



LINCOLN
A PRIORY ACADEMY

Information Booklet 2018-19



Lincoln Academy is part of The Priory Federation of Academies Trust. The Trust's mission is "To improve the life chances of our students so they become true citizens of the world" through the core values of Wisdom, Curiosity, Generosity, Courage and Passion.



Introduction

This section of the prospectus contains more detailed information about our Academy, including rules and guidelines.

The Priory City of Lincoln Academy has an expectation of high standards of uniform and behaviour. We set out clearly what is expected of our students and we suggest to all prospective

members of our Academy that in joining us you will have agreed to follow our rules. We always ask parents for their support in this and are delighted by their positive response.



The Priory City of Lincoln Academy
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www.priorycity.co.uk

Headteacher: Mr R. Trow

ADMISSIONS

The Priory City of Lincoln Academy has a Published Admission Number of 150 pupils. Applications are made in accordance with the local authority's co-ordinated admission arrangements and are made on the Common Application Form provided and administered by Lincolnshire County Council. For further details, please refer to the Lincolnshire County Council website – school admissions. Where the number of applications is greater than the Published Admission Number, applications will be considered against the criteria set out below:

The Priory City of Lincoln Academy will first accept pupils with an education, health and care (EHC) plan or statement of special educational needs which names the Academy.

After the admission of pupils with EHC plans or statements, the criteria below will be applied for the remaining places, in the order which they are set out below:

- a.** Looked after children, or previously looked after children, sometimes referred to as children in public care
- b.** Applicants who achieve the minimum standards needed for admission on the basis of aptitude for sport

In the event that more than 15 applicants achieve the minimum standard, the 15 places will be offered to the applicants with the highest scores in the assessment. Any remaining applicants will then be considered using the criteria in paragraphs c to f below. In the event that fewer than 15 applicants achieve minimum standard, they will all be admitted and the remaining places will be made available to other applicants using the criteria in paragraphs c to f below.

- c.** Siblings of pupils who are on the roll of the Academy at the time of the application
- d.** Children of a member of staff of the Academy who has been employed at the Academy for two or more years at the time of application

In the event of more applicants than places under criteria c and d above, children living nearest to the school have priority using criterion

- e.** Children who live nearest to the Academy as the crow flies, from the Academy's main entrance to the post office address point of the child's home.
- f.** As allowed under the School Admissions Code, children of staff in shortage areas recruited after 1st March in the year of admission may be considered as exceptional admissions.

The Academy will admit up to 15 places on aptitude. Parents who wish to seek a place at the Academy for their child based on aptitude for sport are asked to present their child for assessment the year preceding entry on the notified date.

Parents who wish their child to take the assessment should request, complete and return the assessment application form which is available from the Academy at least one week before the assessment.

Full details of the Admissions Policy and Admission Arrangements are available on the Academy's website.



ACADEMY YEAR 2017/18

Term	Start	End
Term 1	Wednesday 6th September 2017	Friday 20th October 2017
Term 2	Monday 30th October 2017	Tuesday 19th December 2017
Term 3	Thursday 4th January 2018	Friday 9th February 2018
Term 4	Monday 19th February 2018	Thursday 29th March 2018
Term 5	Monday 16th April 2018	Friday 25th May 2018
Term 6	Monday 4th June 2018	Friday 20th July 2018

ACADEMY YEAR 2018/19

Term	Start	End
Term 1	Wednesday 5th September 2018	Friday 19th October 2018
Term 2	Monday 29th October 2018	Thursday 20th December 2018
Term 3	Monday 7th January 2019	Friday 15th February 2019
Term 4	Monday 25th February 2019	Friday 5th April 2019
Term 5	Tuesday 23rd April 2019	Friday 24th May 2019
Term 6	Monday 3rd June 2019	Friday 19th July 2019

THE ACADEMY DAY

	Start	End		Start	End
Tutor time	8.30	8.45	Lunch	12.00	12.30
Period 1	8.45	9.45	Period 4	12.30	1.30
Period 2	9.45	10.45	Period 5	1.30	2.30
Break	10.45	11.00	Enrichment (Tues, Weds, Thurs)	2.30	3.30
Period 3	11.00	12.00			

CURRICULUM

Key Stage 3 Curriculum from September 2017

These are the lessons each student in Years 7 & 8 will follow every two weeks. We have a two week timetable which means for some students there is a variation from Week 1 to Week 2 in their timetables.

