

# Community Handbook

2017-2018



**PRIOR PARK**  
**SCHOOL**  
GIBRALTAR



# Welcome to Prior Park School

The mission statement of our School states that we will:

- Provide a Catholic Christian education, of the highest quality for a day co-educational community;
- Develop as fully as possible the academic and other talents of each boy and girl, to ensure an education of the whole person;
- Provide pastoral care of an encouraging, supportive and disciplined nature for each student;
- Create an outward looking ethos which builds links with parents and the local community, and also celebrates the richness of cultures from around the world
- Enable leavers to be confident, capable, compassionate and independent-minded

The Community Handbook should answer most of your questions. Please familiarise yourself with the information in this handbook before your son or daughter begins at Prior Park School. You will find the resources section of the School website contains useful data. We look forward to seeing you at the start of term.

DEO DUCE DEO LUCE

God our Guide, God our Light

## The Prior Way

- Treat other people as you would like to be treated
- Forgive
- Share
- Be honest
- Listen
- Show good manners
- Be kind and helpful
- Be your best self

## The Beatitudes

Blessed are the poor in spirit...	Humility
Blessed are they who mourn...	Contemplation
Blessed are the meek...	Gentleness
Blessed are they who hunger and thirst for righteousness...	Justice
Blessed are the merciful...	Compassion
Blessed are the pure of heart...	Freedom from selfishness
Blessed are the peacemakers	Peace and friendship
Blessed are they who are persecuted for the sake of righteousness...	Social justice

## Contact Information

A comprehensive list of staff contacts, along with a list of all Academic staff can be found on the school website, [www.priorparkgibraltar.com](http://www.priorparkgibraltar.com)

### Postal Address

Prior Park School, Sacred Heart Terrace, Arengo's Palace, Gibraltar, GX11 1AA

### Reception

Telephone: +350 20062006

### Admissions Department

Email: [admissions@priorparkschools.com](mailto:admissions@priorparkschools.com)

### Finance

Telephone: +350 20062006

Email: [tsanderson@priorparkschools.com](mailto:tsanderson@priorparkschools.com)

### Website

[www.priorparkgibraltar.com](http://www.priorparkgibraltar.com)

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## The Weekly Routine

	Start	Duration						
<b>Registration</b>	8.30			<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
<b>Assembly/Prayers</b>		30 mins		Tutor Period (inc PSHCE/prayers)	School Assembly (inc prayers)	Tutor Period (inc PSHCE/prayers)	Mass	Class Assembly (inc prayers)
<b>Session 1</b>								
1	9.00	40 mins						
2	9.40	40 mins						
<b>Break</b>	10.20	20 mins						
<b>Session 2</b>								
3	10.40	40 mins						
4	11.20	40 mins						
<b>Lunch</b>	12.00	60 mins	Some academic enrichment activities happen over lunchtime					
<b>Session 3</b>								
5	13.00	35 mins						
6	13.35	35 mins						
<b>Break</b>	14.10	20 mins						
<b>Session 4</b>								
7	14.30	35 mins						
8	15.05	35 mins						
<b>Co-curricular</b>								
A	16.00	60 mins						
B	17.00	60 mins						

## New Parents

Thank you for choosing Prior Park, all new parents will receive a starter pack well ahead of agreed start dates at the School.

Your pack will also contain some further documentation that you will need to complete and return ahead of admission dates, such as medical forms and questionnaires. If you are considering other services such as music lessons it is advisable that you complete the forms at the back of this handbook sooner rather than later to secure a place. You can also download the forms from the Resources section of the School website.

Full contact details, staff lists and finance information are published on the School website, so do also take a look there.

Please note the fees and costs published on the School website are for the current academic year. You will receive a letter from the Chair of Governors ahead of the new academic year with an updated breakdown for the relevant year that you are joining.

## School Transport Services

The School offers a daily transport service to and from the frontier with Spain, stopping at various points on its way to the school. Parents who would like their children to use this service are requested to contact the service provider directly.

**Transport service provider:**  
Parody Tur: 00350 200 47366

Priority will be given to those who wish to use a bus service every day of the week, although more occasional users will be accommodated if possible. NB. A full term's notice is required if you wish to stop using a bus service.

The charges for bus services will be made at the end of each term. For any problems with the bus run, please contact the Assistant Bursar.

## Pupil Medical Information

Prior to School entry parents are required to complete the Medical Record Card. Please provide any medication that it is essential for your child to take during the school day. Signed consent is required if a pupil is to receive medication during the school day from the Admin Team.

Parents are requested to provide emergency contact numbers and to sign giving permission for emergency care if it should be required for their child and they are unable to be contacted.

Prescribed medication which needs to be taken during the school day should be handed in to the School Reception for dispensing.

Pupils who suffer from asthma should carry their inhaler in school. Parents should inform the School Administrator if their child suffers from any allergies.

Pupils with severe allergy should carry their Epipen on their person at all times. A care plan will be agreed with the parents of these pupils. Pupils should not carry any other medication at school.

Whenever possible Medical/Dental appointments should be made outside lesson times. Mouth guards are required for all contact sports.

## General Advice to Parents

### BEGINNING OF TERM

All pupils should arrive at School ready for the first day of term.

NB. Any exceptional requests for variation should be made to the Headmaster, at least one week in advance.

### REGISTRATION

Registration takes place at **8.30am and 1pm**. Pupils who arrive outside the morning registration period should report to Reception. Planned absence must be notified in advance, unforeseen absence **must be** notified by email or telephone to School Reception.

### LEAVING SCHOOL PREMISES AND EARLY HOME

No pupil should leave the school premises during the school day without the knowledge of their tutor, signing out at Reception once staff are notified.

The period between **3.40pm-6.00pm** is used for homework club or activities. Form tutors will agree termly in advance with pupils and their parents the weekly pattern of attendance at activities and homework club. They will also record and monitor attendance at activities to support each child in fulfilling their Prior Passport portfolio.

### COMMUNICATION WITH PARENTS

There are many ways in which we hope to establish and sustain strong home-school partnerships to support every child.

- The Pupil Diary can be used for routine communication between tutors and parents and vice versa
- The School Diary will be downloadable from the School website
- Communication between the Housemaster or Housemistress and Form Tutor
- Parent-teacher meetings
- The website which is regularly updated with news from the Headmaster, success

stories, diary and event dates. The website is also a vital source of information in event of weather difficulties, cancellations or emergencies

### COMMUNICATION WITH PUPILS

The chief aim of the School is to ensure that pupils receive a good education in an environment where they can lead a happy life in safety and good order. Communication between staff, pupils and parents is central to ensuring that this happens.

- House and School Assemblies
- The PSHCE programme for all pupils. This programme includes material on self-respect, relationships, drug education, life issues and the moral and religious dimensions of such subject matter.

- Weekly pastoral time where Tutors deal with a pastoral programme, centrally defined, allowing sensitivity to local issues and wider moral and current issues. Much material introduced in the PSHCE Programme is amplified and investigated by tutors. Careers guidance and study skills are also discussed.
- The Prior Park School Welfare Statement highlights the availability of the Headmaster, Social Services an Independent Listener and Childline as resources for pupils. This is published in the School with helpful contacts stated in the pupil diary and this handbook.

