



A Guide for New Parents/Carers

College Mission Statement

Priory Integrated College welcomes children from all traditions, cultures and abilities. Together, we aim to empower every child to reach their full potential, in a nurturing, caring environment which upholds respect and excellence for all.

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A Warm Welcome from our Principal

Mrs N Wilson

As Principal here in Priory Integrated College, may I welcome you to our college community and say how delighted I am that you have chosen our college for your son/daughter. We are really looking forward to getting to know all of the new Year 8 students, and their parents/carers, over the coming months.

Like your son/daughter, I am sure that you too are excited about this new chapter in their education. We will do our best to ensure that your son/daughter is happy and successful throughout his/her time here with us.

We aim high here in Priory, and we have high expectations of all of our students. The next five years will provide them with lots of exciting opportunities, new experiences and challenges. We also understand that children need a great deal of understanding, care and support in order to successfully navigate their way through post-primary education. We are here to help and guide them throughout their journey.

This booklet contains a lot of information that will help you to prepare for your son/daughter's start here in September. It summaries many of the key features of all of our main college policies and procedures. We hope that it helps to highlight for you the way we do things here and the high expectations that we have for our students.

As you know, this is an integrated college, which educates young people of Catholic, Protestant, other religious faiths and no religious faith. The college upholds the principles of Equality, Social Responsibility, Spirituality and Parental Involvement. In Priory, your child will be encouraged to explore and express their own identity, at the same time as learning about and respecting the identities of others.

There is an African proverb which says, 'It takes a village to raise a child.' In Priory we believe that to be true - a strong partnership between home and school is the best way to support our students and prepare them for adult life. We look forward to working with you this year to ensure the very best educational experiences for your child.

The Leadership Team

Principal

Mrs N Wilson

Vice Principal

Miss A Watterson

Leader of Learning and Teaching

Miss D Scarlett

Leader of Pastoral Care and Welfare

Ms H Ferguson

College Uniform

Uniform Expectations

At Priory Integrated College we take pride in the identity of our college community. Uniform is therefore compulsory.

Please encourage your son/daughter to follow the uniform policy at all times. Often good habits in dress show in good habits of work. As items of uniform become worn they should be repaired or replaced.

Girls 'Uniform Year 8 – 14

Blazer	Navy with an integrated school crest stitched on
Skirt	Regulation mid-grey double kick pleat front and back
Blouse	White long sleeved
Tie	Regulation tie (navy and green stripe with school crest)
V-neck pullover/or cardigan	V-neck pullover or cardigan mid-grey with double navy trim
Socks	Mid-grey knee length
Tights	Navy
Shoes	Plain black flat-heeled
Winter wear	Regulation fleece/rainproof coat (navy, black or grey)
Scarf	Regulation

Boys' Uniform Year 8 – 14

Blazer	Navy with an integrated school crest stitched in
Trousers	Regulation mid-grey (no skinny fits allowed)
Shirt	White long sleeved
Tie	Regulation tie (navy and green stripe with school crest)
V-neck pullover	V-neck pullover mid-grey with double navy trim
Socks	Plain black or dark grey
Shoes	Plain black shoes
Winter wear	Regulation fleece/rainproof coat (navy, black or grey)
Scarf	Regulation

Summer Uniform

Students have the opportunity to wear a Summer Uniform through the Summer Term up to the end of June. All aspects of college's uniform will remain the same as for the rest of the year except in relation to the following:

Girls: A navy and white striped open necked, reverse collar blouse which can be worn without a tie. The blouse must be worn tucked into the waistband of the trousers/skirt.

Boys: A navy and white striped short sleeved shirt, which can be worn with a tie. The shirt must be worn tucked into the waistband of the trousers/skirt.

- **In the Summer Term the college blazer must be worn to and from college**, but can be stored safely in the school bag or locker during the college day.

The Board of Governors reviews the Uniform Policy on an annual basis. Parents will be notified of any amendments to the Uniform Policy for 2020-2021 before the end of June 2020.

