Read new books	Learn to dance
Create a piece of artwork	Raise money for charity	Be healthier

ACTIVITY 3

My New Secondary School

To help you learn about The Priory School, write down the answers to the questions below:

Name of the School	
School Address	
School Telephone Number	
School starts at	
School finishes at	
I will get to school by	
How long will it take me to get to school	
What time will I leave home	
Things I must remember to take with me	



The School Office
01306 887337
enquiries@priorycofe.com

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



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

