



Princethorpe College

An independent school for 11-18 year olds

Information Booklet for
Parents and Pupils
2023-2024

Contents

Please read this booklet thoroughly as it contains important information and reminders. Keep it for reference during the school year, and ensure your son or daughter is familiar with its contents.

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Contact Information

General Office	01926 634200
Reporting pupil absence	Please use the online form on My School Portal
Reporting lost property	01926 634260 (24 hours) lostproperty@princethorpe.co.uk
Who to contact	Email addresses of your child's tutor and subject teachers can be found on My School Portal
General academic matters	Subject Teacher Head of Department
Co-curricular activities	Neil McCollin neilmccollin@princethorpe.co.uk
Pastoral matters	House Tutor or Head of House:
Transition and Induction	Susan Harris susanharris@princethorpe.co.uk
Austin	Adam Rickart adamrickart@princethorpe.co.uk
Benet	Faye Roberts fayeroberts@princethorpe.co.uk
Fisher	Louisa Fielding louisafielding@princethorpe.co.uk
More	Jess Newborough jessicanewborough@princethorpe.co.uk
Sixth Form	Ben Collie (Head) bencollie@princethorpe.co.uk Anne Allen (Assistant) anneallen@princethorpe.co.uk Jo Smith (Assistant) joannesmith@princethorpe.co.uk Cyprian Vella (Assistant) cyprianvella@princethorpe.co.uk

Buses

Vectare, our transport consultant, handle the customer service for the buses on the College's behalf. The Vectare team are very familiar with our bus routes. They provide parents with support between 6.00am and 10.00pm, 7 days a week. For any live operational matters (ie stood at a bus stop), please call Vectare on **0115 777 3185**. For any matter that is not live, and operational, please use the contact form on the website, or contact them via email at **princethorpe@vectare.co.uk**.

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

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.

College 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, referred to as our “spirit of family” must be inclusive of all members of our community and celebrate our diversity. It should nurture 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, compassionate relationships, 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 diverse 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 and passions of our pupils. It must be balanced, have academic integrity, cater for a variety of educational needs and to foster genuine passions and a life-long love of learning.
- 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 relevant news, 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 learning and 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 (ie 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, 360 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 are doing in class; it shows that you care about their academic progress.

Term Dates 2023-2024

Michaelmas Term

Term starts	Monday 4 September 2023
Half Term	Saturday 21 October to Sunday 5 November 2023
Term ends	Wednesday 20 December 2023

Lent Term

Term starts	Monday 8 January 2024
Half Term	Saturday 10 February to Sunday 18 February 2024
Term ends	Friday 22 March 2024

Trinity Term

Term starts	Monday 15 April 2024
Half Term	Saturday 25 May to Sunday 2 June 2024
Term ends	Wednesday 3 July 2024

Term Dates 2024-2025

Michaelmas Term

Term starts	Tuesday 3 September 2024
Half Term	Saturday 19 October to Sunday 3 November 2024
Term ends	Wednesday 18 December 2024

Lent Term

Term starts	Tuesday 7 January 2025
Half Term	Saturday 15 February to Sunday 23 February 2025
Term ends	Thursday 3 April 2025

Trinity Term

Term starts	Monday 28 April 2025
Half Term	Saturday 24 May to Sunday 1 June 2025
Term ends	Thursday 3 July 2025

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 and general news. Please take the time to read this newsletter;
- **My School Portal** - princethorpe.myschoolportal.co.uk;
- Our **website** - www.princethorpe.co.uk;
- Read our first ever review by **The Good Schools Guide** at www.princethorpe.co.uk/good-schools-guide
- **For sports fixtures and team sheets** - princethorpesport.co.uk;
- **Facebook** - @princethorpecollege (www.facebook.com/pthorpecollege);
- **LinkedIn** - @princethorpe-college (www.linkedin.com/school/princethorpe-college);
- **Instagram** - @theprincethorpefoundation (www.instagram.com/theprincethorpefoundation);
- **Twitter** - @princethorpecol (www.twitter.com/PrincethorpeCol);
- This **Information Booklet** which contains most of the information you will need to know;
- **Telephone calls home;**
- **Text messages via our school database system;**
- **Communication from the House Tutor and/or subject staff;**
- Through **Parents' Evenings;**
- **Academic reports** and assessments;
- **360 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 on My School Portal.