Our College uniform can be obtained from:

Robert's School Wear, 24 Central Avenue, Bangor

(Tel: 028 9127 0516)

Gowdy's, 121-131 Woodstock Road, Belfast

(Tel: 028 9073 2427)

David Crawford, 1 Conway Square, Newtownards

(Tel: 028 9048 1497)

School Days, 16 Holywood Road, Belfast, County Antrim BT4 1NT

(Tel: 028 9047 1995)

Focus 114 High St, Bangor, County Down BT20 5BB

(Tel: 028 9127 1818)

You may be entitled to a grant towards the cost of school uniform. Please contact the Education Authority South Eastern Region (Tel: 028 9056 6200) or Education Authority Belfast Region (Tel: 028 9056 4000).

Applying early for the grant is always advised.

Technology

An apron is compulsory for Technology practical classes. Please provide your child with an apron which will be used for Technology only.

PHYSICAL EDUCATION DEPARTMENT

PE KIT

Boys' PE kit

Available to purchase from the PE Department

ESSENTIAL:

White Priory Integrated College Polo shirt

OPTIONAL:

Priory Integrated College Hoodie (Navy)

Not available to purchase from the PE Department

ESSENTIAL:

Clean non floor-marking training shoes

White shorts

White sports socks

OPTIONAL:

Navy Tracksuit Bottoms

Girls' PE Kit

Available to purchase from the PE Department

ESSENTIAL:

White Priory Integrated College Polo shirt

OPTIONAL:

Priory Integrated College Hoodie (Navy)

Not available to purchase from the PE Department

ESSENTIAL:

Clean non floor-marking training shoes

Navy shorts or leggings (half, $\frac{3}{4}$ or full length)

White sports socks

OPTIONAL:

Navy Tracksuit Bottoms

PRIORY POLO SHIRT	£10
PRIORY SWEAT HOODIE	£20

These 2 items can be purchased from PE Department and will be available prior to your child's first PE lesson

WHITE SHORTS (BOYS), NAVY SHORTS/LEGGINGS (GIRLS),
WHITE SOCKS, TRAINERS AND NAVY TRACKSUIT BOTTOMS –
THESE MAY BE PURCHASED FROM ANY SPORTS SHOP/SUPERSTORE.
(Please also note that shorts and leggings **do not** need to be completely white/navy...as long as they are **predominantly white/navy**...in other words stripes/small logos/badges/etc. are acceptable.)

PE kit is a compulsory part of college uniform.

Jewellery, Hair and Makeup

Jewellery

It is the college's policy that students are permitted to wear a wrist watch and one plain ear stud in each ear. No other jewellery is permitted. No other facial or bodily piercings are permitted. Jewellery worn in line with the school policy must be removed for PE and other sporting activities.

Hair

It is the college's policy that students' hair should be kept neat and tidy. Hair colour should be naturally occurring. Hair styles that the college considers to be exaggerated or excessive will not be permitted. Long hair should be tied back for all practical work including Physical Education, Home Economics and Technology and Design.

Make Up

It is the college's policy that pupils are not permitted to wear make-up, nail polish or any kind of gel / artificial nails/ artificial eyelashes.

Tattoos

It is illegal to have a tattoo if you are under the age of 18. It is also the college's policy that students are not permitted to have any visible tattoos.

Badges and Emblems

It is the college's policy that only badges and emblems associated with college clubs and achievements can be worn on the uniform by students. Badges and emblems representing charities approved by the college may also be worn. In such instances, they should be attached safely to the lapel of the college blazer.

Coats and Outdoor Wear

Coats and gloves should be removed when in the college building and should be stored safely, either in students' school bag or locker throughout the college day, unless needed for break / lunchtime outdoor recreation. Whilst college regulation scarves can be worn in the building, in the interests of health and safety, they must be removed for all practical activities.

