

Community Handbook

2015-2016



PRIOR PARK
COLLEGE
BATH



Prior Park College's Mission Statement

- To provide Catholic Christian education of the highest quality for a boarding and day co-educational community
- To develop as fully as possible the academic and other talents of each boy and girl, to ensure an education of the whole person
- To provide pastoral care of an encouraging, supportive and disciplined nature for each pupil
- To create an outward-looking ethos which builds links with parents and the local community, and also celebrates the richness of cultures from around the world
- To enable College Leavers to be confident, capable, compassionate and independent-minded.

DEO DUCE DEO LUCE

God our Guide, God our Light

Welcome to Prior Park College

The Community Handbook should answer most of your questions and there is a handy index at the back. Please familiarise yourself with the information in this handbook before your son or daughter begins at Prior Park. You will find the resources section of the College website contains useful data. We look forward to seeing you at the start of term.

The Prior Way

- Treat other people as you would like to be treated
- Forgive
- Share
- Be honest
- Listen
- Show good manners
- Be kind and helpful
- Be your best self

The Beatitudes

Blessed are the poor in spirit...	Humility
Blessed are they who mourn...	Contemplation
Blessed are the meek...	Gentleness
Blessed are they who hunger and thirst for righteousness...	Justice
Blessed are the merciful...	Compassion
Blessed are the pure of heart...	Freedom from selfishness
Blessed are the peacemakers	Peace and friendship
Blessed are they who are persecuted for the sake of righteousness...	Social justice

Contact Information

A comprehensive list of staff contacts, along with a list of all Academic staff can be found on the college website, in the Contact section - www.priorparkcollege.com

Postal Address

Prior Park College, Ralph Allen Drive, Bath BA2 5AH

Reception

Telephone: +44(0)1225 835 353

Email: reception@priorparkschools.com

Headmaster's Office

Telephone: +44(0)1225 835 353, Ext 202

Email: cepa@priorparkschools.com

Admissions Department

Telephone: +44(0)1225 831 000

Email: admissions@priorparkschools.com

Finance

Telephone: +44(0)1225 837 491, Ext 300

Email: finance@priorparkschools.com

Medical Centre

Telephone: +44 (0) 1225 831 019

Email: medical.centre@priorparkschools.com

Development Office

Telephone: +44 (0) 1225 835 353, Ext 257

Email: development@priorparkschools.com

Website

www.priorparkcollege.com

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The Weekly Routine

Prior Park College has a two week timetable with Games or CCF fixed
all other lessons rotate from Week A to Week B

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8.30am	House Assembly	Tutor Time	Tutor Time	Tutor Time Sectional Assemblies	School Assembly	Breakfast for boarders, in casuals
PERIOD 1 9.00am-9.55am						Boarders quiet House time 9.00am-10.15am
PERIOD 2 10.00am-10.55am						
10.55am-11.20am	BREAK					Library Open for day and boarding pupils
PERIOD 3 11.20am-12.15pm	L3 & F3 Games			L5 Games	F4 Games	
PERIOD 4 Lunch 1 12.20pm-1.15pm						Saturday Active 10.00am-11.30am
Lunch 2 1.20pm-2.00pm	LUNCH					
2.00pm-2.20pm	REGISTRATION				House Assemblies Tutor Time	Lunch 12noon
PERIOD 5 2.20pm-2.15pm	F4 Games			L3 & F3 Games	CCF TAP U5 & SF Games	
PERIOD 6 3.20pm-4.15pm						Sports Fixtures - compulsory for all pupils selected
4.15pm-4.45pm	BREAK/REGISTRATION Committees				House Assemblies Tutor Time	
4.45pm-5.45pm	Activities / Rehearsals / Supervised Prep				Academic Detention	
6.00pm	College Buses Depart / Supper					
6.45pm	Boarders Return to Houses / Prep at 6.55pm					

New Parents

Thank you for choosing Prior Park, all new parents will receive a starter pack well ahead of agreed start dates at the College.

You will also find within your starter pack a New Parents' Handbook, or if your child is boarding a Boarding Handbook. These publications should be read thoroughly in conjunction with the Community Handbook, as they have been designed to answer a lot of the initial questions we find parents have (also available to view on the website, under Admissions).

Your pack will also contain some further documentation that you will need to complete and return ahead of admission dates, such as medical forms and questionnaires. If you are considering transport services or music lessons it is also advised that you complete the forms at the back of this handbook sooner rather than later to secure a place. You can also download the forms from the resources section of the College website.

Full contact details, staff lists and finance information, including current cost breakdowns are published on the College website, so do also take a look there in the contact and resources sections respectively.

Please note the fees and costs published on the College website are for the current academic year. You will receive a letter from the Foundation Business Director ahead of the new academic year with an updated breakdown for the relevant year that you are joining.

College Transport Services

The College arranges a daily transport service to and from Warminster, Calcot Manor (near Tetbury), Shepton Mallet, Trowbridge, Swindon and Bristol. Some routes are covered by a local coach company, others by our own minibuses. The College minibuses are small and places are therefore limited on these vehicles. There is also a Bristol taxi service and a Bath Spa station pick up and drop off.

CURRENT ROUTES AND TIMETABLES

Current routes and timetables are available on the College website under Resources.

USE OF THE SERVICE

Parents who would like their children to use any of these services are requested to complete a Transport Application Form and return to the College Secretary, you can contact the College Secretary with any queries. Information regarding costs is available from the Finance Office.

Priority is given to those who wish to use a bus service every day of the week, although more occasional users will be accommodated if possible. NB. A full term's notice is required if you wish to stop using a bus service.

The buses are often oversubscribed so early contact with the College Secretary is recommended to investigate the availability of places. The charges for all bus services are made at the end of each term. For any problems with the bus run, please contact the Transport Manager.

TIMEKEEPING

The College tries to ensure that drivers keep as accurately as possible to the listed times but inevitably traffic conditions lead to some variation each day. Prudent passengers should normally be at the pick-up point five minutes before the scheduled collection.

SUBJECT TO CHANGE

Stops that do not have a time are not used at present, however these can be reinstated if required. Bus services are subject to change, notice will be given for any proposed changes.

The School Medical Centre

MEDICAL OFFICER

We have a School Medical Officer for Prior Park College, a highly qualified GP, who is also the Senior Partner at a local Doctor's Surgery.

The Doctor's Surgery is held at the Medical Centre during term time on Monday mornings at 10.15am

Pupils over 16 can consult the Doctor through a booked appointment at the Medical Centre. Pupils under 16 may be referred via Sister, or on request from Parents or Housemasters or Housemistresses. Any pupil may request to have a consultation with any Doctor at Combe Down Surgery if preferred.

MEDICAL SISTERS

Two qualified Nursing Sisters provide 24-hour nursing care at Prior Park College and can refer pupils to the School Medical Officer, Out of Hours Doctor's Services or Royal United Hospital, if necessary.

There are a team of Medical Escorts to take pupils to Hospital.

SURGERY HOURS

Monday – Friday	8.00am – 9.00am 10.55am – 11.15am 1.15pm – 2.15pm 4.15pm – 5.15pm 6.15pm – 6.45pm
Saturday	9.00am – 9.30am 6.15pm – 6.45pm
Sunday	10.00am – 10.30am 6.15pm – 6.45pm

Pupils should attend at these times and not during lessons, in order to avoid disruption to their education.

EMERGENCIES

Emergencies will be seen at any time.

Pupils, parents and staff should feel free to come to see Sister with medical queries or concerns.

DAY PUPIL INFORMATION

Prior to College entry parents of Day Pupils are required to complete the Medical Record Card. Please provide any medication that the Medical Centre may require. Signed consent is required if a pupil is to receive medication during the school day from the Medical Sister.

Parents are requested to provide emergency contact numbers and to sign giving permission for emergency care if it should be required for their child and they are unable to be contacted.

Prescribed medication which needs to be taken during the school day should be handed in to the Medical Centre for dispensing.

Pupils who suffer from asthma should carry their inhaler in school. Parents should inform the Medical Centre if their child suffers from any allergies. Pupils with severe allergy should carry their EpiPen on their person at all times. A care plan will be agreed with the parents of these pupils. Pupils should not carry any other medication at school.

BOARDING PUPIL INFORMATION

Prior to College entry a routine medical examination by a Doctor must be completed for all Boarders from overseas and the form signed by the doctor. Pupils from overseas may also require a chest X-ray and report, which should be handed in to the Medical Centre on arrival.

Vaccinations should be up-to-date and relevant to the country from which the pupil comes or frequently visits. Dates of vaccinations are required.

Before College entry the Boarders' medical record card is required to be fully completed and returned to the Medical Centre. This will require full contact details for parents or guardians, the pupil's full vaccination history with dates, information on allergies and details of any significant on-going medical conditions. Current medication should also be listed. Signed consent should be recorded on this card for emergency medical care, if this should ever become necessary and parents are unable to be contacted.

All Boarders are required to register with the School Medical Officer. The purple form should be completed for this purpose and returned to the Medical Centre along with the pupil's NHS medical card if one is available. Thereafter pupils will remain on the School Medical Officer's list until they leave the College. During the holidays, boarders can consult a doctor at home as a temporary resident, stating Prior Park College as their main residence.

Please ensure that the Medical Centre is fully informed if a pupil has a severe allergy. Pupils with severe allergies must carry their Epipen with them at all times. A care plan will be agreed with the parents of these pupils. Pupils who suffer from asthma should carry their inhaler with them at all times, and regularly attend the asthma clinic at the Medical Centre or Combe Down Surgery.

Sixth Form Boarders may be responsible for their own medication. This should be kept in a locked drawer in their bedroom and not carried onto the College campus. A Self Medication Form is required to be completed at the Medical Centre.

Pupils under sixteen may not keep medication in the Boarding Houses except for the emergency medication mentioned above. Any medication that they may require will be dispensed by the Medical Centre.

Dental appointments should be made during the holidays. However, emergency dental appointments can be arranged during the term time by the Medical Centre. Mouth guards are required for all contact sports.

CONFIDENTIALITY

Medical treatment and consultations for pupils over sixteen are confidential. Information about their consultation, treatment or medication will be given to Parents, Guardians or College Staff only with the pupil's prior knowledge and consent. However, if a pupil is considered 'at risk of harm to him or herself or others' confidential information may need to be shared with others on a 'need to know' basis.

CARE OF BOARDERS WHO ARE UNWELL

The Medical Centre has four beds. Day pupils and pupils with transient minor symptoms, for example, headaches, period pain, etc, may rest at Sister's discretion during the day.

Boarders, too ill to return to their Houses, will be admitted overnight. Boarders too sick to return to their Houses will be admitted overnight. Boarders with gastroenteritis, high fever, deteriorating asthma, worsening abdominal pain, or any pupil causing concern to Housemasters or the Housemistresses, will be admitted for observation and treatment. A record of their care will be kept in a separate record card. The Nurse on duty will inform the parents that their child has been admitted to the Medical Centre. The House will also be informed.

House Staff are provided with Paracetamol tablets to treat minor ailments under the guidance of the Medical Centre. Medicine should only be given to a pupil after consultation with the Medical Sister. All medicines administered in House must be recorded in the Pupil's Personal Medical File.

APPOINTMENTS

The Medical Centre is responsible for arranging all Surgery, Hospital, Dental, Physiotherapy, Orthodontic, Chiropractic and Osteopathic appointments.

Pupils will be accompanied to appointments and A & E by a Medical Escort or a member of House staff if their Parent or Guardian is unavailable.

OTHER SERVICES

Physiotherapy	St Martin's Hospital (NHS) University of Bath Physiotherapy
Hospitals	Royal United Hospital (NHS) The Circle Hospital Bath (Private)
Dentist	Combe Down Dental Practice (NHS) Brock Street Dental Practice (Private)
Orthodontist	Bath Orthodontics Royal United Hospital
Counselling	Focus Counselling, onsite - booking via House Staff or the Medical Centre Jan Mahony, Combe Down Surgery (NHS & Private) Off the Record
Osteopath	Bath Practice
Optician	Specsavers, Bath
Psychologist/Psychiatric Services	Child and Family Therapy Unit, RUH
Mental Health	CAMHS, Royal United Hospital, Bath

General Advice to Parents

BEGINNING OF TERM

All pupils should arrive at College ready for the first day of term. Boarding pupils always take up residence the night before school begins. NB. Any exceptional requests for variation should be made to the Headmaster, at least one week in advance.

REGISTRATION

Registration takes place at 8.30am and 2.10pm. Pupils who arrive outside the morning registration period should report to Reception. Planned absence must be notified in advance, unforeseen absence must be notified on the 1st day by email to the House before 8.00am or by telephoning the House or School Reception between 8.00am – 8.30am.

LEAVING COLLEGE PREMISES AND EARLY HOME

- No pupil should leave the school premises during the school day without the knowledge of House staff, signing out at Reception once staff are notified.
- Boarders and Sixth Form pupils may visit Combe Down village at defined times and for limited duration.
- Rainbow Wood, the Valley, Monument Field and the Alley woods of Combe Down are out of bounds areas, to ensure personal safety.

The period between 4.50pm-5.50pm is used for prep or activities. Day pupils may opt for an early home one night each week when they may leave the College at 4.30pm, but this must be formally agreed with Housemasters or Housemistresses in advance. Pupils are expected to go

directly home unless Housemasters or Housemistresses have been advised in advance of other plans agreed with parents.

COMMUNICATION WITH PARENTS

- The Pupil Diary can be used for routine communication between tutors and parents and vice versa
- The School Diary is downloadable on the College website from the Parent Portal
- Communication between the Housemaster or Housemistress or Form Tutor
- Parent and teacher evenings
- The website which is regularly updated with Prior Knowledge a weekly news digest from the
- Headmaster, news and success stories, diary and event dates. The website is also a vital source of information in event of weather difficulties, cancellations or emergencies
- The New Parents' Handbook, written in a frequently asked questions format.

COMMUNICATION WITH PUPILS

The chief aim of the College is to ensure that pupils receive a good education in an environment where they can lead a happy life in safety and good order. Communication between staff, pupils and parents is central to ensuring that this happens.

- House and College Assemblies
- The Personal Development Programme (PDP) for L3-U5 pupils. This programme includes material on self-respect, relationships, drug education, life issues and the moral and religious dimensions of such subject matter
- Weekly pastoral time where House Tutors deal with a pastoral programme, centrally defined, allowing sensitivity to local issues and wider moral and current issues. Much material introduced in the Personal Development Programme is amplified and investigated by tutors. Careers guidance and study skills are also discussed
- The Prior Park College Welfare Statement highlights the availability of the Medical Centre, Chaplain, Deputy Headmaster, Headmaster, Social Services, an independent person and Childline as resources for pupils. This is published in Houses with helpful contacts stated in the pupil diary and this handbook.

MOBILE PHONES

Mobile phones can be helpful, but use must be sensible and restrained.

- Baines pupils must hand in phones to their HSM if they bring them to school. This ensures safe keeping and confines use to necessary home contact.
- Boarding pupils are expected to keep phones in Houses.
- All other pupils (Y9 – 13) should limit use to break times in Houses.
- Phones should be switched off during the school day and not visible on the site.
- Phones are not allowed in the Dining Hall, and should never be used in Public exams, classes or the Chapel
- Teachers will confiscate phones in contravention of these rules
- The College accepts no liability for mobile phones
- NB: Parents, please do not telephone your children during the day unless there is an urgent need

THE SIXTH FORM

All Sixth Formers are expected to act as positive role models for younger pupils. Positive commitment to work and extra-curricular activities, coupled with a mature, sympathetic manner, will be powerful factors in creating a successful learning environment.

Prior Park offers sensible flexibility to Sixth Formers, but this must reflect discussion with their Housemaster or Housemistress. Sixth Formers are advised to stay in school until 6.00pm, using College library research and study facilities, participating in rehearsals and activities, and supervising in Houses. However Sixth Formers may wish to have greater flexibility and leave at 4.30pm. If so, they must establish a planned weekly routine with their

Housemaster or Housemistress. All commitments must be met and good sense should inform decisions.