### MOBILE PHONES

Mobile phones can be helpful, but their use must be sensible and restrained.

- All pupils should limit use to break times and lunchtime.
- Phones should be switched off during the school day and should not be used as pupils make their way around the school site.
- Phones are not allowed in the Dining Hall, and should never be used in Public exams, the Chapel or Sacred Heart Church.
- Their legitimate use for educational purposes in lessons must always have the prior approval of the subject teacher.
- Teachers will confiscate phones in contravention of these rules or if their use is deemed to be a nuisance.
- The School accepts no liability for mobile phones.
- NB: Parents, please do not telephone your children during the day unless there is an urgent need to do so.

### THE SIXTH FORM (Years 12 and 13)

All Sixth Formers are expected to act as positive role models for younger pupils. Positive commitment to work and extra-curricular activities, coupled with a mature, sympathetic manner, will be powerful factors in creating a successful learning environment.

Prior Park offers sensible flexibility to Sixth Formers, but this must reflect discussion with their Housemaster or Housemistress. Sixth Formers are advised to stay in school until 6.00pm, using School library research and study facilities, participating in rehearsals and activities, and supervising younger pupils. However Sixth Formers may wish to have greater flexibility and leave at 4.00pm. If so, they must establish a planned weekly routine with their Tutor. All commitments must be met and good sense should inform decisions.

We stress to all our Sixth Formers that they should study at least six hours each weekend. We would advise against mid-week socialising for day pupils and we would also counsel that the degree of weekend socialising should be carefully monitored. The presence of underage pupils in pubs and clubs is a serious matter and the School supports the laws of the land on drinking in licensed premises.

All pupils in the Sixth Form continue their Religious Education with one lesson a fortnight in General RE, in a non-examined course that focuses on exploring important issues in our world today concerning faith and morals in a Christian Catholic context. A wide variety of issues are presented and discussed including medical ethics, and the existence of God, justice and peace.

Sixth Formers play a vital role in school management through a committee system. In addition, they discharge a range of supervisory duties at school and house level, and monitor behaviour and welfare of younger pupils (under the supervision of the Tutor)

Team). It is essential that all Sixth Formers communicate clearly and co-operate with House staff on all issues. On alternate weeks the Sixth Form have PSHCE.

### **HOLIDAYS & REQUESTS FOR ABSENCE**

The School provides ample holidays, including half-term breaks, entitling pupils to have full and productive terms. Please do not book family holidays that will impinge on the School term – the loss of teaching time is an unacceptable burden and will leave your child at a huge disadvantage. If exceptional circumstances arise please represent them to the Headmaster well in advance. Only the Headmaster can sanction such an unusual request. Requests for absence need to be made in writing as far in advance as possible (not less than seven days).

### **SCHOOL POLICIES**

The School has a comprehensive range of policies to meet a range of commitments and contingencies. Parents are welcome to request copies from the School's Assistant Bursar. You will also find these on the School website.

### **LEARNING DEVELOPMENT PROGRAMME (LDP)**

A limited number of pupils accepted into Prior Park will need the assistance of the Learning Development Programme. Year 8 and 9 pupils will attend lessons in their co-curricular time, whilst pupils in Years 10 and above will be timetabled according to their free period. There is a charge for LDP lessons.

### **ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)**

Pupils whose mother tongue is not English sit the Prior Park Entrance Test in English in order to ascertain language competency. This test is mandatory unless past performance proves competency through recognised written examinations in English (IGCSE/GCSE/FCE/ TOEFL/ IELTS) because writing skills are of paramount importance in a world of written examinations. Once tested, on application or arrival (whichever is first), a decision is taken as to whether EAL lessons will be necessary.

There are three possibilities

■ **Competency is proven to be acceptable** in which case no EAL lessons are necessary. ■ **Competency is adequate but help may be needed** depending on grades, exams, and progress in mainstream subjects. The pupil proceeds as above but is monitored to ensure he/she is coping well; otherwise action is taken as indicated in the point below. ■ **Competency is not proven to be adequate** so EAL lessons are deemed obligatory.

Pupils take EAL lessons until competency is proven by achieving grade C or above in IGCSE in ESL. In Year 8 and 9 pupils take EAL classes in place of mainstream English. In years 10 and 11 students typically take EAL classes to prepare for IGCSE in English as a Second Language (ESL) in place of GCSE English Language and English Literature. Classes in place of mainstream English classes are without charge. Additional private lessons are sometimes deemed necessary or are requested by the student or parents. These classes are charged to parents and an invoice is sent at the end of each term.

The EAL focus for Sixth Formers is normally the International English Language Testing System (IELTS), which is required by many UK universities as proof of English competence. These classes are normally arranged on a private basis and charged to parents. After this, although EAL lessons are no longer obligatory, they may continue if the pupil and parents wish.

All foreign pupils must speak only English throughout the school day. This is for good reason - to ensure that English language is used and practised as much as possible daily.

This also helps International pupils become integrated quickly within the life of the school.

### **LIBRARY & INFORMATION SERVICES**

The Library is located in the centre of our school building and welcomes every member of the Prior Park community. It is open Monday to Friday from 8.30am-6.00pm (Friday 4.00pm). A mixture of seating allows for both study and relaxation.

## **Information Relevant to Pupils**

### **SCHOOL HOUSES**

There are four houses – Elliott (Red), Nelson (Blue), Rooke (Green) and Wellington (Yellow). Full contact details will be found on the School website.

### **ABSENCE**

Requests for foreseen absence, for example a family wedding or Confirmation, must be sent to the Headmaster for his written permission. We would expect such unusual requests to be made well in advance (one week minimum) so that the Headmaster can consult the Tutor and Academic staff. Only the Headmaster can grant such exceptional permission, as we hope that most events can work around school commitments and use the published holidays. Routine foreseen absence (for an appointment that cannot be placed after school) should be explained to the Tutor by email or telephone well in advance (one week minimum).

Unforeseen absence must be communicated on the day, emailing the Tutor before 8.00am or telephoning reception between 8.00am-8.30am. It is vital that any absence is informed by 8.30am at the latest.

### **LATENESS**

It is the responsibility of any pupil who arrives late to report to School Reception as soon as they arrive. If pupils are going to be late for reasons beyond their control, it is vital that parents confirm this by telephoning Reception. Reception collates all absence and lateness and needs the information by 8.30am at the latest.

### **ARRIVAL AND COLLECTION**

The School provides supervision from 8.15am, but pupils may arrive before this time if staff are on site.

Recommended collection and dropping point by car:

Public bus stop on Lime Kiln Rd (in front of Sacred Heart Church)

### **SOME AREAS OF CAUTION**

We would recommend that pupils below the Sixth Form to be in bed and to have lights out by 10.30pm. We are aware from time to time that some pupils keep later hours. In our experience this is bound to impair their ability to benefit from the full programme of lessons and activities at the School.

From time to time it happens that our pupils develop social habits which cause us concern. We stress to our Sixth Form that they ought to study for at least six hours each weekend. We would advise against midweek parties and we would also counsel that the degree of weekend socialising should be monitored carefully.