Pastoral Care

Each form class has its own Form Tutor who is responsible for welfare and discipline in the first instance. These form groups are organised into Year groups with a Head of Year with overall responsibility for all students in that grouping. **The Head of Year 8 this year is Mr Soutar.**

Head of Year 9 Mrs Stronge

Head of Year 10 Mr R Jackson

Head of Year 11 Mrs J McCandless

Head of Year 12 Mr W Moffett

Years 8 – 10 are managed by the Leader of Key Stage 3, Years 11-12 by the Leader of Key Stage 4 and Years 13-14 into Sixth Form each with a Head of School.

Leader of Key Stage 3	- Mr P Swann
Leader of Key Stage 4	- Mr D Kelly
Head of 6 th Form	- Mrs A Keatings-Hunter

Other important staff links are as follows:

Leader of Pastoral Care and Welfare	- Ms H Ferguson
Designated Teacher for Child Protection	- Ms H Ferguson
Deputy Designated Teachers for Child Protection	- Mrs S Stronge
	- Mr R Jackson

Special Educational Needs Co-ordinator (SENCO) – Mrs S Bamford

Education Welfare Service all areas – Mrs B Lawther

The Educational Welfare Service main concern is school attendance; however they are also available to support parents/carers with any problems their child may be experiencing.

If you are worried or unhappy about anything you are welcome to discuss any concerns with your sons/daughter's Form Tutor, Head of Year, Head of School and Sixth Form. You can do this either by phoning or, if necessary, making an appointment to meet with the appropriate member of the Pastoral team through the college office.

The Principal Mrs N Wilson and Vice Principal Miss A Watterson are also available should you wish to discuss any matter further.

General Information

College Equipment

Students are expected to have the following each day:

- > A **fully charged** iPad
- > Stationery – pens, pencils
- > Planner/Diary
- > A bag suitable to carry equipment in and any homework set

They are also expected to have their PE kit and Home Economics equipment/money on the appropriate days. If they fail to bring these then the departments will issue a suitable sanction.

Please do not bring valuable items into college. **If mobile phones are brought into college they must be switched off, and out of sight.** The college cannot be held responsible for property which is lost or damaged.

Lockers

Lockers will be available for students. Year 8 will have priority. These are allocated on the basis a padlock is provided for the locker, plus a spare key to leave with the Form Tutor in case of emergencies.

It is advised that any valuables are not kept in the lockers as the college cannot be held responsible for them.

Bus and Train Passes

Applications for transport assistance should now be completed online via the Education Authority website at www.eani.org.uk/transportapp

(Details of routes can be found in the student guide).

Lunch-Time/Free Meals

Students are not permitted to leave college at break or lunch-time without having been given permission by Senior Staff.

Students who had free meals at Primary School should still qualify for these at Priory Integrated College but a new application may be necessary. Application forms can be obtained from Education Authority either at South Eastern Region (Tel: 028 9056 6200) or Belfast Region (Tel: 028 9056 4000).

PE Policy on Non-Participation

Please note that if a student is in college but unable to participate in PE lessons, then the following policy applies:

If a student is to be excused from PE, he or she must produce a written excuse from a parent/carers outlining details of the specific problem and the exact duration for non-participation. If an illness or injury requires more than two weeks non-participation a medical certificate is requested.

All notes received are signed by the appropriate teacher and are kept by the department for reference during the full academic year. In order to ascertain the specific reason for

persistent non-participation a full record will be kept of any communication with students deemed as “persistent non participants”.

When a pattern of non-participation is seen to develop the student will receive counselling by a member of the PE staff. The teacher will attempt to ascertain specific reason why students feel that they cannot participate in that or all lessons. If this is unsuccessful and the student fails to participate in PE classes, without a reasonable excuse, on three occasions in one term, he or she will be placed on PE detention, usually Friday afternoons. If none of these strategies produce a satisfactory outcome the Head of Department will make formal arrangements for interview with parent/carer. Head of Year and Head of School will be informed of this arrangement.

