



*Priory Primary School*  
At the heart of the community

## School Prospectus

Priory Primary School

Greyfriars, Bedford MK40 1JD

01234 261768

[office@prioryprimary.co.uk](mailto:office@prioryprimary.co.uk)

[www.prioryprimary.co.uk](http://www.prioryprimary.co.uk)





## Our Values

Priory Primary School provides and promotes values-based learning. This means that our values are embedded in the way we teach and learn, in our curriculum, in our policies and in our everyday way of being with each other.

If you visit or join our school you will experience our:

- Welcoming and inclusive ethos
- Hard work and honesty
- Mutual respect and care for each other

The school community reviews and agrees a number of named values to focus on throughout the year. These are:

Respect	Perseverance
Friendship	Equality
Honesty	Compassion
Love	Trust

Dear Parents and Carers,

It is with great pleasure and pride that I welcome you to Priory Primary School. Over the years we have developed a caring and secure environment, fondly referred to by children, families and staff as the Priory Family.

We are a small but thriving, multicultural school in the heart of Bedford and in the heart of our community. The staff are hardworking, creative and dedicated; enthusiastic about making learning fun. Every child is seen and nurtured as an individual, and that is how we can encourage them to fulfil their personal potential regardless of their background or circumstance.

Read on to find out more about our school and our fantastic children. You are very welcome to come and visit us, telephone the office or pop in to make an appointment. I look forward to meeting you and showing you around our school.

Yours sincerely

Mrs J Fraser

Headteacher

## Vision Statement

The Vision of Priory Primary School is to help all pupils achieve their personal potential by:

- Discovering and investing in who they are
- Providing irresistible learning experiences within the school curriculum
- Connecting with the wider community

We believe in our pupils and expect success.

## HOW ARE THE CLASSES ORGANISED?

We have eight teaching groups at Priory Primary School. Each classroom is run by one of our qualified teachers and learning is supported by a talented team of teaching and learning assistants. We also take pride in our work supporting students from the local colleges and universities who often complete placements in our classrooms.

### EARLY YEARS FOUNDATION STAGE

Nursery and Reception

3-5 year olds

### KEY STAGE ONE

Year 1 and Year 2

5-7 year olds

### KEY STAGE TWO

Year 3 to Year 6

7-11 year olds

To find out more and to see some examples of our classroom learning at Priory Primary School please visit our website:

[www.prioryprimary.co.uk](http://www.prioryprimary.co.uk)



### EARLY YEARS FOUNDATION STAGE

Children in the Nursery and Reception Class are taught from the Early Years Foundation Stage Curriculum. This is a UK Government statutory curriculum which organises learning into seven areas; there are three prime areas and four specific areas of learning:

#### Prime areas of learning:

Physical development; Personal, Social and Emotional development; Communication and Language.

#### Specific areas of learning:

Mathematics; Literacy; Understanding the World; Expressive Arts and Design.

The early years classrooms here at Priory promote exploration and play, combined with focussed, adult led activities to help children to become active and independent learners. It is really important that children are ready for the demands of school life by the time they reach the end of the Reception year.

Staff are guided by the principles outlined in the Early Years Foundation Stage, which include the understanding that different children develop at different rates. We firmly believe that each child is unique. We seek to provide an enabling, stimulating learning environment and build positive relationships with children, and their parents and carers, to ensure that all children make sustained progress and build the foundations for learning ready for their next stage of schooling.

In Reception Class, the children's learning journey is recorded using an online app. Parents / carers are encouraged to get involved by sharing their successes at home as well as at school, through the SeeSaw app.





## THE NATIONAL CURRICULUM

In Key Stages 1 and 2 the children's learning is based on the guidelines of the National Curriculum.

### English:

Children are taught spoken language, reading, writing and vocabulary development. English is both a subject in its own right and an integral aspect of teaching every subject. For pupils, understanding the language provides access to the whole curriculum. Fluency in the English language is an essential foundation for success in all subjects. When spoken English is strong, and reading is wide, then pupils' writing can flourish. We use a writing scheme called The Write Stuff to support pupils to develop into confident and creative writers.

Children who are New to English, and who join the school after the age of 5, will receive a support programme. This helps them develop their English language skills over 12—18 months.

### Phonics:

As a school we follow the Little Wandle Letters and Sounds Revised phonics programme. The children are taught in a systematic, structured yet fun way. If the daily phonics lesson needs supplementing with extra support, the Little Wandle scheme provides daily catch up or rapid catch up, depending on each individual child's needs. This is vital because all children learn differently. They are taught to apply the new phonemes (sounds) in their reading and spelling.