## PUPIL SAFETY

- Pupils must stay within the confines of the school throughout the school day. This rule extends into the evening if pupils stay for evening events.
- All pupils must show caution and good sense in use of digital media, safe-guarding their identity and respecting the rights of others. All pupils must sign the School ICT Acceptable Use Policy and these principles extend to any use of digital media in order to keep the community safe and free from nuisance.

## Academic Matters - A Positive Teaching Policy

We provide a broad and balanced curriculum delivered by experienced and well qualified staff. Our appraisal and peer review system encourages the sharing of good practice in the classroom. Positive reinforcement is at the heart of our educational approach, where pupils are encouraged to play an active part in the learning process at all levels.

We believe fervently in the education of the whole person, and our curriculum is not aimed solely at preparing pupils for external examinations. A strong programme of co-curricular education works in close partnership with an ambitious academic curriculum.

Teachers throughout the school always aim to stimulate interest and encourage independent research and an enquiring approach in our pupils.

## Expectations of Pupils in the Classroom

### RULES FOR THE CLASSROOM

Positive Approach	Meet targets, give your best to achieve, take charge of your own learning
Participate	Listen, work to best of your ability
Personal	Responsibility, be prepared, tidy and respect your surroundings
Polite	Speak properly, be calm and helpful
Punctual	Be on time
Play Your Part	Listen to others, co-operate

Any form of roughness, horseplay and nuisance must be avoided. Walk in corridors, never run. Do not shout, do not push or jostle others. Sensible, considerate behaviour is expected. Keep to the right of corridors and stairwells to ease movement. In class stay on task and be positive.

Classroom - upon arrival at a classroom go in, find a desk or chair and sit down. Get your books out ready for the lesson. Do not loiter in corridors, but stay in the room sitting quietly. When the teacher arrives, stand for a formal start to the lesson. This applies to tutor period, assemblies and services too.

Science Labs and Practical Rooms - wait outside as directed, standing on the right of the corridor. Ensure the corridor is clear for others. Keep off the stairs. Wait quietly.

Pupils must move directly to lessons, aiming to be prompt and punctual. The teacher's permission is needed to remove jackets, move around the classroom or to leave the classroom for any reason.

No food or drink is to be brought into any classroom, except for small bottles of water. Chewing gum is not allowed in class.

Mobile phones must be switched off throughout class time (including the movement break).

All lessons must end with a formal dismissal, ensuring the room is left neat and tidy for the next group.

## Academic Progress

The House Tutor is the person who monitors the academic progress of your son or daughter.

### ACADEMIC AWARDS

A merit system operates, whereby a member of the teaching staff may award a merit for good work in the classroom or in homework. These awards are recorded in the Homework Diary and Record Book. A Head of Department may award a subject commendation and work of outstanding quality may be awarded a Headmaster's commendation. The Headmaster will meet the pupil concerned to discuss the work and to award a certificate.

### REPORTING

There is a formal report to parents and guardians every term. Reports take a variety of forms including parent:teacher meetings, as well as comprehensive written reports.

Written reports are based around individual subject areas, and contain an effort and achievement grade, along with feedback on examination performance, and a written comment as appropriate. Teachers are encouraged to report positively, and will normally offer targets for pupils' progress in written comments. In parallel with the academic report is a co-curricular report which includes comments on pupils' progress in sport and music.

Pupils receive effort and achievement grades every half term, and these are recorded in their diaries, which act as student record books, and sent home to parents. The student's academic tutor plays a key role here in discussing reports with each student and providing advice regarding targets for improvement, and co-ordination of approach with academic departments and teaching staff. The tutor is also the first line of communication with parents.

To promote the partnership between academic staff and parents there are a number of opportunities in the course of the year for formal meetings. Every year group has a dedicated parent teacher meeting. The calendar is broadly as shown in the table below.

Year Group	Approximate date
Year 8	December
Year 9	November
Year 10	January-February
Year 11	February
Year 12	March
Year 13	March

In addition there is a Year 9 Academic Evening organised early in the Lent Term, when the Academic Deputy Head (Headmaster in 2016-2017) makes a formal presentation to year 9 parents on various issues such as the GCSE option process. Parents are keenly encouraged to contact the school if they have any concerns or wish for further advice. Apart from the

key academic figure of the tutor, parents may contact the Deputy Head (Academic) directly for assistance with any matters relating to pupils' academic welfare.

### PROGRESSION

Pupils entering Prior Park School will normally progress successfully through the various academic stages. The vast majority go from Prior Park into higher education, some after a gap year. We expect pupils to show evidence of sustained positive commitment to academic progress and support for the School's standards. We are disappointed in our expectations only rarely. Failure to adhere to these criteria will be reflected in reporting and will generate a dialogue between school and home. Progress into the next academic year is conditional on fulfilment of academic and behavioural expectations.

Entry into the Sixth Form, is dependent on an ability to benefit from higher studies, showing aptitude and maturity. The minimum requirement for Sixth Form entry are 6 GCSEs (A\*-C grade) with specific grade requirements for chosen A level options.

### COMPLETION OF COURSES

Pupils are expected to maintain and look after all textbooks and materials. Exercise books, files and pupil diaries are to be free of scribbling and graffiti, reflecting their role as important academic documents.

All textbooks are to be returned by pupils at the end of the year to the relevant Department. Textbooks cannot be accepted by Reception. At the end of GCSE and A2 courses, pupils are given special book return cards, to facilitate return and to give a record of submission. Any loss or undue damage will be charged.

### ACADEMIC DETENTIONS

Teachers can require a pupil to attend an academic detention on any school day between 12.30pm - 1.00pm for failing to produce homework on time or for misbehaviour.

The Headmaster organises the School Detention. This takes place every Friday between **4.00pm-5.00pm**. The Friday Detention is designed to deal with pupils who have resisted departmental sanctions and remain behind with work or those whose behaviour towards others or against the School's ethos constitutes a serious breach of the Prior Way. Detention supersedes all other activities.

