

# Princethorpe College Information Booklet for Parents and Pupils

2018-2019



# Contact Information

General Office	01926 634200
Reporting pupil absence	01926 634260 (24 hours) attendance@princethorpe.co.uk
Reporting lost property	01926 634260 (24 hours) lostproperty@princethorpe.co.uk

**Who to contact**  
(Email addresses of all staff can also be found on the Parent Portal)

General academic matters	Subject Teacher Head of Department
Co-curricular activities	Greg Hunter greghunter@princethorpe.co.uk
Pastoral matters	House Tutor or Head of House:

Transition and Induction	<b>Susan Harris</b> susanharris@princethorpe.co.uk
Austin	<b>Kenny Owen</b> kennyowen@princethorpe.co.uk
Benet	<b>Lisa Challinor</b> lisachallinor@princethorpe.co.uk
Fisher	<b>Chris McCullough</b> chrismccullough@princethorpe.co.uk
More	<b>Simon Robertson</b> simonrobertson@princethorpe.co.uk
Sixth Form	<b>Ben Collie</b> bencollie@princethorpe.co.uk
	<b>Anne Allen</b> (Assistant) anneallen@princethorpe.co.uk
	<b>Rod Isaacs</b> (Assistant) rodisaacs@princethorpe.co.uk <b>Cyprian Vella</b> (Assistant) cyprianvella@princethorpe.co.uk

Behaviour on buses	Beth Sharpe bethsharpe@princethorpe.co.uk
Bus routes	Gill Price buses@princethorpe.co.uk
Bus billing	Barbara Bromwich buses@princethorpe.co.uk

For regular news and updates from College please read  
*The Flagpole*, our e-newsletter published every two weeks

<b>CONTENTS</b>	<b>Page</b>
Mission Statement	1
Supporting Your Child's Learning	2
Term Dates 2018-19 and 2019-20	3
<b>Communication</b>	
Communication	3
Enquiries and Contacts	4
<b>Day to Day Procedures</b>	
School Day	7
Uniform	7
PE and Games Kit	11
School Shop	12
Appearance	13
Non-uniform Days	13
Equipment	14
Mobile Telephones, Tablets and Smartwatches	14
Bags and Lockers	15
Lost Property	17
Musical Instruments	17
Extended Day	18
Catering	18
Litter	20
<b>Attendance</b>	
Attendance (including Arrivals and Departures)	20
Holidays	21
<b>Pastoral Information</b>	
Behaviour	22
Bullying	24
Recognising Achievement	25
Medical	26
Vertical House Tutor Groups	28
House Tutors and Sixth Form Tutors	29
<b>Travel and Parking</b>	
Traffic Management	30
Sixth Form Parking	31
Buses	32
<b>Parental Matters</b>	
Trips	36
Fees	36
Old Princethorpians Association	38
Use of Social Media	39
SEND at Princethorpe	39
Parent Teacher Association	39
<b>Important Dates</b>	
Prize Giving	40
Parents' Evenings	40
Academic Review Meetings	41
Internal Exams and Assessments	41
<b>Index</b>	42

**Please read this booklet now as it contains important information and reminders. Keep it for reference throughout the school year, and ensure all Princethorpe College pupils are familiar with its contents!**

## **MISSION STATEMENT**

The Missionaries of the Sacred Heart founded Princethorpe College in the traditions of the Spirituality of the Heart to create a caring Christian community where the needs and beliefs of each member of the College Community are recognised and respected.

### **Aims**

- 1 To provide a first-class, rounded education for all its pupils.
- 2 To ensure that a strong Catholic ethos – underpinned by the values of our founders, the Missionaries of the Sacred Heart – permeates the school; this ethos nurtures personal spirituality, moral development and self-respect based on Gospel values, love of God and love of one's neighbour. Respect for others and the environment, generosity, compassion, forgiveness, loyalty and a desire to 'do the right thing' are key indicators of this living ethos, as are good manners, courtesy and an appreciation of the joy of life.
- 3 To prepare each pupil to be a positive, tolerant member of our multi-cultural society, being generous of spirit in serving others. We aim to forge strong links and maintain excellent relations within our own community and in the local and wider communities.
- 4 To offer a broad curriculum which is challenging, exciting and meets the needs of our pupils. It needs to be balanced, have academic integrity, cater for a variety of educational needs and to foster a life-long love of learning and enjoyment of academic pursuits.
- 5 To have the highest standards of teaching and learning. We want pupils to be active learners and take responsibility for their learning; we want them to have independent learning skills, be resilient and have academic stamina and rigour. We want pupils to achieve the best possible examination results – but focus on these must not stifle creativity, fun, independence, breadth and depth of learning.
- 6 To ensure the highest quality of pastoral care so that all members of the College Community receive the necessary support, encouragement and motivation to grow and develop above and beyond their own expectations. We aim to set ourselves the highest possible standards and view the giving of encouragement, affirmation and praise as essential to the ethos of the College.
- 7 To offer a first-class comprehensive co-curricular programme that encourages and enthuses the whole range of ability and interest levels from outstanding performers to reluctant beginners.

- 8 To provide the necessary channels for good communications within our community so that all have a voice which can be heard and all are kept informed of events and developments.
- 9 To provide the necessary planning, structure and resources to meet the above goals. We must also ensure that we care for our resources and use them well. We aim to promote Foundation-wide thinking so that planning, ideas and resources are shared across the schools to best effect.
- 10 To provide the financial security and stability to deliver the above goals and assure the future of the College and Foundation.

## **SUPPORTING YOUR CHILD'S LEARNING**

Ten ways in which you can support your child's academic success at school:

- 1 Make sure your child has the fullest attendance possible and arrives punctually for school;
- 2 Support your child in developing their own systems for maintaining effective organisation;
- 3 Encourage resilience and a growth mind-set by praising the causes of success (i.e. good planning, concentration, effort, tenacity and creativity) rather than success itself;
- 4 Create a productive, scholarly environment in which to work at home ideally in a quiet communal area rather than a bedroom and definitely without mobile phones present;
- 5 Encourage an efficient approach to homework ensuring that it is completed as far as possible within the suggested time limits – hours spent 'perfecting' a piece are much more profitably spent on wider reading;
- 6 Support your child to find their own strategies to overcome difficulties rather than fighting all their battles for them; this is fundamental to the development of their independence and resilience;
- 7 Check and sign your child's homework diary regularly and read the relevant parts of the Flagpole;
- 8 Attend all parents' evenings, academic review evenings and other information evenings;
- 9 Talk to your child about what sort of person they would like to become, what values and interests are going to guide their lives. That sense of vision, robustly and broadly defined, can be hugely important to motivation;
- 10 Talk to your children about school and show a real interest in what they're doing in class; it shows that you care about their academic progress.

## TERM DATES 2018–2019

### Michaelmas Term 2018

Term starts	Monday 3 September 2018
Half Term	Saturday 20 October to Sunday 4 November 2018
Term ends	Tuesday 18 December 2018

### Lent Term 2019

Term starts	Monday 7 January 2019
Half Term	Saturday 16 February to Sunday 24 February 2019
Term ends	Wednesday 10 April 2019

### Trinity Term 2019

Term starts	Monday 29 April 2019
Half Term	Saturday 25 May to Sunday 2 June 2019
Term ends	Wednesday 3 July 2019

## TERM DATES 2019–2020

### Michaelmas Term 2019

Term starts	Monday 2 September 2019
Half Term	Saturday 19 October to Sunday 3 November 2019
Term ends	Wednesday 18 December 2019

### Lent Term 2020

Term starts	Monday 6 January 2020
Half Term	Saturday 15 February to Sunday 23 February 2020
Term ends	Friday 27 March 2020

### Trinity Term 2020

Term starts	Monday 20 April 2020
Half Term	Saturday 23 May to Sunday 31 May 2020
Term ends	Wednesday 1 July 2020

## COMMUNICATION

An effective home-school partnership is essential in helping pupils to achieve their maximum potential. Communication between school and home is achieved in a variety of ways through:

- ***The Flagpole*** electronic newsletter. This is the most important regular communication method and is e-mailed to you fortnightly. It contains up-to-date information on calendar events, sports fixtures and general news. It also contains the necessary forms parents are required to fill in for trips and visits etc. PLEASE take the time to read this newsletter;

- The **Parent Portal**, via the website (found at the top right of the website page) [www.princethorpe.co.uk/portals](http://www.princethorpe.co.uk/portals);
- The **VLE** [www.princethorpe.co.uk/portals](http://www.princethorpe.co.uk/portals);
- Our **website** - [www.princethorpe.co.uk](http://www.princethorpe.co.uk);
- This **Information Booklet** which contains most of the information you will need to know;
- **Telephone calls home**;
- **Text messages via our school data base system**;
- Regular **email from the House Tutor and/or subject staff**;
- Weekly comments in the **Homework Diary**;
- Through **Parents' Evenings**;
- **Academic reports** and assessments;
- **Academic Review Evenings**.

Please be aware that the most effective way to contact a member of staff at the College is via email. Email addresses can be found in the Parents' Section on the website and on the Parent Portal.