### Mathematics:

We teach Mathematics using the Mastery approach, using a scheme called Maths No Problem!, which embeds children's understanding of *why they are doing what they are doing* in the early concepts, so they can apply this as the learning becomes more challenging. Children are taught number and place value including addition, subtraction, multiplication and division, fractions, measure, geometry including properties of shapes and position and direction, and statistics. The aim of the curriculum is to develop pupils' mathematical fluency and the skills to solve number problems.

### Science:

Children learn the skills of working scientifically. The curriculum aims to ensure that all pupils develop scientific knowledge and understanding which underpins the specific disciplines of biology, chemistry and physics. Children will develop an understanding of the nature, processes and methods of science through different types of scientific enquiries that help them to answer scientific questions about the world around them.

### Computing:

Children learn to use a wide variety of technology both as a tool for computing and to support and develop their everyday learning. The aim of the curriculum is that all pupils become responsible, competent, confident and creative users of information and communication technology.

### Religious Education (RE):

Religious Education at Priory follows the Bedfordshire Agreed Syllabus. Children are taught about major world religions. They learn about the special books, special times and special people of each religion. Pupils are enabled to reflect on and respond to their study of religions and beliefs, and to use this to tackle some of the 'Big Questions'.



## History and Geography:

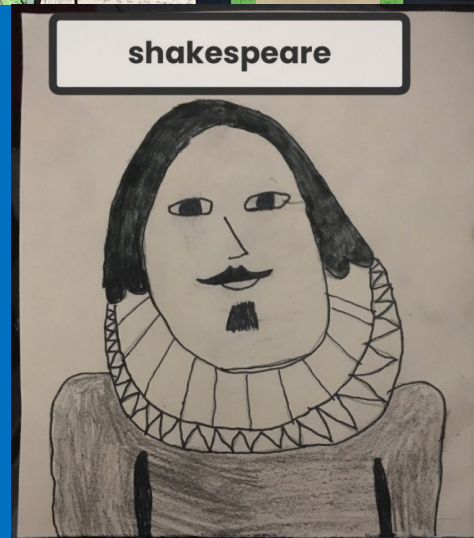
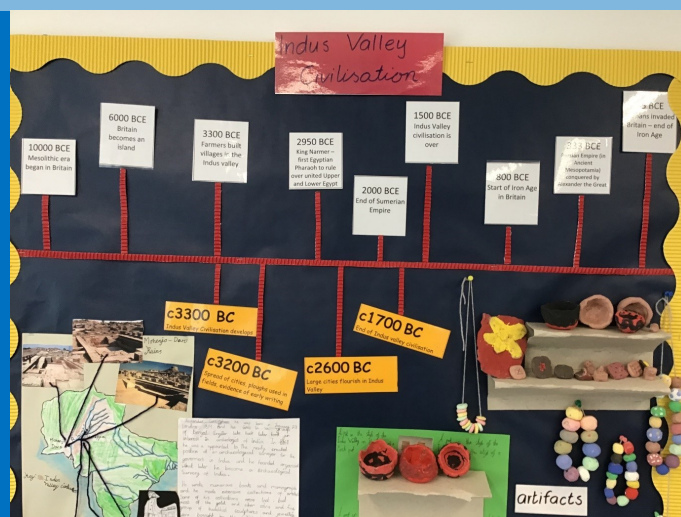
These are taught through a topic-based curriculum designed to enrich the children's knowledge and inspire them to discover more about their world - past and present. Visits, outings and first-hand observation are actively encouraged to develop skills and understanding.

## Art:

Children are taught drawing, painting, print making, textiles and clay work. The art curriculum is also delivered in a sequence that links to our topics and aims to ensure that all pupils produce creative work. Children are taught about the work of great artists, craft makers and designers.

## Music:

We have created our own ambitious music curriculum, based on the new Model Curriculum for Music, which is sequenced from Reception upwards. The aims of the curriculum are to ensure that all pupils are able to perform, listen to, review and evaluate music across a range of historical periods, genres and styles, including the works of great composers. Pupils learn to sing and use their voices to create and compose music on their own and with others.



## Design Technology (DT):

Children have access to a wide range of creative and practical activities taught through the curriculum topics. The aim of the curriculum is to develop the creative, practical and technical expertise needed to perform everyday tasks confidently and to participate in an increasingly technological world. Pupils are taught food hygiene, cooking and nutrition as part of this curriculum.