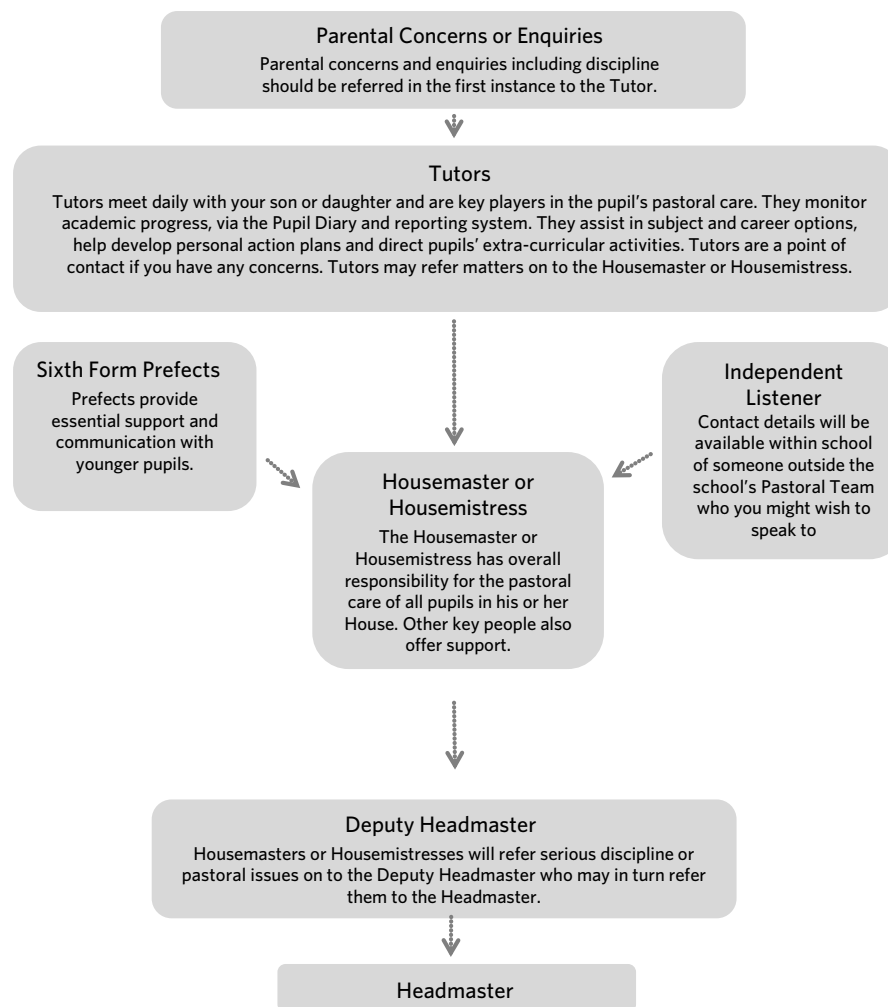
In addition to these detentions being recorded in the pupil diary and school record, the Headmaster will endeavour to inform parents by telephone about School Detentions.

## Pastoral Care at Prior Park

Prior Park School strives to create a cohesive community and to support each member of it. The programme of pastoral care is central to this process and it aims to:

- Promote the welfare and happiness of all pupils
- Provide a variety of opportunities for helpful contact with staff, seeking to educate, inform and support pupils
- Provide clear lines of communication, recognising the right of every pupil to raise any anxieties or grievances
- Protect children from abuse and from bullying.

### THE PASTORAL STRUCTURE





## THE PASTORAL SYSTEM - HOUSES

All pupils are members of a House and within the House they are allocated a form. The school aims to generate a sense of community and provide easy and appropriate channels of communication for pupils. The House is a vital unit in fostering the development of the whole person and communicating positive values. Mutual respect for all members of the school is an essential principle in the pastoral system, creating communities in which every member can flourish and feel safe and at ease.

The four School Houses are all communities and individual and collective actions try to take into account the feelings and needs of the members of those communities.

All Houses, can usefully be guided by the following extracts from the UK Children Act Guidance and Regulations:

“The maintenance of good discipline is paramount for the growth, welfare and development of pupils... Success in producing a well disciplined atmosphere will depend on the complex interaction of a wide range of factors and will be rooted in the overall ethos of the school. [Some of] these factors include:

“The quality of relationships between pupils and staff. There needs to be a mutual respect and understanding between pupils and staff. The quality of the relationships and the need for mutual respect between pupils is equally important. Where senior pupils have authority over others, it must be clear that there is no exploitation of one pupil by another.”

The House system enables us to create cohesive communities, offering wider opportunities for pupils and setting higher expectations for them. The House system encourages each member of the community to strive for excellence in whatever they do.

The House team works to foster a positive, achieving and secure atmosphere. They meet regularly to ensure common purpose. Within the House system senior pupils are given measured responsibilities and all pupils have opportunities to contribute to decisions (notably through tutor time). In addition, Chaplain and other Pastoral staff provide additional support to the pastoral role of the House in monitoring and fostering the progress of every pupil.

## Introduction to PSHCE (Personal, Social, Health and Citizenship Education) Programme

The PSHCE education programme makes a significant contribution to pupils' spiritual, moral, social and cultural (SMSC) development, their behaviour and safety and the school's statutory responsibility to promote pupils' wellbeing. PSHCE education equips pupils with the knowledge, understanding, skills and strategies required to live healthy, safe, productive, capable, responsible and balanced lives. PSHCE education contributes to personal development by helping pupils to build their personal identities, confidence and self-esteem, resilience, identify and manage risk, make informed choices and understand what influences their decisions. It enables them to recognise, accept and shape their identities, to understand and accommodate difference and change, to manage emotions and to communicate constructively in a variety of settings. Developing an understanding of themselves, empathy and the ability to work with others will help pupils to form and maintain good relationships, develop the essential skills for future employability and better enjoy and manage their lives. *(PSHE Associations, June 2013)*

Parents and staff work together at the School to help children develop into happy, balanced individuals with a clear framework of Christian beliefs and principles, and who are capable of giving and receiving love. Our PSHCE programme aims to educate children to be effective citizens who understand a great deal about themselves and others, both spiritually and personally.

PSHCE aims to

- Enable each pupil to recognise his or her own value as a unique person
- Enable them to understand their own physical, social, moral and spiritual development
- Enable them to appreciate and consider the feelings of others
- Enable them to make informed decisions and to assume responsibility for their own actions so that they acquire the skills necessary for maintaining relationships and an awareness of their role in society
- Increase their understanding of the way in which Gibraltar and the UK is governed and their future role in a democracy
- Increase their understanding of how to manage money and achieve economic well-being.

## PRACTICALITIES

In Years 8, 9, 10 and 11 PSHCE is taught within the tutorial slot on Monday and Wednesday mornings. In Years 12 and 13 (L6 and U6) PSHCE is taught within the curriculum. Each form group has one 40-minute period per week taught by senior staff (including the Headmaster). Topics include areas such as self-esteem, mental health, study skills, friendships, drugs and alcohol, prejudice and bullying.

In Years 10 and 11, pupils follow the Personal Development Programme (PDP). Each year group has a termly after school session on a particular theme. The format is of a general introduction followed by small mixed group discussions. Themes include topics such as a mind of your own about media influences, marriage, relationships and sex and responsibility. These sessions are supplemented by material delivered by tutors during pastoral time and by year group assemblies.

## Welfare Statement

### WHAT TO DO WHEN THINGS GO WRONG

Everyone will experience problems of one sort or another as they go through the School. Some are minor and pupils can solve them themselves, some are more difficult and may need the help of another person or a group of people.

Pupils may experience

- Feeling that they cannot cope
- Problems with work or over tiredness
- Problems or difficulties with friends
- Thinking that their property has been stolen
- Feeling that they are being victimised or discriminated against on grounds of appearance, race, religion, gender, ability or for any other reason

- Feeling that someone has hurt, abused or harassed them or has made suggestions - sexual or otherwise - which they feel are inappropriate
- That they have been treated unfairly by a member of staff
- Feeling that they are being bullied, intimidated or treated unkindly or unfairly by another pupil or a group of pupils.

We expect our community to be aware that pupils may experience occasional problems which make them unhappy and we ask all pupils and staff to be sympathetic and supportive.

