



**LINCOLN**  
A PRIORY ACADEMY

**INFORMATION BOOKLET**  
2022-2023



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**.



## OUR ACADEMY

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

Lincoln Academy has high standards of both 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.



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**Headteacher:** Mr R. Trow

# ADMISSIONS

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:

Lincoln Academy will first accept pupils with an Education, Health and Care (EHC) plan 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.
- 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.
- 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.

In the event that more than 15 applicants achieve the minimum standard, the fifteen 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.

The Academy will admit up to fifteen 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.

- 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.

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

# THE ACADEMY YEAR 2022/2023

<b>Term</b>	<b>Start</b>	<b>End</b>
Term 1 .....	Monday 5th September 2022 .....	Friday 21st October 2022
Term 2 .....	Monday 31st October 2022 .....	Friday 16th December 2022
Term 3 .....	Wednesday 4th January 2023 .....	Friday 10th February 2023
Term 4 .....	Monday 20th February 2023 .....	Friday 31st March 2023
Term 5 .....	Monday 17th April 2023 .....	Friday 26th May 2023
Term 6 .....	Monday 5th June 2023 .....	Wednesday 19th July 2023

# THE ACADEMY YEAR 2023/2024

<b>Term</b>	<b>Start</b>	<b>End</b>
Term 1 .....	Tuesday 5th September 2023 .....	Friday 20th October 2023
Term 2 .....	Monday 30th October 2023 .....	Friday 15th December 2023
Term 3 .....	Wednesday 3rd January 2024 .....	Friday 9th February 2024
Term 4 .....	Monday 19th February 2024 .....	Thursday 28th March 2024
Term 5 .....	Monday 15th April 2024 .....	Friday 24th May 2024
Term 6 .....	Monday 3rd June 2024 .....	Friday 19th July 2024

# THE ACADEMY DAY

	<b>Start</b>	<b>End</b>		<b>Start</b>	<b>End</b>
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	Tutor time .....	2.30	2.45
Period 3 .....	11.00	12.00	Enrichment (Tues, Weds, Thurs) ..	2.45	3.45

# CURRICULUM

## Year 7 & 8 Curriculum

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.

Subject	No. of Lessons	Subject	No. of Lessons
English	4	Geography	2
Mathematics	4	History	2
Science	3	Physical Education	2
Art	1	Performance	1
Design & Technology	2	World Views	1
French	2	Reading	1
Total		25	

In Year 8 students are helped to make a guided selection. This is a subject from technology or the arts to study in Year 9.

## Year 9 Curriculum

In Year 9 a bespoke negotiated curriculum is developed for each student, giving a selection of appropriate courses for Years 10 & 11.

Subject	No. of Lessons over 2 weeks	Subject	No. of Lessons over 2 weeks
English	8	Geography	4
Mathematics	8	World Views	2
Science	10	Physical Education	4
History	4	French	5

Students in year 9 have 5 lessons for their Guided selection subject (Art, Drama, DT, Food or Music). A small number of students may have a more tailored curriculum to suit their educational need.



## Year 10 & 11 Curriculum

Subject	No. of lessons per 2 weeks	
	Year 10	Year 11
<b>Core Subjects</b>		
English	8	8
Mathematics	8	8
Science	8	8
World Views	2	2
Physical Education	4	4
Option 1	5	5
Option 2	5	5
Option 3	5	5
Option 4	5	5
<b>Total</b>	<b>50</b>	<b>50</b>

# LINCOLN ATTITUDES

- Work hard**     Nurturing deeply cultured, reflective and philosophical thinkers of the future
- Dream big**     Empowering intellectual curiosity, active learning and inquisitiveness
- Be kind**     Fostering empathy, mutual respect and courtesy in a global community
- Keep going**     Championing integrity, resilience and the value of personal endeavour
- Be proud**     Igniting a sense of awe and wonder, moral conviction and ambition



# UNIFORM

We are proud of our high uniform standards. This is achieved through partnership between our Academy and home.

We expect our students to wear their uniform with dignity and maturity.

We consider that uniform is important for several reasons:

- It provides students with a sense of identity and pride in our Academy.
- It helps to instil in students a sense of purpose when they put on their uniform every morning.

To enable you to support our Academy in maintaining uniform standards the full uniform requirements are listed below.