## Physical Education (PE):

All children take part in Physical Education. This is taught both by class teachers and specialist teachers. All our pupils also have a short course of swimming lessons each year. The aim of the Physical Education curriculum is to ensure that all pupils develop competence to excel in a broad range of physical activities, are physically active for sustained periods of time, engage in competitive sports and activities and lead healthy, active lives.

## Personal, Social, Health and Economic Education (PSHE) and Citizenship:

Children are taught the skills they need to lead confident, healthy and independent lives and be informed, responsible and active citizens. At Priory Primary, we have a School Council, and Eco-Council and a range of Ambassador roles, which help children begin to take part in decision making.

## Modern Languages:

Many of our children speak more than one language. We promote a "can do" attitude to learning new languages and we exploit many opportunities to use a foreign language. Pupils across the school learn German words and phrases which are used in everyday classroom routines, and in parts of lessons as the pupils progress through the school.



## THE LIBRARY AND READING AT HOME

Every child also has a weekly visit to our school library and is encouraged to choose a variety of books that interest them.

Reading is something that is also enjoyed and encouraged at home with the family. This is something that will inspire them to be confident and happy readers for the future. Ask with interest about the stories, characters or facts that your child is reading about, and show them that you enjoy reading too!

You can also join Bedford Library and borrow books for free

[http://virtual-library.culturalservices.net/webingres/bedfordshire/vlib/o.beds\\_libraries/joining\\_library.htm](http://virtual-library.culturalservices.net/webingres/bedfordshire/vlib/o.beds_libraries/joining_library.htm)

This is a great solution for the holidays, especially through the summer, when the school has to ask for all our school and library books back so we can check we have everything we need for the next school year.



## READING

At Priory Primary School we love reading! It opens the door to future learning and is a window into the imagination of others. Children learn empathy and compassion, as well as facts! We aim to help children become confident readers who are able to understand and apply their skill and enjoy reading for the rest of their lives. We teach reading through a multi-sensory approach, developing story-telling, prediction, sight vocabulary and an understanding of letter patterns.

Children have access to a wide selection of reading materials through individual readers, class readers and access to the library and class resources.

**Class Readers:** the teacher shares a book with the whole class, which may also be related to the Topic theme. This aims to expand pupils' experiences and introduce books and genres that they might not otherwise choose.

**Individual Reading Books:** Children use a scheme called Accelerated Reader to select their books, under the guidance of their class teacher, at exactly the right level to both enjoy reading and to challenge themselves. It is designed to motivate and inspire children as they progress as readers.

**Guided Reading** is a taught session done in small groups, where the teachers develop pupils' reading skills. This helps children to be independent readers.

**Volunteer School Readers:** We are lucky enough to have trained volunteers from a fantastic charity called School Readers who come once a week to listen to pupils and provide extra time and support to pupils.





## ADMISSION ARRANGEMENTS

### Nursery:

Children can be admitted to Nursery in the September following their third birthday. If you would like your child to attend the Nursery, please contact the school office and complete the registration form. All Nursery applications are processed by the school and in line with the school's admission policy. If a place is available, the school office will contact you to make arrangements for your child to start.

**Please Note: A place in the school Nursery does NOT guarantee a place in Reception Class.**

### Starting School – Reception Class:

Children are admitted to Reception class in September of the year of their fifth birthday. If you would like your child to attend Reception class you must make an application to Bedford Borough Council. Applications must be made by **all** parents even if your child already attends Nursery. Bedford Borough Council process all application and allocate school places following the school's admission policy.

### In-year admissions:

If you need to apply for a school place outside the usual times (e.g. you are new to the area) you should contact Bedford Borough Council. They will ask you to complete an in-year application form. They will process your application and offer you a place if there is one available. Please be aware that the school may be oversubscribed and a place may not be available at the time of request. In this case you will be offered a place at your second or third choice, or at the next nearest school.

**There is lots of helpful information and FAQs on our website admissions page:**

<https://prioryprimary.co.uk/admission/>

## Please note

ALL PARENTS/CARERS, WHETHER WITHIN THE CATCHMENT AREA OR NOT, MUST MAKE SURE THAT THEY FORMALLY APPLY FOR A SCHOOL PLACE BY OBTAINING APPLICATION FORMS SUPPLIED AT BEDFORD BOROUGH HALL OR ONLINE AT

<https://www.bedford.gov.uk/schools-education-and-childcare/schools-and-collegescadem/school-admissions/online-admissions/>

## THE SCHOOL DAY

### Nursery Hours Sept to Dec:

Morning Session 8.40 – 11.40am OR

Afternoon Session 12.25—3.25pm

### Nursery Hours Jan to July:

Morning Session Only 8.55 – 11.55am

### School Hours:

8.45am Gates Open

### School starts at 8.55am

You should make sure your child is in school just before this. As well as being crucial for children's learning, being on time for school is extremely important for children's well-being and social confidence. No child likes to walk in late to their classroom.