**Parent Portal** - accessed via website (found at the top right of the website page), parents can view specific information and data relating to their children including:

- Attendance;
- Timetable/Teaching Groups;
- Contact email addresses;
- Reports and assessment;
- Detentions;
- Calendar;
- Details for problems and queries
- Public exam entries, timetables and results.

## ENQUIRIES AND CONTACTS

Please address your enquiry to the member of staff responsible (see below). Please try to use direct email whenever possible. Staff will endeavour to return an acknowledgment of your email within 24 hours. Please remember that staff are usually not available during the day to take a phone call. Staff always return calls but please be patient. Urgent messages for pupils may be left with the College administration staff. To ensure that messages get through, please do not ring at the end of the school day

Contact	Tel Number 01926 +	Email Address
Absence (medical, sickness, holidays)		

Contact		Tel Number 01926 +	Email Address
Mrs J Satchwell		634260	juliesatchwell@princethorpe.co.uk
Admissions			
Mrs V Rooney		634201	vanessarooney@princethorpe.co.uk
Mrs H Morgan		643262	helenmorgan@princethorpe.co.uk
Mrs C Rogers		634262	catherinerogers@princethorpe.co.uk
Academic Matters, e.g. homework (in order of list)			
1	Subject Teacher	634200	Please refer to website
2	Head of Department	643200	Please refer to website
3	House Tutor	634200	Please refer to website
4	Dr M Reddish Deputy Head – Academic	634200	michaelreddish@princethorpe.co.uk
Appointments with Mr E Hester, Headmaster			
Mrs C Hopkins		634252	carmelhopkins@princethorpe.co.uk
Mrs K Andrews		634252	kerenandrews@princethorpe.co.uk
Appointments with Mrs B Sharpe, Deputy Head - Pastoral			
Mrs R Hedderwick Mrs K Boon		634216	ruthhedderwick@princethorpe.co.uk katieboon@princethorpe.co.uk
Attendance			
Mrs J Satchwell		634260	juliesatchwell@princethorpe.co.uk
Careers			
Mrs J Quinney		634234	jacquiquinney@princethorpe.co.uk
Catering			
Ms M Kennedy		634212	maureenkenedy@princethorpe.co.uk
Chaplaincy			
Mrs M Benham		634427	marybenham@princethorpe.co.uk

<b>Co-curricular</b>			
Mr G Hunter		634200	greghunter@princethorpe.co.uk
<b>Examination entries and results</b>			
Mrs S Dodds		634219	shellaghdodds@princethorpe.co.uk
<b>Games and Sport</b>			
Games Department		634242	Please refer to website

<b>Special Educational Needs and Disabilities Department (SEND)</b>		
Ms L Prestage	634230	lornaprestage@princethorpe.co.uk
<b>Lockers and Lost Property</b>		
Mrs J Satchwell	634260	juliesatchwell@princethorpe.co.uk
	634260	lostproperty@princethorpe.co.uk
<b>Music Lessons</b>		
Mr G Cowlshaw	634232	gilcowlshaw@princethorpe.co.uk
<b>Pastoral and disciplinary matters – Years 7 to 11</b>		
Pastoral & Safeguarding Lead: Beth Sharpe	634200	bethsharpe@princethorpe.co.uk
1   House Tutor	634200	Please refer to website
2   Head of House		
Austin: Mr K Owen	634200	kennyowen@princethorpe.co.uk
Benet: Mrs L Challinor	634200	lisachallinor@princethorpe.co.uk
Fisher: Mrs C McCullough	634200	chrismccullough@princethorpe.co.uk
More: Mr S Robertson	634200	simonrobertson@princethorpe.co.uk
<b>Sixth Form</b>		
Mr B Collie	634234	bencollie@princethorpe.co.uk
Mrs A Allen	634234	anneallen@princethorpe.co.uk
Mr R Isaacs	634200	rodisaacs@princethorpe.co.uk
Mr C Vella	634200	CyprianVella@Princethorpe.co.uk
<b>School Fees</b>		
Mrs B Bromwich	634206	accounts@princethorpe.co.uk
<b>Trips</b>		
Mr G Hunter	634200	greghunter@princethorpe.co.uk
<b>Uniform and uniform shop</b>		
Miss N Browne	634272	uniform@princethorpe.co.uk

## SCHOOL DAY

The school day commences at 8.40am and pupils need to arrive by 8.30am to ensure they have plenty of time to get to their first lesson punctually. First lesson begins at 8.40am on all days. The school day ends at 3.45pm and buses depart at 3.55pm.

**The Times of the School Day**

<b>Period 1</b>	8.40am	50 min
<b>Period 2</b>	9.40am	50 min
<b>Tutor Time/ Assembly</b>	10.35am	20 min
<b>Break</b>	10.55am	20 min
<b>Period 3</b>	11.20am	50 min
<b>Period 4</b>	12.15pm	50 min
<b>Lunch</b>	1.05pm	50 min
<b>Period 5</b>	2.00pm	50 min
<b>Period 6</b>	2.55pm	50 min
<b>End of Day</b>	3.45pm*	

\*pupils must sign into Extended Day or an after school club by 4.00pm. For health and safety reasons pupils must **never** hang around the building or car park area waiting on parents collecting them. Parents must sign their children out of Extended Day if collecting them after 4pm.

## UNIFORM

Please ensure you buy the **correct** items to save having to go shopping again!

\*School uniform items are available in the school shop; a price list is available on the school website under uniform. (see page 9 for more information on school shop).

We expect all pupils to take a pride in their appearance as representatives of the College and there are firm rules which must be followed. Correct uniform must always be worn, including while travelling to and from school and at games fixtures. It is particularly important for pupils to wear correct games kit when representing the College at matches. We ask that parents will take responsibility for their child's appearance and uniform, ensuring College rules are followed.

Uniform is compulsory and helps to create a sense of shared identity, community spirit and a pride in oneself and in the College. We expect pupils to honour these requirements and we reserve the right to send home any pupil whose uniform or appearance is not up to the standards we expect.

Pupils will receive a uniform stamp if they breach any of our rules on appearance and uniform. Parents will be contacted if there is a continuing issue or if they need to purchase new uniform e.g. if a skirt is too short in length. We ask for parental support to maintain high standards at the College. Please do not expect a skirt to last from Year 7 to Year 11. If the College feels that a skirt is too short, we will ask you to purchase a new one even if the pupil is in Year 11.

### **Boys' Uniform:**

- \*College blazer worn with house badge worn with the House Badge;
- Plain white shirt, tucked in at all times;
- \*House tie;
- \*Black College V-neck jumper;
- Black school trousers (not jeans or canvas material);
- Plain black shoes;
- Plain black socks.

### **Girls' Uniform:**

- \*College blazer;
- Plain white 'revere collar' blouse – no top button;
- \*A red (for Years 7 & 8) or green (for Years 9, 10 & 11) College V-neck jumper;
- \*A pleated Princethorpe College skirt, worn correctly and no shorter than 10cm above the knee;
- Black opaque tights, short plain white or black ankle or trainer socks;
- Plain black low-heeled shoes;
- In warm weather, transparent tights may be worn.

### **Additional information:**

- Underwear, including T-shirts must not be visible under shirts;
- Canvas pumps, ankle boots or black trainers are not permitted;
- Outdoor coats should be dark in colour, preferably black, no leather or denim;
- In severe winter weather pupils are allowed to wear boots or wellingtons to school but must change into shoes once inside the school building;
- Hats, scarves and gloves, if worn, must be plain black.
- Non-school uniform items will be confiscated.

Expected standard of uniform:



## Blazers, Coats and Jumpers

All pupils must wear their blazers inside and outside of the school building and during lesson time. They may remove them in class with permission from staff and, in very hot weather when informed by staff. Pupils may also remove their blazers during break and lunch times **outside** the school buildings. Coloured T shirts or vests should not be worn under white shirts.

## Sixth Form

High standards of personal appearance and presentation are expected of pupils at all times. You may be sent home if you do not meet our high standards. We expect all Sixth Formers to wear 'Business Attire', more specifically:



## Dress Code for Sixth Form Ladies:

- **Jacket** - plain in colour, suit material. To be worn with:
- **Skirt** - no more than 10 cm above the knee, no maxi skirts to be worn, skirts should not be too tight e.g. bodycon;
- **Trousers** - full length, reaching the ankle, not shorts or culottes, trousers should not be too tight and **not** made of jeans material, trousers should be plain coloured (not floral or patterned), leggings are **not** permitted;
- **Dress** - no more than 10 cm above the knee, dresses should not be too tight e.g. bodycon, dresses should not be revealing or see-through;
- **Blouses** - should not be revealing or see-through, should cover the stomach, t-shirts are **not** permitted;
- **Jumpers/Cardigans** - should be plain in colour, may be round or V-neck, should be worn under the jacket. **Hooded tops are not permitted to be worn;**

- **Footwear** - high heels are permitted but not stilettos. Shoes can be any colour but not floral or metallic, wedges are not allowed, smart ankle boots are allowed, but not Doc Marten style boots; knee-high boots are **not** allowed. Please bring a change of shoes if you wear outdoor boots to school;
- **Accessories** - Single stud earrings are permitted.