My School Portal - accessed via princethorpe.myschoolportal.co.uk. Parents and pupils can view specific information and data relating to school life including:

- Attendance;
- Detentions;
- Timetable/Teaching Groups;
- Calendar;
- Contact email addresses;
- Details for problems and queries;
- Reports and assessments;
- 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)		
Student Hub	634260	attendance@princethorpe.co.uk
Admissions		
Mrs C Rogers	634201	admissions@princethorpe.co.uk
Mrs M Holt	634297	admissions@princethorpe.co.uk
Academic Matters, e.g. homework (in order of list)		
1 Subject Teacher	634200	name@princethorpe.co.uk
2 Head of Department	634200	name@princethorpe.co.uk
3 House Tutor	634200	name@princethorpe.co.uk
4 Deputy Head – Academic	634200	michaelspencer@princethorpe.co.uk
Appointments with Mr du Toit, Headmaster		
Mrs K Andrews	634252	kerenandrews@princethorpe.co.uk
Appointments with Mrs B Sharpe, Deputy Head - Pastoral		
Mrs C Phillips-Gore	634216	clairephillips-gore@princethorpe.co.uk
Attendance		
		Please complete the online form on My School Portal
Buses		
Vectare	0115 777 3185	princethorpe@vectare.co.uk
Careers		
Mrs J Quinney	634245	jacquiquinney@princethorpe.co.uk
Catering		
Mr A Williams	634212	andrewwilliams@princethorpe.co.uk
Chaplaincy		
Mrs M Benham	634277	marybenham@princethorpe.co.uk
Co-curricular		
Mr N McCollin	634200	neilmccollin@princethorpe.co.uk
Examination entries and results		
Mrs S Tsang	634220	sarahtsang@princethorpe.co.uk

Games and Sport		
Games Department	634242	Please refer to My School Portal
IT Support		
IT Servicedesk	634261	servicedesk@princethorpe.co.uk
Special Educational Needs and Disabilities Department (SEND)		
Mrs N Warwood	634871	natashawarwood@princethorpe.co.uk
Lockers and Lost Property		
Mrs A Barnes	634260	lostproperty@princethorpe.co.uk
LAMDA and Music Lessons		
Mrs F Coulson	634268	felicitycoulson@princethorpe.co.uk
Pastoral and disciplinary matters – Years 7 to 11		
1 House Tutor	634200	name@princethorpe.co.uk
2 Head of House	634200	name@princethorpe.co.uk
Austin: Mr A Rickart	634210	adamrickart@princethorpe.co.uk
Benet: Miss F Roberts	634237	fayeroberts@princethorpe.co.uk
Fisher: Mrs L Fielding	634283	louisafielding@princethorpe.co.uk
More: Ms J Newborough	634231	jessicanewborough@princethorpe.co.uk
Beth Sharpe Deputy Head - Pastoral	634200	bethsharpe@princethorpe.co.uk
Sixth Form		
Mr B Collie	634234	bencollie@princethorpe.co.uk
Mrs A Allen	634264	anneallen@princethorpe.co.uk
Mrs J Smith	634224	joannsmith@princethorpe.co.uk
Mr C Vella	634295	cyprianvella@princethorpe.co.uk
School Fees		
Mrs B Bromwich	634263	accounts@princethorpe.co.uk
Trips		
Mr N McCollin	634200	neilmccollin@princethorpe.co.uk
Trustees		
The Chair of Trustees, Mrs L Griffin, may be contacted by writing to the Chair of Trustees, c/o Clerk to the Trustees, Princethorpe College, Princethorpe, Rugby, CV23 9PX		
Uniform and Foundation Shop		
Mrs T Frost	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. Period 1 begins at 8.40am and the school day ends at 3.45pm, with buses departing at 3.55pm.

The Times of the School Day

Period 1	8.40am	50 min
Period 2	9.40am	50 min
Tutor Time	10.35am	20 min
Break	10.55am	20 min
Period 3	11.20am	50 min
Period 4	12.15pm	50 min
Lunch	1.05pm	50 min
Period 5	2.00pm	50 min
Period 6	2.55pm	50 min
End of Day	3.45pm*	
Buses depart	3.55pm	
Princethorpe Prep/ Co-Curricular	4.00pm - 6.00pm	

*pupils must sign into Princethorpe Prep 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.

Uniform Dress Code

School uniform items are available in the Foundation Shop. Please see page 17 for more information on the Foundation Shop.

We expect all pupils to take a pride in their appearance as representatives of the College and there are clear 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 take responsibility for their child's appearance and uniform, ensuring College uniform expectations are followed.

School uniform is compulsory for Years 7 to 11 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 Low-Level Concern (LLC) 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, blazer or sports kit to last from Year 7 to Year 11. If the College feels that a uniform item is ill-fitting, we will ask you to purchase a new one even if the pupil is in Year 11.

- denotes a compulsory item that must be purchased at the school shop
- ♥ Houses will be confirmed at pupil Induction Days
- whilst these items are compulsory, they may be purchased elsewhere.