### WHO WILL HELP?

Pupils are given the following information about people who can help when things go wrong, with details in their Pupil Diary.

Your Friends	Friends your own age, senior pupils or your Head of House will usually be sympathetic and ready listeners.
Teachers	In particular your Tutor, but feel free to approach any teacher you get on with.
Housemaster or Housemistress	This person has the primary pastoral responsibility for you in the School, and is the person who knows about you and who monitors your progress from week to week.
Parents	Parents like to be kept in touch with what is going on in your life and often an early conversation can help you sort things out.
Chaplain School Counsellor Independent Listener Deputy Headmaster Headmaster	These are all figures that also have a Pastoral Responsibility in the School. They like meeting individuals and it is part of their job to sort out problems. You may not feel you know them very well, but in some cases it can be beneficial to talk to somebody who is not closely involved with you from day to day.

### OTHER HELPFUL AGENCIES

Social Services	Tel: 200 75729 / 200 78528
Childline	Tel: 8008
The Care Agency	Access to counselling through Children and Family Services Tel: 200 78528
The Chaplain	The Chaplain is always happy to talk and to listen. He is readily available both in school and next door in Sacred Heart Church

## Religious and Spiritual Life

### PRINCIPLES AND SPIRIT

Prior Park School is a Christian Catholic school which warmly welcomes pupils of other Christian denominations, other religions and those of no religion. Many parents choose the School because of its strong Christian community.

Prior Park places God at the centre of the school community, taking seriously its mission to live out the school motto, Deo Duce Deo Luce, meaning God our guide, God our light. The Christian spirit and principles inform all aspects of the school community.

### CHAPLAINCY

Whilst some pupils from other denominational and religious backgrounds come to Prior Park, there is no doubt that our identity as a Catholic School is of central significance; from this religious and spiritual identity flow the attitudes and perceptions which inform the educational environment of the School in all its variety. The School Chaplain, who is resident next door at Sacred Heart Church, has a special responsibility for nurturing and sustaining the religious character of the School and for maintaining a clear focus on its life as a Christian community. At the same time, all staff share the responsibility for upholding and developing the School's religious character.

The Chaplain has a wide variety of responsibilities relating to the spiritual life of the School. These include nurturing the prayer life of the School, liaising closely with the Personal Development Programme Co-ordinator, maintaining close contact with all the Housemasters and Housemistresses and House communities in order that boys, girls and staff may feel that they have direct and easy access to the Chaplain. The Chaplain is available for discussion with any member of the community regarding matters of a confidential, private or spiritual nature. He maintains close contact with the Headmaster, advising him in such a way as to promote the welfare of the School as a community whose religious roots and life are of such central importance.

Prior Park takes seriously the practical implications of ecumenism.

### LITURGY AND SACRAMENTS

The Mass lies at the heart of the Prior Park community. Whole School Masses are held each Thursday at 8.20am and at the beginning and end of terms, and at other times such as Holy days of obligation and important feast days, for example All Saints, Ash Wednesday, Ascension, and Corpus Christi and the feast of St Peter and St Paul (the Patron Saints of the Prior Park Schools). Normally pupils are expected to attend these regardless of their own faith.

Extraordinary Ministers of the Eucharist are commissioned from the body of senior pupils, alongside members of staff and parents. Pupils of various denominations are invited to become altar servers and sacristans for the range of Masses. The Chaplain is readily available to hear Confessions. Services of Reconciliation are held for all year groups in Lent.

The Michaelmas Term ends liturgically with Carol Services and the Lent Term with a service of Lenten readings and hymns reflecting on the Passion and looking towards Easter.

### RETREATS AND PRAYER

It is of great importance to provide young people with opportunities for spiritual growth.

In our busy and often hectic world a short period of time taken to reflect, to be still and to pray is of tremendous value.

Pupils may go on Retreat to experience time away from the School at suitable times throughout the year, with a special focus on developing their spiritual awareness. These days are always most enjoyable, with interactive exercises, helping to create a sense of awareness of others, prayer, meditation and Mass, prepared by the pupils.

The whole School meets twice weekly for an Assembly with time given over at such occasions for reflection and personal prayer. Prayers are routinely said in Tutor time.

### TEACHING

The Chaplain assists school staff in teaching a course of General Religious Education to the Sixth Form. The course explores a wide range of religious and moral issues, engendering very positive discussion, which gives serious consideration to all points of view. For years 8 to 11 Religious Studies is a core subject and all pupils take Religious Studies GCSE, either Short or Long Course. There are also A Level groups in Lower and Upper Sixth.

## Enrichment Activities

### The Co-Curriculum at Prior Park School - the Prior Passport

The following activities and clubs will be offered to students in September 2017 and will run, given sufficient interest:

#### TEAM SPORTS/ACTIVITY

Tennis	Football
Cycle proficiency	Athletics
Cricket	Table-tennis
Hockey	Chess
Basketball	Backgammon
Badminton	Ice skating
Netball	Sports Leadership

#### CREATIVITY/ENRICHMENT

Nessy	Maths club
Choir	Coding + App Design
Book club	Lego club
Art Club	Philosophy club
Booster English	French Society
Science club	Italian Society
Photography	
Architecture Club	
Theory of music	

#### SERVICE/LEADERSHIP

Duke of Edinburgh	HOMEWORK CLUB
Gardening	Mon, Tues, Wed, Thurs
Leadership level 1	4-5 and 5-6pm
Charity Committee	
Community Outreach	

#### PARENT CLASSES

Improver Spanish  
Improver English

We recognise that children in Gibraltar and Andalucia undertake a huge range of clubs, activities and team engagements throughout the school week. It is Prior Park School's intention that we will support and encourage children in pursuing activities both at school but also outside it.

Children at Prior Park School will need to fulfil the requirements of the 'Prior Passport' to demonstrate a commitment to a broad and balanced programme of personal development. To do this they will need to participate weekly in at least one activity slot that stands as their Service/Leadership commitment, another that demonstrates them developing their Creativity and two occasions in the week where they participate in Team Sports/Physical Activity. Activities that are not organised by the school can be used as part of a child's commitment to the 'Prior Passport' provided these are agreed in advance between parents and the school.'

## Performing Arts Activities

A diverse range of musical opportunities are available for pupils of all ages which will continue to grow as the school expands. In September 2017 will offer:

- Theory of Music
- Rock Group
- School Choir
- Christmas Concert, Easter Concert, Summer Term Production

A rich musical life is evident every week, ranging from regular ensemble practices to a variety of opportunities for children to perform including school/community events, school services and assemblies.

## Music Tuition

### INSTRUMENTAL AND VOICE LESSONS

Tuition is available at the school in the following instruments: piano, guitar, ukulele, saxophone, clarinet, drums and voice. Mr Parkin, from Great River Music will be pleased to advise parents on choosing a suitable instrument for their child to learn. Please complete the music lesson application form at the back of this booklet and return to Mr Parkin.

### PRACTICE

Whilst we are keen to encourage pupils to take music lessons, it must be noted that in order to progress all pupils must find time during each day to practice.