Subject	No. of Lessons
English	5
Mathematics	5
Science	3
Art	1
Design & Technology	2
French	2
Geography	1
History	1
Physical Education	2
Performance	1
Religion & Ethics	1
Reading	1
Total	25



Key Stage 4 Curriculum from September 2017 (Years 9, 10 & 11)

Subject	Number of Periods (Lessons per fortnight)		
	Year 9	Year 10	Year 11
Core Subjects			
English	9	8	8
Mathematics	8	8	8
Science	8	8	8
Religion & Ethics	1	2	2
Physical Education	4	4	4
Option 1	5	5	5
Option 2	5	5	5
Option 3	5	5	5
Option 4	5	5	5
Total	50	50	50



UNIFORM

We consider uniform to be very important and our strict approach is appreciated by parents. We believe the uniform code contributes to the values of our Academy. It is modern, it provides students with an identity and it helps to promote a purposeful approach to learning. There is an expectation that all members of the Academy will strive to look their best. For students this will mean wearing the Academy uniform correctly when travelling to, from and within the Academy and when on Academy trips and visits.

Academy Uniform – Girls

- Black blazer with Academy badge.
- Either: Black trousers in classic trouser cut, or black skirt (not tight fitting and must be knee length)
- White shirt and Academy clip on tie
- Black ankle socks or plain black tights with skirt or with trousers.
- Black plain safe and flat shoes (not canvas, plimsolls, ballet pumps or trainer style)
- Black V-necked pullover (optional)
- School bag (large enough to carry A4 file, books and essential equipment)



PE Kit – Girls

- White ankle socks and navy knee length socks
- Red Academy polo shirt
- Navy shorts/ black or navy leggings
- Training shoes (not canvas or plimsolls)
- Football boots and shin pads
- One piece swimming costume
- Towel
- Academy red fleece (optional)

Academy Uniform – Boys

- Black blazer with Academy badge
- Black trousers in classic trouser cut
- White shirt and Academy clip on tie
- Black or grey socks
- Black, plain, safe and flat polishable shoes (not canvas, plimsolls or trainer style)
- Black V-necked pullover (optional)
- School bag (large enough to carry A4 file, books and essential equipment)

PE Kit – Boys

- White ankle socks and navy knee length football socks
- Red Academy polo shirt
- Navy shorts
- Training shoes (not canvas or plimsolls)
- Football boots and shin pads
- Swimming trunks/shorts (not knee length Bermuda shorts)
- Towel
- Academy red fleece (optional)

Outdoor Coat

- Dark colours and large enough to wear over the blazer

Jewellery

Students may wear one single plain stud in the lobe of each ear. Students must not have piercings done if there is insufficient time for them to heal before a module starts.

It is not appropriate for them to come to the Academy with plasters over their piercings or with clear retainers. Earrings must be removed for PE and Performance lessons without question. Students may only wear lapel badges that have been awarded to them by the Academy.

Makeup/Nail Varnish

Makeup should not be visible. Nail varnish should not be worn. Students must not have gel/artificial nails if there is insufficient time for them to be removed before a module starts.

Hair

Students are expected to keep hair clean and tidy. Skinhead, Mohican, tramline or any other extreme hair style is not permitted. Students with these hairstyles will be withdrawn from lessons. Hair dyed in unnatural colours is not permitted.

GENERAL COMMENTS

If medical or personal reasons mean that a student is unable to wear full uniform then parents/carers are asked to contact a member of the pastoral team at their earliest convenience.