Prior Park is a Boarding and Day school. The College acts in loco parentis for our boarders and we lay down clear rules for boarders. Our boarders do not have the opportunity for midweek socialising and we stress to all our Sixth Formers that they should study at least six hours each weekend. We would advise against mid-week socialising for day pupils and we would also counsel that the degree of weekend socialising should be carefully monitored. On Saturday evenings our Sixth Form boarders are welcome, with the usual permissions, to visit Bath for specific purposes, but they must return for roll call and normal lights out. The presence of underage pupils in pubs and clubs is a serious matter and the College supports the laws of the land on drinking in licensed premises. Housemasters and Housemistresses work with boarders to monitor social involvement and we ask that parents help Sixth Form day pupils maintain balance and perspective in their social life.

Cars and Driving – Only limited senior day pupil parking can be accommodated in a small designated area. Any permissions must be requested in advance from the Deputy Headmaster. Housemasters or Housemistresses will explain the procedure. We accept sensible car use but withdraw permission if irresponsible behaviour occurs. This includes lateness to school, creating a nuisance, and of course any dangerous driving. Cars are to be used only for coming to school in the morning and going home at the end of the day. This permission is conditional and relies on adequate parking space and safe behaviour. Pupils who live nearby cannot expect to gain permission.

- Boarders are neither allowed to bring cars into school nor to use them
- Pupils may retain ignition keys unless they misuse their car. If this happens, ignition keys will have to be given in to the Housemaster or Housemistress or to the Deputy Headmaster
- No pupil may carry other pupils as regular passengers unless permission has been given by any passenger's parents in a written letter to the College. Occasional needs to transport other pupils should be discussed with the Housemaster or Housemistress
- The College is responsible for the safety of pupils during the College day. It therefore follows that pupil-drivers may not go out in their car during the College day without supplementary written permission from parents. In short, Sixth Form car drivers should confine car use to the journeys to and from school at the beginning and end of the day
- No casual lifts may be given to fellow-pupils in conjunction with any activities. Any need to carry passengers must be discussed with the Housemaster or Housemistress
- The College can accept no liability for loss or damage to cars while on the premises
- Misuse of cars will cause permission to be suspended for a period of time. In any case of persistent abuse or dangerous behaviour, permission to bring a car to the College will be rescinded by the Headmaster.

All pupils in the Sixth Form continue their Religious Education with one lesson a fortnight in General RE, in a non-examined course that focuses on exploring important issues in our world today concerning faith and morals in a Catholic context. A wide variety of issues are presented and discussed including medical ethics, and the existence of God, justice and peace.

Sixth Formers play a vital role in school management through a committee system. In addition, they discharge a range of supervisory duties at school and house level, and monitor behaviour and welfare of younger pupils (under the supervision of the Housemaster or Housemistress and the Tutor Team). It is essential that all Sixth Formers communicate clearly and co-operate with House staff on all issues. On alternate weeks 6 form have PSICHE.

COLLEGE EVENTS OR SPORTS FIXTURES

Pupils are expected to participate in all College events and fixtures if chosen. Saturday sports fixtures are a routine expectation, as are weekend rehearsals or performances. Open Morning is also compulsory.

HOLIDAYS & REQUESTS FOR ABSENCE

The College provides ample holidays, entitling pupils to have a full and productive term. Please do not book family holidays that will impinge on the College term – the loss of teaching time is an unacceptable burden. If exceptional circumstances arise please represent them to the Headmaster well in advance. Only the Headmaster can sanction such an unusual request. Requests for absence need to be made in writing as far in advance as possible (not less than seven days). Granting leave of absence is, in law, at the discretion of the Headmaster and is not an automatic entitlement. Please try to ensure that boarders do not book flights requiring them to leave before the end of term, as they will miss vital lessons.

STATIONERY SHOP

The College stationery shop is available for routine stationery purchases. Items purchased will be added to the College bill. Open Wednesdays from 1.00pm-2.00pm.

COLLEGE POLICIES

The College has a comprehensive range of policies to meet a range of commitments and contingencies. Parents are welcome to request copies from the College Executive PA. You can also find these on the website in the Resources section.

- Admissions Policy
- Attendance & Registration Policy
- Child Protection Policy
- Code of Conduct
- Complaints Procedure
- Counter Bullying Statement (including cyber-bullying)
- Data Protection Policy
- Disabled Access Policy
- Drugs Policy
- Equal Opportunities Statement
- Gifted & Talented Policy
- Health Promotion Policy
- Health & Safety Policy
- Homework Policy
- IT and Internet Protocol for Pupils
- Medical Policy
- Parental Contract
- Policy for Monitoring by Governors of the Welfare Provision for Boarders
- Procedure for Appeal to the Governors
- Pupil Attendance at Parties Policy
- Reward and Sanctions
- School Rules
- Sex Education Policy

LEARNING DEVELOPMENT PROGRAMME (LDP)

A limited number of pupils accepted into Prior Park will need the assistance of the Learning Development Programme. Year 7 and 8 pupils will attend lessons in place of Latin, whilst Year 9 pupils will attend lessons in place of the second modern language. Pupils in Years 10 and above will be timetabled according to their free periods. There is a charge for LDP lessons.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

Pupils whose mother tongue is not English sit the Prior Park College Entrance Test in English in order to ascertain language competency. This test is mandatory unless past performance proves competency through recognised written examinations in English (IGCSE/GCSE/FCE/TOEFL/IELTS) because writing skills are of paramount importance in a world of written examinations. Once tested, on application or arrival (whichever is first), a decision is taken as to whether EAL lessons will be necessary.

There are three possibilities

- **Competency is proven to be acceptable** in which case no EAL lessons are necessary.
- **Competency is adequate but help may be needed** depending on grades, exams, and progress in mainstream subjects. The pupil proceeds as above but is monitored to ensure he/she is coping well; otherwise action is taken as indicated in the point below.
- **Competency is not proven to be adequate** so EAL lessons are deemed obligatory. Pupils take EAL lessons until competency is proven by achieving grade C or above in IGCSE in ESL. In F4 pupils take EAL classes in place of mainstream English. In L5 and U5 students typically take EAL classes to prepare for IGCSE in English as a Second Language (ESL) in place of GCSE English Language and English Literature. Classes in place of mainstream English classes are without charge. Additional private lessons are sometimes deemed necessary or are requested by the student or parents. These classes are charged to parents and an invoice is sent at the end of each term.

The EAL focus for Sixth Formers is normally the International English Language Testing System (IELTS), which is required by many UK universities as proof of English competence. These classes are normally arranged on a private basis and charged to parents. After this, although EAL lessons are no longer obligatory, they may continue if the pupil and parents wish.

All foreign pupils must speak only English throughout the day. Using their native language is not permitted until after 9.00pm. This is for good reason - to ensure that English language is used and practised as much as possible daily. This also helps International pupils become integrated quickly within the life of the boarding house and in the College. A report will be produced at the end of each term. Failure to comply will affect the pupil's continuation at the College.

LIBRARY & INFORMATION SERVICES

The Library is located in picturesque surroundings within the Mansion building and welcomes every member of the Prior Park community. It is open and staffed Monday to Friday from 8.30am-6.00pm and Saturday mornings 9.00am-12noon. A mixture of seating allows for both study and relaxation. A printer and laptops which link to the school network are maintained for use.

Stock largely reflects curriculum needs but also includes some general interest. There is a comprehensive range of fiction for teenagers and adults and a wide-ranging film and music collection available for loan. Educational board games are also on offer during wet lunchtimes.

Information Relevant to Day Pupils

DAY HOUSES

There are six houses – Baines (the junior House), Arundell, Burton, Clifford, English and Fielding. Full contact details can be found in the College Life section of the website.

ABSENCE

Requests for foreseen absence, for example a family wedding, must be sent to the Headmaster for his written permission. We would expect such unusual requests to be made well in advance (one week minimum) so that the Headmaster can consult House and Academic staff. Only the Headmaster can grant such exceptional permission, as we hope that most events can work around school commitments and use the published holidays. Routine foreseen absence (for an appointment that cannot be placed after school) should be explained to the Housemaster or Housemistress by email or telephone well in advance (one week minimum).

Unforeseen absence must be communicated on the day, emailing the Housemaster or Housemistress before 8.00am or telephoning reception on 01225 835 353 between 8.00am-8.30am. Alternatively ring the relevant Housemaster or Housemistress between 8.00am-

8.30am, but they may be busy with pupils. It is vital that any absence is informed by 8.30am at the latest.

LATENESS

It is the responsibility of Day Pupils who arrive late to report to College Reception in the Mansion as soon as they arrive. If pupils are going to be late for reasons beyond their control, it is vital that parents confirm this by telephoning College Reception on 01225 835 353. Reception collates all absence and lateness and needs the information by 8.30am at the latest.

ROAD SAFETY

Would parents please note that there is a 10-mile per hour speed limit throughout the college one-way system. Safety of pupils is of paramount importance and vehicles should always give way to pedestrians. In addition it is vital that access is kept clear for emergency vehicles, and therefore vehicles must not be parked along the main drive. Rules apply to the use of cars by Sixth Formers, please see the Sixth Form section.

Pupils should use the designated pathways and recommended walking areas, showing due attention to traffic.

Parent parking is available in the Butts Car Park.

ARRIVAL AND COLLECTION

Day Houses provide supervision from 8.15am, but pupils may arrive before this time if staff are on site.

Recommended collection and dropping points

- Baines – The Pavilion or Theatre
- St Paul's Day pupils – The Pavilion or Theatre
- Arundell, Burton, Clifford, English, Fielding and St Mary's day girls– Arundell drop zone and the Butts Car Park
- School buses will run from the Sports Centre
- NB. In the event of severe weather pupils will be kept safe in Houses and the Mansion until parents arrive.

SOME AREAS OF CAUTION

Prior Park College is a Boarding and Day School. The College acts in loco parentis for our boarders and we lay down clear rules for preps, bedtimes, outings to Bath and so on. We recognise that day parents have absolute discretion in the conduct of family life, but there is an inevitable and two-way flow of influence between the boarding and day sectors.

We naturally hope that the College and parents will work together in any case. We believe that standards, which the College applies to boarders, will be of interest to day parents.

We expect boarders below the Sixth Form to be in bed and to have lights out by 10.30pm. We are aware from time to time that some day pupils keep later hours. In our experience this is bound to impair their ability to benefit from the full programme of lessons and activities at the College.

From time to time it happens that day pupils develop social habits which cause us concern. We do not allow our boarders any midweek socialising other than in the natural context of the weekly routine. We stress to our Sixth Form that they ought to study for at least six hours each weekend. We would advise against midweek parties and we would also counsel that the degree of weekend socialising should be monitored carefully.

On Saturday evenings, our Sixth Form boarders are welcome, with the usual permissions, to visit Bath for specific purposes, but they must return for roll call and normal lights out. The

presence of year 9-11 pupils (day or boarding) in pubs and clubs is a serious offence and the College supports the laws of the land on drinking in licensed premises.

PUPIL SAFETY

- Day pupils must stay within the confines of the school throughout the school day. This rule extends into the evening if pupils stay for evening events.
- Pupils being collected must wait in defined waiting areas. After 6.05pm any pupils still awaiting collection must go to the Mansion, where supervision is available.
- Pupils staying for evening events remain under supervision of House staff or are supervised by staff running the event. Pupils should wait in the Mansion Hall after supper (not in Houses) before attending the event.
- Only Sixth Form pupils may visit the village after school (with permission). This privilege is not available to Day pupils in L3-U5 inclusive.
- Day pupils may take one early home per week (leaving at 4.30pm or 4.45pm on a Friday) by agreement with Housemasters or Housemistresses and their family. Sixth Form pupils may negotiate greater flexibility. Early homes are to allow pupils variations of routine and time at home; they are not expected to allow time wasting in town. Housemasters or Housemistresses expect to be advised if pupils are not going home directly. Day pupils onsite after fixtures on Saturday must seek either permission from duty staff or be under direct supervision of a responsible teacher.
- All pupils must show caution and good sense in use of digital media, safe-guarding their identity and respecting the rights of others. All pupils must sign the College ICT Acceptable Use Policy and these principles extend to any use of digital media in order to keep the community safe and free from nuisance.

SUPPER AND FLEXI-BOARDING

If pupils are involved in performances in the evening, supper can be supplied at no cost to the pupil. However if the pupil is attending a performance as a member of the audience, they must obtain a supper ticket at least 24 hours in advance of the production. Supper tickets can be obtained at a small charge from the kitchen.

If you require flexi boarding for your child to stay overnight, please contact the House Matron to check availability. Flexi boarding is charged nightly and includes supper, bed and breakfast.

Please note – availability is limited as boarding houses are generally full to capacity, so it is vital that House staff are consulted well in advance of a proposed stay.

Information Relevant to Boarding Pupils

HOUSES

There are two boarding houses – St Paul’s is the boys’ Houses, and St Mary’s is the girls’ House. Full contact details can be found in the Boarding section of the College website.

BOARDERS’ POCKET MONEY

In all Houses cash may be banked with the Housemaster or Housemistress. Cheques should be made payable to the respective Houses (eg. Priory House Account, St Paul’s House, Prior Park College, etc). We strongly advise against parents of pupils below the Sixth Form allowing their sons or daughters to hold separate accounts (to which access may be gained in term-time) in banks, Post Office, Building Societies, etc. In any event, it is vital that Housemasters or Housemistresses are fully informed in detail of the financial arrangements in respect of pocket money for pupils under their care. It must be clearly understood that the College can take no responsibility whatever for the way in which pupils manage independent financial accounts in Banks, Building Societies or similar. Pupils are not able, except in cases of emergency, to secure advances of money from the Finance Department. In all Houses limits are set to the amount of money to be held on a pupil’s person at any time, such money being held at the pupil’s own risk.

GUARDIANS

Pupils from overseas must have a Guardian resident in England. The Guardian should be readily available for consultation in the case of emergency and he or she must be responsible for making adequate provision for boys and girls during half terms and exeat weekends. We advise that a guardian should not be a person of student age in the course of Higher Education. The guardian must be appointed by the parents and any change of guardian notified immediately. Sixth Form pupils from Europe, whose parents sign to say that they will visit the College in the case of difficulties and who confirm that pupils will return home for exeats and holidays, will be exempt from this. The school is a member of AEGIS and we recommend that parents choose guardians who are accredited by them - www.aegisuk.net.

EXEATS AND HALF TERM HOLIDAYS

All pupils should spend half term and official exeat weekends with their parents or guardians. The College is unable to accommodate pupils over half term or official exeat weekends. We do not allow pupils to seek temporary accommodation in Bath away from adult supervision and emphasise that boarders must conform to our requirements in this respect. Parents or guardians should inform the Housemaster or Housemistress if sons or daughters are spending half term or exeat weekends with nominated friends. Parents or guardians of boarders are very welcome to visit at weekends. Pupils must fulfil their Saturday Active and sports commitments on Saturday mornings or afternoons but parents may take their son or daughter out on Saturday evening returning to the College on Sunday by 9.00pm. For such exeats parents or guardians must first obtain permission from the Housemaster or Housemistress. Requests by email, letter or telephone should be received by 9.00pm on the previous Thursday.

Because we wish to establish routines and in order for the community to be involved in the weekend social events, exeats are not usually granted on the first or last Sunday of a term for full boarders. On these Sundays there is a College Mass attended by the whole boarding community. Day pupils and their parents are especially welcome on those Sundays. Parents are most welcome to come to Mass at 11.00am on any Sunday and to refreshments afterwards in the Mansion.