General Uniform Option 1

- College blazer worn with house badge on left lapel ■ ♥
- Plain white shirt, tucked in at all times ●
- House tie ■ ♥
- Black College V-neck jumper ■
- Black school trousers (not jeans or canvas material, not skinny fit) ●
- Plain black shoes; no trainers or boots ●
- Plain black socks ●

Sports Kit Option 1 (Year 7 to 9)

- College sports shorts ■
- White socks ●
- College socks ■
- College white polo shirt or House polo shirt ■ ♥
- College tracksuit bottoms (cold weather) ■
- College fleece and/or College sports jacket (cold weather) ■

Senior Sports Kit Option 1 (Year 10 to Upper Sixth)

- College sports shorts ■
- White socks ●
- Senior socks ■
- Senior T-shirt ■
- College polo shirt or House polo shirt ■ ♥
- College tracksuit bottoms (cold weather) ■
- Senior hoodie and/or College sports jacket (cold weather) ■

General Uniform Option 2

- College blazer worn with house badge on left lapel ■ ♥
- Plain white 'revere collar' blouse – no top button ●
- A green College V-neck jumper ■
- A pleated College skirt, worn at the knee ■
- And/or black school trousers, worn as loose fitting (not jeans or canvas material) ●
- Black opaque tights, short plain black ankle socks ●
- In warm weather, transparent tights may be worn ●
- Plain black low-heeled shoes ●

Sports Kit Option 2 (Year 7 to 9)

- College skort ■
- White socks ●
- College socks ■
- College white polo shirt or House polo shirt ■ ♥
- College tracksuit bottoms (cold weather) ■
- College fleece and/or College sports jacket (cold weather) ■

Senior Sports Kit Option 2 (Year 10 to Upper Sixth)

- Senior skort ■
- White socks ●
- Senior socks ■
- Black senior playing shirt or House polo shirt ■ ♥
- Senior tracksuit bottoms (cold weather) ■
- Senior hoodie and/or College sports jacket (cold weather) ■

Additional Information

- Underwear, including T-shirts must not be visible under shirts or blouses
- Canvas pumps, ankle boots or black trainers are not permitted
- Outdoor coats must be plain in colour with no obvious logos, no leather, fur 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 or school branded

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 Dress Code

High standards of personal appearance and presentation are expected of students at all times. We expect all Sixth Formers to wear 'Business Attire' and follow the Sixth Form Dress Code. A smart business suit with a jacket, which is to be worn at all times. Patterned fabrics are acceptable as long as they are made from a suit fabric ie check, tartan etc.

Sixth Form Dress Code Option 1

- Skirt suit with blouse or dress suit - blouse and dress must have a sleeve.



Sixth Form Dress Code Option 2

- Trouser suit with blouse – blouse must have a sleeve.



Sixth Form Dress Code Option 3

- Trouser suit with shirt and tie - shirt must have a collar.



Sixth Form shoes and accessories

- Jumpers, tank-tops and cardigans are permitted – round or v neck only. No zips or adornments on any knitwear worn.
- If a student chooses to wear an item of knitwear, then they must wear this on top of a shirt or blouse not instead of.
- Any cardigan worn must be worn underneath a suit jacket not instead of a jacket.
- Formal shoes, no trainers or boots. Shoes may be a slip-on loafer style, laced or other formal shoe with a sensible heel.



Sanctions for Violations of Dress Code:

This code will be regularly reviewed, in consultation with the Sixth Form Council, to take into account changes in fashion and lifestyle.

PE and Games Kit

Rugby	College rugby shorts College socks Mouth guard	College rugby top Football/rugby boots
Hockey	College sports shorts or College skort College socks Mouth guard	White polo shirt Trainers or astro-turf trainers Shin pads
Football	College sports shorts College socks Shin pads	White polo shirt Football boots
Netball	College skort White socks	White polo shirt
Athletics	College sports shorts or black skort White polo shirt College sports fleece	Or running shorts White socks
Cricket	College sports shorts or black skort or cricket trousers White Polo shirt <i>or</i> College cricket shirt College cricket pullover	
Tennis	College sports shorts or College skort White polo shirt	White skort (only team players) White socks
Rounders	College skort White socks	White polo shirt
Other Activities	College sports shorts or College skort White polo shirt or House polo shirt	White socks

In cold weather black Princethorpe 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 and valuables must be placed in the valuables box at the start of each lesson.

Foundation Shop

The Foundation Shop is open every school day: For pupils only – at break and lunchtime;
For parents and pupils – Monday and Wednesday 3.30pm – 4.30 pm.

The shop is also open at certain times during the holidays **by appointment only**. Please call the Foundation Shop directly on: **01926 634272** to make an appointment or alternatively email **uniform@princethorpe.co.uk**.

The Foundation Shop also sells a few stationery items such as pens, calculators and geometry sets.

Year 7 pupils receive a homework diary. Pupils new to the school receive a Bible.

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

The shop accepts both credit and debit cards.

Appearance

Hair

Hairstyles and colours must be suitable for school and natural in colour. If a pupil’s hair is deemed to be unsuitable, parents will be contacted and asked to address the issue. Brightly coloured or bleached hair including streaks is not allowed. Hair accessories should be small, discreet, and plain in colour. Long hair must be tied back when the activity requires it (health and safety, sport, food, DT, Outdoor Education etc).