## UNIFORM

<b>Blazer</b>	Black with academy badge.
<b>Skirt</b>	Must be City Tartan, knee length with stitched down pleat.
<b>Trousers</b>	Must be black (straight, classic style – no stretch fabrics, no skinny styles, turn-ups or flairs). Trousers should not be cropped (there should be no gap between the bottom of the trouser and the shoe).
<b>Tie</b>	The Lincoln Academy Black Clip on.
<b>Shirt</b>	White worn with academy tie and tucked in at all times.
<b>Socks</b>	Black socks (above the bottom of the trousers) or plain black tights. No logos or designs. <u>No trainer socks.</u>
<b>Shoes</b>	Black, plain, safe and flat. No platform, canvas plimsolls or ballet style shoes. Shoes must be of a solid construction and suitable for a busy academy environment. Boots or trainers are not permitted.
<b>Academy bag</b>	Must be plain in style and fit for purpose in that they are big enough to hold books and equipment required for the day.



## UNIFORM – OPTIONAL ITEMS

- Jumper** V-necked only jumper: Black.
- Coat** Waterproof and large enough to wear over the blazer. No hoodies.
- Earrings** Flat/circle plain studs, plain gold or silver only. These should be worn on the lower lobe of each ear (only one stud per ear).
- Jewellery** No jewellery other than plain earrings (see above). Watches may be worn. NO other piercings of any kind.
- Hairstyles** Hair should be smart and safe for a working environment. Any long hair may be required to be tied back at a member of staff's discretion. Extreme hairstyles (as decided by the Academy) are not permitted: e.g. no tram lines/ edges/ steps. Shaved hair less than a number two is not permitted. Hair colour must be natural (No unnaturally dyed hair).
- Hijab** If worn it must be plain dark colour.
- Make-up** Minimal make-up (foundation & mascara) as decided by the Academy. This includes no nail varnish being permitted and students are not permitted to get artificial nails of any description.
- Badges** House badges must be worn. Any other badges are to be issued by the academy.

## GENERAL UNIFORM 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 academy has spare uniform and will lend this out to students if they attend in the incorrect uniform.

The following are not permitted: Jeans and cords; trousers with decorative zips, patches or flares; training, slipper style or canvas shoes, or heavy boots. Outdoor clothing should be without studs or slogans and should not be worn in the learning environment. Cardigans, jumpers or sweatshirts/hoodies do not constitute 'outdoor clothing' and must not be worn over the uniform. Trainers should only be worn for PE.

## PE KIT

- Black knee length football socks or white socks for indoor lessons.
- Black / Red Academy polo shirt or round neck version
- Black shorts
- Black leggings with Academy logo
- Black track pants with Academy logo
- Training shoes (not canvas or plimsolls)
- Football boots and shin pads (recommended – check with PE staff when these would be used)
- Plain black one piece swimming costume
- Plain black swimming shorts (no stripes/no football shorts)
- Towel
- Black mid layer with Academy logo
- Red / Black Academy polo shirt (this is for students who undertake Sport Studies/Leadership)

## UNIFORM SUPPLIERS

Uniform Direct, High Street, Lincoln. Tel: 01522 510016

All final decisions on uniform are made by the Headteacher.

## EQUIPMENT

Every student is expected to provide the following basic items of equipment for every lesson:

- Black or blue ballpoint pen (and a spare)
- Pencil, pencil eraser & pencil sharpener
- Scientific Calculator – Casio 83 or Casio 85
- Mini Whiteboard, whiteboard pen in black and whiteboard eraser. These will be provided by the academy in the first instance.
- Purple Pen
- Rule
- Protractor and compass

We recommend that if your child cycles to the Academy they should wear a helmet and their cycles should be in good working order with lights during the dark winter months. A lock is required for all bikes on school site. Any bike which is not locked up, the academy cannot take responsibility for.

## AEROSOLS

Aerosols are not to be used anywhere on the Academy site, as they can cause serious medical issues for members of the academy who suffer from asthma.

# SIXTH FORM DRESS CODE

One of the key roles within the Sixth Form is the preparation for the world of work. We want to prepare our students for work as well as presenting them as role models for lower school and as ambassadors within the wider academy community.

**Parents/carers support their children when they choose to attend The Priory Lincoln Academy with the full knowledge of what our dress code requires of Sixth Form students. If students fall below our expected standards repeatedly, they may be asked to return home to change.**

**The student lanyard should be worn at all times** for safeguarding those on site.

Students should wear a **uniform** that can consist of:

- Jacket and skirt
- Jacket and dress
- Jacket and tailored trousers

Where a skirt or dress is worn this should not be of jersey, bodycon or stretch style – skirts and dresses should be smart. Skirts should be worn 2/3 down the upper leg.

Where a tailored shirt is worn this should be tucked in and worn with a tie.

When a tailored shirt is not worn a smart top should be worn. Tops that are not smart and are not in line with the Sixth Form Dress Code include.

- Sweatshirts
- Tops with logos
- Tops that are revealing

Shoes or boots should cover the foot at the front and back. Trainers should not be worn.