We are fortunate that parents of day pupils often invite boarding pupils to their homes for exeats or other weekends. Parents will appreciate that there must be a clear and agreed procedure for the transfer of responsibility for boarding pupils from the College to home, guardian, or other host family. Parents are asked to contact the Housemaster or Housemistress to agree precise details. Boarders are allowed out to friends once each half term. A form requesting details of travel arrangements at half term and end of term is sent to parents of boarding pupils each term. This form must be returned to the Housemaster or Housemistress in good time.

PERSONAL POSSESSIONS & CASUAL CLOTHING

(All clothing should be labelled before arrival at the College)

ITEMS BOARDERS WILL NEED	
1	Dressing gown
1 pair	Slippers
3 sets	Nightwear (pyjamas or nightdresses)
6-8	Changes of underwear
2	Hand towels and flannels
2	Bath towels
1	Washable duvet plus two covers (the college provides sheets and pillowcases)
10	Coat hangers
	A supply of name tapes for the laundry room

	Shoe cleaning equipment, a hair brush and comb, nail clippers and scissors
	A small number of casual clothes for the weekend and the evening. Storage space is limited so boarders should not bring too many clothes

Pupils may bring an MP3 or music player, but these items are not covered by the College insurance. Some pupils have their own laptops or other media devices but these must be insured by parents. Parents are strongly advised to obtain their own insurance to cover these very expensive items in the event of loss or theft.

END OF TERM

Boarders are expected to go directly home at the end of term or at half term. Exceptions to this rule must be sought by parents in writing to the Headmaster, at least one week in advance. Overseas boarders should note that all travel plans should avoid disrupting the normal routines of the school.

PARTIES

The College is in loco parentis to all its boarders and there are definite procedures for the invitation of boarders to parties during term time (Housemasters and Housemistresses will advise upon request). As a general rule it is the College's view that parties are much better placed in holiday time. Only rarely, and after close consultation, would permission be granted to boarders to attend parties during term-time from their boarding house.

TUCK SHOP

Each boarding house has a tuck shop which sells a variety of drinks, snacks and confectionery. Boarders are able to access shops in nearby Combe Down Village.

Academic Matters – A Positive Teaching Policy

We provide a broad and balanced curriculum delivered by experienced and well qualified staff. Our appraisal and peer review system encourages the sharing of good practice in the classroom. Positive reinforcement is at the heart of our educational approach, where pupils are encouraged to play an active part in the learning process at all levels.

We believe fervently in the education of the whole person, and our curriculum is not aimed solely at preparing pupils for external examinations. A strong tradition of co-curricular education works in close partnership with an ambitious academic curriculum.

Teachers throughout the school always aim to stimulate interest and encourage independent research and an enquiring approach in our pupils.

Expectations of Pupils in the Classroom

RULES FOR THE CLASSROOM

<u>Positive Approach</u>	Meet targets, give your best to achieve task, take charge of your own learning
<u>Participate</u>	Listen, work to best of your ability
<u>Personal</u>	Responsibility, be prepared, tidy and respect your surroundings
<u>Polite</u>	Speak properly, be calm and helpful
<u>Punctual</u>	Be on time
<u>Play Your Part</u>	Listen to others, co-operate

Any form of roughness, horseplay and nuisance must be avoided. Walk in corridors, never run. Do not shout, do not push or jostle others. Sensible, considerate behaviour is expected. Keep left to ease movement. In class stay on task and be positive.

Classroom - upon arrival at a classroom go in, find a desk or chair and sit down. Get your books out ready for the lesson. Do not loiter in corridors, but stay in the room sitting quietly. When the teacher arrives, stand for a formal start to the lesson.

Science Labs and Practical Rooms - wait outside as directed, standing on the left of the corridor. Ensure the corridor is clear for others. Keep off the stairs. Wait quietly.

Pupils must move directly to lessons, aiming to be prompt and punctual. The Teacher's permission is needed to remove jackets, move around the classroom or to leave the classroom for any reason.

No food or drink is to be brought into any classroom. Chewing gum is not allowed in class. Mobile phones must be switched off throughout class time (including the movement break). All lessons must end with a formal dismissal, ensuring the room is left neat and tidy for the next group.

Academic Progress

The House Tutor is the person who monitors the academic progress of your son or daughter.

ACADEMIC AWARDS

A merit system operates, whereby a member of the teaching staff may award a merit for good work in the classroom or in preps. These awards are recorded in the Homework Diary and Record Book. A Head of Department may award a subject commendation and work of outstanding quality may be awarded a Headmaster's commendation. The Headmaster will meet the pupil concerned to discuss the work and to award a certificate.

REPORTING

There is a formal report to parents and guardians every term. Reports take a variety of forms including parent: teacher meetings, as well as comprehensive written reports.

Written reports are based around individual subject areas, and contain an effort and achievement grade, along with feedback on examination performance, and a written comment as appropriate. Teachers are encouraged to report positively, and will normally offer targets for pupils' progress in written comments. In parallel with the academic report is a co-curricular report which includes comments on pupils' progress in sport and music.

Pupils receive effort and achievement grades every half term, and these are recorded in their diaries, which act as student record books, and sent home to parents. The student's academic tutor plays a key role here in discussing reports with each student and providing advice regarding targets for improvement, and co-ordination of approach with academic departments and teaching staff. The academic tutor is also the first line of communication with parents.

To promote the partnership between academic staff and parents there are a number of opportunities in the course of the year for formal meetings. Every year group has a dedicated parent teacher meeting. The current calendar is broadly as shown in the table below.

Year Group	Approximate date
L3	December
F3	November
F4	January-February
L5	November
U5	February
L6	March
U6	March

In addition there is an F4 Academic Evening organised early in the Michaelmas Term, when the Academic Deputy Head makes a formal presentation to F4 parents on various issues relating to F4, such as the GCSE option process. Parents are keenly encouraged to contact the

school if they have any concerns or wish for further advice. Apart from the key academic figure of the academic tutor, parents may contact the Academic Deputy Head directly for assistance with any matters relating to pupils' academic welfare.

PROGRESSION

Pupils entering Prior Park College normally progress successfully through the various academic stages. The vast majority go from Prior Park into higher education, some after a gap year. We expect pupils to show evidence of sustained positive commitment to academic progress and support for the College's standards. We are disappointed in our expectations only rarely. Failure to adhere to these criteria will be reflected in reporting and will generate a dialogue between school and home. Progress into the next academic year is conditional on fulfilment of academic and behavioural expectations.

Entry into the Sixth Form, and from AS level to A2 level, is dependent on an ability to benefit from higher studies, showing aptitude and maturity. The minimum requirement for Sixth Form entry are 6 GCSEs (A*-C grade) with specific grade requirements for chosen AS or A2 options. Success in AS is a pre-requisite for progression to A2 Level.

COMPLETION OF COURSES

Pupils are expected to maintain and look after all textbooks and materials. Exercise books, files and pupil diaries are to be free of scribbling and graffiti, reflecting their role as important academic documents.

All textbooks are to be returned by pupils at the end of the year to the relevant Department. Textbooks cannot be accepted by Reception. At the end of GCSE and A2 course, pupils are given special book return cards, to facilitate return and to give a record of submission. Any loss or undue damage will be charged.

ACADEMIC DETENTIONS

The Deputy Headmaster organises the College Detentions. These take place every week between 4.45pm- 5.45pm. The Friday Detention is designed to deal with pupils who have resisted departmental sanctions and remain behind with work. Detention supersedes all activities and replaces any planned early home permission.

Internal Scholarships

ACADEMIC SCHOLARSHIPS

Pupils who are already at the College in F3 and in U5 are automatically considered for internal awards following the College examinations at the end of the Summer Term or the GCSE examinations and in the light of their regular reports and overall efforts and achievements over 2 or 3 years. In exceptional cases pupils in other years are also reviewed. Pupils are expected to perform exceptionally in all subject areas.

ART, MUSIC, DRAMA & SPORTING EXCELLENCE AWARDS

Pupils who are already at the College in F3 and in U5 and occasionally others may be invited by the relevant Heads of Department to apply for an award. The Head of Department will discuss the matter with the Assistant Head of Student Development who will contact parents to see if they wish to pursue an application. Pupils will undertake practical assessments alongside external candidates. There can be no guarantee that even if a Head of Department invites a pupil to be assessed, that an award will be made. Please contact the Assistant Head of Student Development for more information.

CAREERS & HIGHER EDUCATION

The Head of Careers is a very experienced and qualified advisor in careers and higher education. The Careers Department is located in the Sixth Form Centre. We have a Careers Library which is well stocked with a wide range of reference books, career path information and university prospectuses both for the UK and abroad and the department is fully equipped

with software packages and other data sources useful for this sector. The intranet site on Sharepoint also contains up-to-date vacancy information and career questionnaires.

The Head of Careers is available for both booked appointments and impromptu discussions across all the year groups and contributes to the PSHCE taught programmes in the lower years and the Careers Education programme for the Upper years.

THE CAREERS AND HIGHER EDUCATION PROGRAMME

This programme is delivered by form tutors, the careers and higher education staff and outside agencies. Additional advice and help is given during tutorial time, pastoral periods and year assemblies. In the Sixth Form General Studies time is also available.

F3 – The Head of Careers introduces Careers as part of the PSHCE programme in the summer term. Emphasis is on broadening pupils experience and understanding of jobs. Pupils undertake a job analysis or job study questionnaire and contribute to a Form 3 job project.

F4 - The theme of this year is self-assessment and decision making using a variety of group exercises to develop the individual’s awareness of his or her skills. Pupils also have access to the interactive careers programme called Fast Tomato which is on the school intranet site.

Advice on GCSE choice is given by Form Tutors and Housemasters or Housemistresses, with the careers and higher education staff available by referral.

The Head of Careers will address pupils in year group assemblies and is available for individual consultations.

L5 - All members of the Lower 5 attend the R School Challenge Day in the Summer Term. This involves role play and team work exercises. It is judged by business consultants and involves a Dragon’s Den style finale, resulting in a prize for the best team. All pupils are advised to take the Careers Brief test followed by a group and individual debrief on the outcome.

U5 - The central theme of this year’s work is AS and A2 choices. We revisit the themes of self-awareness and self-assessment to facilitate this choice.

Year Group Assemblies are held by Heads of Department outlining details of new AS subjects. Each member of the year group has an interview with the Head of Careers to review their choices at AS, A2 and beyond. Follow up interviews can be arranged.

Individual interviews with Form Tutors and Housemaster or Housemistresses take place. All pupils are encouraged to take part in work experience at the end of the summer term. This is usually organised by the pupils themselves although the careers staff can arrange a limited number of placements.

The Careers Activity week is offered for pupils post GCSE.

Sixth Form – At this level the focus is on higher education and university choice, in conjunction with the Heads of Sixth Form. In addition an active Upper Sixth Job Seekers group runs exploring opportunities at 18+.

The preparation programme runs as follows:

LOWER SIXTH		
MICHAELMAS TERM Sixth Form forum in September to review GCSE results and confirm A Level choices Introduction for parents	LENT TERM Introduction to Universities, location, type, background Alternatives to Higher Education Prior Careers Fair (Biennial)	SUMMER TERM One-to-one interviews with House staff Draft UCAS forms completed Gap Year Fair at Prior Park College or other local school

to Higher Education	Open Day calendar issued Centigrade (HE Questionnaires) Explanation of process to parents	Careers interviews following Centigrade Curriculum Vitae produced for those following the HE route
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Throughout the year the Pastoral and General Studies sessions for the Sixth Form include:

UPPER SIXTH		
MICHAELMAS TERM	LENT TERM	SUMMER TERM
Results forum and A2 choices	Loan applications	Gap Year Fair at Prior Park
UCAS forms completed and submitted online	UCAS Acceptances	College or other local school
Mock interviews by outside specialists	Prior Careers Fair (Biennial)	Results Day - an impressive service is offered by the Heads of Sixth Form, Exams Officer, Housemasters and Housemistresses and Head of Careers
Oxbridge preparation	Attendance at HE Convention	Staff advice is available in the days following publication of A Level results
Medic and Vet preparation	Attendance at University Open Days and interviews	
HAT, B MAT, L NAT tests	Sponsorship applications finalised	
CUKAS Music examinations	Advice regarding loans and accommodation	

Driving Safety
Education & Employment Planning
European Issues
Examination Techniques
Gap Year Possibilities
Human Rights
Money Management
Oxbridge Preparation
Presentation Skills
Stress Management
Student Finance

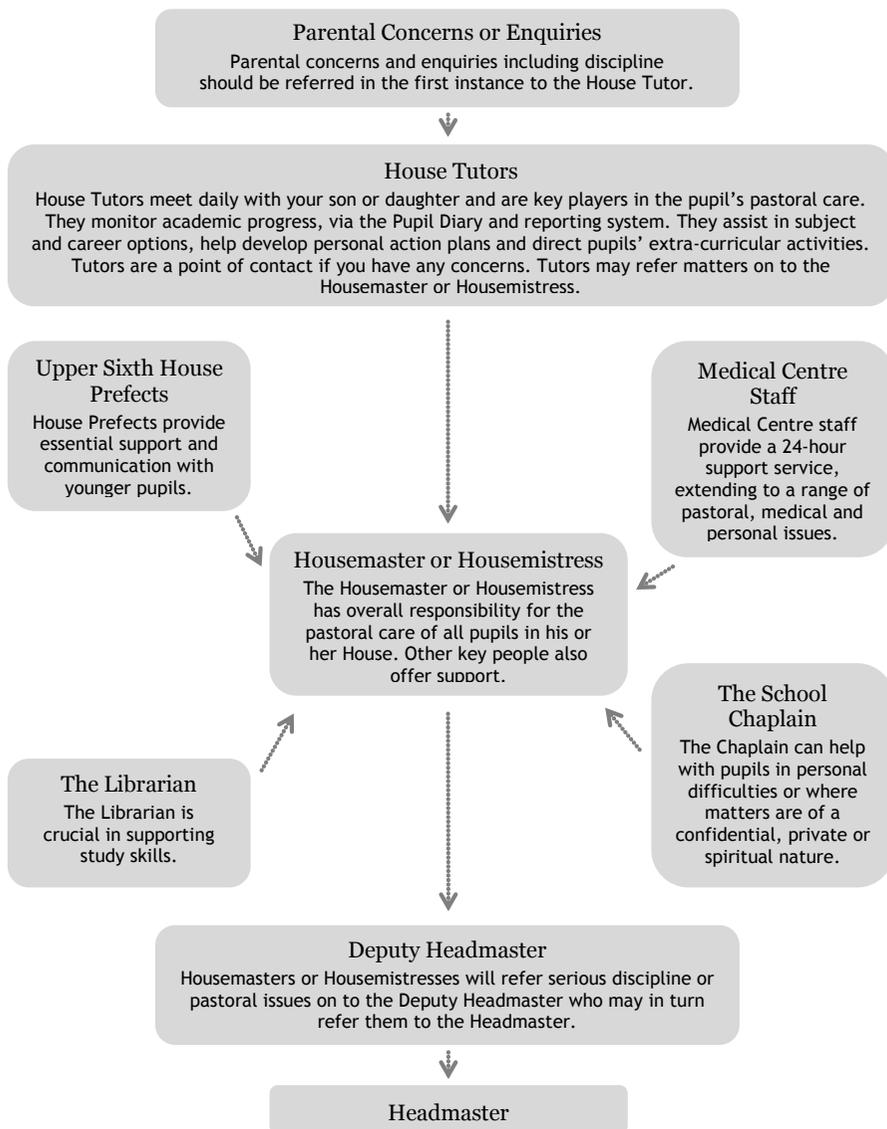
Student Health
Study Skills
Taxation Issues
Team Building
Third World Issues
Travel Guidelines
University Sponsorship
University Admissions
Tutors
Voting

Pastoral Care at Prior Park

Prior Park College strives to create a cohesive community and to support each member of it. The programme of pastoral care is central to this process and it aims to:

- Promote the welfare and happiness of all pupils
- Provide a variety of opportunities for helpful contact with staff, seeking to educate, inform and support pupils
- Provide clear lines of communication, recognising the right of every pupil to raise any anxieties or grievances
- Protect children from abuse and from bullying.