### Lunchtimes

- Reception 11.45am
- Year 1 11.55am
- Year 2 to Year 6 12 noon

### School ends at 3.25pm.

You must be here on time to pick your child up. Children become worried and upset if their parents are not on time. If you have an emergency and you think you may be late, please ring the school to let us know.

Pupils in Years 5 and 6 can arrange permission to walk home alone.

## SCHOOL HOLIDAYS

There are 190 statutory school days a year. There are **175 days** (weekends and school holidays) available for families to be together and take holidays.

Holidays and leave during term time cannot be authorised unless due to very exceptional circumstances (for example, parents who work in the Forces / Services where leave cannot be taken during school holidays). You do not have a legal right to take your child out of school during term time.

Any holiday taken without authorisation may result in a Penalty Notice being issued by the local authority and may risk your child/ children's school place.

Any application for a holiday or leave in term time should be made on the form provided by the school **at least four weeks before the date required**; such requests should be made before booking any holiday.

We may ask you to attend a meeting to discuss this request with the Head teacher or other senior member of staff and/or to produce supporting evidence for your request.



**Mrs Roberts is our Attendance and Admissions Officer.**

She is at our School Office reception desk most days, and will also help you with other matters such as School Uniform.



## ATTENDANCE AND PUNCTUALITY

Parents and carers must, by law, make sure their child comes to school every day during term time. The school term dates will be given to you and are also available on our website.

The link between attendance and achievement is very clear; at Priory Primary School we want all our pupils to achieve the very best that they can, but if they miss school or often arrive late, they cannot reach their potential.

We ask that all parent/carers to make sure that children:

- ◆ Attend school every day
- ◆ Arrive on time every day
- ◆ Arrive properly equipped and ready to learn
- ◆ Only attend appointments\* (e.g. doctors/dentists) outside of the school day

\* We know that some clinics for medical needs only have school time appointments—please bring a copy of your child's appointment letter if they have to attend during the school day.

## ILLNESS

If your child is away from school it is your responsibility to contact us each morning, for every day of their absence.

You can ring us, leave a message on our answerphone, send a written note or come in and tell us the reason for your child's absence. If you do not contact us by 9.05am Mrs Roberts will ring you to ask why your child is away.

She is required to ask details of your child's symptoms and advise you accordingly. For example, we expect children with a cough or cold still to attend school.





## ASSEMBLIES AT PRIORY

There is an assembly every day. Part of the assembly includes a collective act of worship. This is a quiet time that we all spend together, where children of faith can connect with their god, and children of no faith take time to reflect. We focus on our school values, important moments in the year's calendar or current issues, and on celebrating our work in school.

You have the right to withdraw your child from the collective act of worship during these assemblies. Please come to talk to the Headteacher if you are considering this.

## PARENTS AT PRIORY

We believe that working in close partnership with parents is the way to give children the best possible education. Parents play a vital role in school life and we are always pleased to have their involvement. A copy of the Home/School Agreement that we ask you to sign can be found at the end of the prospectus.

We also have two Parent Governors to represent parents and support the work of the school on the Governing Body. If you would like more information about this please ask at the School Office.

There is a Children's Centre located nearby at Slade Walk, Bedford MK41 7SA (Tel: 01234 268459). If you have a child under the age of five, please visit the Children's Centre which can offer or direct you to a range of services which include:

- Guidance to parents on childcare and early years provision
- Information and advice to parents

### CAR PARKING

One of our main difficulties at Priory is the lack of parking space. Parents should not use the school car park and must not drop off on the double yellow lines or 'hatched' area. Use the pay and display car park opposite the school. You can park here to drop off and collect your children and will not be charged for the 5 mins this takes.

## SPECIAL EDUCATIONAL NEEDS & DISABILITIES

At Priory Primary School we are determined to meet the educational needs of all our pupils. All teachers plan and set work relevant to the needs of individual pupils. When children have specific difficulties we are able to call upon the advice of a number of specialists, including staff from the Learning Support Service, the Educational Psychologist and Speech and Language therapist and the Community Paediatric Service. These specialists work closely with our Special Educational Needs Co-ordinator and the class teachers, preparing individual education plans and advising on approaches and materials to be used.