The following are not permitted: Jeans and cords; trousers with decorative zips; patches or flares; slipper/ballet style or canvas shoes, or heavy boots.

Outdoor clothing should be without studs or slogans and should not be worn in the building. Cardigans, jumpers or sweatshirts do not constitute 'outdoor clothing' and must not be worn over the uniform. Hoodies are not allowed. Trainers should only be worn for PE.

Aerosols

Aerosols are not to be used anywhere on the Academy site, as they can cause serious medical issues.



Uniform Suppliers

Uniform Direct, High Street, Lincoln
Tel. 01522 510016

Standard of Dress for 6th Form Students (September 2017)

This is a traditional uniform policy and it is this way in order to prepare you for the rigours and traditions of working life and as such the emphasis is on a smart appearance.



WHAT TO WEAR

Male students are expected to wear a traditional suit with jacket and trousers, a shirt, a tie and plain, dark-coloured leather shoes.

A smart jumper or waistcoat may be added under the jacket as long as the tie is clearly visible. Top buttons should be fastened at all times. Sleeves on shirts can be long or short and in hot weather can be rolled up. House badges must be worn. Any other badges are to be school badges.

Female students are expected to wear a traditional suit with jacket and knee length skirt (within 4cm) or full length trousers (Dark coloured patterned trousers are acceptable, and an appropriate top/shirt/blouse/smart jumper which covers the shoulders and has a strap suitable for business wear.

Cardigans may be worn underneath jackets, but only without the jacket when in a classroom. Tights must be dark coloured and plain. Dark-coloured, plain, low heeled shoes should be worn to suit smart attire. You may wear boots only if made from leather or look like leather. If wearing boots with a skirt, the boots must be knee-length.

When considering whether to wear make-up, it must be suitable for attending a place of work or a job interview and be as natural as possible. House badges must be worn. Any other badges are to be school badges. Jewellery must be discreet and be applicable to a place of work.

WHAT NOT TO WEAR

Jackets: no short sleeved jackets, or sleeves rolled up; must be longer than the shirt/blouse/top underneath.

Tops: for girls, no T-shirts, polo shirts, vest/strappy tops or other T-shirt type or casual looking tops. No exposed midriffs, backs, shoulders or low-cut tops.

Trousers: no skinny, harem, jeans-style, tapered or tight-fitting trousers.

Skirts: do not wear tight fitting, bodycon or stretch skirts, scalloped skirts or skirts with large splits.

Shoes: do not wear shoes which are open at the front or back, or canvas any which have decorative detail (tassels, glitter, sparkles etc) and boots must not have turnovers.

Decoration: Jewellery is to be kept to a minimum, no extreme hairstyles or obviously or brightly dyed/streaked hair, no visible tattoos, no belts worn out of the loops or with very large buckles, piercings must be discreet and applicable to a place of work, hair accessories must be small and subtle, no patterned tights and hats and scarves not to be worn inside the classrooms.

Coats: no leather, fur, faux fur, denim or hoodie-style coats

If there is debate about an item of clothing, please communicate with Miss C Shutt but ultimately the Headmaster's decision on the matter will be final.

GENERAL INFORMATION

Insurance

Parents are reminded that we do not accept responsibility for personal property. Students are strongly advised not to bring expensive items to the Academy. Parents should initially check their household insurance policy to see that they are covered. The Academy does not accept any liability.

Mobile phones and cameras

Whilst we understand that mobiles have, to an extent, become a useful security item, they bring with them significant problems. We insist on responsible use of mobile phones whilst on site. Mobile phones are not allowed to be used in lessons. At social times students are permitted to use them but not to make or receive calls, take pictures or recordings of any kind. Students are advised to be discreet in the use of their phones during their journeys to and from academy in order to prevent them becoming a target of aggravated phone theft. The taking of photographs or recordings of any kind, on the Academy site, is done so with the prior permission of the Headteacher only. Possessing images taken on our site, even if it is of friends, can lead to problems.