THE PASTORAL STRUCTURE



THE PASTORAL SYSTEM - HOUSES

All pupils are members of a House and within the House they are allocated a form. The school aims to generate a sense of community and provide easy and appropriate channels of communication for pupils. The House is a vital unit in fostering the development of the whole person and communicating positive values. Mutual respect for all members of the school is an essential principle in the pastoral system, creating communities in which every member can flourish and feel safe and at ease.

There are two boarding Houses and in term-time these are home for the residents. Decisions and planning in those Houses tries to reflect, as far as possible, the desire to create a homely atmosphere.

The three boarding Houses and six day Houses are all communities and individual and collective actions try to take into account the feelings and needs of the members of those communities.

All Houses, whether day or boarding, can usefully be guided by the following extracts from the Children Act Guidance and Regulations:

“The maintenance of good discipline is paramount for the growth, welfare and development of pupils... Success in producing a well disciplined atmosphere will depend on the complex interaction of a wide range of factors and will be rooted in the overall ethos of the school. [Some of] these factors include:

“The quality of relationships between pupils and staff. There needs to be a mutual respect and understanding between pupils and staff. The quality of the relationships and the need for mutual respect between pupils is equally important. Where senior pupils have authority over others, it must be clear that there is no exploitation of one pupil by another.”

The House system enables us to create cohesive communities, offering wider opportunities for pupils and setting higher expectations for them. The House system encourages each member of the community to strive for excellence in whatever they do.

The House team works to foster a positive, achieving and secure atmosphere. They meet regularly to ensure common purpose. Within the House system senior pupils are given measured responsibilities and all pupils have opportunities to contribute to decisions (notably through tutor time). In addition, Chaplain and Medical Centre staff provide additional support to the pastoral role of the House in monitoring and fostering the progress of every pupil.

Boarding at Prior Park

The boarding environment offers opportunity and responsibility. Boarding Houses provide a term-time home for pupils and give a tremendous opportunity for positive development. We believe boarding to be a highly worthwhile pursuit, offering countless opportunities for pupils and staff alike.

Within boarding we recognise

- The development of the whole person and the communication of values are vital
- Prior Park being an open and trusting school, boarding is based upon mutual respect for all its members
- Each boarder has the right to be able to work, play and relax free from abuse, intimidation, harassment, teasing and bullying
- There is equality of opportunity and respect for all boarders, regardless of ethnicity, culture, gender or disability
- Each boarder has the right to privacy. Boarders and staff acknowledge the right of each other to privacy
- All boarders should be able to develop physically, spiritually, intellectually, morally and socially
- Despite the distance separating boarders from their families, links with parents are seen as an indispensable part of the support and development of boarders.

The existence of a boarding and day community enables the benefits of boarding to be extended to many day pupils in various ways. For some, it may be an enrichment of friendships and perspectives, for others it may be a simple practical benefit (such as late Library opening or staying for supper). In a range of ways the boarding community contributes beneficially to the ethos of the school and extends opportunities.

Houses may in addition produce House Handbooks which usefully detail the functioning of the House, including local routines and expectations. The present information should be read in conjunction with the Handbook for any given House.

Pastoral policy is co-ordinated by weekly meetings of the Housemasters and Housemistresses Committee, plus occasional evening meetings of boarding Housemasters or Housemistresses. The Headmaster, Deputy Headmaster and Foundation Business Director attend all such meetings, with the Headmaster chairing the Housemasters and Housemistresses Committee. The Deputy Headmaster ensures close liaison with Housemasters and Housemistresses on a routine basis.

Introduction to PHSCE and the Personal Development Programme (PDP)

The PSHCE education programme makes a significant contribution to pupils' spiritual, moral, social and cultural (SMSC) development, their behaviour and safety and the school's statutory responsibility to promote pupils' wellbeing. PSHCE education equips pupils with the knowledge, understanding, skills and strategies required to live healthy, safe, productive, capable, responsible and balanced lives. PSHCE education contributes to personal development by helping pupils to build their personal identities, confidence and self-esteem, resilience, identify and manage risk, make informed choices and understand what influences their decisions. It enables them to recognise, accept and shape their identities, to understand and accommodate difference and change, to manage emotions and to communicate constructively in a variety of settings. Developing an understanding of themselves, empathy and the ability to work with others will help pupils to form and maintain good relationships, develop the essential skills for future employability and better enjoy and manage their lives.

(PSHE Association June 2013).

Parents and staff work together at the College to help children develop into happy, balanced individuals with a clear framework of Christian beliefs and principles, and who are capable of giving and receiving love. Our PHSCE programme in Key Stage 3 and the Personal Development Programme in Key Stage 4 aim to educate children to be effective citizens who understand a great deal about themselves and others, both spiritually and personally.

PHSCE and PDP aim to

- Enable each pupil to recognise his or her own value as a unique person
- Enable them to understand their own physical, social, moral and spiritual development
- Enable them to appreciate and consider the feelings of others
- Enable them to make informed decisions and to assume responsibility for their own actions so that they acquire the skills necessary for maintaining relationships and an awareness of their role in society
- Increase their understanding of the way in which the country is governed and their future role in a democracy
- Increase their understanding of how to manage money and achieve economic well-being.

PRACTICALITIES

In L3, F3, F4, L6 and U6 Personal, Social, Health and Citizenship Education (PSHCE) is taught within the curriculum. Each form group has one 55-minute period per fortnight taught by senior staff (including the Headmaster and the Deputy Headmaster). Topics include areas such as self-esteem, mental health, study skills, friendships, drugs and alcohol, prejudice and bullying.

In L5 and U5, pupils follow the Personal Development Programme (PDP). Each year group has a termly after school session on a particular theme. The format is of a general introduction followed by small mixed group discussions. Themes include topics such as a mind of your own about media influences, marriage, relationships and sex and responsibility. These sessions are supplemented by material delivered by tutors during pastoral time and by year group assemblies.

Welfare Statement

WHAT TO DO WHEN THINGS GO WRONG

Everyone will experience problems of one sort or another as they go through the College. Some are minor and pupils can solve them themselves, some are more difficult and may need the help of another person or a group of people.

Pupils may experience

- Feeling that they cannot cope
- Problems with work or over tiredness
- Problems or difficulties with friends
- Thinking that their property has been stolen
- Feeling that they are being victimised or discriminated against on grounds of appearance, race, religion, gender, ability or for any other reason
- Feeling that someone has hurt, abused or harassed them or has made suggestions - sexual or otherwise - which they feel are inappropriate
- That they have been treated unfairly by a member of staff
- Feeling that they are being bullied, intimidated or treated unkindly or unfairly by another pupil or a group of pupils.

We expect our community to be aware that pupils may experience occasional problems which make them unhappy and we ask all pupils and staff to be sympathetic and supportive.

WHO WILL HELP?

Pupils are given the following information about people who can help when things go wrong, with details in their Pupil Diary.

Your Friends	Friends your own age, senior pupils or your Head of House will usually be sympathetic and ready listeners.
Teachers	In particular your Form Tutor or House Tutor, but feel free to approach any teacher you get on with.
Housemaster or Housemistress	This person has the primary pastoral responsibility for you in the College, and is the person who knows about you and who monitors your progress from week to week. For boarding pupils in particular, he or she fulfils a parental role.
Parents	Parents like to be kept in touch and a telephone call, if you are a boarder, can help sort things out.
Chaplain	These are all figures that also have a Pastoral Responsibility in the College. They like meeting individuals and it's part of their job to sort out problems. You may not feel you know them very well, but in some cases it can be beneficial to talk to somebody who is not closely involved with you from day to day.
School Counselling service	
Doctor	
Medical Centre Sister	
Deputy Headmaster	
Headmaster	

OTHER HELPFUL AGENCIES

Off The Record	A free and confidential advice and counselling service Free phone: 0800 389 5551, Bath Office: 01225 312 481
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The Line	The Line is for those living away from home who need to talk Tel: 0800 88 4444
Get Connected	A helpline that will put you in touch with the right help Tel: 0800 096 0096
Quitline	Advice on stopping smoking Tel: 0800 002 200
Social Services	There are two locality teams: Bath Locality - Tel: 01225 396 312 North East Somerset - Tel: 01225 396 313
National Drugs Helpline	Free, confidential advice about any drug issue, ranging from information and counselling to a chat Tel: 0800 776 600
The Children's Rights	The Children's Rights Director - Roger Morgan Tel: 0800 528 0731 www.rights4me.org
Alcoholics Anonymous	Tel: 0117 926 5520
Narcotics Anonymous	Tel: 0117 9240 084
The Chaplain	The Chaplain is always happy to talk and to listen. He is readily available in the College - Tel: 07584 016 106
OFSTED	Freshford House, Redcliffe Way, Bristol BS51 6NL

Religious and Spiritual Life

PRINCIPLES AND SPIRIT

Prior Park College is a Catholic school which warmly welcomes pupils of other Christian denominations, other religions and those of no religion. Many parents choose the College because of its strong Christian community.

Prior Park places God at the centre of the school community, taking seriously its mission to live out the school motto, Deo Duce Deo Luce, meaning God our guide, God our light. The Christian spirit and principles inform all aspects of the school community.

CHAPLAINCY

Whilst some pupils from other denominational and religious backgrounds come to Prior Park, there is no doubt that the College's identity as a Catholic School is of central significance; from this religious and spiritual identity flow the attitudes and perceptions which inform the educational environment of the College in all its variety. The College Chaplain, who is resident, has a special responsibility for nurturing and sustaining the religious character of the College and for maintaining a clear focus on its life as a Christian community. At the same time, all staff share the responsibility for upholding and developing the College's religious character.

The Chaplain has a wide variety of responsibilities relating to the spiritual life of the College. These include nurturing the prayer life of the College, liaising closely with the Personal Development Programme Co-ordinator, maintaining close contact with all the Housemasters and Housemistresses and House communities in order that boys, girls and staff may feel that they have direct and easy access to the Chaplain. The Chaplain is available for discussion with any member of the community regarding matters of a confidential, private or spiritual nature. He maintains close contact with the Headmaster, advising him in such a way as to promote the welfare of the College as a community whose religious roots and life are of such central importance.

Prior Park takes seriously the practical implications of ecumenism. For example, preparation for Catholic or Anglican Confirmation is offered.

LITURGY AND SACRAMENTS

The Mass lies at the heart of the Prior Park community. Whole School Masses are held at the

beginning and end of term, and at other times such as Holy days of obligation and important feast days, for example All Saints, Ash Wednesday, Ascension, Corpus Christi and the feast of St Peter and St Paul (the Patron Saints of the College). All pupils are expected to attend these.

Each week in term-time Sunday Mass, normally at 11.00am, is open to all. Boarders are expected to participate. The Sunday liturgy is enhanced by either the Senior or the Junior Chapel Choir. Extraordinary Ministers of the Eucharist are commissioned from the body of senior pupils, alongside members of staff and parents. Pupils of various denominations are invited to become altar servers and sacristans for the range of Masses. The Chaplain is readily available to hear Confessions. Services of Reconciliation are held for all year groups in Lent.

A Daily Mass is celebrated, to which all pupils, staff, parents and visitors are warmly welcome. House Masses are celebrated each term and there are special group Masses, such as the Leavers' Mass for pupils and their families.

The Michaelmas Term ends liturgically with Carol Services and the Lent Term with a service of Lenten readings and hymns reflecting on the Passion and looking towards Easter.

RETREATS AND PRAYER

It is of great importance to provide young people with opportunities for spiritual growth. In our busy and often hectic world a short period of time taken to reflect, to be still and to pray is of tremendous value.

Pupils may go on Retreat to experience time away from the College at suitable times throughout the year, with a special focus on developing their spiritual awareness. Currently, day retreats are offered at some stage of the year to L3, L5, U5, L6 and U6. These days are always most enjoyable, with interactive exercises, helping to create a sense of awareness of others, prayer, meditation and Mass, prepared by the pupils.

The whole School meets weekly in the Chapel for an Assembly. Prayers are routinely held in House Assemblies.

TEACHING

The Chaplain and members of the Theology Department teach a course of General Religious Education to the Sixth Form. The course explores a wide range of religious and moral issues, engendering very positive discussion, which gives serious consideration to all points of view. For years L3 to U5 Theology is a core subject and all pupils take Religious Studies GCSE. There are also A Level groups in Lower and Upper Sixth.

THE DIOCESE

Cardinal Cormac Murphy-O'Connor, retired Archbishop of Westminster, is a former student of the College and President of the Prior Park Educational Trust. The Bishop of Clifton is a Patron. The Governors, Headmaster and Head of Theology work closely with the Diocese of Clifton's Department for Schools and Colleges.

Enrichment Activities

SATURDAY ACTIVE

A varied programme on Saturday morning allows more flexibility for all boarders, whilst maintaining cohesive unity of the boarding environment. There is a breakfast in casuals from 8.30am-9.00am for full boarders. Saturday Active follows quiet time in Houses for boarders.

Weekly boarders may choose to stay for selected Saturday Active courses or go home on a Friday night. Saturday Active courses run in the main from 10.00am-11.30am. They are open to all Foundation students, parents and siblings. Study facilities will be available in the Library for senior students in U5 to U6.

Saturday Active is optional for day pupils, who are most welcome to join the boarders in an exciting programme of courses. There are always a wide variety of courses to choose from and

many offered for free. The remaining courses will give pupils the opportunity to gain qualifications.

Some courses will take place throughout the year and others will just be available in specific terms. Courses last for one half term, a few, such as sailing and drama rehearsals, will run all morning. The maximum number per course will vary but it is envisaged that it will be approximately fifteen. A number of the courses, such as archery, are working on developing individual talents which complement the team sports.

Course details can found on the College website in the Teaching and Learning section, and booking is through the Saturday Active Programme leaflet which is sent home.

SATURDAY ACTIVE COURSES A sample is shown below

Archery	Athletics	Basketball	Bikability
Break Dance	Combined Cadet Force (CCF)	Climbing	Design and Art coursework
Fabric Jewellery	Guitar Group	Jazz Group	Leith Cookery
Maths Masterclass	Sailing	Slow Motion Video	Study Skills
Tennis Coaching	Textiles	Touch Typing	Yoga

SATURDAY ROUTINES

	BOARDING HOUSES	DAY PUPILS - OPTIONAL
9.00am	Boarders quiet time in Houses	Study time in Library
10.00am	Saturday Active Courses or study in the Library	Day pupils welcome to attend Saturday Active
12 noon	Lunch	Lunch for day pupils plus those on fixtures
12.30pm-6.00pm	Fixtures and recreational sport	
6.00pm onwards	House activities, including disco, cooking, quiz night, bingo, etc.	Fixtures end
7.00pm	Supper	

SATURDAY SPORT

All pupils are required to be available for Saturday fixtures and Sunday tournaments. Pupils normally assemble at Prior Park College and depart by coach for away fixtures. Times and fixtures are published in the termly diary, with arrangements confirmed or amended online. This information can be found via the Sports Fixtures and Results quicklink on the homepage of the College website.

In event of late illness preventing involvement on a Saturday morning please contact Reception or appropriate sports staff. Reception is staffed 9.00am-12noon, telephone 01225 835 353.

Boarders who are not in teams participate in a programme of Saturday afternoon recreational sport.

Performing Arts Activities

A diverse range of musical opportunities are available for both Juniors and Seniors

- Orchestras and Chamber Strings, Quartets, Jazz and Wind Bands
- Four Choirs and a Choral Society
- At least 22 theatrical and musical productions a year
- A rich musical life is evident every week, ranging from regular ensemble practices to a variety of concerts. Informal recitals take place weekly. Drama is active beyond the timetable with regular productions. All pupils are encouraged to use their time constructively and to explore their talents.