Make-up and Nails

If worn, make-up must be subtle. Fake tan, nails and eyelashes are not required for school and must not be worn. Pupils will be asked to remove excessive make up as soon as they arrive at school. A sanction will be issued. Nail varnish is not permitted.

Jewellery

Pupils, including those students in Sixth Form, are permitted to wear a single small plain stud in each ear lobe. The only other jewellery allowed is a simple, plain and discreet cross around the neck or other appropriate religious symbols. Sixth Form students are permitted to wear other jewellery, although additional piercings are not permitted. A watch should be worn to ensure that pupils are not late for lessons.

Staff will confiscate jewellery if inappropriate items are worn. Pupils will be asked to collect confiscated items from the Student Hub at the end of the school day.

Adjustments to the Uniform

Parents and pupils who would like to request adjustment to the uniform expectations should contact Mrs Sharpe in writing to arrange a time to meet to discuss the request. Any item of uniform temporarily or permanently altered that results in it breaking the uniform standards and expectations will be sanctioned. Parents will be expected to replace any uniform item that no longer fits or meets the uniform policy.

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 tight or 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 a low level concern. Every pupil must bring the following to every lesson:

- Laptop (with charger)
- Appropriate textbooks and exercise books;
- Homework diary (Year 7 only);
- 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;
- A4 wipe board

(Many of the above items are available to buy in the Foundation 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. Please note that if you do allow your child to bring one or all of these 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 Princethorpe Prep, normal class rules apply with the exception that pupils may keep their phone on silent;
- Phones must not be seen or used walking between lessons; Sixth Form students may use their phones 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 or the Student Hub as the conduit for urgent messages which need to be conveyed to your child;
- 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 8.30am and 3.45pm. 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;
- Smartwatches, mobiles or tablets seen or heard, during or between lessons, will be confiscated and a detention will be issued;
- Pupils must not use devices to take images 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 Hub and are available for collection 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 Foundation Shop. The bags have a unique number attached to them to aid ease of identification. This will help both the pupils and the school if the bag is mislaid.

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 school. Sanctions will be given if either bag is found around school. If a locker key is lost a replacement can be obtained from the Student Hub. A charge of £5 to cover the replacement key will be added to the pupil's invoice.

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

All items found will be safely stored at the Student Hub. They can be collected at break or lunchtime.

Parents can email 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 Hub for safe-keeping during the school day.

Musical instruments

Musical instruments should be taken immediately to either the pupil's 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 Cowlishaw (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.

Princethorpe Prep

We encourage pupils to stay after school for sports practices, co-curricular activities and 'Prep' 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 Prep in the Sixth Form Centre where they are expected to complete independent work. Food will be available between 3.45pm and 4.30pm in the Sixth Form Centre.

Library study is allowed until 5.00pm after which pupils must return to the Sixth Form Centre; however, pupils must sign in to Prep first in the Sixth Form Centre and should not go directly to the library.

When after school activities finish, remaining pupils must go to Prep in the Sixth Form Centre to continue with their independent work.

Pupils **must not** wait for parents in the playground or in the pupil entrance. All pupils must be collected by parents from the Sixth Form Centre. Parents will be required to sign pupils out – **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 Learning Resource Centre in the Sixth Form until they are ready for collection and must not wait at the playground area or around the corridors.

Princethorpe Prep ends at 6.00pm. There is a charge for late collection of £10.00 per half-hour or any part thereof. This will be added to the next term's invoice.

Catering

We have a wonderful catering service, operated by Holroyd Howe, provides a range of excellent meals and snacks before school, at break and lunchtime, and between 3.45pm and 4.30pm for Princethorpe Prep users in the Sixth Form Centre.

The school has both a Refectory 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 from 7.30am in the Sixth Form Dining Room. Food is served until 8.15am and breakfast ends at 8.25am.

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

Sixth Formers can 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.

The account balance is updated each school day, normally by 3.00pm. 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 Dining Room. All other pupils will use the Refectory and need to be patient, queuing at the right time (see rotas around school) and observing the one-way system in the dining room.

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 College 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 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 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 Hub. For Student 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 the online absence form on My School Portal 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 the school in advance on the online absence form on My School Portal. This can then be pre-coded on our attendance system. 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 in to 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 by email to attendance@princethorpe.co.uk. Pupils with persistent absence may be asked to provide medical evidence.

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 College we pride ourselves in providing an environment that allows pupils to thrive and grow. It is important that pupils understand what is expected from them both academically and pastorally, and our code of conduct will make our expectations clear. Pupils who follow our code of conduct will achieve the best outcomes.

We have three rules at Princethorpe College:

- 1 To be kind
- 2 To do our very best
- 3 Never put yourself or others at risk

All other expectations are rooted in these three rules.

Here at Princethorpe College we...