The following is the recommended minimum practice time per day

Beginner - Grade 2	20 minutes
Grade 3 - Grade 5	30 minutes
Grade 6 - Grade 8	45 minutes
Post Grade 8	60 minutes

Pupils will be issued with lesson plans and practice books at the beginning of each term to be filled in by the teacher and pupil.

## LESSON COSTS

Pupils normally have thirty lessons during the course of the year - twelve lessons in the Michaelmas Term, ten in the Lent Term and eight in the Summer Term. Lesson prices are privately arranged between the parent and music tutor.

## TIMETABLE

Lessons for pupils below the Sixth Form are normally given during School hours on a rotation timetable so that a different school lesson is missed each week. By this system a pupil rarely misses the same subject more than two or three times a term. Out of school times (lunch breaks, etc) are usually reserved for pupils who learn more than one instrument and for pupils in Year 11 who are preparing for major exams. Sixth Form pupils do not rotate, they have fixed lessons in their free periods.

It is the responsibility of pupils to check their timetables regularly, as changes have to be made from time to time. Requests for a change of lesson time must be made at least one week before, and preferably longer.

## NOTICE

Notice of terminating lessons must be given in writing to Mr Parkin at Great River Music at least half a term in advance. Music lessons may only cease at the end of a term. If less notice is given, a full term's fees will be charged for the following term. The Mr Parkin will acknowledge all letters of notice in writing.

NB. Notice to take effect in September will not be accepted in the summer holidays - it must be received by the previous half term in May.

## APPLICATIONS FOR MUSIC LESSONS

If you wish your son or daughter to have music lessons, please fill in and return the application form at the back of this booklet. When no vacancy is available your son or daughter's name will be put on a waiting list. Timetables are sent to pupils each week.

## CARE AND INSURANCE OF INSTRUMENTS

The School endeavours to provide appropriate storage for instruments but ultimately pupils must ensure the security of their own property. Musical instruments are often extremely valuable. The School cannot accept responsibility for pupils' possessions. Parents are therefore urged most strongly to arrange their own insurance cover for their children's instruments.

## The Duke of Edinburgh's Award Scheme

The Duke of Edinburgh's Award Scheme is a popular and flourishing option with our pupils. Pupils in Year 10 will be able to enrol on the Bronze Award, then they can track through the school moving onto Silver in Year 11 (aged 15) and Gold in Sixth Form. Each level consists of four sections - skill, service, physical recreation and adventurous journey. The gold section also has a requirement to complete a residential experience.

Expedition training takes place during activity time and over several weekends in the Lent and Summer terms. All levels of the award include a practice expedition and an assessed expedition, with the duration and distance being longer for the gold award than the silver than the bronze. All expeditions are led by suitably qualified staff from within the school. There are additional costs if your child enrolls for the award scheme. Pupils will need to provide their own boots, waterproofs and appropriate clothing. However tents and cooking equipment will be provided.

The award is designed to develop the confidence and self-reliance of young people and it is also a lot of fun, as the continually increasing numbers of pupils taking part testifies.

## Prior Concern Community Service Programme

Prior Concern is our own Community Service Programme. Our pupils can take part in one of our community service projects which we hope to develop with, for example:

- Nazareth House : a day centre used by homeless/alcoholics/drug users
- Female Refuge Centre
- Elderly Care Agency Residential Home (Old St Bernard's hospital, back of the new school)
- Bruce's Farm
- Mount Alvernia: Elderly Care Agency Residential Home
- Elderly Care Wards at St. Bernard's Hospital
- Joining Rif Community Foundation

## Year 8 Residential Course

An obligatory and integral part of our Year 8 curriculum is a Residential Field Course (three days and two nights) staying in dormitory accommodation in the nature reserve of Via Verde de la Sierra.

The aims of the course are

- To bring junior pupils into unique environments which they may otherwise never experience
- To establish strong working and social relationships at an early stage of their school career through team work
- To build a strong relationship between pupils and teachers
- To give pupils the opportunity to demonstrate their potential for posts of responsibility

The activities include rock-climbing, abseiling, canyoning, kayaking, an assault course, orienteering, rafting and initiative exercises. There is a strong emphasis on teamwork.

Every pupil is encouraged to achieve his or her potential but there is no pressure to undertake any activity of which a pupil feels incapable. The staffing will come from within school and the staff to pupil ratio will be a minimum of 1:10.

The centre we use operates the highest safety standards being consistently ahead of national legislation. This does have cost implications; however, we are sure you would not wish us to compromise on this important area of safety.

This course is provisionally scheduled during the Summer Term after the examinations, by which time pupils will have become thoroughly used to School routines and to each other.

## General Appearance & Uniform

### PRINCIPLES

At Prior Park School pupils wear a uniform that is designed to be smart, business-like and supportive of high personal standards. The uniform contributes to a sense of community, removing the need to make daily style decisions, relieving pupils of the pressure of fashion whilst at School, and avoiding the division caused by variable levels of purchasing power. Hair and general appearance should be smart.

Smart appearance is vital. Shirts must be tucked in, ties smartly knotted, top buttons fastened, shoes laced and hair well groomed and tidy. Oversize clothes are not allowed - clean, properly fitting garments are expected. Every student should be in possession of all items of necessary School uniform and games kit. Pupils have a responsibility for ensuring that all clothes and sports kit are kept clean and in good repair.

### UNIFORM SUPPLIER

Uniform can be obtained from John Moore Sports, 2 Argyle Street, Bath BA2 4BA. Telephone 00 44 1225 466341, email sales@johnmooresports.co.uk, or via their website www.johnmooresports.co.uk. A full list of required uniform can be found on our website.

### NAMETAGS

Please clearly mark all uniform and kit with the pupil's name to facilitate return if lost.

Tracksuits and fleeces still require proper naming inside the garments. Large 15mm labels can be ordered online at www.wovina.com, or telephone 00 44 1208 734 84. Locally labels are available from Smartwear at www.smartwear.gi, or telephone (350) 200 45045/(350) 54920000.

This method of labelling is recommended throughout the school.

### UNIFORM OCCASIONS

School uniform should be worn by pupils at all official School occasions, including Mass and sports fixtures. Pupils are expected to travel to and from the School in uniform, unless being collected by parents immediately after a sporting event. In that case, they should dress in full School tracksuit. On occasion, pupils will be told to attend school in their tracksuit due to demands of sporting arrangements.

### SCHOOL BAG

As well as a suitable Prior Park PE kit holdall we require the provision of an official Prior Park rucksack for pupils to carry items around school. A broad two strap rucksack is the most practical and comfortable method of carrying the weight of books and other necessary items. All pupils are required to carry their books in a suitable bag, both to protect books from damage and to guard against loss. School kit bags and rucksacks are available from our uniform supplier John Moore Sports.

## Uniform List

A full list of Prior Park uniform - all available from our uniform supplier John Moore Sports.