Music Tuition

INSTRUMENTAL AND VOICE LESSONS

Tuition is available at the College on the piano, the organ, classical, electric and bass guitar, orchestral instruments (strings, woodwind, brass and percussion), the saxophone, recorders and in voice. The Director of Music will be pleased to advise parents on choosing a suitable instrument for their child to learn. Please complete the music lesson application form at the back of this booklet and return to the Director of Music.

PRACTICE

Whilst we are keen to encourage pupils to take music lessons, it must be noted that in order to progress all pupils must find time during each day to practice.

The following is the recommended minimum practice time per day

Beginner - Grade 2	20 minutes
Grade 3 - Grade 5	30 minutes
Grade 6 - Grade 8	45 minutes
Post Grade 8	60 minutes

Pupils will be issued with lesson plans and practice books at the beginning of each term to be filled in by the teacher and pupil.

LESSON COSTS

Pupils normally have thirty lessons during the course of the year - twelve lessons in the Michaelmas Term, ten in the Lent Term and eight in the Summer Term. Up-to-date fees can be found on the College website in the Resources section.

TIMETABLE

Lessons for pupils below the Sixth Form are normally given during College hours on a rotation timetable so that a different school lesson is missed each week. By this system a pupil rarely misses the same subject more than two or three times a term. Out of school times (lunch breaks, etc) are usually reserved for pupils who learn more than one instrument and for pupils in U5 who are preparing for major exams. Sixth Form pupils do not rotate, they have fixed lessons in their free periods.

It is the responsibility of pupils to check their timetables regularly, as changes have to be made from time to time. Requests for a change of lesson time must be made at least one week before, and preferably longer.

NOTICE

Notice of terminating lessons must be given in writing to the Director of Music at least half a term in advance. Music lessons may only cease at the end of a term. If less notice is given, a full term's fees will be charged for the following term. The Director of Music will acknowledge all letters of notice in writing.

NB. Notice to take effect in September will not be accepted in the summer holidays – it must be received by the previous half term in May.

LOAN, HIRE AND PURCHASE OF INSTRUMENTS

The College possesses a stock of orchestral instruments, which may be lent to pupils, as they become available. A hiring fee will be made for all instruments, which includes their use at weekends and during the holidays. Pupils are expected to buy their own instruments when they have reached a reasonable standard and the Director of Music will be pleased to advise over the purchase of instruments on request. Any instrument which is not available for hire through the College can be hired from a music shop.

Piano and organ pupils are not charged hire fees. Drum and saxophone pupils are charged at a reduced rate because pupils' access to these instruments is more restricted, please contact the Director of Music if you need clarification on this.

NB. If a College instrument is to be taken away from the College it is the parents' responsibility to insure it.

APPLICATIONS FOR MUSIC LESSONS

If you wish your son or daughter to have music lessons, please fill in and return the application form at the back of this booklet. When no vacancy is available your son or daughter's name will be put on a waiting list. Pupils should check the Music timetable on the noticeboard in the Music Department on the first day of each term.

CARE AND INSURANCE OF INSTRUMENTS

The College endeavours to provide appropriate storage for instruments but ultimately pupils must ensure the security of their own property. Musical instruments are often extremely valuable. The College cannot accept responsibility for pupils' possessions. Parents are therefore urged most strongly to arrange their own insurance cover for their children's instruments, including any which are being used on hire from the College.

Thursday Programme

The Thursday afternoon programme for L5, U5, L6 and U6, is designed to provide pupils with the opportunity to develop leadership, teamwork and cognitive skills that will enhance their emotional quotient and enable them to gain the confidence to cope with the environment beyond the confines of the school.

L5	U5	L6	U6
CCF: Army	CCF: Army	CCF: Army	CCF: Army
CCF: Navy	CCF: Navy	CCF: Navy	CCF: Navy
Scholars Music	Senior Team Sports	Prior Concern	Prior Concern
	Scholars Music	Senior Squad training in main stream sport	Senior Squad training in main stream sport
		Music, Football, Dance, Cross-country, Fitness or Swimming	Music, Football, Dance, Cross-country, Fitness or Swimming

The Combined Cadet Force (CCF)

In L5 your son or daughter will have the opportunity of joining the Combined Cadet Force. The Combined Cadet Force (CCF) is a unique educational partnership that operates in schools across the UK. Through enjoyable military themed and adventurous activities, cadets have the opportunity to take responsibility, develop skills such as leadership, self-reliance, resourcefulness, endurance and perseverance. CCF contingents contain one or more sections

from the Army, the Royal Navy, Royal Marines and promote the aims and values of the Services they represent.

Today CCF contingents form a vibrant, inclusive youth organisation for pupils aged between 13 and 18, offering significant developmental opportunities in a unique educational partnership with the schools in which they are based. Through the use of military-orientated and adventurous training, cadets also have the opportunity to develop their sense of responsibility and the qualities of self-reliance, resourcefulness, endurance, perseverance and a sense of service to the community. The acquisition of these personal attributes at a formative stage will remain of value throughout the cadets' lives and will be relevant in whatever career they pursue.

Training opportunities for cadets occur during weekly parades in school, whole day and weekend training periods (field days), at annual military camps, on courses run by the Armed Forces specifically for cadets and through adventurous training expeditions arranged on an ad hoc basis. Cadets follow the syllabus appropriate to the section they join but all include drill, skill at arms and use of map and compass. Adventurous training opportunities include mountain walking, canoeing, gliding and offshore sailing. Cadets also have the opportunity to gain BTEC qualifications in public services and music.

The CCF at Prior Park College

Prior Park College CCF comprises two service sections - Army and Navy. The Army section is affiliated to the Rifles Regiment. The Navy Section parent station is HMS Drake.

The Contingent currently parades and trains during school on Thursdays, between 2.20pm and 4.10pm. Additional training is carried out during weekend camps, Easter holidays (adventurous training) and summer central camp (military and adventurous training). The central camp takes place during term time towards the end of the summer term. Membership is compulsory at year 10 and voluntary thereafter.

Army section training is based around the syllabus for the Army Proficiency Certificate (APC) and Advanced APC. The APC syllabus comprises drill, skill at arms, shooting, map and compass, fieldcraft and first aid. The advanced APC consists of a number of "special to arm" subjects.

Royal Navy section cadets will progress through a two part syllabus, covering a range of technical and general subjects. The opportunity to sail is an important aspect of the Royal Navy experience which the section embraces. Additionally Royal Navy section cadets subject to restrictions have the opportunity to fly at RNAS Yeovilton.

Additional training courses are available and are advertised annually. Examples of recent courses allocated to Prior Park College School CCF cadets are:

- RYA Courses
- BCU Canoeing
- Climbing
- Flying Opportunities
- Cadet Leadership Course
- Overseas Expeditions, Canada, Keyna, Gibraltar and Germany
- Sub Aqua Diving

- Regular Navy/Army visits

The CCF at Prior Park College is staffed by officers and instructors, who are predominately school staff members. Regular assistance is also given by Senior Non Commissioned Officers of the Royal Navy and Army.

The Contingent receives some funding from the school and is reliant on an annual grant from the Ministry of Defence plus contributions from parents. Contributions are currently £10.00 per term.

Uniform is supplied to cadets but remains the property of the MOD. In the event that any items of uniform or other kit issued are not returned, in good condition and laundered upon cessation of service, a charge for the full replacement value may be made. Boots are not supplied to cadets and can be purchased privately or through the college.

The Duke of Edinburgh's Award Scheme

The Duke of Edinburgh's Award Scheme is a popular and flourishing option with up to 100 pupils taking part. Participation in the scheme is open to pupils in L5 and Sixth Form. The school currently offers participation at bronze and gold levels of the award. Each level consists of four sections - skill, service, physical recreation and expeditions. The gold section also has a requirement to complete a residential experience.

Expedition training takes place after school, activity time and on several weekends in the Lent and Summer terms. (This means that pupils who are in the CCF can take part in Duke of Edinburgh.) Expeditions have taken place at many locations across the UK including Dartmoor, Exmoor, the Brecon Beacons, the Lake District and Scotland. Both levels of the award include a practice expedition and an assessed expedition, with the duration and distance being longer for the gold award than the bronze. All expeditions are led by suitably qualified staff from within the school. Please allow for some bronze and gold award costs.

A large outlay on equipment is unnecessary as the College can provide tents, cooking equipment, rucksacks and maps. Pupils will normally provide their own boots and waterproofs and appropriate clothing.

The award is designed to develop the confidence and self-reliance of young people and it is also a lot of fun, as the continually increasing numbers of pupils taking part testifies.

Prior Concern Community Service Programme

Prior Concern is our own Community Service Programme. Sixth Form pupils can take part in one of our sixteen or so community service programmes which have in the past included

School Placements	Nursing and Residential Homes	Other
Combe Down Primary The Paragon Junior St John's St Martin's, Fosseyway St Mary's, Timsbury Widcombe Infants St Philip's, Odd Down Twerton Infants Margaret Coates Centre	Bridgemoor Peggy Dodd Alzheimer's Centre St Teresa's Nursing Home Stratton House Woodland Grove	Bath Mineral Hospital Royal United Hospital Cheshire Home, Timsbury

Games

Both games time and activities sessions allow sporting expertise to be honed. Pre-season training is available in all major sports. Additional sporting opportunities outside our major sports include:

Aerobics	Association Football	Gymnastics & Movement
Badminton	Dance	Swimming
Golf	Athletics	Weight/Circuit Training
Volleyball	Basketball	Cross Country
Sailing	Horse-riding	Table Tennis

Daily Activity Programme

The College offers over seventy activities over the course of a week. Staff offer various activities each term and pupils from L3-U5 attend an activities forum at the start of each term to choose their 1-2 activities per week. If a pupil wishes to continue an outside activity then parents should contact the relevant Housemaster or Housemistress to discuss a particular pupil's activity programme.

EXAMPLES OF ACTIVITIES IN THE PAST

Sport - Rugby Fitness, Pre-season Training, Hockey, Cricket, Tennis and Netball, Swimming, Scuba-diving, Bronze Medallion Life-saving, Football (boys and girls), Inter-house Fisher Road Relay, Fencing, Basketball, Ultimate Frisbee, Athletics, Judo, Zumba.

Music, Dance and Drama - Concert Band, Big Band, Choral Society, Orchestra, Senior and Junior Chapel Choir, Chamber Strings, Brass Band, Inter-house Music Competitions, Prior Park Dance, Theatre, Junior and Intermediate Dance Clubs, Production Rehearsals, African Drums, Masterclasses.

Creative and Practical - Textiles Club, Making Cosmetics, Jewellery and Craft Club, Duke of Edinburgh Silver, Make a Movie, Art Club, Science Club, Model Club.

Intellectual - Model United Nations, Prayer Group, Philosophy Club, Geographical Society, Amnesty International, Literary Society, Spanish Club, Classics Club, Advanced ICT, Careers, Crossword Club, Public Speaking and Debating, Maths Masterclass, Spanish Club, Scrabble, Environment Club, Drop in Exams Forum, Drop in UCAS and Careers, Inter-house General Knowledge Quiz, Sixth Form Lecture Programme, Chess Club, MEDSOC Society.

Lower Three Residential Course

An obligatory and integral part of our L3 curriculum is a Residential Field Course.

The aims of the course are

- To bring junior pupils into unique environments which they may otherwise never experience
- To establish strong working and social relationships at an early stage of their school career through team work
- To build a strong relationship between pupils and Baines tutors
- To give pupils the opportunity to demonstrate their potential for posts of responsibility.

The activities include rock-climbing, abseiling, surfing, an overnight expedition staying in a bivouac, an assault course, a high rope course, orienteering, rafting and initiative exercises. There is a strong emphasis on teamwork.

Every pupil is encouraged to achieve his or her potential but there is no pressure to undertake any activity of which a pupil feels incapable. The staffing will come from many departments and the staff to pupil ratio will be a minimum of 1:10.

The centre we use operates the highest safety standards being consistently ahead of national legislation. This does have cost implications; however, we are sure you would not wish us to compromise on this important area of safety. Feedback from both pupils and parents has always been very positive.

This course is scheduled during the Summer Term after the examinations, by which time pupils will have become thoroughly used to College routines and to each other. It has always had a hugely beneficial effect on the year group.

Form Four Team Building Day

The F4Team Building Day is held in mid-September each year at Mill on the Brue. It aims to aid the integration of all F4 pupils, as a significant number of new pupils join us in this year. The event involves team and personal confidence building activities. This event is very popular and has helped enormously to form friendships among the pupils. There will be a small cost for the day. If you have any questions about this event please contact the Assistant Head of Co-curricular.

Evening and Weekend Outings

A range of evening and weekend events occur throughout the year, ranging from the senior Inter-House Music Competition in the Michaelmas Term, to theatre visits, and theme park outings. Every effort is made to include such events in the termly diary. In addition, teachers organising events provide written information where an additional charge is involved, for example, to cover transport and admission. Events that involve only a charge for supper in school will be dealt with in a brief to Houses and pupils are expected to convey details to parents.

General Appearance & Uniform

PRINCIPLES

At Prior Park College pupils wear a uniform that is designed to be smart, business-like and supportive of high personal standards. The uniform contributes to a sense of community, removing the need to make daily style decisions, relieving pupils of the pressure of fashion whilst at College, and avoiding the division caused by variable levels of purchasing power. Hair and general appearance should be smart.

Smart appearance is vital. Shirts must be tucked in, ties smartly knotted, top buttons fastened, shoes laced and hair well groomed and tidy. Oversize clothes are not allowed - clean, properly fitting garments are expected. Every student should be in possession of all items of necessary College uniform and games kit. Pupils have a responsibility for ensuring that all clothes and sports kit are kept clean and in good repair.

UNIFORM SUPPLIER

Uniform can be obtained from JMS Stitch & Print, 22 Monmouth Place, Bath BA1 2AY. Telephone 01225 472 888, email sales@jmsstitchandprint.co.uk, or via their website www.jmsstitchandprint.co.uk.

NAMETAGS

Please clearly mark all uniform and kit with the pupil's name to facilitate return if lost. Baines pupils should have nametapes sewn onto the left breast or thigh of all PE kit with the exception of tracksuits and house hoodies which are personalised on purchase. Tracksuits and hoodies still require proper naming inside the garments. Large 15mm labels can be ordered

online at www.wovina.com, or telephone 01208 734 84. This method of labelling is recommended throughout the school.

UNIFORM OCCASSIONS

College uniform should be worn by Boarders and Day pupils at all official College occasions, including Sunday Mass and sports fixtures. Day pupils are expected to travel to and from the College in uniform, unless being collected by parents immediately after a sporting event. In that case, they should dress in full College tracksuit. On occasion, pupils will be told to attend school in their College tracksuit due to demands of sporting arrangements.

SCHOOL BAG

As well as a suitable Prior PE kit holdall we would suggest the provision of a dark coloured rucksack for pupils to carry items around school. A broad two strap rucksack is the most practical and comfortable method of carrying the weight of books and other necessary items. All pupils L3- U5 are required to carry their books in a suitable bag, both to protect books from damage and to guard against loss. College kit bags and rucksacks are available from our uniform supplier JMS Stitch & Print.

Uniform List - L3- U5

A full list of Prior Park uniform - all available from our uniform supplier JMS Stitch & Print.