Medical Health

If your son/daughter becomes sick or injured at college, they should report to the appropriate Head of Year. Your son/daughter will be monitored to determine the severity.

Please note your son/daughter needs permission from their Head of Year and must not leave the college without authorisation.

A member of the college staff will contact you and if possible you must make arrangements to collect your son/daughter.

Efforts will always be made to contact parents/carers first.

Prescription Medication (Reference First Aid Policy: on College website)

Prescription medication brought into the college must be in a labelled container which will be locked safely in the college medical room.

This policy is enforced for the health and safety of all of our students.

Parking

In response to concerns raised by parents/carers, the college and the PSNI, we seek your co-operation regarding traffic congestion on My Lady's Mile at the beginning and end of the college day. Consultation has taken place between ourselves/DOE/Translink and the PSNI. It is requested that you do not park on either side of the road within 50 metres of the yellow zigzag lines. This has been requested in the interest of the health and safety of our students. Also please do not drive into the college grounds when students are arriving or departing.

Home-School Agreement

Our aim at Priory Integrated College is to ensure that your son/daughter achieves to their full potential.

We work hard to make sure that they leave Priory equipped, with the social and emotional skills needed to help them grow into responsible adults who are able to lead happy and fulfilled lives and be a credit to the communities in which they live.

It is our strong belief that the partnership between Priory, your son/daughter and family is crucial in order for these goals to be achieved.

The College Day

08:40	College opens
08:40-8.50	Move up to form room
08:50 – 09.10	Registration
09:10 – 10:10	Period 1
10:10 – 11:10	Period 2
11:00 – 11:25	Break
11:25 – 12:25	Period 3
12:25 – 12:55	LUNCH <i>Note: Junior College will be released for lunch at 12.15pm at the start of the year</i>
12.55 – 1.00	Bag Collection
1.00 – 2.00	Period 4 (Friday 1 – 1.45pm)
2:00 – 3:00	Period 5 (Friday's 1.45 – 2.30pm) <i>Note: The College day finishes at 2.30pm each Friday</i>

College Fund

Parents/carers are required to make a contribution of £45 on the first day of your child's attendance at the college, or as soon as possible thereafter. For your convenience you may make this payment by online bank transfer to the college bank account as follows:

Account name: **Priory College School Fund**

Sort code: **98 07 60**

Account number: **26470016**

Please ensure you record your child's name and form class for our records.

Alternatively, please send your payment via your child to their Form Tutor. Payment may be made by installment ie £15 per term.

Classroom Behaviour

We have the highest expectations of behaviour so that all our students can achieve their full potential in their learning. The Behaviour Charter below was designed with our students as part of our Rights Respecting Schools Programme.



To protect the rights of all to an education I agree to show these
LEARNING BEHAVIOURS

If I promote the right to an education I may achieve.....

1 Be on time to class and be prepared in order to learn

If I take away the rights of my or others' education I may receive.....

- 1. Verbal praise
- 2. Stamps, certificates, stickers
- 3. A reward
- 4. Positive note or phone call home
- 5. Bonus merit

2 Listen to and promptly follow all instruction given by staff

3 Try my best in all tasks given

4 Make positive contributions to class discussions and activities

5 Show respect towards pupils, adults and property

- 1. First reminder
- 2. Second verbal warning
- 3. Sims referral and sanction
- 4. After school department detention
- 5. Pink sims referral and sanction

P Be
repared

R Show
respect

I Get
nvolved

O Grab
pportunities

R Show
esilence

Y
ou matter

Article 29: Education must fully develop your talents, skills and abilities.
Article 40: If you do something wrong, you should be treated fairly.

Chewing gum and energy drinks are not permitted in school

Home/School Communication

We are a paperless school, we no longer send information by post and we communicate using the following key apps that you will be able to download on your mobile or tablet.



We use ParentMail to send you communications about vital information such as parent consultations, extra curricular activities and the day to day activities in school. You can also report your child as absent using this app and we will alert you if your child has not arrived in school through

ParentMail.