BOYS' SCHOOL UNIFORM	GIRLS' SCHOOL UNIFORM
Blazer	Blazer
White long-sleeved daywear shirt	White three-quarter sleeved blouse
White short-sleeved daywear shirt	Fitted knee-length skirt
Trousers	V-neck jumper
V-neck jumper	Navy tights or Navy ankle or knee high socks
Navy ankle socks	House badge
School tie	
House badge	
BOYS' SPORTS UNIFORM	GIRLS' SPORTS UNIFORM
School training top in school colours	School training top in school colours
School tracksuit bottoms in school colours	School tracksuit bottoms in school colours
School fleece in school colours	School fleece in school colours
Games shorts in school colours	Games skort in school colours
Pale blue games socks	Pale blue games socks
Navy Swimming shorts	Navy Swimming costume
White sport socks	White sport socks
School swim-cap	School swim-cap

### ACCESSORIES

Personalised medium games bag in school colours

Personalised rucksack in school colours

School baseball cap (optional)

### FURTHER EQUIPMENT

Available from any store.

Gum shield compulsory for boys and girls

Shin pads compulsory for boys and girls

Astro trainers compulsory for boys and girls

## General Appearance

Overall, we want to display clear standards, matching those of the world of professional employment. We are also concerned with the representation of the whole School community, especially as it is perceived by others.

BOYS	GIRLS
<b>Hair</b> - Hair must be neat and tidy in a formal business-like style and must be its natural colour. Pupils must be clean shaven. Inappropriate hairstyles are unacceptable. Disciplinary action will be taken where pupils breach our expectations.	<b>Hair</b> - Hair must be neat and tidy and tied back smartly if shoulder length or longer. Hair should be its natural colour, dyed and inappropriate hairstyles are unacceptable. Disciplinary action will be taken where pupils breach our expectations.
<b>Jewellery</b> - Boys should not wear jewellery but a watch is recommended.	<b>Jewellery</b> - Jewellery may be used discreetly, but please remember this is a place of work and valuable or ostentatious items will be out of place.
<b>Make-up</b> - No make-up for boys please.	<b>Make-up</b> - Natural looking make-up is

	acceptable. A discreet amount only for girls.
<b>Ornament</b> - Body piercing, tattooing and hair dyeing are not permitted. Boys must not wear earrings	<b>Ornament</b> - Body piercing, tattooing and hair dyeing are not permitted. A single, small and discreet earring in each ear lobe is acceptable.
<b>Shoes</b> - Formal, sensible, regularly polished black shoes should be worn.	<b>Shoes</b> - Formal, sensible, regularly polished, black shoes should be worn. A maximum of 2inch heels to be worn, shoes should be suitable for walking around a steep site.

NB. All items of clothing (and non-clothing items) must be in good repair and clearly named.

### SUMMER DRESS

Blazers and v-neck sweaters should not be worn by boys or girls after half-term in the summer term and during September.

## School Discipline

The purpose of School discipline is to provide the essential structures within which individual pupils can confidently and happily develop maturity of judgement and responsibility both for themselves and for others.

Rules are kept to a minimum and must be observed by all. New pupils should be aware of the Code of Conduct expectations, which are printed each term in the Homework Diary and Record Book for easy reference.

### REWARDS AND SANCTIONS

Prior Park School is a community built on Christian values, with emphasis on mutual respect, co-operation, and use of talents. The School promotes a policy of positive teaching, seeking to foster and reward constructive pupil contribution. Underpinning this is a philosophy of assertive discipline, with clear and agreed standards and expectations. Our aim is to create a positive atmosphere that fosters achievement and the happiness of all members of the community.

The following appears as guidance in the Homework Diary and Record Book

REWARDS	SANCTIONS
If you choose to follow the Code of Conduct	If you choose not to follow the Code of Conduct
Praise will be given for good work.	The teacher will give you a verbal warning.
A merit will be awarded for work that reflects much effort and is of good quality or shows great improvement.	Your name will be recorded in the teacher's mark book and a comment recorded in your diary for your tutor and parents to see.
A merit may also be awarded for very good contributions in class or in other activities throughout the School.	You will be moved in class. This will be recorded.
The awarding of a merit will be recorded for your tutor and parents to see. Your subject teacher and tutor will also record the award.	You will be told to see your teacher outside lesson time. Any punishment given will be recorded. Academic detentions will be applied if work remains to be done after

	teacher intervention. The teacher taking the detention will sign your diary to indicate that you were present at the detention.
A subject commendation will be awarded by the teacher if your work is outstandingly good.	Aspects of the code of conduct, entries in the Contact Book or Orange Card will be brought to your attention by your tutor. You will be required to write out the appropriate section of the Code of Conduct to help you grasp it. Routine community duties, tidying in a class or around the school, may be required to indicate the cooperative behaviour needed.
House commendations are awarded by a Housemaster or Housemistress for notable contribution. These are usually presented in House Assembly at the end of each term.	Repeat offences will be picked up by your tutor/housemaster/mistress and you may be put on report to help you improve. Being on report will be recorded in the diary so your parents are aware of this. There are three types of report; academic, uniform and punctuality.
Once a term the Headmaster presents special awards rewarding improved performance, academic endeavour and outstanding contribution to the co-curriculum and other important areas of Prior life (Spirit of Prior).  These awards are nominated by House Teams.	In extreme circumstances further sanctions will follow, including, but not limited to, having to attend School Detention between 4.00 and 5.00pm on a Friday.
At the end of term, Academic prizes are awarded to only two or three students in each year group for excellent academic performance and effort. They are presented during the Headmaster's end-of-term assembly.	

All awards and sanctions will be recorded in the Homework Diary and Record Book.

## Rewards for Achievement and Endeavour

### ACADEMIC REWARDS

Merit Subject	Awarded by subject teacher
Commendation	Awarded by subject teacher
Headmaster's Awards End of Term Prizes Speech Day	Academic and Co-curricular awards
Prizes GCSE Subject Prizes	Awarded for effort and/or achievement
A Level Subject Prizes	Academic and Co-curricular awards

### PASTORAL REWARDS

Merit	Awarded by a member of the academic staff
House Commendation	Awarded by the Tutor or Housemaster/Housemistresses
Headmaster's Awards	Nominated by HsMs and including Spirit of Prior Award
General Service Colours	Awarded to Upper Sixth pupils who have served the community exceptionally well

# The Code of Conduct

All Prior Park School pupils should adhere to the following expectations, known as the Code of Conduct:

It is the pupil's responsibility to have knowledge of Rules and Regulations of the School, of the sanctions which can apply, and provisions for appeal.

Pupils should be aware that the Law of the Land must be observed at all times. Honesty, trust and truthfulness, respect for others and their property both personal and communal, including respect for the fabric of the School are valued and expected by all within our community.

Courtesy, respect and consideration towards other pupils, staff and the public should always be demonstrated.

Stand when a teacher or visitor enters a classroom. Our expectations include punctuality, politeness and correct speech. Do not interrupt conversations. Always acknowledge and greet members of staff. Do not call out in class. Put your hand up and wait to be invited to contribute. Respect the space and rights of others. Respect the fabric of the building and the possessions of others.

The wearing of school uniform that should be neat, clean and tidy reflects on the respect you feel for our community.

Responsibly conduct your personal relationships. These must be conducted in a considerate and open manner. Pupils must not detach themselves either from the life of the School or from their peer group, nor should they give grounds for concern by their conduct.