BOYS SCHOOL UNIFORM	GIRLS SCHOOL UNIFORM
Pinstripe blazer	Pinstripe blazer
White long-sleeved daywear shirt	White three-quarter sleeved blouse
White short-sleeved daywear shirt	Pinstripe knee-length skirt
Pinstripe trousers	V-neck jumper
V-neck jumper	Navy tights or ankle socks
Navy ankle socks	House badge
School tie	
House badge	
BOYS' SPORTS UNIFORM	GIRLS' SPORTS UNIFORM
School training top in school colours	School training top in school colours
School tracksuit bottoms in school colours	School tracksuit bottoms in school colours
House hoody in school colours	House hoody in school colours
Polo shirt in school colours	Polo shirt in school colours
PE shorts in school colours	PE shorts in school colours
Rugby shirt in school colours	Navy Baselayer (optional)
Rugby shorts in school colours	Pale blue hockey socks
Pale blue rugby socks	Tennis polo shirt in white/sky
Navy baselayer (optional)	White tennis hoody
Cricket shirt	White tennis skirt
Short sleeved cricket slipover	White baselayer (optional)
Cricket trousers	Navy Swimming costume
White baselayer (optional)	White sport socks
Navy Swimming shorts	
White sport socks	

ACCESSORIES

- Personalised small games bag in school colours
- Personalised medium games bag in school colours
- Personalised rucksack in school colours
- Navy laundry bag (boarders only)
- High-viz armband (optional)
- Navy swim cap
- Navy baseball cap (optional)
- Navy beanie (optional)
- Scarf in school colours

FURTHER EQUIPMENT

- Available from any store.
- Hockey stick compulsory for boys and girls
 - Gum shield compulsory for boys and girls
 - Shin pads compulsory for boys and girls
 - Astro trainers recommended for boys and girls
 - Tennis racquet compulsory for girls, optional for boys
 - Studded boots for rugby compulsory for boys

General Appearance - L3-U5

BOYS	GIRLS
<p>Hair - Hair must be neat and tidy in a formal business-like style and must be its natural colour. Pupils must be clean shaven. Inappropriate hairstyles are unacceptable. Disciplinary action will be taken where pupils breach our expectations.</p>	<p>Hair - Hair must be neat and tidy and tied back smartly if shoulder length or longer. Hair should be its natural colour, dyed and inappropriate hairstyles are unacceptable. Disciplinary action will be taken where pupils breach our expectations.</p>
<p>Jewellery - Boys should not wear jewellery but a watch is recommended.</p>	<p>Jewellery - Girls with pierced ears may wear small unobtrusive studs in the lobes, but no other jewellery or body piercing is allowed. Only one piercing is acceptable</p>
<p>Make-up - No make-up for boys please.</p>	<p>Make-up - No make-up for Baines pupils. Natural looking make-up is acceptable for F3-U5. Nail varnish is not allowed.</p>
<p>Hygiene - We expect all pupils to shower after games, and a clean towel should be brought to the College for that purpose by day pupils. Parents of day pupils should note that we expect games kit and towels to be taken home after each games day.</p>	<p>Hygiene - We expect all pupils to shower after games, and a clean towel should be brought to the College for that purpose by day pupils. Parents of day pupils should note that we expect games kit and towels to be taken home after each games day.</p>

Uniform & Appearance - Sixth Form

Overall, we want to display clear standards, matching those of the world of professional employment. We are also concerned with grooming and with the character of the whole College community, especially as it is perceived by others.

BOYS	GIRLS
<p>Hair - Male pupils are to be clean-shaven with no stubble, unshaven facial hair or sideburns. Hair styles should be neat and tidy, for boys this means cut off the collar, above the eyebrows and ears. Hair should look natural - extravagant hairstyles, dyeing, tinting, bleaching and altering colour are unacceptable.</p>	<p>Hair - Styles should be neat and tidy, neatly brushed. Hair should be its natural colour, and look natural - extravagant hairstyles or dyed hair are unacceptable.</p>
<p>Suits – Sixth Form pupils wear suits. A plain dark suit for both everyday and formal wear. The suit should be navy blue, black or dark grey in colour and business-like in style, with formal cloth and cut. Formal shirts of pupils own choice to be worn with school tie.</p>	<p>Suits - Sixth Form pupils wear suits. A plain dark suit for both everyday and formal wear. The suit should be navy blue, black or dark grey in colour and business-like in style, with formal cloth and cut. The suit may be a dress, skirt or trouser suit. Dress and skirt styles or lengths and trouser styles must be sensible and business-like. Dresses and skirts should be on the knee. Formal opaque blouses with a collar to be worn.</p>
<p>Jewellery - Boys should not wear jewellery but a watch is recommended.</p>	<p>Jewellery - Jewellery may be used discreetly, but please remember this is a place of work and valuable or ostentatious items will be out of place.</p>
<p>Make-up - No make-up for boys please.</p>	<p>Make-up - A discreet amount only for girls.</p>
<p>Ornament - Body piercing, tattooing and hair dyeing are not permitted. Boys must not wear earrings</p>	<p>Ornament - Body piercing, tattooing and hair dyeing are not permitted. A single, small and discreet earring in each ear lobe is acceptable.</p>
<p>Sunday Mass - For Sunday Mass it is a convention that boarders may wear a shirt and tie of their choice. Day pupils attending Mass are requested to dress formally.</p>	<p>Sunday Mass - Boarders should wear their best suit with an open-necked blouse of their choice. Day pupils attending Sunday Mass are requested to dress formally.</p>
<p>Shoes - Formal, sensible, regularly polished black shoes should be worn.</p>	<p>Shoes - Formal, sensible, regularly polished, black shoes should be worn. A maximum of 2inch heels to be worn, shoes should be suitable for walking around an extensive site.</p>
<p>Sweaters - Should be plain v-neck style if worn, navy blue, black or dark grey (matching the suit jacket or blazer worn). Sweaters will only be worn under a jacket.</p>	<p>Sweaters - Should be plain v-neck style if worn, navy blue, black or dark grey (matching the suit jacket or blazer worn). Sweaters will only be worn under a jacket.</p>
<p>Socks – Plain socks in grey, navy or black.</p>	<p>Hosery or socks – Should match the suit chosen or be of neutral shade.</p>
<p>Coats - Formal, dark coats are required. Coats should be sensible and practical, capable of keeping you warm and dry.</p>	<p>Coats - Formal, dark coats are required. Coats should be sensible and practical, capable of keeping you warm and dry.</p>
<p>Scarves - Sixth Formers may wear College scarves or plain dark blue, black or dark grey scarves (the same colour as their suit).</p>	<p>Scarves - Sixth Formers may wear College scarves or plain dark blue, black or dark grey scarves (the same colour as their suit).</p>
<p>Sportswear - Sportswear must be worn for</p>	<p>Sportswear - Sportswear must be worn for</p>

all games sessions. Essentials: Tracksuit bottoms, sweatshirt, polo shirt, shorts/skirt in College colours and trainers. Team games players will need the correct kit for their sport. The school provides match day kit for senior team sports but not training kit.	all games sessions. Essentials: Tracksuit bottoms, sweatshirt, polo shirt, shorts/skirt in College colours and trainers. Team games players will need the correct kit for their sport. The school provides match day kit for senior team sports but not training kit.
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NB. All items of clothing (and non-clothing items) must be in good repair and clearly named.

SUMMER DRESS

In exceptional bouts of hot weather the Headmaster may authorise adjustments to uniform, otherwise normal uniform is to be worn.

College Discipline

The purpose of College discipline is to provide the essential structures within which individual pupils can confidently and happily develop maturity of judgement and a sense of responsibility.

Rules are kept to a minimum and must be observed by all. New pupils should be aware of the Code of Conduct expectations, which are printed each term in the College Homework Diary and Record Book for easy reference.

REWARDS AND SANCTIONS

Prior Park College is a community built on Christian values, with emphasis on mutual respect, co-operation, and use of talents. The College promotes a policy of positive teaching, seeking to foster and reward constructive pupil contribution. Underpinning this is a philosophy of assertive discipline, with clear and agreed standards and expectations. Our aim is to create a positive atmosphere that fosters achievement and the happiness of all members of the community.

The following appears as guidance in the Homework Diary and Record Book

REWARDS	SANCTIONS
If you choose to follow the Code of Conduct	If you choose not to follow the Code of Conduct
Praise will be given for good work.	The teacher will give you a verbal warning.
A merit will be awarded for work that reflects much effort and is of good quality or shows great improvement.	Your name will be recorded in the teacher's mark book and a comment recorded in your diary for your tutor and parents to see.
A merit may also be awarded for very good contributions in class or in other activities throughout the College.	You will be moved in class. This will be recorded.
The awarding of a merit will be recorded for your tutor and parents to see. Your subject teacher and tutor will also record the award.	You will be told to see your teacher outside lesson time. Any punishment given will be recorded. Departmental detentions will be applied if work remains to be done after teacher intervention.
A subject commendation will be awarded by the head of department if your work is outstandingly good.	Aspects of the code of conduct, entries in the Contact Book or Orange Card will be brought to your attention. You will be required to write out the appropriate section of the Code of Conduct to help you grasp it. Routine community duties, tidying in a class or House or running an errand, may be required to indicate the cooperative behaviour needed.
House commendations are awarded by a Housemaster or Housemistress for notable	You will be given a College detention. This will be recorded and a referral slip sent to your

contribution. These are usually presented in House Assembly at the end of each term.	housemaster/mistress. The teacher taking the detention will sign your diary to indicate that you were present at the detention.
Once a term the Headmaster presents special awards rewarding improved performance, academic endeavour and outstanding contribution to the co-curriculum and other important areas of Prior life (Spirit of Prior). These awards are nominated by House Teams.	Repeat offences will be picked up by your tutor/housemaster/mistress and you may be put on report to help you improve. Being on report will be recorded in the diary so your parents are aware of this. There are three types of report; academic, uniform and punctuality.
At the end of term, Academic prizes are awarded to only two or three students in each year group for excellent academic performance and effort. They are presented during the Headmaster's end-of-term assembly.	In extreme circumstances further sanctions will follow.

All awards and sanctions will be recorded in the Homework Diary and Record Book.

Rewards for Achievement and Endeavour

ACADEMIC REWARDS

Merit	Awarded by subject teacher
Subject Commendation	Awarded by Head of Department
Headmaster's Awards	Academic and Co-curricular awards
End of Term Prizes	Awarded for effort and/or achievement
Speech Day Prizes	Academic and Co-curricular awards
GCSE Subject Prizes	
A Level Subject Prizes	

PASTORAL REWARDS

Merit	Awarded by a member of the academic staff
House Commendation	Awarded by Housemaster or Housemistresses
Headmaster's Awards	Nominated by HsMs and including Spirit of Prior Award
General Service Colours	Awarded to Upper Sixth pupils who have served the community exceptionally well

The Code of Conduct

All Prior pupils should adhere to the following expectations, known as the Code of Conduct.

Knowledge of Rules and Regulations of the College, of the sanctions which can apply, and provisions for appeal.

Awareness that the Law of the Land must be observed at all times.

Honesty, trust and truthfulness, respect for others and their property both personal and communal, including respect for the fabric of the College.

Courtesy, respect and consideration towards other pupils, staff and the public. Stand when a teacher or visitor enters a classroom. This includes punctuality, politeness and correct speech. Do not interrupt conversations. Always acknowledge and greet members of staff. Do not call out in class. Put your hand up and wait to be invited to contribute. Respect the space and rights of others. Respect the fabric of the building and the possessions of others.

The wearing of uniform or other appropriate dress. In all modes of dress pupils should be neat, clean and tidy.

Responsible conduct of personal relationships. These must be conducted in a considerate and open manner. Pupils must not detach themselves either from the life of the College or from their peer group, nor should they give grounds for concern by their conduct.

Avoidance of behaviour which is anti-social or injurious to health. The following are not allowed: smoking or possessing tobacco in any form, consuming or possessing alcoholic drinks (except on occasions specifically sanctioned by a Housemaster or Housemistress), consuming or possessing illegal substances.

Members of College must respect bounds and the integrity of Houses. All leavers from the site must conform to the agreed practice, whether they are heading home, to the village or to Bath.

Punctual attendance at all scheduled classes and associated activities, including sporting and cultural events and fixtures.

Completion of written exercises and assignments to a standard appropriate to each pupil's abilities and such as to meet deadlines set.

Disciplinary Incidents

DEALING WITH DISCIPLINARY ISSUES

Any classroom disciplinary issues will be dealt with in the following way:

Step 1 - Pupils who display disruptive behaviour will be reminded of our expectations. Further disruption will be discussed at departmental level and appropriate departmental sanctions may apply.

Step 2 - House staff may be informed if disruptive behaviour continues. A Community Standards detention will take place for pupils who have failed to respond to reprimand, routine teacher sanctions and departmental detention. Pupils may be placed on House report. There are Uniform, Punctuality and Academic Reports. In extreme cases pupils may be removed from the classroom. Pupils will then see the Deputy Headmaster and Headmaster.

Step 3 - The Deputy Headmaster reserves the right to apply Saturday afternoon detentions or Friday evening detentions when he deems it appropriate. Heads of Department and House staff may apply to him if they wish to include candidates. Such detentions supersede all other commitments. Housemasters or Housemistresses can liaise with the Deputy Headmaster and ask him to apply a Deputy Headmaster's Report, allowing him to monitor a student who has failed House Reports.

Step 4 - The Headmaster is the pinnacle of the disciplinary structure. He plays a role in cautioning students, assisting communication with parents when disciplinary situations are very serious. For example, the Headmaster would write a formal letter of warning if behaviour gave cause for concern and earlier actions have failed to effect improvement. Very serious breaches of discipline may lead to suspension or expulsion.

INVESTIGATION, SANCTIONS AND REVIEW

Prior Park College has a duty of care to its pupils, and parents (and guardians) have a duty to ensure the attendance and good behaviour of their son or daughter. The expectations of the school are set out in the Community Handbook and School Diaries. Pupils are expected to respond positively to the principles and rules of the school.

A staged response is used but it is clear that serious breaches of discipline must be referred to Housemasters or Housemistresses. Serious offences, even on the first occasion, may lead to suspension or expulsion, but the Headmaster (or in his absence the Acting Head) has the prerogative of imposing this.

Serious offences include;

- Bullying (including cyber-bullying)
- The use of violence
- Sexual misconduct or impropriety, including misuse of computer systems
- Misuse or illegal use of alcohol
- Possession or use of illegal drugs (in or out of school)
- Possession of weapons in school including replica items
- Vandalism
- Serious hacking or misuse of computer systems
- Serious theft or persistent theft
- Repeated smoking or smoking in any school building
- Cheating or plagiarism
- Misuse of technology to upset and harass others (by email, text, film, online, etc).

This list is illustrative rather than exhaustive. Breaches of the law, dangerous or reckless behaviour, and persistent flouting of school standards, including academic standards, would also warrant major sanctions.

Some Areas of Caution

ALCOHOL

Excessive consumption and abuse of alcohol is deplorable. The College supports the law on sale and consumption of alcohol. Limited alcoholic drinks may be provided at College events for older pupils. Alcohol education is included in our programme.

DRUGS AND SMOKING

The use or distribution of illegal drugs is contrary to the ethos of Prior Park College and threatens the welfare of the individual and community. Major disciplinary sanctions are applied to protect individuals and the community. Drugs education is included in our programme.

Smoking of tobacco is damaging to health and is unacceptable in school or on school premises – Prior Park is a no smoking zone (including e-cigarettes) for both adults and pupils.

RELATIONSHIPS

Prior Park expects members of the community to be thoughtful and responsible in their behaviour, most notably in conduct of relationships and treatment of others. The College provides a more profound explanation in the Sex and Relationship Policy and this is available on request.

PARTIES

We ask that parties do not intrude on school arrangements, for example Saturday fixtures. Conduct of parties should be appropriate and supervised, with any invitations to boarders made through Housemasters or Housemistresses. Parties are difficult to control and we advise parents to discuss this with Housemasters or Housemistresses.

ACCEPTABLE USE OF DIGITAL MEDIA

Pupils live in a constantly changing media age and face the challenge of constant connectivity. As digital natives they are at ease in the use of chatrooms, instant messaging, social networking sites, or other interactive platforms, but they are young and can make misjudgements or encounter real difficulties. It is vital that parents are aware of this dimension. Bad decisions can lead to unwise sharing of personal information, unguarded remarks about others, posting of unacceptable images, or other actions that leave the pupil or others around them vulnerable.