The Sims Parent App is how you will receive your child's progress reports. You will also be able to check:
Which lesson they are in at any given time
Whether they are marked present
Achievement or Behaviour Points



Homework

All homework set is done so through an app called Satchel One.



Satchel One is a virtual Homework diary. You will be able to see what homework has been set and all the details for instructions, how to submit and when to submit. You'll never have to ask 'What homework do you have tonight?' You'll be able to see!

As a parent you will get instructions as to how to use this app and you will be able to see what homework your child has at any given time and be able to help your child plan their work.

Homework will be set regularly in all subjects. Any homework set is expected to be completed carefully and handed in on time. Homework is not always written: it may be reading, learning or finding out. If you have any concerns with regard to homework please contact your son's/daughter's Form Tutor. You will be given details about how to access these apps and log in details.

The screenshot shows the Satchel One app interface. On the left is a dark blue sidebar with a menu containing: 'Set homework', 'Dashboard', 'My classes', 'Homework calendar', 'Timetable' (highlighted), 'My drive', 'Community resources', 'My resources', 'Reports', 'Notice board', 'Admin', 'Support', and 'Logout'. The main area is titled 'Timetable' and shows a weekly view from Monday 10th Feb to Sunday 16th Feb. The timetable is organized by time slots: 8am, 9am, 10am, 11am, 12pm, 1pm, 2pm, and 3pm. Each slot contains a subject, room number, and teacher's name. For example, at 9am on Monday, there is a 'Phys Ed' lesson in Room 33 taught by Mrs S McKean. At 12pm on Monday, there is a 'Phys Ed' lesson in Room 01 GYM taught by Mr P Mackay. The 3pm slot is labeled 'Reestration'.

	Monday 10 th Feb	Tuesday 11 th Feb	Wednesday 12 th Feb	Thursday 13 th Feb	Friday 14 th Feb	Saturday 15 th Feb	Sunday 16 th Feb
8am							
9am	Phys Ed Room 33 Mrs S McKean 10D/Pe2	Phys Room 36 Mr L Thompson 10I/Ph2	Phys Room 36 Mr L Thompson 10I/Ph2	History Room 26 Miss J Halpin 10B/H1	PSHE Room 24		
10am	Maths Room 22 Mrs L Collinge 10I/Ma2a	Eng Room 06 Eng Mrs M Lomas 10I/En2b	Art Room 10 Art Dr E Letheren 10A/Ar	Eng Room 02 Eng Mrs K Jarvis 10I/En2b	Eng Room 02 Eng Mrs K Jarvis 10I/En2b		
11am	Eng Room 04 Eng Mrs M Lomas 10I/En2b	Religious Stu... Room 34 Miss E Magee 10I/Rs4	History Room 26 Miss J Halpin 10B/H1	Maths Room 02 Eng Mrs L Nicholson 10I/Ma2a	Phys Ed Mrs S McKean 10D/PeC		
12pm					Food Product Room 16 Mrs E Simon 10C/Fp		
1pm	Phys Ed Room 01 GYM Mr P Mackay 10I/Pe2	Chem Room 30 Ms W Dannan 10I/Ch2	History Room 26 Miss J Halpin 10B/H1	Chem Room 30 Ms W Dannan 10I/Ch2	Food Product Room 16 Mrs E Simon 10C/Fp		
2pm	Food Product Room 16 Mrs E Simon 10C/Fp	Maths Room 22 Mrs L Collinge 10I/Ma2a	Maths Room 20A Bs Mrs L Collinge 10I/Ma2a	Art Room 10 Art Dr E Letheren 10A/Ar	Chem Room 30 Ms W Dannan 10I/Ch2		
3pm	Reestration	Reestration		Reestration			

Attendance

Regular attendance is crucial to your child's progress and we expect our students to be in school unless they are unable to attend for reasons of illness, bereavement or exceptional circumstances. We would ask that, where possible all medical and dental appointments are made outside of school time.