### **Dress Code for Sixth Form Gentlemen:**

- A smart suit;
- Shirt and tie, top buttons should be done up;
- Smart shoes, no trainers;
- V-neck jumpers can be worn under suit jackets if required;
- Facial hair is permitted but should be kept neatly trimmed.

**If in doubt, decide whether you would wear the items you are considering for school for a formal interview and/or ask a member of staff (before you wear any new items!)**

See Sixth Form Parent Handbook for more details.

## **PE AND GAMES KIT**

### **Curriculum PE Lessons:**

Boys - black sports shorts, white socks, white polo shirt or House polo shirt;

Girls - black skort, white socks, white polo shirt or House polo shirt;

In cold weather black tracksuit bottoms, black sports fleeces and/or Princethorpe sports jackets may be worn.

### **GCSE and A-level Practical lessons:**

Boys - black sports shorts, white socks, red academic polo shirt;

Girls - black skort, white socks, red academic polo shirt;

In cold weather black tracksuit bottoms, black sports fleeces and/or Princethorpe sports jackets may be worn.

### **Games Lessons – Boys:**

**Rugby** - black rugby shorts, red and black rugby shirts, Princethorpe black socks, football/rugby boots, gum shield;

**Hockey** - black sports shorts, white polo shirt, black socks, trainers or astro-turf trainers, gum shield, shin pads;

**Football** - black sports shorts, red and black rugby shirts, Princethorpe black socks, football boots, shin pads;

**Athletics** - black sports shorts, white polo shirt, House polo shirt, white socks, black sports fleece;

**Cricket** - black sports shorts or cricket trousers, white polo shirt or Princethorpe cricket shirt, Princethorpe cricket pullover;

In cold weather black tracksuit bottoms, black sports fleeces and/or Princethorpe sports jackets may be worn.

### **Games Lessons – Girls:**

**Netball** - black skort, white polo shirt, white socks;

**Hockey** - black skort, white polo shirt, Princethorpe black socks, trainers or astro-turf trainers, gum shield, shin pads;

**Tennis** - black skort or white skort (only team players,) white socks, white polo shirt;

**Athletics** - black skort, white polo shirt, white socks;

**Cricket or Rounders** - black skort, white polo shirt, white socks;

In cold weather black tracksuit bottoms, black sports fleeces and/or Princethorpe sports jackets may be worn;

In any PE or Games lesson if you wear base layers or “skinz” then they must be black in colour. No jewellery or watches are to be worn and long hair must be tied up.

Only Princethorpe sports kit can be worn for sports lessons.

***ALL KIT MUST BE CLEARLY LABELLED & VALUABLES MUST BE PLACED IN THE VALUABLES BOX AT THE START OF EACH LESSON***

## **SCHOOL SHOP**

The School Shop is open every school day:

For pupils only – at break and lunchtime;

For parents and pupils 3.30 – 4.30 pm.

The School Shop is also open at certain times during the holidays **by appointment only**. Parents must call the School Shop directly on: 01926 634272 to make an appointment or alternatively email [uniform@princethorpe.co.uk](mailto:uniform@princethorpe.co.uk).

The cost of the exercise books required for the next academic year for pupils of Years 7 to 11 will be added to the Michaelmas Term invoice. All pupils receive a homework diary, pupils new to the school will also receive a bible. A price list for the school shop can be found on the School website under uniform.

The School Shop also sells a few stationery items such as calculators, geometry sets, exam stationery packs.

Please remember that pupils are responsible for returning all text books when requested, otherwise they will be charged to your account.

The School Shop accepts both credit and debit cards.

## APPEARANCE

### Hair

Hairstyles and colours must be suitable for school. If a pupil's hair is deemed to be unsuitable, parents will be contacted and asked to rectify things. Brightly coloured or bleached hair including streaks is not allowed. Girls' hair accessories should be small and discreet and plain red or black. Oversize or excessive hair accessories such as large floral designs must not be worn in school. Boys' hair should not be worn long and pupils whose hair colours or styles are deemed unsuitable will be issued a uniform infringement and parents will be contacted.

**Boys, up to and including Year 11, are expected to be clean-shaven at all times.**

### Make-up and Acrylic Nails (Years 7-11)

Make-up and nail varnish are not required for school and should not be worn. Pupils will be asked to remove make up or nail varnish as soon as they arrive at school. This will result in a uniform violation.

Acrylic nails are not allowed in Years 7 to 11. *Sixth Form ladies who play competitive sport must not have acrylic nails.*

### Jewellery

Girls are permitted to wear a single small plain stud in each ear lobe. The only other jewellery allowed is a simple discreet cross around the neck or other appropriate religious symbols. Sixth Form ladies are permitted to wear other jewellery. A watch should be worn to ensure that pupils are not late for lessons! Staff will confiscate jewellery if inappropriate items are worn. Parents will be asked to collect confiscated items from Mrs Sharpe at the end of the school day.

## NON-UNIFORM DAYS including Activities week and school trips

Princethorpe has a long standing tradition of raising money for charity. One of the ways we do this is by holding non-uniform days when pupils pay £2 for the privilege of not wearing school uniform for the day. On non-uniform days we still expect certain standards of appearance to be upheld as detailed below:

- Clothes should be sensible, safe and suitable for a school day.
- Clothes should not be too short, sheer or flesh revealing.
- Headwear is not permitted inside the school buildings.

If staff consider that a pupil's appearance does not meet these standards the pupil may be asked to change into borrowed clothing for the day. Pupils are not compelled to participate in non-uniform days and may choose to wear normal uniform however if they do wear non-uniform they are expected to pay for this privilege. If a pupil fails to make the appropriate donation senior staff will follow this up and make parents aware of the situation.

These guidelines also apply to clothes worn during Activities week or on school trips.

## EQUIPMENT

Arriving at school without the correct equipment is saying to staff “I don’t want to learn” so this is treated very seriously. Pupils without the correct equipment, and therefore not ready to learn, will be issued an organisation stamp. Every pupil must bring the following to every lesson:

- Appropriate textbooks and exercise books;
- Homework diary;
- Black or blue pens (pupils should only use black pens in exams);
- Pencils, sharpener, eraser;
- 30cm ruler;
- Coloured pencils or fine fibre tipped pens;
- Protractor;
- Calculator;
- Glue Stick;
- Post It Notes.

(Many of the above items are available to buy in the school shop.)

Tippex and corrective pens must not be used.

Textbooks and items of specialist equipment are issued on loan and any loss, damage or failure to return will be charged for.

## MOBILE TELEPHONES, TABLETS AND SMARTWATCHES

We do allow mobile phones, tablets and the wearing of smartwatches at school but **caution against** it; these are all luxury items and a huge responsibility for a pupil. However, if you do allow your child to bring one or all of them into school then the following rules apply:

- They must be switched off and out of sight from 8.30am until 3.45pm unless the staff member allows these items to be used as part of the curriculum;
- For pupils in extended day, normal class rules apply with the exception pupils may keep their phone on silent.
- They must not be seen or used walking between lessons; Sixth Form students may use in the Sixth Form Centre during the school day but not outside of this building unless directed otherwise by a member of staff.
- Communication **from** home – please use school reception as the conduit for urgent messages which need to be conveyed to your children.
- Communication **to** home – mobile phones can be used but only with permission from a member of staff.
- Trips and visits – mobile phone usage will vary depending upon the nature of the trip. For some trips, mobile phones will be completely banned, but the default position will be no use between 8:30 am and 3:45 pm. Trip leaders

will have discretion to allow use if and when it is appropriate. They will also have the flexibility to collect in and return mobile phones at certain times during the day and night. Details of phone usage will be made clear in advance of each trip. Special circumstances – some flexibility may be offered by negotiation depending on special individual needs of any pupil.

- Smartwatches, mobiles or tablets seen or heard during or between lessons will be confiscated and a detention will be issued;
- Do not use devices to take photos of staff members or other pupils. Pupils who take photos or videos of others on the school site or on school buses will be dealt with severely;
- Confiscated smartwatches, mobiles and tablets are kept securely at the Student Support Hub and are available for collection from Mrs Sharpe at the end of the school day. Pupils who have their phone confiscated regularly will be banned from bringing their phone to school. There are occasions when we will ask parents to collect the phone if there are repeat confiscations.

Mobile phones and electronic devices are often lost; we recommend that pupils have a cheap functional phone for school use. During PE and Games lessons all mobiles and or other electronic devices must be placed in the pupil's locker and not left in the changing rooms. This also applies to training sessions or fixtures at lunchtimes and after school. If a pupil fails to store these items in this way, the school cannot guarantee that it will be safe in the changing rooms.

**The school takes no responsibility for the loss or damage to mobile phones, tablets, smartwatches or any other electronic devices.**

## **BAGS AND LOCKERS**

We advise that pupils have a rucksack-type bag or similar which can be worn on the back, to carry their books and folders. School bags and sports bags must be labelled both inside and out. All pupils must use a Princethorpe Sports bag which can be purchased from the School Shop. The bags have a unique number attached to them to aid ease of identification. This will help both the pupils and the College if the bag is mislaid. The bags also include a combination padlock which **must** be used.