The Prior Park Acceptable Use Agreement specifies the standards required at school, with restriction to educational use in the school day and use for responsible communication and digital networking in defined leisure time. The basic requirement is to exercise good judgement, avoiding inconsiderate use and any malicious action. The same standards need to inform use of home systems. Any use of the web, mobile phones or other devices to harass, annoy, upset or bully any members of the Prior Park community will be regarded as a very serious disciplinary matter. All pupils and staff are required to sign and conform to the Acceptable Use Agreement.

Finance Department Information

The Finance Department hours are 8.30am-5.00pm on weekdays, and the Foundation Business Director is pleased to see parents by appointment. Please feel free to make contact by telephone, letter or email.

CURRENT FEES AND COSTS

Current fees and costs are published in the Resources section of the College website, and sent out in writing to parents annually. Please contact Finance directly if you have any queries.

PAYMENT OF FEES

It is part of the contract between the College and family that fees are paid on or before the due date, which is the first day of each term unless a monthly direct debit arrangement has been agreed. Governors have directed that interest on overdue fees is to be charged on outstanding balances, interest is charged on a daily basis. Direct debit arrangements can be made for termly or monthly payments; there is no extra charge and those who use this method find it highly convenient.

BANK DETAILS

Barclays Bank plc	Milsom Street, Bath
Sort Code	20-05-06
Account No	80736627
Account Name	Prior Park College Educational Trust
IBAN NO	GB37 BARC 2005 0680 7366 27
SWIFT CODE	BARCGB22

NOTICE PERIODS

Parents must inform the Headmaster in writing of notice of withdrawals or notice of change of status from day to boarding or weekly boarding or vice versa. A full term's notice is required or one term's fees in lieu of notice will be charged. Please note that a full term is either the start of the Michaelmas, Lent or Summer term and notice given at half term will be insufficient for pupils to leave at the end of that particular or the following term.

ADVANCE PAYMENT OF COLLEGE FEES

A number of parents find it helpful to meet all or part of the fees by advance payment in return for an appropriate discount. Please contact the Foundation Business Director if you wish to discuss the options which can be made available.

PUPIL PERSONAL ACCIDENT INSURANCE

The College subscribes to a Pupil Accident Scheme which offers, for a small termly premium, world-wide accident insurance which is for a complete academic year, including holidays. It is College policy that all pupils are included in the scheme unless the fee payer specifically requests otherwise, as the Governors believe that this is in the best interests of the children and the College. The termly premium is chargeable in advance and will appear on each invoice

itemised as PAS. Parents are to provide one term's notice in writing to the Finance Department if they wish to opt out.

BUPA MEDICAL INSURANCE

BUPA offers an arrangement which can give pupils private medical treatment, with a choice of specialist and private hospital room, throughout the year. If you are interested in obtaining further information please contact the Finance Department.

PERSONAL EFFECTS INSURANCE

The College subscribes to a Personal Effects Scheme which provides cover of all personal effects (other than mobiles) of pupils whilst in the College grounds or on College activities for a small termly charge. It is College policy that all pupils are included in the scheme unless the fee payer specifically requests otherwise, as the Governors believe that this is in the best interests of the children and the College. Because premiums for a corporate policy are prohibitive, the College policy cannot accept responsibility for pupils' possessions while on the College premises.

ANNUAL PHOENIX MAGAZINE

Pupils at the College normally receive the College magazine in the Michaelmas term. A charge will be shown on the fee invoice.

CAREERS BRIEF

The College administers the Careers Brief and there will be a cost for this to L5 parents charged per head.

POCKET MONEY ARRANGEMENTS

Pocket money can be banked with boarding House staff who will issue according to parental instruction. Please note that the Finance Department will only give a cash advance in an emergency.

FEE PROTECTION SCHEME

A fee protection scheme exists to ensure the continuation of a pupil's education in the event of death of a family's main earner. This is applied on an opt-out basis at a set cost per term based on boarding or day. NB. The only condition attached to this scheme is that the fee payer should be under the age of 65.

The College recognises that in many families both parents contribute to the fees, but this scheme only covers the main earner, considered to be the father (or the mother if she is a single parent). If both parents wish to be covered it is essential that they contact the Foundation Business Director to make special arrangements. If parents wish to opt out they are to inform the Finance Department in writing.

PAYMENT OF FEES BY COMPANIES

Parents who wish to arrange for a company to pay the College fees should speak to the Foundation Business Director about the contractual arrangement for this, and to consult their accountant about the Tax and NI position.

PORTABLE APPLIANCE TESTING

All electrical items brought into College by pupils are professionally tested annually to ensure that they are safe. The cost of this is added to pupil accounts and is charged at a nominal fee per item. Only tested equipment may be used in school.

FEES AND COSTS

For the full fees and costs breakdown please see the College website resources section. Please contact Finance directly if you have any queries.

Data Protection Policy

(Currently under review)

1. General Statement of the College's Duties

The Prior Park schools are committed to responsible data processing in accordance with their legal obligations under the Data Protection Act 1998. The schools are required to process relevant personal data regarding pupils, their parents and guardians, staff, or other individuals with whom they have contact, as part of their operation and shall take all reasonable steps to do so in accordance with this policy. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data. In the policy any reference to pupils, parents or staff includes current, past or prospective members of the school community.

2. Data Protection Controller

The Foundation Business Director of the College and the Deputy Bursar at the Prior Park Preparatory School are the Data Protection Controller's (DPC's) responsible for ensuring that all personal data is processed in compliance with this Policy and the Principles of the Data Protection Act 1998. Details of the processing of data undertaken at the schools can be found in the entry in the Register of Data Controllers at www.ico.org.uk.

3. The Principles

The schools will, so far as is reasonably practicable, comply with the Data Protection Principles (the Principles) contained in the Data Protection Act to ensure all data is:

- Processed fairly and lawfully
- Processed for a lawful purpose
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Kept only for so long as is necessary
- Processed in accordance with individual's rights under the Act
- Kept secure
- Not transferred to other countries without adequate protection.

4. Personal Data

The schools process a considerable amount of personal data in their day-to-day activities. This data may include contact details of parents and former pupils, results of public examinations and National Curriculum assessments, attendance information, characteristics such as religious or ethnic group, special educational needs and any relevant medical or financial information.

Such processing includes receiving and processing applications from prospective pupils or staff, compiling and maintaining staff personnel records and pupil records (which may include details relating to parents and guardians) and maintaining proper records and an archive of information about former pupils and members of staff.

Personal data may cover both facts and opinions about an individual. Pupil data is processed to support teaching and learning, to monitor and report on pupil progress, to provide appropriate pastoral care and to assess how well the schools as a whole are doing.

The schools may also use information about staff, pupils and parents to keep in contact with them once staff or pupils have left the school and to seek their support for the schools' activities or development.

5. Disclosure of Information

The schools may receive requests from third parties to disclose personal data they hold about pupils, their parents or guardians, members of staff or other individuals. The schools confirm that they will not generally disclose information unless the individual has given their consent or one of the specific exemptions under the Data Protection Act applies. However, the schools do intend to disclose such data as is necessary to third parties for the following purposes:

- References for universities and employers
- Publishing GCSE and A Level exam results

- Sharing information required by the Qualifications and Curriculum Authority about pupils sitting national Curriculum tests
- To give information relating to outstanding fees or payment history to any educational institution which it is proposed that the pupil may attend
- To disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organisers of school trips.

Where the schools receive a disclosure request from a third party they will take reasonable steps to verify the identity of that third party before making any disclosure.

6. Sensitive Personal Data

The schools may, from time to time, be required to process sensitive personal data regarding a pupil, their parents or guardians or a member of staff. Sensitive personal data includes medical information and data relating to religion, race or criminal records and proceedings. Where sensitive personal data is processed by the schools, the explicit consent of the appropriate individual will generally be required in writing.

7. Rights of Access

Individuals have a right of access to information held by the schools. Any individual wishing to access their personal data should put their request in writing to the Data Protection Controller. The school will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event, within 40 days for access to records and 21 days to provide a reply to an access to information request. Please note that the school may charge an administration fee for providing this information.

Certain data is exempt from the right of access under the Data Protection Act, particularly where the rights of third parties are concerned. Such data may include information which identifies other individuals, information which the schools reasonably believe is likely to cause damage or distress, or information which is subject to legal professional privilege. The schools are not required to disclose any pupil examination scripts.

The schools will also treat as confidential any reference given by them for the purpose of the education, training or employment, or prospective education, training or employment of any pupil or member of staff. The schools acknowledge that an individual may have the right to access a reference relating to them received by Prior Park. However, such a reference will only be disclosed if such disclosure will not identify the source of the reference or where, notwithstanding this, the referee has given their consent or if disclosure is reasonable in all the circumstances.

8. Whose Rights

The rights under the Data Protection Act are the individual's to whom the data relates and will rest with pupils when they are old enough to understand these rights. This will vary from child to child and you are asked to bring this to your child's attention, if you believe it appropriate to do so. The schools will however in most cases rely on parental consent to process data relating to pupils unless, given the nature of the processing in question and the pupil's age and understanding, it is unreasonable in all the circumstances to rely on the parent's consent. Parents should be aware that in such situations they may not be consulted.

The schools will only grant the pupil direct access to their personal data if, in the school's reasonable belief, the pupil understands the nature of the request. Pupils have to understand that the schools may disclose their personal data to their parents or guardian.

Where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents or guardian, the schools will maintain confidentiality unless they have reasonable grounds to believe that the pupil does not fully understand the consequences of withholding their consent, or where the schools believe disclosure will in the best interests of the pupil or other pupils.

9. Exemptions

Certain data is exempted from the provisions of the Data Protection Act in response to requirements or situations which include the following:

- The prevention or detection of crime
- The assessment of any tax or duty
- Where the processing is necessary to exercise a right or obligation conferred
- Or imposed by law upon the schools.

The above are examples only of some of the exemptions under the Act. Any further information on exemptions should be sought from the Data Protection Controller.

10. Use of Personal Information by the Schools

The schools will, from time to time, make use of personal data relating to pupils, their parents or guardians, or members of staff, in the following ways. Should any parent or individual wish to limit or object to any such use please notify the Data Protection Controller in writing.

- To make use of photographic images of pupils in school (with their names where relevant) in the Prospectus, on the schools' websites and in other appropriate publications
- For fundraising, marketing or promotional purposes and to maintain relationships with pupils, parents and staff of the schools, including transferring information to any association, society or club set up for the purpose of establishing or maintaining contact, or for fundraising, marketing or promotional purposes.

11. Accuracy

The schools will endeavour to ensure that all personal data held in relation to individuals is accurate. Individuals must notify the Data Protection Controller of any changes to information held about them. An individual has the right to request that inaccurate information about them is erased or corrected.

12. Security

The schools will take reasonable steps to ensure that members of staff will only have access to personal data relating to pupils, their parents or guardians where it is necessary for them to do so. All staff will be made aware of this policy and their duties under the Data Protection Act. The schools will ensure that all personal information is held securely and is not accessible to unauthorised persons.

13. Enforcement

If an individual believes that the schools have not complied with this Policy or acted otherwise than in accordance with the Data Protection Act, they should utilise the appropriate complaints procedure and should also notify the Data Protection Controller.

Formal Complaints Procedure

Under normal circumstances, even quite serious problems should usually be raised in the first instance with the Housemaster or Housemistress in the hope that a helpful solution will be reached. The guide below outlines the process involved if you wish to take the matter further.

A GUIDE TO THE FORMAL COMPLAINTS POLICY AND PROCEDURE

Prior Park Educational Trust is proud of the quality of its teaching, pastoral and boarding care. Nonetheless, complaints from parents or pupils can and do arise from time to time. This short guide is available to parents, pupils, boarders and staff and explains how your complaint will be handled. It concerns all 3 schools within the Trust and includes the Early Years Foundation Stage.

Any complaints should have a direct connection with the one of the three schools within the Prior Park Educational Trust (PPET).

Written procedures for members of the teaching or non-teaching staff to state a grievance are promulgated separately.

STAGE 1 - INFORMAL RESOLUTION

The guide below outlines the process involved if you wish to take the matter further. It is hoped and expected that most complaints and concerns will be resolved quickly and informally.

Complaints, whether written or verbal, should be made in the first instance to either

- The relevant Housemaster or Housemistress, class or subject teacher
- On purely academic matters to the Academic Deputy Head
- On administrative or financial issues to the Foundation Business Director.

Complaints made directly to a more senior member of the teaching staff (ie. Headmaster or Deputy Headmaster) will normally be referred back in the first instance to the level described above, unless there is a clear reason not to do so.

A member of staff receiving the complaint should always make a written record, including the date on which the complaint was received and any action taken. The recipient should make every effort to resolve the complaint informally, seeking more senior guidance as necessary. If the complaint cannot be resolved at that level it will be passed to the Deputy Headmaster or Headmaster, and indeed any complaint not satisfactorily resolved within two weeks must be referred in this way. If a complaint is so referred the complainant will be informed.

A central record of complaints is kept at each school for a minimum of three years and the file of complaints is to be reviewed by the Headmaster not less than termly. Prior Park College: Deputy Head's office.

Any complaint alleging bullying is dealt with in accordance with the Counter Bullying Procedure.

Any complaint relating to alleged abuse of any sort is dealt with in accordance with the Child Protection (Part of Safeguarding) Policy.

STAGE 2 - FORMAL RESOLUTION

If the complaint cannot be resolved at stage 1, the complainant will be advised to pursue the complaint at stage 2 in writing.

At this stage the complaint should be put in writing and addressed to the Headmaster. The Headmaster or his Deputy will meet the complainant (or contact him or her by telephone), normally within one week of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage. The Headmaster (or Deputy) may be accompanied at meeting(s) by other member(s) of staff as appropriate to the case.

If applicable, complainants may be asked to realise that it is necessary for the school to carry out further investigations.

Written records will be kept of all meetings and interviews held in relation to the complaint. The record of a meeting may be taken by a separate note taker.

Once the Headmaster is satisfied that so far as is practicable all of the relevant facts have been established, a decision will be made and the complainant will be informed of this decision, and the reasons. Any written complaint will normally receive a response by the same medium (ie. letter or email)

The conclusion of Stage 2 should be within two weeks of the complaint being raised to this level. If further investigations are still required at that time, then the complainant will be informed, with a forecast of the expected response date.

If a complaint cannot be resolved satisfactorily at the Headmaster's level, then the issue may be referred to a panel convened by the Chair of Governors. The complainant will be informed of the right to refer the issue to the Board of Governors in writing and will also be offered a copy of the written procedure for pursuing this route.

STAGE 3 - PANEL HEARING

If this part of the procedure is invoked, the complaint will be referred to the Chair of Governors (or nominated Governor) who will call a complaints panel hearing. PPET takes complaints seriously and will strive to resolve any complaints to the satisfaction of the complainant as soon as possible and with an open and fair approach.

The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of at least three persons not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the school. Each of the Panel members shall be appointed by the Chair of Governors and on behalf of the Panel, the Chair will then acknowledge the complaint in writing and schedule a hearing to take place as soon as practicable and normally within two weeks.

The panel may require further information or documents in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than two working days prior to the hearing.

The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend.

If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation. Where further investigation is required, the Panel will decide how this should be carried out. Unless there is unforeseen delay, complainants will be notified of the outcome of an investigation within 28 days of the school having received the complaint.

After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within seven days of the Hearing. The Panel will write to the parents informing them of its decision and the reasons for it – this will be final. This document will also be sent to the Headmaster, the Governors and, where relevant, the person complained about and will also be made available for inspection.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records relating to individual complaints will be kept confidential except where disclosure is required in the course of the school's inspection or under other legal or regulatory obligation. Records of complaints will be kept for three years.