- 1 Maintain a high level of conduct at all times, refraining from any actions that may put yourself or others at risk of harm;
- 2 Arrive on time, fully equipped for our lessons and ready to learn;
- 3 Always wear our uniform with pride, following the uniform policy;
- 4 Listen attentively when members of staff or other pupils are speaking to the class;
- 5 Complete all tasks to the best of our ability, striving to go the extra mile;
- 6 Are polite, tolerant and courteous; we never shout out, are rude or use back chat;
- 7 Show good manners at every opportunity;
- 8 Respect the achievement of others, celebrating success and effort;
- 9 Value and appreciate our environment, ensuring it is kept litter free and devoid of damage and vandalism;
- 10 Follow our Anti-bullying Charter, maintain a positive attitude towards everyone; respect other points of view and the right of everyone to learn;
11. Take responsibility for our actions and behaviour.

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

Behaviour Levels and Consequences 2023-24

Behaviour	Sanction
Lateness	Register notification
Not adhering to uniform or dress code expectations	LLC
Dropping litter, and chewing gum	LLC
Failure to follow staff instructions	HLC
Damage to another person's property	HLC to expulsion
Dangerous behaviour	HLC to expulsion
Bullying, harassment or threatening behaviour	HLC to expulsion
Internal truancy	Deputy Head detention
Swearing or use of offensive language	Deputy Head detention
Leaving the premises without permission, external truancy	Head's detention
Dangerous driving on school site	Head's detention and removal of driving permit
Publishing derogatory/defamatory remarks about Princethorpe College or the College community	Suspension/Expulsion
Misuse of IT device: use of phone in school without permission; taking images in school; taking or posting of images or other content in or out of school which causes upset; sexting/sending nudes; on-line harassment or threat to others including coercive control; use of IT which brings the school into disrepute	HLC to expulsion depending on the seriousness
Lying to staff	HLC to suspension depending on the scale and persistence of the lie/s
Lying to staff during an investigation	Suspension or expulsion
Stealing from others or the school	Suspension or expulsion
Physical or verbal aggression/ harassment	Suspension or expulsion
Verbal abuse of staff, including swearing	Suspension or expulsion
Inappropriate physical contact	Suspension or expulsion
Deliberate damage to school property	Suspension or expulsion plus payment for damage
Possession or consumption of alcohol and/or drugs; smoking, including use of or possession of electronic cigarettes, bringing dangerous or illegal items into school e.g. penknives, pellet guns, laser pens etc.	Suspension or expulsion
Supplying banned and illegal items including alcohol and smoking paraphernalia	Suspension or expulsion
Supplying drugs	Expulsion

Please note:

- any pupil who accumulates 3 LLCs will go into the Level 1 lunchtime detention.
- any pupil who receives an HLC will go into the Level 2 Deputy Head's detention.

Escalation process for repeat, regular or extreme offenders

In the first instance staff will manage pupil conduct and behaviour with the use of praise and rewards, LLC and detentions. For regular or repeated poor behaviour, sanctions will be escalated to the appropriate point on the list below. Escalation of consequences follows the following stages:

Level 1	LLC detention (Tuesday/Thursday) (non-attendance will result in a Friday after school detention)
Level 2	Deputy Heads detention – 1 hour on a Friday (3.50pm-4.50pm) (non-attendance will result in a Head's detention).
Level 3	Head's detention – 2 hours (9.00am-11.00am) on a Saturday
Level 4	Suspension – student removed from school for a fixed period of time. A final warning letter may also be issued.
Level 5	Expulsion – student permanently removed from the school.

This grid provides guidelines for the school, but we reserve the right to apply any sanction up to and including expulsion in any case we deem appropriate.

The level of sanctions will be periodically reviewed to ensure fairness and consistency.

Bullying and Harassment Behaviour

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

Bullying and harassment behaviour 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) at home or at school.

Anti-bullying and Anti-harassment 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;
- If you see or hear bullying or intimidating behaviour it is your responsibility to report it to an adult you trust;
- Respect people as individuals because everyone is different;
- No one should experience mental or physical abuse;
- Pupils should be aware of the consequences of their actions;
- Don't hurt people because you have been hurt.

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

Name calling is bullying – it is never a joke and will be taken seriously.

If you spread gossip or write any negative comments on social networking websites such as *WhatsApp*, *Snapchat* or *Instagram* this is unacceptable even if it takes place out of school!

The sanctions for bullying and harassment behaviour will vary from a school detention, right up to suspension or expulsion depending on the seriousness. Senior staff will decide as appropriate.

If pupils have concerns they can contact the Pupil Help Number on 0778 8340 003.

Acceptable use of IT

Parents should be aware of the Acceptable Use of IT pupil agreement below.

Princethorpe College provides IT facilities and internet access to pupils for the purpose of supporting their education.