Pupils in Years 7 - 11 are allocated a locker. The locker is large enough to hold both the sports bag and the school bag. Pupils must use their locker, and not leave any personal items or bags around the College. Sanctions will be given if either bag is found around the school. If a locker key is lost a replacement can be obtained from the Student Support Hub. A charge of £5 to cover the replacement key will be added to the pupil's bill.

Any sports bags found in the main school during the day will be removed and placed in Lost Property at the Student Support Hub.

On Assembly days, bags should be taken to Assembly, and lined up tidily outside the venue.

Sixth Form students can store their school and sports bags in the Sixth Form Centre.

If a locker key is forgotten pupils can ask the Student Support Officer to open a locker using a master key.

## LOST PROPERTY

Please ensure that everything your child brings to school is clearly labelled. This especially includes uniform and sports kit. Excellent personalised labels may be purchased from [www.easy2name.com](http://www.easy2name.com) or [www.ablelabels.co.uk](http://www.ablelabels.co.uk). We ask for support from parents to ensure their sons/daughters take full responsibility for looking after their property carefully.

Property should not be left at school overnight or at weekends. The school is in constant use by outside teams, clubs and organisations so we cannot control access to belongings if they are left at these times.

Valuable items such as purses, wallets, mobiles etc. that are found will be stored securely by the Student Support Officer in the Theatre Entrance. All other items found are stored at the Student Support Hub. They can be collected at break or lunchtime.

Parents can email [lostproperty@princethorpe.co.uk](mailto:lostproperty@princethorpe.co.uk) about any items that have been lost. We will email a response as quickly as we can.

Please note that if a lost item does not have a name label then it is almost impossible to return it to its owner.

We want to ensure that pupils take responsibility for their belongings, in particular their valuables, and not to leave items around the school. The Estates Team complete regular sweeps of the school to remove any items left around school.

We discourage pupils from bringing valuable items into school. The College is not responsible for the loss of any property and parents are reminded to check that their insurance policy covers the loss of items at school. Cash should always be handed to the Student Support Officer for safe-keeping during the school day.

## MUSICAL INSTRUMENTS

Musical instruments should be taken immediately to either the pupil locker or (for larger instruments) to the Instrument Store Room and Guitar Racks, and not left outside. Please ensure the instrument is indelibly and visibly labelled both on the instrument and **very clearly** on the case. If pupils encounter problems, please see Mr Cowlshaw (Director of Music). Please ensure that personal insurance covers musical instruments brought into school as the College cannot be held responsible for their loss or damage.

## EXTENDED DAY

We encourage pupils to stay after school for sports practices, co-curricular activities and supervised study but for **health and safety reasons** we must know who is still at school and where everyone is.

By 4.00pm all pupils still in school but not involved in a sports activity or co-curricular club must go to the 'Extended Day' where they are expected to complete independent work.

Library study is allowed until 5.00pm after which pupils must return to the Extended Day rooms; however, pupils must sign in first and should not go directly to the library.

When after school activities finish, remaining pupils will be must go to the Extended Day rooms by staff to wait for parents.

Pupils **must not** wait for parents in the playground or in the pupil entrance. All pupils must be collected by parents from the Extended Day rooms. Parents will be required to sign pupils out – **parents please do not expect your children to meet you in the playground.** Ignoring these guidelines will result in severe sanctions for the pupil.

Sixth Form students must remain in the Sixth Form Centre until they are ready for collection, and must not wait at the playground area or around the corridors.

Extended Day ends at 6.00pm. After 6.00pm pupils are handed into the care of our residential staff and moved to the main building. There will a charge for this service of £10.00 per half-hour or any part thereof. This will be added to the next term's bill.

## CATERING

We have a wonderful catering service, which provides a range of excellent meals and snacks before school, at break and lunchtime.

The school has both a main Dining Hall and a Sixth Form Dining Room serving meals and snacks at break time and lunchtime. There is also the Tuck Shop located in the main playground, which serves a variety of handheld snacks and drinks at break time, lunchtime and after school.

Breakfast is available for pupils and their parents from 7.30am in the Sixth Form Dining Room. Food is served until 8.15am and breakfast ends at 8.25am. There is a selection of newspapers, breakfast TV and free Wi-Fi.

We encourage our pupils to eat healthily and there are always full meals, a vegetarian menu and salad options available.

Just like the rest of school we expect pupils to behave sensibly, maturely and with respect in the dining rooms. When they have finished eating they should clear their table, neatly push their chair in and return their tray to the hatch.

The prices are very good value but hungry pupils can often spend a lot of money. To save money we recommend that pupils bring in water bottles from home, which they can fill up from water fountains.

### **Cashless Payment**

The school uses a cashless catering system which uses biometric (finger scanning) technology. Pupils will pay for purchases using their finger this shortens queues and takes away the need to bring cash to school.

Sixth formers will be able to use cash in addition to the cashless catering system.

Parents can add money to their child's catering account on-line by debit or credit card and any payments made will be available to use almost immediately. In addition, parents will be able to see a summary of the purchases made in school.

Most pupils use biometrics to buy food in the dining room. To access your account please click on the Cashless Catering Link. You will be taken to the WisePay website. You can log your email address as the username and password. Please change your password after logging on, then click the 'Food and Drink Payments' icon to add funds.

The account balance is updated each school day, normally by 3pm. Reminders are sent out weekly when the balance falls below £5.

### **Adding Money to the System**

Parents will be able to add money to their child's account on-line. Full details including an initial password will be advised. This part of the service is run by WisePay.

### **Lunch Queue Arrangements**

Sixth Formers have their lunch in the Sixth Form Refectory. All other pupils will use the main dining room and need to be patient, queuing at the right time (see rotas around school) and observing the one-way system in the dining room. The serving of food will finish 10 minutes before the end of lunchtime.

There are water fountains around school and pupils can bring a sports bottle and fill it up at break and lunchtime. Drinking plenty of water helps learning!

Prefects monitor the lunch queue. If a pupil fails to follow an instruction from a prefect, they will receive a Head of House detention.

## LITTER

The school has numerous litter bins both inside and outside the buildings including recycling bins. It is a serious breach of our Code of Conduct to drop litter.

## ATTENDANCE (including arrivals and departures)

### Registration

Pupils are electronically registered in all lessons and are expected to be on time. Lateness is recorded and monitored closely. Persistent lateness and/or absence from school will clearly affect a pupil's achievement and learning.

### Late Arrivals

If a pupil arrives to school after 8.40am they must sign in at the Student Support Hub before going to their first lesson.

### Dropping Off and Picking Up Pupils During the School Day

The Student Hub operates up until 4.00pm. Parents can also use the Hub up until this time to drop off any items that are needed urgently during the school day.

Pupils being collected for/returned from scheduled appointments should also be met at the Student Support Hub and signed in and out. If pupils are being collected from school because they are ill, parents will be contacted by Matron and arrangements will be made for collection. Please be aware that the barriers prevent access to the school playground during the school day and these will not be lifted at break or lunchtime as the playground will be occupied by the pupils. If in doubt, please go to the Student Support Hub. For Student Support Hub parking please park in the visitor parking bay at the top of the drive and proceed to the Theatre entrance by foot.

At Princethorpe we register pupils electronically in every lesson. This enables us to know very quickly if your child is absent from school. Parents **must** inform the school via email **attendance@princethorpe.co.uk** or by calling **01926 634260** if they know their child will not be in school for either the whole day or any part thereof.

If a pupil has a pre-planned appointment e.g. medical, please inform Mrs Julie Satchwell, the Student Support Officer, in advance by email to **attendance@princethorpe.co.uk** or by calling **01926 634260**. This can then be pre-coded on our attendance system. If a pupil will not be arriving by 9.00am due to illness or any other reason, please ensure a message has been left on our answer-phone. This can be accessed at any time out of office hours but must be before 8.30am on each day of absence. Having alerted the school for any reason of absence it is not necessary to follow up the absence with a written note.

The safety of our pupils is of paramount importance to us. For this reason, we use a text-messaging system to alert all parents whose child has not arrived at school by 10.00am and we have not received a reason for the absence. This enables you to know that your child has arrived at school safely.

The text-messaging system means that the message will be sent to the first emergency mobile number that we hold on our school records. The message will say that pupil X has not been registered at school and no reason has been given. Please do respond to this message by phoning the College even if you know where your child is. It is therefore very important that pupils ensure that they are registered in all lessons to prevent you receiving unnecessary texts.

We have had occasions when the pupil has forgotten to sign in and a message has been sent to parents. Obviously, this is very distressing for parents to be told that their child is not in school when they may have seen them get on a school bus. Please do impress on your child how important it is to be registered. The administrative staff cannot leave their desks to ascertain whether a pupil is present in a lesson. They will ensure that someone is alerted to check if the child is in school but this causes unnecessary work and distress to all if a pupil is found to be in school and has “forgotten” to register. These procedures do include the Sixth Form who often fail to sign in when late. Pupils who regularly fail to follow our attendance procedures will receive sanctions and parents will be invited into school to discuss this.