Calculators

It is beneficial for students to have a simple scientific calculator. They can be purchased from the Academy shop and are suitable for students up to the end of their GCSE courses, mathematics and Science teaching staff will be pleased to offer advice on such a purchase.

Academy shop

The shop provides many items useful in the day-to-day life of our students, including a full range of stationery. This ensures that the excuse of forgetting these items is a thing of the past. During term time, the shop is open at break and lunch times.

Charging for activities

The Priory City of Lincoln Academy does not charge fees for tuition. Charges may be necessary for activities which take place in Academy time or which form part of the curriculum studies of the Academy. In some cases, the Academy may invite parents to make a voluntary financial contribution to activities which are additional to the basic curriculum. However, there will be no obligation to make such contributions and equality of opportunity for all students will be maintained, irrespective of any voluntary contributions. The only exception to this is for external music tuition where there will be a charge which is payable in advance.

Academy trips

Trips are a valued part of our provision. Their success is due to the dedication and commitment of the staff who carry out these voluntary duties. It must be remembered that there is no automatic right for students to participate in these activities and the Academy, therefore, reserves the right to decide on the composition of any trip. The inclusion of the students is on the understanding that their standard of behaviour, progress in their work and commitment to the wearing of the uniform is acceptable. If they fall short in these areas, then the Academy reserves the right to exclude students from the trip. Similarly, as students represent The Priory City of Lincoln Academy on the trip, it is essential that their behaviour reflects our high expectations. Failure to adhere to the requirements of the trip, including the wearing of smart casual dress (as set out in a kit list) and excellent behaviour throughout, could result in students being: withdrawn from the trip; sent home from the trip; prevented from involvement in future trips. The Academy's decision is final.



FURTHER INFORMATION

Detentions

Detentions may take place during social time or at the end of formal lesson time. We always attempt to communicate with parents. For issues regarding punctuality, equipment or uniform detentions are served on the same day. Although parental agreement is not legally required we always seek to work together on this and expect your full support.

Behaviour outside the Academy

Students must apply the same high standards of behaviour when wearing uniform outside of the Academy as they do within it.

Sex and relationship education

There is a programme of sex and relationship education within the curriculum in order to assist students to have due regard for moral and social considerations.

In particular, the aims of the Academy's Sex and Relationship Policy are to support the personal, moral and social development of all students and ensure they have the ability to accept their own and each other's sexuality. They should learn to enjoy relationships based on caring, mutual respect and responsibility, whilst learning to take responsibility for the health of themselves and those around them.

Arrangements for pupils with special educational needs (SEN)

The criteria for admitting students with SEN are the same as other students except where the LA decides that mainstream education is not appropriate. Parents of a student with a statement for Special Educational Needs should discuss their child's needs with the Academy before an application is made.

Religious Education

RE is provided for all students in accordance with the Lincolnshire Agreed Syllabus of Religious Education. A daily act of collective worship is held. Parents have the right to withdraw their child from this act of religious worship and other religious education by making a written request to the Headteacher. The Academy has no affiliation with any religious denomination.

Equal opportunities and diversity

The Academy is committed to providing equal opportunities for all, the Academy's policy is available on the website.

Website

The Academy website contains links to a full range of policies including: Admissions, Safeguarding and Child Protection, Sex and Relationship Education, Health and Safety and Anti-Bullying.

Expressing your concerns

We are fully committed to providing the best possible education for your child. However we realise that sometimes things go wrong and that this can be an anxious time. Most concerns can be resolved through contact with your child's Form Tutor (via the planner) or by contacting one of the pastoral team, in the first instance a Pastoral Manager. If you feel that an issue has not been resolved then our Deputy Head can be contacted in writing or by phoning the school reception. We will try and deal with your concerns within 24 hours, but certainly within 5 working days. If you are still unhappy, we will provide you with information about your rights and the different ways in which you can pursue your concerns



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