There will be occasions where students are asked to wear subject specific clothing (Sports & Hospitality and Catering).

Hairstyles should be in accordance with smart business dress – any dye should be of a natural colour.

The Academy is responsible for ensuring that jewellery worn does not pose a risk to those on site. There should be a maximum of three piercings in either ear and if a student has a nose piercing it should be a plain stud.

If there is any debate about an item of clothing the Headteacher's decision is final.

# MAXIMISING ACHIEVEMENT – REWARDS AND ENRICHMENT

## THE LINCOLN ACADEMY PASSPORT

The Lincoln Academy Passport identifies different challenges which students can achieve throughout the academic year. Students are rewarded bronze / silver / gold stars for successfully completing each section of the Passport. The Lincoln Academy Passport reflects the values of our Academy and reflects the curriculum.

<b>COURAGE</b>	Championing integrity, resilience and the value of personal endeavour.
<b>CURIOSITY</b>	Empowering intellectual curiosity, active learning and inquisitiveness.
<b>WISDOM</b>	Nurturing deeply cultured, reflective and philosophical thinkers of the future.
<b>GENEROSITY</b>	Fostering empathy, mutual respect and courtesy in a global community.
<b>PASSION</b>	Igniting a sense of awe and wonder, moral conviction and ambition.

Students work their way through the three Lincoln Stars; a student who has gone above and beyond in their studies and in the extra-curricular activities.

Students will evidence, where required, in their Lincoln Academy Passport and sign off sections with respective staff. Their form tutor will oversee the evidence and recommend the achievement to the head of year.

## LINCOLN SUBJECT CHAMPIONS

Becoming a Subject Champion entails going above and beyond in a chosen curriculum area. Throughout your time at Lincoln Academy you will have the opportunities to achieve your Bronze, Silver and Gold Subject Champion awards and to progress further to become a Sixth Form Champion. Your award will reflect your achievement, commitment and passion in and for a curriculum area/s. As a Subject Champion, you will reflect the Lincoln Attitudes and provide an example for other pupils. To be an ambassador for the relevant curriculum area. allows for the academic environment to become enriched as a whole.

## ENRICHMENT

Students are encourage to take part in enrichment activities after school. We offer a wide range of extracurricular activities in curriculum areas but also in areas such as martial arts, baking, film & book club etc.

# 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

Mobile phones are NOT allowed to be used during the academy day, unless under the direction of a member of staff. The taking of photographs or recordings of any kind, on the Academy site, is done so with the prior permission of the Headteacher ONLY.

## CALCULATORS

It is compulsory 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 ensuring that no student should be without the correct equipment. During term time, the shop is open at break and lunch times.

## CHARGING FOR ACTIVITIES

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 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

## EXTENDED REFLECTION

Extended reflection occurs at the end of the Academy day. It is a space for students to reflect on their actions during that day and consider how they can change them. Members of staff are present to help discuss with students what they can do differently so they can be the best version of themselves. We always attempt to communicate with parents, (usually by text or email) when a student has extended reflection. Where possible students serve their extended reflection on the same day. Extended reflection is a key part of our behaviour system and as such we do expect your full support in this.

## 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.

## RELATIONSHIP AND SEX EDUCATION

At the Priory Lincoln Academy we promote personal wellbeing and development through a Global Citizenship programme. This gives children the knowledge, understanding, attitudes and practical skills to live safe, healthy, productive lives and meet their full potential. Relationships and sex education (RSE) forms an aspect of this programme.

Lessons in will include pupils learning about:

- Healthy relationships, including friendships;
- families; growing and changing, including puberty;
- personal hygiene;
- changing feelings;
- becoming more independent;
- keeping safe;
- developing self-esteem and confidence.

Pupils will also have opportunities to ask questions during the delivery. RSE is delivered throughout the curriculum and during pastoral time. This takes place in a safe learning environment and is underpinned by our school ethos and values.

## ARRANGEMENTS FOR PUPILS WITH EDUCATION HEALTH CARE PLANS (SEN)

The criteria for admitting students with SEN are the same as other students except where the Local Authority decides that mainstream education is not appropriate. Parents of a student with an education health care plan should discuss their child's needs with the Academy before an application is made.

## RELIGIOUS EDUCATION (WORLD VIEWS)

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 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 & Child Protection, Relationship & Sex Education, Health & Safety and Anti-Bullying.

## EXPRESSING YOUR CONCERNS

We are fully committed to providing the best possible education for your child. However we realise that occasionally 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 an Assistant Head can be contacted in writing or by phoning the academy reception. We will try and deal with your concerns within 24 hours, but certainly within five 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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