You should be aware of the following information, regarding IT access. This applies both to on-site and remote access to College networks and systems:

- IT and internet access is provided for constructive educational purposes;
- All internet access is filtered and monitored, whether accessed on College PCs or through the available Wi-Fi on BYOD devices;
- All College PCs and Remote Desktop sessions are monitored remotely;
- The full Acceptable Use Policy is available on My School Portal, and must be adhered to.

When using Princethorpe College PCs, Remote Desktop, BYOD or Wi-Fi access, pupils should comply with the following statements regarding internet use:

- 1 I will use IT access and the internet in a mature and responsible manner and for constructive educational purposes.
- 2 I will use my school email responsibly and check this regularly.
- 3 I will not visit illegal, offensive, defamatory or pornographic sites, nor attempt to bypass College filtering systems.
- 4 I will only access the network using my own user account and will not share my password or personal information with anyone else.
- 5 I will observe the laws of copyright and plagiarism.
- 6 I will report any online content or behaviour that makes me feel uncomfortable to a member of staff.

1:1/Bring Your Own Device (BYOD)

All use of devices in school (BYOD devices and devices purchased through the Digital Device Scheme) must adhere to the school's BYOD Policy. This can be found in full on My School Portal.

Key points include:

- Look after the device and store it securely when not in use.
- Only connect to Princethorpe Wi-Fi when onsite.
- Ensure the device is up-to-date and free from viruses or similar.
- Do not store any inappropriate content on the device.
- Ensure all school work is saved to your Princethorpe OneDrive or Teams.

For more information on purchasing or renting a device through the Digital Device Scheme, please contact Andy Compton (andycompton@princethorpe.co.uk).

BYOD Devices are expected to meet the minimum specification below:

- Windows 10 or 11
- 128GB SSD minimum
- 4GB RAM minimum
- Touchscreen device (with stylus)

E-Safety

Your online safety and digital wellbeing is extremely important. The College's filtering and monitoring systems aim to protect you from inappropriate and illegal content when on the College network. However, you need to be aware of the potential dangers when online both in and out of school, and should follow the following advice:

- Ensure you speak to a member of staff or trusted adult if you are witness to, or aware of, the sharing of inappropriate content or of online bullying;
- Ensure you do not share personal information online with people you do not know;
- Keep your accounts secure and your passwords private;
- Think before you click.

The following websites can offer support and guidance if you have any concerns or questions regarding your online safety:

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;
- Reward vouchers.

The Reward System is based on earning merits; there are four 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;
- **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 Stick Merits** 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 Friday 8.30am – 5.30pm

The Medical Centre staff consists of our Senior Matron, Mrs Paula Greig, and our School Nurses, Christine Hawley and Pam Phull. They are all Registered Nurses, who are able to provide First Aid to pupils for accidents and injuries that occur during the school day. In addition, we also support pupils with new or existing medical conditions.

Contact details:	01926 634214
Matrons	pcmatrons@princethorpe.co.uk
Paula Greig:	paulagreig@princethorpe.co.uk
Christine Hawley	christinehawley@princethorpe.co.uk
Pam Phull	pamphull@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 via the Student Hub.

Please ensure your child has had fluids and eaten before coming to school. It is common for pupils to report feeling unwell first thing if they haven't eaten breakfast.

Feeling Unwell During the School Day

Pupils are encouraged to only visit the Medical Centre at break or lunchtimes so that they are not missing valuable learning time. Unless it is an emergency, visiting the Medical Centre during lesson time is discouraged and then needs to be supported by a note/email from a member of teaching staff, so that we can be aware of a pupil's 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 make arrangements for you to collect your child.

Diarrhoea and Vomiting

To minimise spread of infection pupils must stay away from school until they have been free from symptoms for 48 hours.

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 into school.

Long-Term Medicines

If your child suffers with a chronic medical condition and has been prescribed medication 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. Please also label them in case they are misplaced. Parents may supply the Medical Centre with emergency spare medicines if available.

Medicine Consent Form

Please ensure any medication brought to the Medical Centre is in its original container, clearly labelled with the pupil's name. Instructions on dosage and the expiry date must be visible. You will be asked to complete a medicine consent form to accompany each medicine.

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.

Immunisations

Immunisations will be offered at school in line with the routine immunisation schedule.

Currently the Human Papilloma vaccine (HPV), which protects against cervical cancer, is offered to all pupils in Year 8 - two injections given between six months and two years apart. Guidance changed in 2019 to include boys as well as girls to this programme.

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

The flu vaccination was also offered to all Year 7 pupils last year.

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 varying 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 Year 7 to Year 11.

Each tutor group:

- Has a House assembly once a week;
- Has opportunities to support each other with academic or social problems;
- Is 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 Adam Rickart

Benet – Miss Faye Roberts

Fisher – Mrs Louisa Fielding

More – Ms Jessica Newborough

There are also four House Leaders who are led by a House Activities Co-ordinator. These staff work closely with the Head of House to organise charity work and all House competitions and events.