Please ensure that contact mobile phone numbers are kept up to date on our system.

During the **external exam period** all pupils must be delivered or collected via the Theatre Entrance at the front of school. Again, there is no access for vehicles to the playground. We ask parents to park sensibly at the front of school while waiting for exam pupils to arrive.

## **HOLIDAYS**

Parents are strongly discouraged from taking their children out of school and family holidays should **always** be taken in the school holiday period which is published over a year in advance. Permission for leave of absence for valid reasons such as a family funeral, should be sought in writing and in advance from the Headmaster or by using the online form found in the Parental Portal under VLE/Forms&Surveys or email to **attendance@princethorpe.co.uk**

We ask that, where possible all pupil appointments (e.g. medical or dental) are made out of school hours, to avoid disruption to learning.

## BEHAVIOUR

We expect pupils to behave with kindness, courtesy and tolerance, accepting the differences in each other, remembering that each person is unique. We celebrate individuality, wanting pupils to be distinctive and true to their own God-given gifts. We are particularly opposed to any form of bullying or attempts to belittle someone on grounds of ability, appearance, character, family, gender, race, religion, sexuality or wealth. We expect all our pupils to comply with the College's Code of Conduct.

### Code of Conduct

At Princethorpe we endeavour to develop personal responsibility and self-discipline. Our community can best flourish if its members are kind, courteous, honest, hardworking, trustworthy, tolerant and considerate. By being so, they enable all to develop their particular talents and to grow in an atmosphere of mutual respect, becoming confident and compassionate members of society. Our Christian ethos teaches us to care for the well-being of others and to avoid hurting others by word or deed. Behaviour contrary to these principles is unacceptable and any such behaviour will be treated very severely. As a Catholic school, naturally we expect the highest standards of behaviour from all our pupils. Our expectations are constantly reinforced by reminders during Tutor Time, lessons and at assemblies.

If a pupil fails to follow the Code of Conduct, a sanction will be issued.

### Behaviour Levels and Sanctions 2018/19

Behaviour	Sanction
<b>LATENESS</b>	
Late to lessons, tutor time, registrations, assemblies	5 lates - HOH Detention → Friday detention
<b>UNIFORM</b>	
Unacceptable uniform or appearance including chewing gum	5 uniform infringements - HOH detention
<b>COMMUNITY (refer all social time behaviour to HOH)</b>	
Any anti-social behaviour such as: <ul style="list-style-type: none"> <li>• Damage to school property</li> <li>• Dropping litter, damage to another person's property</li> <li>• Failure to follow staff instructions (social time)</li> </ul>	In the first instance refer (PC3) to HOH who will issue the appropriate sanction according to student context
Bullying/racial/sexist/gender/homophobic comments or threatening behaviour	Friday after school detention – suspension depending on the level
<b>MISUSE OF ICT/SOCIAL MEDIA</b>	
Misuse use of social media	Friday lunch detention
Serious misuse of mobile device, sexting, filming or taking of images (including the bus) which causes upset or threat others	Internal isolation/suspension
Publishing derogatory/defamatory remarks about Princethorpe College or the College community	Suspension/Expulsion

HEALTH AND SAFETY/SAFEGUARDING	
Unacceptable bus behaviour, including failing to wear seatbelts throughout journey. Dangerous behaviour (near miss)	Friday lunch detention
Leaving the premises without permission, internal and external truancy	Saturday detention
Dangerous driving on school site.	Saturday detention and loss of permit
<ul style="list-style-type: none"> <li>Stealing from others or the school</li> <li>Physical or verbal aggression</li> <li>Verbal abuse of staff, including swearing</li> <li>Dangerous behaviour (resulting in injury)</li> <li>Inappropriate physical contact</li> </ul>	Internal isolation or suspension: depending on the level
Possession or consumption of alcohol and/or drugs, smoking, including electronic cigarettes, bringing dangerous items into school e.g. penknives, pellet guns etc.	Suspension or expulsion
Supplying banned items including drugs, alcohol and smoking paraphernalia	Expulsion
DEPARTMENT/LEARNING	
Homework not presented on time or not fully completed. (At staff discretion, a verbal warning may be given first)	Stamp and time to complete homework
<b>Repeated</b> homework issues.	Stamp in diary and Friday lunch detention
Unprepared for Learning e.g. no homework diary, equipment, books, sports kit	Stamp in diary
<ul style="list-style-type: none"> <li>Failing to follow staff instructions (In class)</li> <li>Disrupting the learning of others</li> </ul>	Stamp in diary, department detention, communication home
Non-attendance at a fixture, sport event or school event without notifying staff	Stamp in diary and department detention
Persistent disruption to learning; health and safety breach; plagiarism; cheating in an exam	Referral to HOD for escalation of consequence and call home

## BULLYING

Parents should be aware of our anti-bullying charter below.

Bullying has no place at Princethorpe and bullies do not deserve to be in our school. They will be dealt with severely. Bullying can be physical, verbal or can be carried out by electronic means (cyber bullying).

### Anti-Bullying Charter

- Every member of our School Community has the right to feel happy, safe and secure;
- No one should suffer in silence – talk to a friend/member of staff or use the pupil mobile number;
- If you see or hear bullying it is your responsibility to report it to an adult you trust. Be an up-stander!
- Respect people as individuals because everyone is different;
- No one should experience mental or physical abuse;
- Bullies should be aware of the consequences of their actions;
- Don't bully people because you have been bullied. Bullies, as well as victims, can get help.

If you have any concerns about bullying, please tell a teacher. We realise you don't like 'grassing' on others but it is for the bully's own good in the long run and for the good of the victim.

Name calling and put downs are bullying – it is never a joke.

If you spread gossip or write any negative or abusive comments on social networking websites such as *Facebook, Twitter, Snapchat, Instagram* or similar this is bullying too! The school will always try to deal with any cyber bullying even if it takes place outside the school day, however there may be occasion where the police will need to be informed.

**The sanctions for bullying will vary up to suspension or expulsion depending on the seriousness. Senior staff will decide as appropriate.**

## RECOGNISING ACHIEVEMENT

At Princethorpe we expect high standards of behaviour, courtesy and good manners from all our pupils. It is important to recognise and reward positive behaviour, achievement and successes both inside and outside the classroom. There are many ways that staff can recognise our pupils' successes, these include:

- Verbal praise;
- Writing positive comments on their subject work or in their homework diary.
- Sending home letters of congratulations or phoning home;
- Celebrating successes during assemblies;
- Celebration of achievement lunches;
- Sending the pupil to a Head of Department or senior member of staff to show a particular piece of work;
- Celebrating success at Prize Giving, for example, the Hildegard and Jules Chevalier cups
- Leadership responsibilities;
- Trips and visits;
- Publication of work in *The Pinnacle*;
- Invitation to undertake a Project Qualification;
- Sending home a da Vinci postcard;
- Awarding of a da Vinci merit, badge or shield;
- Using Princethorpe's Reward System.

The Reward System is based on earning merits; there are five ways of earning merits:

- **Academic merits** for subject work. These merits are awarded by subject staff for achievement and progress within the classroom;
- **Ethos merits** for positive behaviour outside the classroom e.g. in tutor time, in extra-curricular activities, helping the staff, being a positive role model for the school;
- **House merits** for outstanding contribution to House life;
- **da Vinci merits** for outstanding work, e.g. work that stands out on account of its creativity, commitment to task and high ability (these are worth the equivalent of three red academic merits);
- **Grit Sticks Stickers** for the demonstration of resilience (these are worth the equivalent of two red academic merits).

## MEDICAL

### Medical matters

At Princethorpe College we value all pupils equally and ensure that all pupils with medical conditions are supported so that they can actively participate in school life, remain healthy and achieve their academic potential

Our Medical Centre is open between:

Monday to Wednesday      8.30am – 5.30pm

Thursday to Friday      8.00am – 5.00pm

Medical Centre staff are Mrs Paula Greig, Registered General Nurse (RGN) and Mrs Helen Cutter, Matron, who are able to provide First Aid to pupils for accidents and injuries that occur during the school day.

Contact details: 01926 634214

Matrons      **PCMATRONS@Princethorpe.co.uk**

Paula Greig:      **paulagreig@princethorpe.co.uk**

Helen Cutter:      **helencutter@princethorpe.co.uk**

### Before School

If your child is unwell in the morning; please do not send them to school. Keep them at home for an hour or two and monitor their condition. If they recover and you consider them fit to attend the remainder of the school day, do please bring them into school. Please ensure your child signs in at the Student Hub. Please ask one of the office staff to contact the Matron on duty if you feel this is appropriate.

### Feeling Unwell During the School Day

Unless it is an emergency, pupils are encouraged to only visit the Medical Centre at break or lunchtimes so that they are not missing valuable learning time. Coming in between lesson changeover is discouraged unless a child is really ill and then needs to be supported by a note in the homework diary from a member of teaching staff, so that we can be aware of pupil whereabouts at all times.