GENERAL MATTERS

If a grievance involves the Headmaster it may be raised with the Chair of Governors in writing: Mr Michael King, Prior Park College, Ralph Allen Drive, Bath BA2 5AH.

Parents of pupils who board may contact the Office for Standards in Education (OFSTED) regarding any complaint concerning their child's welfare. Contact details for OFSTED are as follows OFSTED, Freshford House, Redcliffe Way, Bristol BS1 6NL, phone 0300 123 4666, or email enquiries@ofsted.gov.uk. Alternatively, please contact the Department for Education directly. Pupils are not penalised for making a complaint in good faith.

As well as providing parents with the policy document, we are also obliged to provide information about the number of formal complaints made in the previous academic year. For the sake of clarity, this would not include any complaint settled at stage 1 of the complaints procedure, but a record of such must be kept.

Academic year 2014-15	
Prior Park College	o
Prior Park Prep School	o
The Paragon	o

Safeguarding

The Mission Statement of the school links to the principles of Every Child Matters, aiming to create a safe, stimulating and positive environment. We strive to enable pupils to:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Well-being

A key part of this process is adherence to safe recruitment procedures, with careful checking of all individuals applying to work with children. This scrutiny involves necessary references and Child Protection screening, including Disclosure and Barring Service checks and reference to the Vetting and Barring Scheme administered by the Independent Safeguarding Authority.

There is a need to be alert to any possibility of child abuse. Staff are trained in safeguarding issues and there is a senior teacher who is the designated senior head for child protection, at the College this role is held by the Deputy Headmaster. In the event of concerns he will liaise with the Local Authority Designated Officer, following Local Safeguarding Children’s Board Incident procedures.

The Designated Senior Lead for Child Protection (DSL) is assisted by a Deputy DSL who is an Assistant Head. All members of staff are made aware that any concerns about safeguarding and possible child abuse (physical, emotional, sexual, neglect) should be brought to the Senior DSL (or his Deputy if he/she is not available), using an Incident Form and being sensitive in protection of information.

The Senior DSL also plays a role as an E-Safety Officer, working with two further E-Safety Officers. They liaise with technical staff to ensure that all users adhere to their Acceptable Use Agreement and act to counter any misuse, with close regard to the Local Safeguarding Children’s Board action flowchart.

The Senior DSL participates in the local Child Protection Forum and Annual Stakeholders’ Meeting, following the procedures and guidance defined by the Local Safeguarding Children’s Board to fulfil our responsibilities until National Child Protection legislation.

Equal Opportunities at Prior Park

Equal opportunity and equal treatment are the outward and visible signs of respect for the value of each member of one community. We all deserve the full respect and consideration of others. This applies regardless of differences in ethnic background, custom, language, religion, gender, age, ability or physical prowess.

It is never acceptable to allow prejudice or discrimination to come into play, either covertly or overtly, in dealings between members of this community, be they staff, governors, pupils or parents. We give exposure to the question of equality in all its forms, together with appropriate guidance, in the course of the College’s extensive and successful Personal Development Programme. We give full support to a wide range of community care programmes. This includes pupil participation in the distribution of hot food in the evenings to the most disadvantaged in Bath, the invitation to College events of the infirm, and other caring activities.

It goes without saying that in the unfortunate circumstances that any individual might feel subject to prejudiced or discriminatory views, they should seek appropriate support. In the case of a pupil they should follow the guidance in the College Welfare Document. At the more senior level the Headmaster, Deputy Head or Foundation Business Director would wish to be aware of any concerns over a lack of equal opportunity. The College Chaplain may always be approached by any member of the community on this issue.

Counter-Bullying Policy

All members of the community have the right to partake of education in a secure and happy environment, being safe to learn. The Prior Park community will not tolerate bullying. Bullying is the wilful, conscious desire to hurt, to distress, to threaten or frighten by word or deed. It can take a range of forms, but all are unacceptable. Our aim must be to eradicate bullying, instead creating a culture of kindness and promoting an environment in which cruelty and hurtful behaviour cannot thrive.

Be aware that bullying can take many forms and reject them

- Roughness and physical threat
- Verbal cruelty and exclusion, including offensive racial, religious and cultural references
- Comments of a sexual nature, sexist remarks, homophobic statements
- Use of digital media (email, the web, phones, or other digital devices) to harass and upset, by word and image.

Remember this kind of behaviour causes distress and can cause psychological damage, even suicide. Attend to the message of your pastoral lessons, think about your behaviour and be a positive member of the community.

Bullying is unacceptable and all members of the school must know this.

The first plank in our strategy of proactively countering bullying must be to strengthen the culture of kindness. The cohesion of our House communities and the ethos of the College are our first line of defence. House teams and senior pupils must strive to be alert, offering a caring and actively interested style of leadership and presence to all pupils. Pastoral time offers another opportunity to foster a culture of kindness, with pastoral topics reflecting on behaviour. Educational efforts are focused on creating a positive atmosphere, recognising and rejecting bullying.

The second plank is to take due care in challenging bullying behaviour when it emerges. Within the Rewards and Sanctions Policy of the school, we seek to address the issue in a measured and careful fashion. Careful discussion will take place, managed by Housemasters or Housemistresses and Tutors, with an attempt to effect change and to raise necessary self-awareness. We recognise that both parties will need support if we are to move forward. In the final analysis, major school sanctions would be applied if behaviour did not change and the community (and happiness of its members) was being undermined.

A Prior Park pupil has the right to

- Be respected by others
- Express yourself and learn effectively
- Have your contributions valued
- Have your property respected
- Feel safe and content in the community.

A Prior Park pupil has the duty to

- Be respectful of others
- Be considerate in your behaviour
- Avoid offensive behaviour
- Use digital media with good sense

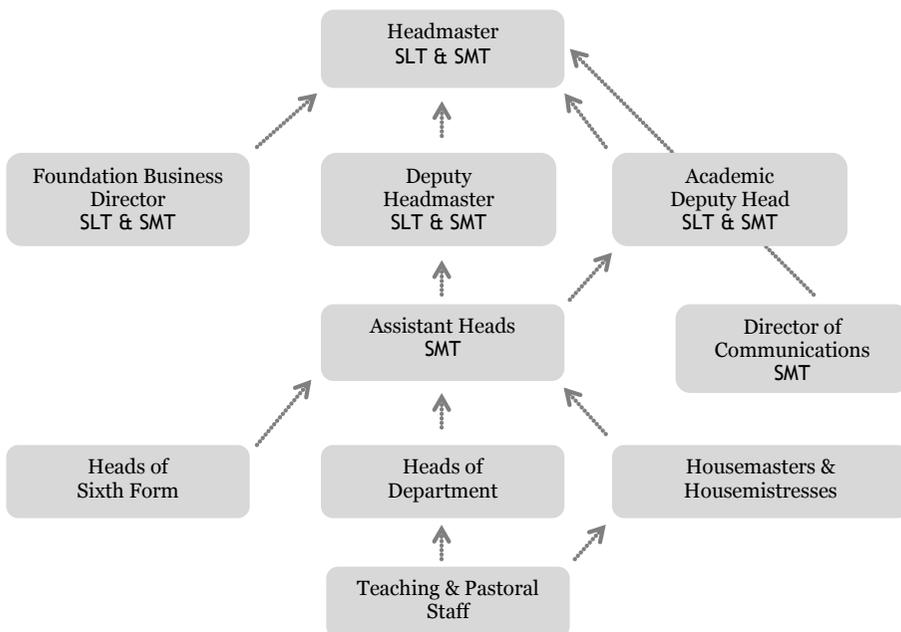
- Not tolerate bullying. Never support bullying in any form. Think about your actions.

A Prior Park pupil must do the following if they become aware of bullying

- If appropriate and helpful, intervene and indicate your disapproval
- Report what you have seen to your Tutor, Housemaster or Housemistress
- If you don't feel confident seek help from friends, a senior pupil, a teacher, the Medical Centre, the Chaplain or your parents.

All information will be treated sensitively and necessary action discussed with you.

Staff Responsibilities



THE SENIOR MANAGEMENT TEAM

Headmaster - Responsible to the Governors for all matters relating to the interests and welfare of the College and its members.

Deputy Headmaster - Deputises for the Headmaster, administration and co-ordination of College routines, assists in appointment of teaching staff, reviews and co-ordinates the pastoral system, oversees disciplinary issues and College outings. Housemasters or Housemistresses report directly to the Deputy Headmaster. All staff report to the Deputy Headmaster on non-academic issues.

Foundation Business Director - Supports the Executive work of the Headmasters and ensures the provision of administration support to the schools and the Trust. Reports to the

Governors on the financial affairs of the College, and on all matters of non-academic administration, including estate management and legal compliance issues.

Academic Deputy Head - Advises the Headmaster on all academic matters, is responsible for curriculum management, reporting and assessment, examinations, timetable, oversees staff loadings. Line manager to the Heads of Department, Timetables, Examinations Officer and Heads of Sixth Form. Assists in the appraisal of academic staff, oversees the College academic database, delivers academic presentations to parents and Common Room and chairs the Academic and Curriculum Committee.

Assistant Head of Student Development - Works closely with the Headmaster and Academic Deputy Head on academic matters with special responsibility for promoting and inspiring pupil learning, overseeing reporting and assessment. Deputises for the Academic Deputy Head. Responsible for internal school examinations. Administers the parent or teacher consultations and is also involved in academic presentations to parents.

Assistant Head Co-curricular - Advises the Headmaster and Deputy Headmaster on all co-curricular issues. Responsible for implementing and co-ordinating Saturday Active, the Thursday Afternoon Programme and overseeing the activity programme. Liaises with the Academic Deputy Head regarding staff loading.

Assistant Head of Staff Development and Inspection - ensures the very best practice in Continuing Teacher Training (CTT), organises INSET for staff development and takes responsibility for College inspections.

Director of Communications - Advises the Headmaster on all issues relating to communications and marketing. Oversees College Admissions, provides statistical information to the Headmaster and Governors.

OTHER KEY CONTACTS

School Chaplain - Has a wide variety of responsibilities relating to the spiritual life of the College, advising the Headmaster on the religious life of the College, nurturing its prayer life, helping in the development of the Personal Development Programme.

Deputy Bursar - Deputises for the Foundation Business Director, co-ordinates policy, compliance and estate issues.

Director of Development - Oversees fundraising initiatives and works closely with the Prior Park Alumni Society to continue to build strong links with former pupils.

Alumni Relations Representative - First point of contact for alumni.

Domestic Bursar - Has responsibility for all commercial lets and community activities involving the premises, and responsibility for the catering and domestic teams.

Housemasters and Housemistresses - Housemasters and Housemistresses are responsible for the overall pastoral and academic care of all pupils in their House.

Heads of Sixth Form - Oversee all aspects of Higher Education, in overall charge of the enrichment and Sixth Form assembly programme and development of Sixth Form life.

Heads of Department - Responsible for curriculum delivery, organisation of the department and supporting teaching staff.

Examinations Officer - Responsible for the conduct of all external examinations and testing, and for maintaining the College's reputation for excellence with the Examination Boards and other regulatory bodies.

Director of Drama - The Director of Drama is responsible for the overall production of various performances at Prior Park College.

Director of Music - Prime responsibility is the presentation of Music in the College.

Director of Sport - Leadership and direction for the full range of sporting provision and activities at the College.

Head of Careers - Co-ordinates the careers programme and provides support for House staff in career advice.

Head of ICT - Reports to the Academic Deputy Head on academic matters relating to taught ICT. Oversees the maintenance of the ICT facility. Provides ICT staff training.

Form Tutors - Monitor pupil attendance and monitor academic progress and welfare. Monitor pupil dress, appearance and behaviour.

Head of the Learning Development Programme (LDP) - Responsible for monitoring and assessing the progress and needs of pupils with LDD or SEN requirements. Assesses prospective pupils and reports to parents prior to admission. Informs and liaises with staff on individual pupil's needs. Develops Individual Education Plans for pupils on the LDP register.



TRANSPORT APPLICATION FORM

Name of Pupil

House & Form

- Shepton Mallet
- Warminster
- Calcot Manor
- Swindon
- Trowbridge
- Bath Spa Station
- Bristol

Pick Up/Drop Off point

Days/Times Required (please note that preference may be given to those who wish to use the service every day.....)

I wish my son / daughter to travel on this route.

Name (parent/guardian)

Address:

Phone No.:

Email address:

Signed: Date:

NB:
This form should be returned to Mrs Alison Blair, College Secretary, by 20 June 2015 who will contact you to advise if a seat is available.
A full term's notice is required to cancel use of a bus service.
No refunds can be given for journeys not undertaken for any reason.



PRIOR PARK COLLEGE BATH

MUSIC LESSON APPLICATION FORM

If your child is entering the College in September, please let us know as soon as possible if you would like them to take music lessons, by completing and returning this form to the Director of Music.

Name of Pupil

Form (if know, if not please state age)

Instrument/s

DECLARATION

I have read the sheet outlining the conditions on which music lessons are given and agree to abide by them, particularly concerning the Terms of Notice to stop lessons:

Name (parent/guardian)

Address:

Phone No.:

Email address:

Signed: Date:

It would be helpful if answers could be given to any of the following questions which apply to you:

Is he/she a beginner? Yes No

If not, how long has he/she been learning and/or what grades has he/she passed?

.....

Does he/she possess his/her own instrument(s)? Yes No

Do you wish to hire an instrument from the College (subject to availability)? Yes No

Term in which you would like lessons to commence:

LESSON NOTE

PLEASE ASK YOUR CHILD TO CHECK THE MUSIC TIMETABLE BOARD AT THE BEGINNING OF EVERY WEEK. It is the pupil's responsibility to find out when their lessons are scheduled.

Parents - Please ensure you are fully aware of terms of notice for stopping or rescheduling lessons.

Please complete and return this form to the Director of Music, Prior Park College.

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MICHAELMAS TERM 2015

Pre-term staff CPD - new staff induction Thurs 3/9, CR meetings and CPD Fri 4/9

Monday 7 September	CR Meeting. L6 Forum. New L6 boarders arrive at 11am. Other new boarders arrive at 4pm.	
Tuesday 8 September	CR CPD. Induction morning for L3. Established Boarders return at 4.00pm.	
Wednesday 9 September	School begins. L6 Induction day	
Friday 25 September	First Exeat Begins	4.45pm
Sunday 27 September	First Exeat Ends	9.00pm
Saturday 3 October	Open Morning	
Wednesday 21 October	Half Term Begins	4.45pm
Sunday 1 November	Half Term Ends	9.00pm
Friday 21 November 2014	Second Exeat Begins	4.30pm
Sunday 23 November 2014	Second Exeat Ends Boarders return	9.00pm
Friday 20 November	2 nd Exeat begins	6.00pm
Friday 22 November	2 nd Exeat ends	9.00pm
Tuesday 15 December	2nd Carol Service	End of term
Wednesday 16 December	CR CPD and meetings	

LENT TERM

Friday 8 January	CR meeting & CPD. Pre term sport	9.00am
Sunday 10 January	Boarders return	9.00pm
Monday 11 January	School begins	8.30am
Friday 12 February	Half Term begins	4.45pm
Sunday 21 February	Half term ends Boarders return	9.00pm
Thursday 24 March	Lenten Service. Road relay	End of term 4.45pm

Easter Sunday - Sunday 27 March 2016

SUMMER TERM

Monday 18 April	CR CPD Boarders return	9.00pm
Tuesday 19 April	School Begins	8.30am
Friday 27 May	Half Term begins	4.45pm
Sunday 5 June	Half term ends	9.00pm
Saturday 2 July	Speech Day Palladian Ball	End of Term



Prior Park Schools
**PRIOR PARK
COLLEGE**

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Information given in this document is believed to be correct at the time of printing (November 2014).

This, however, does not form part of any agreement between the College and current or prospective parents.

Those requiring information on specific matters should seek written confirmation from the College.