Head of Sixth Form

Mr Ben Collie

Assistant Heads of Sixth Form

Mrs Anne Allen, Mrs Joanne Smith (Academic), Mr Cyprian Vella

Traffic management

Pupils arriving in school at the normal time must be dropped off in the playground.

For the safety and effective management of traffic, do not drop pupils off in other locations:

- at the front of College;
- the bottom of the drive; or
- in the North car park (Sixth Form Centre).

There is a speed limit of 20mph on the drive and then 10mph around the school site.

The College has installed a barrier system to improve safety for our pupils during the school day. The barriers are 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.

The College's risk assessment for management of traffic is available on My School Portal.

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 obtained from the Sixth Form Administrators.

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 times, 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

The safety of pupils using the bus service is of paramount importance. We ask parents to talk to their children about how to keep safe going to and from the bus stop and ensure they know what to do if the bus doesn't arrive.

The College's risk assessment of the bus service is available on My School Portal and on the Bus Services Website, <https://princethorpe.vectare.co.uk>.

We have asked all contractors to do their best 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.

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

Please

- be at the bus stop at least five minutes before the published time;
- ensure that you are visible to the driver as he approaches your stop;
- ensure pupils signal to the driver to stop by raising their arm.

If your bus is late in the morning:

- 1 If you have registered your mobile on princethorpe.vectare.co.uk the driver should send a text message if the service is delayed by over 10 minutes;
- 2 Wait 20 minutes – then the most senior pupil at the stop should ring Vectare (0115 777 3185) – you will be told what to do;
- 3 Always wait at the bus stop – if a bus breaks down it can take up to an hour to organise a replacement;
- 4 **DO NOT** go back home unless told to do so by Vectare.

If your bus should break down on the way home:

- 1 The driver will let Vectare know what is happening and try to get help or a replacement vehicle from the operator;
- 2 Vectare will let parents know what is happening by email and 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 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 booking system

Our bus booking system is operated in partnership with Vectare and can be accessed at www.princethorpe.vectare.co.uk.

As well as availability, the site shows clear information on all bus routes, stops and fare information and the latest Bus Briefing document. It also features any latest service news or alerts. The site also has the facility for you to input your postcode to find the closest stop to your home.

Booking a new pass or ad hoc journeys

Those families wishing to book a new one way or return bus pass, or individual ad hoc journeys, will need to do so on the system by first setting up an account. Existing single or return bus pass users will have had their account rolled forward to the new academic year unless we were notified otherwise.

Bus passes are booked on an annual basis and you will be invoiced termly, starting with the Michaelmas Term fees.

Payment must be made by the start of each term in order to guarantee the place.

Pupils should only travel on the bus service they are registered on. Should you require a change of any sort, please follow the instructions below. Should you need to give notice on the bus service, please do so at least one half term before by contacting Vectare via the School Bus Service Website (princethorpe.vectare.co.uk) who will be able to make the necessary changes for you.

- | | |
|--|--|
| 1 Visit princethorpe.vectare.co.uk | 5 Select the relevant booking |
| 2 Login using the same details you used to make your booking | 6 Select your child |
| 3 Select 'My Account' | 7 Select the 'change stop' button next to the relevant journey |
| 4 Select 'Orders' | 8 Select the journey that you would like |

All ad hoc users must pre-book a seat to travel. A £10 penalty fare will be charged per journey for those who fail to do so.

All pass holders and regular ad hoc users are issued with a swipe card and a digital wallet pass and must use these on the bus in the morning, and on and off the bus in the afternoon. Replacement swipe cards cost £10 each.

Those booking occasional individual ad hoc journeys must download a booking confirmation for each journey on to their mobile phone to show when boarding or alighting the bus.

Ad hoc journeys can be booked up to 10 minutes prior to the service's departure, as long as there is sufficient availability.

Pass type	Regular morning use	Regular evening use	Occasional morning use	Occasional evening use
Full Bus Pass	Use Swipe Card	Use Swipe Card		
Bus Pass to school (Half Pass)	Use Swipe Card			Book ad hoc journeys on bus website for each journey, show confirmation
Bus Pass to home (Half Pass)		Use Swipe Card	Book ad hoc journeys on bus website for each journey, show confirmation	
No Bus Pass			Book ad hoc journeys on bus website for each journey, show confirmation	Book ad hoc journeys on bus website for each journey, show confirmation

Bus Pass Fares 2023-24

The following are the published fares for 2023-24.

The fares and services are under constant review and we reserve the right to increase the fares if necessary.

Fare Zone A	Return	Single
Michaelmas	£323.00	£189.00
Lent	£312.00	£183.00
Trinity	£180.00	£113.00
Fare Zone B		
Michaelmas	£560.00	£322.00
Lent	£530.00	£296.00
Trinity	£329.00	£188.00
Fare Zone C		
Michaelmas	£780.00	£440.00
Lent	£740.00	£416.00
Trinity	£475.00	£254.00

Sibling discounts

Discounts are applied to bus passes only for siblings (10% for second and 50% for third and subsequent siblings) whilst there are two or more children holding bus passes.