Pupils, including Sixth Formers, are not permitted to make their own arrangements to go home. If your child telephones to request you to collect them because they feel unwell please advise them to report to the Medical Centre. If your child feels too unwell to remain in school, the Medical Centre staff will contact you and arrangements made for you to collect your child.

### Diarrhoea and Vomiting

In general, a child should stay away from school until they have been free from symptoms for 48 hours. Often pupils who report to Matron first thing in the morning, saying they feel dizzy and faint, most times the cause is because they have missed breakfast. Please ensure your child has had fluids and eaten before coming to school.

## **Short Term Medicines**

In general, most short-term medicine treatments, e.g. antibiotics, cough medicine, seasonal hay fever medication etc. should be managed so that it is not necessary for the medicines to come to school.

## **Medicines Long-Term Medicines**

If your child suffers with a chronic medical condition and has been prescribed medicines to take whilst at school, please contact Mrs Paula Greig so that arrangements can be made. If your child has been prescribed an asthma inhaler or an auto adrenaline injector, please ensure they know how to use them and remind them to carry their medicines on their person at all times whilst at school. Parents are requested to supply the Medical Centre with emergency spare medicines.

**Medicine Consent Form** (forms obtained from the Medical Centre) must accompany each type of medicine delivered to the Medical Centre; it is the responsibility of the parent to ensure the safe delivery of medicines. The medicine must be in its original container, clearly labelled with the pupil's name. Instructions on dosage and the expiry date must be visible. It is also the parent's responsibility to ensure medicines supplied to the Medical Centre are kept up to date.

## **Crutches, Arms in Sling/Plaster**

If it is necessary for your child to attend school using crutches or if their arm is in a plaster/sling, the Medical staff should be notified prior to the pupil's expected return to school. Pupils should only use crutches that have been issued to them by a Medical professional along with instructions on how to use them. A Health and Safety assessment is required for all pupils using crutches or with reduced mobility to ensure they can leave the building safely in the event of an emergency. This is undertaken at school.

## **Vaccinations**

At certain points vaccinations will be offered to pupils at school in line with the National Vaccination schedule, the schedule is updated and changes made in accordance with National guidelines.

Currently the Human Papilloma vaccine (HPV), which protects against cervical cancer, is offered to Year 8 girls - two injections given between six months and two years apart.

All Year 9 pupils will be offered a booster of Diphtheria/Tetanus/Polio along with the Meningitis ACWY.

## VERTICAL HOUSE TUTOR GROUPS

At Princethorpe there is a strong community spirit and the idea of being one large family is very important to us. Families consist of many different people of various age groups. Our tutor groups in Years 7 to 11 reflect this ethos. We operate a vertical tutor group system. Our four Houses each have nine tutor groups. Each tutor group consists of pupils from Years 7, 8, 9, 10 and 11. They are led by a tutor and supported by a co-tutor/s. This means that, where possible, pupils will have the same tutor as they progress from Years 7 to 11.

Each tutor group:

- Has a House assembly once a week;
- Has opportunities to support each with academic or social problems;
- Pupils who are expected to care for and support each other;
- Will work together as a team supporting charities, House activities and House competitions;
- Will engage with a tutor time curriculum which will encourage debate, the development of wider knowledge and current affairs, study skills and resilience building.

Our four Houses each have a Head of House who leads and manages their whole House. Everyone, who is a pupil or staff member, belongs to a House and is there to support you.

### Heads of House

**Austin** – Mr Kenny Owen  
**Fisher** – Mrs Chris McCullough

**Benet** – Mrs Lisa Challinor  
**More** – Mr Simon Robertson

There are also four House Activity co-ordinators who are led by a House Leader. These staff work closely with the Head of House to organise charity work and all House competitions and events.

Sixth Form tutor groups are also vertical. This means that pupils in both the Lower Sixth and Upper Sixth year groups are in the same tutor group. The tutor is with the students for all their Sixth Form life.

**Head of Sixth Form - Mr Ben Collie**

### Assistant Heads of Sixth Form

Mrs Anne Allen  
Mr Rod Isaacs  
Mr Cyprian Vella

## HOUSE TUTORS AND SIXTH FORM 2018-19

Years 7, 8, 9, 10 and 11 are in mixed ability groups.

Sixth Form Tutor Groups consist of both Upper and Lower Sixth students.

Austin	
Head of House	Mr K Owen
Tutor Group	
ACB	Mrs C Baxter
ARM	Rachel Mack
ACW	Catherine Warne
AFW	Francesca Wright
ASW	Steve White
AMT	Mike Turns
AMH	Mariana Hunton
APB	Peter Bucknall
AWU	Will Uglow

Fisher	
Head of House	Mrs C McCullough
Tutor Group	
FSE	Suzy Ellis
FMT	Mike Taylor
FJL	Julia Lindsay
FSR	Sophie Rose
FBG	Berenice Galano
FMP	Miranda Porter
FGC	Gil Cowlshaw
FAC	Aileen Cefaliello
FMP	Matt Parsons

Benet	
Head of House	Mrs L Challinor
Tutor Group	
BRH	Ross Holtom
BJL	Jen Law
BHC	Hannah Carminati
BTO	Tomi Owens
BFM	Fiona Moon
BJR	Jan Ryalls
BMB	Michelle Baker
BRS	Robert Southern
BAR	Adam Rickart

More	
Head of House	Mr S Robertson
Tutor Group	
MAP	Alex Philpott
MSD	Stewart Dear
MKD	Katherine Darwood-Bredin
MDW	Dan White
MPS	Paul Scopes
MSL	Spike Lane
MWB	Will Bower
MJS	Jacqui Scott
MJN	Jessica Newborough

Sixth Form	
Head of Sixth Form	Mr B Collie
Asst Head of Sixth Form	Mrs A Allen Mr R Isaacs Mr C Vella
Tutor Group	
C6MB	Sharon McBride
C6SS	Sarah Sephton
C6NM	Neil McCollin
C6PH	Paul Hubball
C6LF	Louisa Fielding
C6KP	Katherine Parsons

Sixth Form Continued	
Tutor Group	
C6CK	Chris Kerrigan
C6HL	Helen Lewis
C6KB	Karen Bannister
C6FS	Fionnuala Schofield
C6SK	Stella Keenan
C6AD	Adam Depledge

## TRAFFIC MANAGEMENT

Pupils arriving in school at the normal time must be dropped off in the playground; for health and safety reasons, do **not** drop pupils off at the front of College, the bottom of the drive or in the North carpark (Sixth Form Centre). There is a speed limit of 10mph around the school site.

The College has installed a barrier system to increase safety for our pupils during the school day. The barriers will be lowered at 9.00am until 3.30pm to allow pupils to move safely across the playground during the school day. If your child is leaving during the school day, please park at the front of school and collect your child from the Student Hub – Theatre entrance, remembering to sign them out.

**Parents are asked not to arrive before 3.30pm as the resulting queue causes congestion to normal day-to-day traffic.**

**For safeguarding reasons all parents/visitors arriving for meetings during the school day must report to main Reception to sign in. Visitors will be issued with an ID badge that must be displayed at all times.**

**All** cars should be driven slowly, observing road markings and speed limits, and particular attention is needed in the playground as pupils move to and from parked cars. **Please do not park in front of the pupil entrance on the zebra crossing or red area.**

**All** drivers need to follow directions from staff on traffic duty, especially with regard to the safe loading of children onto buses. We ask that all drivers show patience and respect for our staff who are charged with safe management of traffic on site.

Please allow plenty of time when delivering children in the mornings, the traffic can be heavy close to the start and finish of the school day. Remember the traffic queues do clear very quickly and parents can stagger pick-up times if they wish to avoid the queues.

The school buses will always be given priority.

During the external exam period, all pupils must be delivered or collected via the Theatre Entrance at the front of school. Again, there is no access for vehicles to the playground. We ask parents to park sensibly at the front of school until their child is ready to be signed out

## SIXTH FORM PARKING

Specific rules apply for Sixth Form students who wish to bring cars to school, especially if they wish to give lifts to others.

Only Upper Sixth students may bring cars to school and only once they have received a pass, provided a copy of their current insurance policy and have consent from their parents and from the Head of Sixth Form. Sixth Formers should not park without a valid pass. Written permission is needed from both families if lifts are being given.

Full details will be given to students joining the Sixth Form and it is the responsibility of students and parents to understand and abide by these rules. Information on Sixth Form parking can be found on the Parent Portal.

Passes will be issued on a first-come first-served basis. The College has limited parking spaces and this means that spaces may not be available

Students must observe safe driving protocols at all time, failure to follow this protocol will result in loss of parking privileges.

The College is responsible for safety on its campus and parents are asked to ensure that students do not drive to school and park on College premises unless they have received a parking permit.

**Students are not allowed to enter the school site from the Coventry road, all student arrivals should be from the Leamington Road entrance. Students caught trespassing to access the School site will be issued with a Saturday detention.**

## BUSES

Parents should be aware of the following instructions, which are given at the bus briefing at the start of the year to all pupils.