**Miss Wilde** is our Senior Inclusion Leader and SENDCo  
(Special Educational Needs and Disabilities Coordinator)

## PUPIL VOICE

To support our vision of every individual child achieving their personal potential, we have lots of ways that pupils can have their voice heard, and can influence the decisions made about their learning and their future.

The school has a long-established School Council and Eco-Council, where elected representatives from each year group meet regularly to discuss issues of importance to them and the wider school

community, and to take action where possible. In addition to this, the school has a number of leadership roles, especially for pupils in Key Stage 2:

- Learning Ambassadors
- Sports Ambassadors
- Playground Leaders
- Librarians

## CHILD PROTECTION AND SAFEGUARDING

As a school, we have a statutory duty to assist Social Care departments acting on behalf of children in need or enquiring into allegations of child abuse. In addition, we have a pastoral responsibility towards our children and we believe that our children have a fundamental right to be protected from harm. Our safeguarding policy reflects both our statutory and pastoral responsibilities to behave as a caring parent would.

The Designated Safeguarding Leads are:

Mrs Fraser (Headteacher)

Mrs Wakeling (Assistant Head)

In our 2022 Safeguarding Standard Assessment we were awarded 'Outstanding' for our standards.



### Healthy Schools:

As well as being concerned for our pupils' physical health, we believe that a happy, healthy environment promotes better outcomes for children's learning, too. Our commitment to a Healthy School includes:

- Healthy eating provided by our catering company, Relish, or by parents in lunch boxes
- Promoting healthy snacks and learning to prepare healthy meals
- Lots of opportunity for physical activity during and after school hours
- Promoting and talking about mental health and well-being
- Positive behaviour ethos and rigorous anti-bullying education

### Medicines:

We can only administer medication in accordance with the school policy, which can be read on the school website. For short term medical needs, you or a person nominated by you, can come into school to administer medicine during the day. If your child has a chronic or long-lasting medical condition which requires frequent medication, please come and discuss this with the Headteacher so we can make arrangements to overcome any difficulties. It is essential that we are made aware of any chronic or lengthy medical conditions, e.g. asthma, epilepsy, diabetes, allergies, etc.

### Complaints Procedure:

Generally complaints tend not to arise with good and regular communication between home and school, and queries or difficulties which are dealt with effectively before becoming problems will not lead to complaints. With this in mind, we ask all parents to discuss any concerns they may have with either their child's class teacher as soon as possible. If the issue cannot be resolved by the class teacher, they may advise you speak to the Headteacher. The school's Complaints Procedure can be seen on our website <https://www.prioryprimary.co.uk/wp-content/uploads/2020/10/Complaints-Procedure-2020.pdf>



## WHAT ELSE TO BRING TO SCHOOL?

**Book bag:** Each child should have a book bag to keep his or her home reading book and any other homework in. Your child should bring this book bag to school every day. You can buy book bags at the uniform shop, Josens, or provide your own.

**Glasses:** If your child wears glasses you should make sure he or she has their glasses with them every day.

Please make sure your child does not bring anything else to school. No child should bring a toy, sweets, fizzy drinks, hot food, hot drinks or money to school.



## SCHOOL UNIFORM

At Priory Primary School we intend that our uniform is smart, practical and affordable. We believe that our uniform will help to encourage positive attitudes in the children, towards learning and our school identity. We wish to encourage all children from Reception to Year 6 to wear our school uniform or school colours.

### PLEASE NAME ALL CLOTHING / ITEMS

We cannot return misplaced items to their owner if clothes and other items are not named.

#### Winter Uniform

Royal blue polo shirt

Royal Blue sweatshirt or cardigan

Grey or black trousers/skirt/pinafore

Dark school shoes (not trainers)

White, black or grey socks/tights

#### Summer Uniform

Options as above plus:

Blue checked dress, skirt or shorts

Grey or black shorts

Sun hat for use during outside activities

**No Jewellery** except for small stud earrings which must be removed for PE.

#### PE Kit

Navy/Black shorts or jogging bottoms (no leggings)

Blue PE T-shirt

Trainers for outdoors

Pumps or trainers for indoors

NOTE. For hygiene and safety reasons the children must have a change of clothes for PE as well as the correct footwear.

These may be left at the school in a named PE bag and will go home periodically for washing, as directed by the class teacher.



Last updated June 2023

J Fraser