Ad hoc journeys

Ad hoc journeys must be pre-booked in advance on the Bus Services website at <https://princethorpe.vectare.co.uk>. A £10 penalty fare will be charged per journey for those who fail to do so.

Single Fares	Per Journey
Zone A	£3.75
Zone B	£5.65
Zone C	£7.20

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 My School Portal and the Bus Services website. Please let us know if you have any concerns about safety.

Bus Contacts

Vectare, our transport consultant, handle the customer service for the buses on the College's behalf. The Vectare team are very familiar with our bus routes and will provide parents with support between 6.00am and 10.00pm, 7 days a week. For any live operational matters (ie stood at a bus stop), please call Vectare on **0115 777 3185**. For any matter that is not live, and operational, please use the contact form on the website, or contact them via email at princethorpe@vectare.co.uk.

Bus Services Terms and Conditions

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.

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 Flagpole* and My School Portal in the Princethorpe Co-curricular section.

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 cover for trips is available on My School Portal. If you have any questions about trips, please contact **Mr Neil McCollin** at neilmccollin@princethorpe.co.uk.

Fees

Fees are due on the first day of each term.

Parents are able to access their account and view their termly bills on line through the Billing Information option at princethorpe.myschoolportal.co.uk. 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 Debit Card payment via the online billing account, 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

Protection against fraud

Parents are asked to be vigilant in respect of any communication purporting to be from the Foundation requesting money that does not match our normal procedures.

Please note:

- invoices are only available through the on-line parent fee portal;
- our bank account details will NOT change during the 2023-24 academic year;
- if you receive an email purporting to amend our bank details, do not make any payment and please contact us by telephone immediately to clarify;
- we do not email details of unsolicited discounts for payment of funds.

Please contact the Bursary if you have concerns about any communication you receive and, in particular, if you receive any request for payment of funds outside our normal routines.

A monthly payment option scheme is available, please see our website www.princethorpe.co.uk/fees

Any queries please contact the Bursary via email on accounts@princethorpe.co.uk.

Please pay the fees less the queried amount.

The Bursary is open year round 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.

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 4% 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 a 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 Princethorpe Connect database to improve our communication with Old Princethorpians. To register or update your contact details simply go to <https://connect.princethorpe.co.uk>

Old Princethorpians who register will receive our termly e-newsletter *The Old Princethorpian*, www.oldprincethorpian.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 OPs Summer Supper Reunion, 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 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.

Use of social media

We encourage all of our parents to follow Princethorpe College Twitter, our Facebook page, LinkedIn and Foundation Instagram 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 using it safely, 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 the 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.

Prize Giving

Please note that our annual Prize Giving will take place at 7.00pm on **Friday 24 November 2023** at the Butterworth Hall, Warwick Arts Centre, University of Warwick, CV4 7AL. 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 along with the parents of GCSE and A-level recipients. Please do come along and celebrate our pupils' successes.

Parents' Evenings

For each year group, parents have the opportunity to discuss progress at Subject Progress Evenings which are scheduled as below. These Subject Progress Evenings are held online using SchoolCloud.

Subject Progress Evening Online Appointments

Year 7	Wednesday 1 May 2024
Year 8	Tuesday 14 November 2023
Year 9	Wednesday 7 February 2024
Year 10	Thursday 20 June 2024
Year 11	Wednesday 17 January 2024 and Tuesday 19 March 2024
Lower Sixth	Thursday 1 February 2024 and Wednesday 12 June 2024
Upper Sixth	Thursday 14 December 2023 and Wednesday 13 March 2024 (in person)

360 Review Meetings

Each pupil also has a 360 Review Meeting during the year. These meetings take place between parents, the pupil and the House Tutor/Co-Tutor to discuss academic progress, pastoral care and to ensure your son/daughter is happy at school. The appointment will also be used to agree strategies and targets that will help pupils to realise their full potential. This meeting will take place at school. The dates are summarised in the table below:

360 Review Meeting in School, 6.00pm - 8.30pm

Lower Sixth	Wednesday 27 September 2023
Years 7 and 10	Wednesday 11 October 2023
Years 8 and 9	Thursday 18 April 2024
Year 11	Thursday 21 September 2023
Upper Sixth	Thursday 5 October 2023

Internal Exams and Assessments: 2023-2024

Internal Exams:

Years 7, 8, 9 and 10 w/c Monday 20 May 2024

Year 11:

Mock Exams w/c Monday 27 November 2023

Mock Exams w/c Monday 19 February 2024

Sixth Form:

Upper Sixth Mock Exams w/c Monday 27 November 2023

Upper Sixth Mock Exams w/c Monday 19 February 2024

Lower Sixth Mock Exams w/c Monday 20 May 2024

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Notes



The
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