**If your bus is late in the morning:**

1. Wait 20 minutes – then the most senior pupil at the stop should ring College, (01926 634200) – you will be told what to do;
2. Always wait at the bus stop – if a bus breaks down it can take up to an hour to organise a replacement;
3. **DO NOT** go back home unless told to do so by College.

### **If your bus should break down on the way home:**

1. The driver or operator should let the College know what is happening and try to get help or a replacement vehicle from the operator;
2. The school will try to let parents know what is happening by email or by text and pupils might also ring them on a mobile;
3. Stay on the bus and away from the road if it is safe to do so and follow instructions from the driver;
4. If a replacement bus or recovery is on its way, please wait for it;
5. You may be collected from the bus by your parents but your parents may not give a lift to any other passengers;
6. If you leave the bus to go to your parents' car, please make sure that you do so safely.

### **Severe Weather**

During periods of severe weather during the winter months the school remains open whenever possible and the bus services continue to run as long as it is safe to do so. During such periods, the website is updated daily by 6.30am and SMS text messages will be sent to families.

### **Bus Behaviour**

We expect all pupils to behave with maturity, courtesy and respect whilst travelling to and from school. Pupils must stay seated and wear seat belts at all times. Bags should be safely out of the aisle and not on seats; some drivers will happily let passengers store their bags in the boot or hold which is very helpful. Sixth Form students act as 'supervisors' on buses and should be listened to and obeyed. After school buses depart from the front of school **promptly** at 3.55pm.

**All bus users have a responsibility to report any concerns regarding conduct on the buses. Unacceptable behaviour on the buses is deemed very serious. Pupils could be banned from using buses if their behaviour does not meet the expected standards. Pupils misbehaving on the bus are putting themselves and others at risk. All issues relating to poor conduct or dangerous behaviour must be reported directly to Mrs Sharpe.**

### **Bus Passes**

All bus users will need to show a pass or a ticket. Pupils should only travel on the bus service they are registered with, any changes or *ad-hoc* bus usage must be checked, in advance, for loadings and tickets need to be purchased from the uniform shop during break and lunchtimes.

For those occasions when it has not been possible to purchase a ticket in advance the pupil may travel but is required to sign for their journey; the charge will then be added to the school bill. We reserve the right to impose a penalty

fare if there is frequent non-compliance on the part of a specific individual who is unable to show a valid pass or ticket. Defaced passes will be confiscated and automatically replaced at a cost of £5 per issue.

Half a term's notice is required to cancel a pass and the pass itself must be returned to the school shop.

<b>Pass type</b>	<b>Regular morning use</b>	<b>Regular evening use</b>	<b>Occasional morning use</b>	<b>Occasional evening use</b>
<b>Full Bus Pass</b>	Show Pass	Show Pass		
<b>Bus Pass to school (Half Pass)</b>	Show Pass			Buy tickets for each journey
<b>Bus Pass to home (Half Pass)</b>		Show pass	Buy tickets for each journey	
<b>No Bus Pass</b>			Buy tickets for each journey	Buy tickets for each journey

### **Bus Fares**

Bus passes should be shown for every journey, failure to produce a pass on 5 occasions will lead to a replacement pass being automatically issued at a cost of £5, which will be added to the school bill.

<b>Short route</b>	<b>Return</b>	<b>Single</b>
Michaelmas	£255.00	£142.00
Lent	£238.00	£135.00
Trinity	£150.00	£90.00

<b>Local route</b>	<b>Return</b>	<b>Single</b>
Michaelmas	£440.00	£235.00
Lent	£400.00	£215.00
Trinity	£270.00	£145.00

<b>Long route (Solihull, Stratford, Banbury)</b>	<b>Return</b>	<b>Single</b>
Michaelmas	£612.00	£325.00
Lent	£568.00	£304.00
Trinity	£390.00	£200.00

## Tickets

Tickets for single fares should be purchased from the School Shop.

Single fares	Per ticket
Short route	£2.70
Local route	£3.95
Long route	£5.00

Tickets may be purchased by cash or cheque, alternately a card payment can be taken over the telephone and tickets collected in the shop later. Purchases of 10 tickets at a time or more can be added to the fee bill; this can be done by email to **buses@princethorpe.co.uk** or by way of a note to the pupil authorising the charge to be added to the account.

Where pupils do not have a card or a ticket then they will be required to sign for the journey with the cost of the fare being added to the bill if they do not hold a valid card.

An **additional charge** for travelling without a ticket will be applied as follows:

Number of journeys	Additional charge
1-4 journeys per term	no charge
5+ journeys per term	£1 per journey

Any change of use will be subject to parents completing the necessary Change of Use form available from:

Barbara Bromwich 01926 634263

**buses@princethorpe.co.uk**

## Safety

Parents are asked to read both the annual bus briefing and the school's risk assessment relating to the bus service that are on the school's website.

## Bus Contacts

Single ticket purchases

School shop: 01926 634272

**buses@princethorpe.co.uk**

Routes and quality of service (not billing or changes of bus use)

Gill Price: 01926 634275

**buses@princethorpe.co.uk**

Behaviour and disciplinary matters on buses

Beth Sharpe: 01926 634200

**bethsharpe@princethorpe.co.uk**

Billing and changes of bus use  
Barbara Bromwich: 01926 634263  
**buses@princethorpe.co.uk**

Bus queries  
Barbara Bromwich: 01926 634263  
**buses@princethorpe.co.uk**

### **Bus Companies**

Catteralls of Southam: 01926 813840  
Ridleys: 01926 430130

### **Bus Routes and Times from September 2018**

To view bus routes and times please follow the link below:

**<https://www.princethorpe.co.uk/daily-life/getting-to-school>**

**All bus services are subject to periodic review and the College reserves the right to cancel, alter or introduce additional routes according to variation in demand. Charges are also subject to periodic review.**

**These bus notes should be read in conjunction with the current Terms and Conditions which include a clause on notice for discontinuance of a bus service.**

"The small print - reasonable expectations for you and for us!

As far as possible, contractors try to keep a regular driver on their routes, which generally works well for everyone. All of their drivers are child safeguarding trained, have learned their routes and we can also establish precise timings from the tachographs in the vehicles. We have noticed, however, that with a regular driver, all sorts of expectations apparently seem to creep in which are fine until the driver changes overnight. All sorts of things unbeknown to us have arisen in the past. Children wait in cars until the bus arrives; minor route modifications through villages occur and the timing slips slightly because the regular driver gets all this down to a fine art and everyone stays in bed until the last possible second; all part of human nature!

The short-term replacement driver generally operates the exact route to the exact timetable and expects to see people standing at bus stops and this is where the problem starts! We have asked all contractors to try to operate the timetable to time and to wait at a stop if the bus is running early. Timings of stops operate plus or minus five minutes, which is a nationally adopted standard and seems reasonable. We don't want to be awkward or overly prescriptive but it's not fair for an unfamiliar driver to expect to look for cars in side roads which might contain bus passengers. It's fine for parents to wait until the bus arrives, but excluding really bad weather, children should be standing at stops within the ten-minute window. Please be ready to board the bus when it arrives at your stop. Waiting in cars along the route can put the bus late by as much as ten minutes at Princethorpe. If you divert the bus from our prescribed route for your convenience without reference to us, we can't really expect a replacement driver to know this and therefore you may well end up disappointed!"

## TRIPS

There are a wide variety of trips as part of the comprehensive programme of co-curricular activities organised by the College. Details of day trips can be found in the school calendar. A summary of residential trips can be found on the school website. All trips are covered by the Foundation's travel insurance.

Parental consent is given for all trips by a block consent form which is completed at the beginning of a pupil's time at the College. All parents are still informed of any trip for which their child attends and has an opportunity to request that their child does not go on the trip. Payment for day trips are typically made by the giving of consent by the parents for the cost of the trip to be added to the termly school bill. Trips are managed by an on-line system called Evolve.

Please note that the College will not make claims for items such as laptops, smartphones and cameras and other expensive personal possessions under the travel insurance as we wish to maintain our claim record. Parents should ensure that personal possessions are covered through their own insurance. The school recommends that pupils do not take items of value on any school trip.

Pre-existing medical conditions are covered for trips outside the United Kingdom provided that the travel is not against doctor's orders. We recommend that, if a pupil has a pre-existing condition which a parent may be worried about that they seek their doctor's permission to travel in writing.

Full details of the insurance policy can be found on the VLE by following the link below:

**<https://vle.princethorpe.co.uk/school-documents/trips>**

If you have any questions about trips, please contact Mr Greg Hunter, Assistant Head – Co-curricular, **[greghunter@princethorpe.co.uk](mailto:greghunter@princethorpe.co.uk)**

## FEES

Fees are due on or before the first day of each term.

Parents are able to access their account and view their termly bills on line through *Bills & On-line Payment* option at <https://www.princethorpe.co.uk/portals>. New parents will receive details of how to access their bills and make on-line payments,

Parents are advised by email when the bill for the next term is available.