All absences must be authorised by the Parent/ Carer. There are a number of ways you can do this:

The easiest way is to use the ParentMail app and select the Notify Absence tab. Here you can note the reason for absence and how long you expect your child to be off school. This will be reported directly to the school office, and on to your child's form tutor. You won't even need to find a pen and a piece of paper! You can write a note. Please remember to write the reason for absence and the relevant dates on it. The note should be given to the Form Tutor, by your son/daughter, on his or her first day back to college after each absence. We would be grateful if, in the case of known or extended absence, you would contact the college as soon as possible.

You can ring the school office and select the option for notifying absence.

Please note that family holidays taken during the academic year could have an effect on your son's/daughter's progress and should be avoided. Work missed because of a holiday is the student and parents'/carers' responsibility to ensure that the work is update.

Please note that School examinations missed as a result of students going on holidays during term time cannot be sat at a later date and zero will be recorded on their report

If you are worried at any time about your son's/daughter's attendance do not hesitate to contact the college office.

Term Dates 2021 – 2022

RESULTS DAY	
AS/A2 Level results	Tuesday 10 August 2021
GCSE results	Thursday 12 August 2021

TERM 1 (Induction Dates – Pupils must attend as follows)	
Year 11 and Year 13 pupils only in school	Thursday 19 August 2021
Year 12 and Year 14 pupils only in school	Friday 20 August 2021
Year 9 and Year 10 pupils only in school	Wednesday 25 August 2021
Year 8 pupils only in school	Thursday 26 August 2021
Year 8 pupils only in school	Friday 27 August 2021
Bank Holiday	Monday 30 August 2021
All pupils in school	Tuesday 31 August 2021 (8:50am)

Half Term Break	Monday 25 October – Friday 29 October 2021 (inclusive)
End of Term	Friday 17 December 2021 (12.30pm finish)
Christmas and New Year Holidays	Monday 20 December 2021 – Monday 3 January 2022 (inclusive)

TERM 2	
All pupils in school	Tuesday 4 January 2022 (8:50am)

Half Term Break	Monday 14 February – Friday 18 February 2022
St Patrick's Day	Thursday 17 March 2022
End of Term	Friday 8 April 2022 (12.30pm finish)
Easter Holidays	Monday 11 April – Friday 22 April 2022 (inclusive)

TERM 3	
All pupils in school	Monday 25 April 2022 (8.50am)
Bank Holiday	Monday 2 May 2022

Queen's Platinum Jubilee	Thursday 2 June 2022
Bank Holiday	Friday 3 June 2022
End of Term	Tuesday 28 June 2022 (12.30pm finish)

SCHOOL CLOSED TO PUPILS ON THE FOLLOWING DATES:	
INSET 1	Tuesday 17 August 2021
INSET 2	Wednesday 18 August 2021
INSET 3	Tuesday 24 August 2021
SDD1	Monday 4 October 2021
SDD2	Monday 22 November 2021
INSET 4	Monday 20 December 2021
SDD3	Friday 14 January 2022
SDD4	Monday 14 February 2022
INSET 5	Tuesday 15 February 2022
SDD5	Wednesday 1 June 2022

Policy Documents

At Priory Integrated College we seek ways of providing our students with opportunities to develop positive individual qualities and to grow in all aspects as responsible members of our college community. All members of our community are expected to behave thoughtfully at all times, displaying good manners, consideration and respect for others.

We would ask you to take time to discuss these matters with your child. Supportive parents and carers are vital to ensuring a happy and safe environment for all members of our community.

We have expressed this in terms of a range of college policies, and we would encourage you to familiarise yourself with them.

These can be found on our school website.

www.priorycollege.co.uk



PRIORY INTEGRATED COLLEGE HOLYWOOD

My Lady's Mile

Holywood

BT18 9ER

Phone: 028 9042 3481

E-mail: info@priorycollege.holywood.ni.sch.uk

Web address: www.priorycollege.co.uk