Parents are requested to make payment to us in the following ways;

- Direct Debit, or;
- Direct Bank Transfer, please state billing reference number and send to:

Bank	HSBC Bank plc, High Street, Coventry
Account Name	The Princethorpe Foundation - Princethorpe College
Sort Code	40-18-17
Account Number	82689111

**The school has no intention of changing its bank account in 2018-19. Any requests to make payment to another bank account are therefore fraudulent.**

A monthly payment option scheme is available, please see our website **[www.princethorpe.co.uk/admissions/fees](http://www.princethorpe.co.uk/admissions/fees)**.

Any queries please contact the Bursary via email on **[accounts@princethorpe.co.uk](mailto:accounts@princethorpe.co.uk)**.

Please pay the fees less the queried amount.

The Bursary is open during school holidays and parents are welcome to raise queries at any time. Many queries are received at the start of each term; all are logged and dealt with as soon as possible.

There is an annual charge for exercise books. Further exercise books can be purchased from the relevant departments.

Year 7 and pupils new to the College, excluding the Sixth Form, also receive a bible for which there is no charge.

The following annual fees are charged in the Michaelmas Term:

- Parent Teacher Association levy: £5.00;
- Sixth Form Common Room levy: £20.00 – Sixth Form only. This is used to cover day-to-day costs of administering the Common Room as well as improvements and replacements.

### **Late Payment of Fees**

Interest is charged for late settlement of fees at a rate of 6% per annum or part thereof.

Letters relating to late payment of fees are charged at £10.

## **OLD PRINCETHORPIANS ASSOCIATION**

Old Princethorpians is our thriving and popular past pupils' association.

The OP Committee meets once every half term and past pupils are represented from across every decade of the College's history. The association aims to act as link between past and current pupils, past parents and former staff and to celebrate their achievements.

We are interested in hearing from all past pupils and how they are faring in life post Princethorpe. We are now using the InTouch database to improve our communication with Old Princethorpians.

To register or update your contact details simply go to [www.princethorpe.co.uk](http://www.princethorpe.co.uk) and click on the Old Princethorpians section.

Old Princethorpians who register can also subscribe to our termly e-newsletter The Old Princethorpean, [www.oldprincethorpean.co.uk](http://www.oldprincethorpean.co.uk).

We have information on a large number of former pupils and will do our best to put friends back in touch with each other.

We also have an established annual programme of social events including the popular pub meets locally and in London, the annual OP's Summer Supper, and OPs vs College Sports Day at the College just before term begins in September.

Our successful Skills Bank initiative, whereby Old Princethorpians support current pupils through mentoring, advice and careers guidance, includes involvement in the College's Careers Fair which takes place every two years. We have also just launched OP Friendly Faces a scheme aimed at supporting new OP undergraduates when they first go to university.

On leaving the College pupils and their parents are granted lifetime membership of the association.

For more information on Old Princethorpians please contact Melanie Butler, Secretary to the Old Princethorpians on 01926 634284 or email [oldprincethorpians@princethorpe.co.uk](mailto:oldprincethorpians@princethorpe.co.uk).

## **USE OF SOCIAL MEDIA**

We encourage all of our parents to follow Princethorpe College Twitter and Facebook account. We promote and celebrate lots of school activities, and it allows parents to keep up to date with all calendared events.

Social media can also cause a number of pastoral issues among pupils and we ask that parents regularly check their child's phone to ensure they are safely using it, and not putting themselves or others at risk.

We ask that parents ensure that their child is only using social media accounts appropriate to their child's age:

Facebook, Instagram, Pinterest, Tumblr, Reddit, Snapchat and Secret has a minimum age requirement of 13 years. LinkedIn has a minimum age of 14 and WhatsApp is 16 years old.

While at school pupils, who use the school Wi-Fi, are protected by the school filtering system called 'smoothwall' that prevents them viewing inappropriate or dangerous materials. Pupils who have mobile internet access on their phone or hand held device will be able to view what they want unless parents have put restriction on the phone.

## **SEND AT PRINCETHORPE**

At Princethorpe we strive to enable all our pupils to realise their full potential by providing flexible Learning Support. For most of our pupils this is achieved within the curriculum; this might include in-class support in some core subjects or help with tasks after school or at break times. We recognise, however, that some of our pupils have Special Educational Needs and Disabilities (SEND) which require additional specialist support for which additional charges apply. For some specialist support, please see fees section on the website for details.

## **PARENT TEACHER ASSOCIATION (PTA)**

The PTA works to support the social life of the school and additionally raises funds through various events which contribute to extras which are not normally met by fee income. The PTA grants include funds to support the reward system as well as Activities Week. Smaller grants are made, for example, to departments which enrich further the pupils' experience at school.

All parents are invited to the Annual General Meeting when wine and refreshments will be served so it is an opportunity to socialise too. This meeting takes place in September and further details will be published in *The Flagpole* newsletter.

The Chair and the present Committee would welcome new Committee members plus helpers and urge all parents to take an active part in the vital fundraising done by this Association to benefit all pupils at the College. For any parents interested in joining or supporting the PTA please contact [pta@princethorpe.co.uk](mailto:pta@princethorpe.co.uk)

## PRIZE GIVING

Please note that our annual Prize Giving will take place at 7.30pm on Friday 16 November 2018 at the Dallas Burston Polo Club, Stoneythorpe Estate, Southam, CV47 2DL. This is a very important occasion at which public exam certificates and awards are presented. All new pupils and their families are invited to attend the event. Please do come along and celebrate our pupils' successes.

## PARENTS' EVENINGS

Each Year group has one Academic Parents' Evening per year which are scheduled as below. We do not operate appointment times during parents' evenings which run from 6.00pm - 8.30pm in the Sports Hall. If you require longer than 5 minutes with an individual subject teacher, please make a further appointment with them.

<b>Academic Parents' Evening 6.00pm – 8.30pm in the Sports Hall</b>	
<b>Year 7</b>	Tuesday 6 December 2018
<b>Year 8</b>	Tuesday 9 October 2018
<b>Year 9</b>	Tuesday 5 February 2019
<b>Year 10</b>	Thursday 13 June 2019
<b>Year 11</b>	Monday 28 January 2019
<b>Lower Sixth</b>	Tuesday 15 January 2019
<b>Upper Sixth</b>	Tuesday 19 March 2019

## ACADEMIC REVIEW MEETINGS

Each pupil also has an Academic Review Meeting during the year. These are meetings that take place between parents, the pupil and the House Tutor/Co-Tutor to discuss pupil academic progress and then agree strategies that will help pupils to realise their full potential. The timings are summarised in the table below:

Period of time scheduled for Academic Tutorials	
Years 7 and 8	Monday 17 June 2019
Years 9 and 10	Monday 25 February 2019
Year 11 (Individual Meetings)	Tuesday 15 November 2018

## INTERNAL EXAMS AND ASSESSMENTS: 2018-2019

### Internal Exams:

Years 7, 8, 9, 10 and Lower Sixth w/c: Monday 20 May 2019

### Year 11:

Mock Exams w/c: Monday 7 January 2019

### Sixth Form:

Lower Sixth Mock Exams w/c: Monday 25 February 2019

<b>INDEX</b>	<b>Page</b>		<b>Page</b>
Absence	20	Mission Statement	1
Academic Review meetings	41	Mobile Telephones	14
Appearance	30	Musical Instruments	17
Arrivals	20	Non-uniform Days	13
Assessments	41	OP Association	38
Attendance		Parent Portal	4
(Arrivals & Departures)	20	Parents' Evenings	40
Bags	15	Parking – Sixth Form	31
Behaviour – on buses	32	Pastoral Team	6
Behaviour	22	PE and Games Kit	11
Breakfast Club	15	Prize Giving	40
Bullying	24	PTA	39
Buses	32	Recognising Achievement	25
Catering	18	Reward System	25
Code of Conduct	22	Sanctions	22
Communication	3	School Day	7
Contacts	4	School Fees	36
Departures	20	School Shop	12
Dress Code	7	SEND at Princethorpe	39
Dress Code – Sixth Form	10	Severe Weather	32
Email Addresses	5	Sixth Form Dress Code	10
Enquiries	4	Sixth Form Parking	31
Equipment	14	Sixth Form Tutors	29
Extended Day	18	Smartwatches	14
Fees	36	Staff	5
Flagpole	3	Supporting Your Child's Learning	2
House Tutors	28	Tablets – Electronic	14
Holidays	21	Telephone Numbers	5
Internal Examinations	41	Term Dates 2018-19	3
Kit	11	Traffic Management	30
Lockers	15	Trips	36
Lost Property	17	Uniform	7
Lunch Queuing	19	Use of Social Media	39
Matron	26	Vaccinations	27
Medical	26	Vertical House Tutor Groups	28
Merits	25	Website	4

## Notes

Princethorpe, Rugby, Warwickshire CV23 9PX. Tel: 01926 634200 Fax: 01926 633365 e-mail: [post@princethorpe.co.uk](mailto:post@princethorpe.co.uk)  
**[www.princethorpe.co.uk](http://www.princethorpe.co.uk)**