Behaviour should be avoided which is anti-social or injurious to health. The following are not allowed: smoking (including vaping) or possessing tobacco in any form, consuming or possessing alcoholic drinks (except on occasions specifically sanctioned by the Headmaster), consuming or possessing illegal substances.

Punctuality is expected in your attendance at all scheduled classes and associated activities, including sporting and cultural events and fixtures.

The completion of all written exercises and assignments to a standard appropriate to each pupil's abilities and such as to meet deadlines set is expected as a norm.

## Disciplinary Incidents

### DEALING WITH DISCIPLINARY ISSUES

Any classroom disciplinary issues will be dealt with in the following way:

**Step 1** - Pupils who display disruptive behaviour will be reminded of our expectations and a warning given.

**Step 2** - An Academic Detention will take place for pupils who have failed to respond to reprimand and a warning. Parents and tutor will be informed through the Homework Diary and Record Book. Pupils who are causing concern by their behaviour may be placed 'on report'. There are Uniform, Punctuality and Academic Reports. In extreme cases pupils may be removed from the classroom. Pupils will then see the Deputy Headmaster and/or Headmaster.

**Step 3** - The Headmaster reserves the right to apply Friday afternoon detentions when he deems it appropriate. Teaching staff may apply to him if they wish to include candidates. Such detentions supersede all other commitments.

**Step 4** - The Headmaster is the pinnacle of the disciplinary structure. He plays a role in cautioning students, assisting communication with parents when disciplinary situations are very serious. For example, the Headmaster would write a formal letter of warning if behaviour gave cause for concern and earlier actions have failed to effect improvement. Very serious breaches of discipline may lead to suspension or expulsion.

### INVESTIGATION, SANCTIONS AND REVIEW

Prior Park School has a duty of care to its pupils, and parents (and guardians) have a duty to ensure the attendance and good behaviour of their son or daughter. The expectations of the school are set out in the Community Handbook and School Diaries. Pupils are expected to respond positively to the principles and rules of the school.

A staged response is used but it is clear that serious breaches of discipline must be referred to the Headmaster. Serious offences, even on the first occasion, may lead to suspension or expulsion, but the Headmaster (or in his absence the Acting Head) has the prerogative of imposing this.

Serious offences include;

- Bullying (including cyber-bullying)
- The use of violence
- Sexual misconduct or impropriety, including misuse of computer systems
- Misuse or illegal use of alcohol
- Possession or use of illegal drugs (in or out of school)
- Possession of weapons in school including replica items
- Vandalism
- Serious hacking or misuse of computer systems
- Serious theft or persistent theft
- Repeated smoking or smoking in any school building
- Cheating or plagiarism
- Misuse of technology to upset and harass others (by email, text, film, online, etc).

This list is illustrative rather than exhaustive. Breaches of the law, dangerous or reckless behaviour, and persistent flouting of school standards, including academic standards, would also warrant major sanctions.

## Some Areas of Caution

### ALCOHOL

Excessive consumption and abuse of alcohol is deplorable. The School supports the law on sale and consumption of alcohol. Limited alcoholic drinks may be provided at School events for pupils 18 and over. Alcohol education is included in our programme.

### DRUGS AND SMOKING

The use or distribution of illegal drugs is contrary to the ethos of Prior Park School and threatens the welfare of the individual and community. Major disciplinary sanctions are applied to protect individuals and the community. Drugs education is included in our programme.

Smoking of tobacco is damaging to health and is unacceptable in school or on school premises - Prior Park is a no smoking zone (including e-cigarettes) for both adults and pupils.

### RELATIONSHIPS

Prior Park expects members of the community to be thoughtful and responsible in their behaviour, most notably in conduct of relationships and treatment of others. The School provides a more profound explanation in the Sex and Relationship Policy and this is available on request.

### ACCEPTABLE USE OF DIGITAL MEDIA

Pupils live in a constantly changing media age and face the challenge of constant connectivity. As digital natives they are at ease in the use of chatrooms, instant messaging, social networking sites, or other interactive platforms, but they are young and can make misjudgements or encounter real difficulties. It is vital that parents are aware of this dimension. Bad decisions can lead to unwise sharing of personal information, unguarded remarks about others, posting of unacceptable images, or other actions that leave the pupil or others around them vulnerable.

The Prior Park Acceptable Use Agreement specifies the standards required at school, with restriction to educational use in the school day and use for responsible communication and digital networking in defined leisure time. The basic requirement is to exercise good judgement, avoiding inconsiderate use and any malicious action. The same standards need to inform use of home systems. Any use of the web, mobile phones or other devices to harass, annoy, upset or bully any members of the Prior Park community will be regarded as a very serious disciplinary matter. All pupils and staff are required to sign and conform to the Acceptable Use Agreement.

## Finance Department Information

The Finance Department are based in the UK at Prior Park College and are open from 8.30am-5.00pm on weekdays. The Assistant Bursar is pleased to see parents by appointment locally. Please feel free to make contact by email or to request a SKYPE meeting.

### CURRENT FEES AND COSTS

Current fees and costs are published on the School website, and sent out in writing to parents annually. Please contact Finance directly if you have any queries.

### PAYMENT OF FEES

It is part of the contract between the School and family that fees are paid on or before the due date, which is the first day of each term unless a monthly direct debit arrangement has been agreed. Governors have directed that interest on overdue fees is to be charged on outstanding balances, interest is charged on a daily basis. Direct debit arrangements can be made for termly or monthly payments; there is no extra charge and those who use this method find it highly convenient. It is possible to pay fees in Euros, but this needs to be requested at which point the current exchange rate will be offered to parents. This exchange rate will be set annually before the start of the Michaelmas Term and should allow parents resident in a non-sterling area to plan their finances at least one year in advance.

### BANK DETAILS

Gibraltar International Bank

Sort Code	60-83-14
Account No	02150002
Account Name	Prior Park School Ltd

IBAN NO	G167 GIBK 0000 0021 5000
SWIFT CODE	002 GIBKGIGIXX

### NOTICE PERIODS

Parents must inform the Headmaster in writing of notice of withdrawal. A full term's notice is required or one term's fees in lieu of notice will be charged. Please note that a full term is either the start of the Michaelmas, Lent or Summer term and notice given at half term will be insufficient for pupils to leave at the end of that particular or the following term.

### ADVANCE PAYMENT OF SCHOOL FEES

A number of parents find it helpful to meet all or part of the fees by advance payment in return for an appropriate discount. Please contact the Finance and Business Director if you wish to discuss the options which can be made available.

### PUPIL PERSONAL ACCIDENT INSURANCE

Arrangements for a Pupil Accident Scheme are currently being agreed with Prior Park School's insurers. Such insurance will be recharged to parents at cost in addition to tuition fees. Details including premium costs will be advised to parents in advance of the Michaelmas Term each year. It is School policy that all pupils are included in the scheme.

### BUPA MEDICAL INSURANCE

BUPA offers an arrangement which can give pupils private medical treatment, with a choice of specialist and private hospital room, throughout the year. If you are interested in obtaining further information please contact the Finance Department.

### FEE PROTECTION SCHEME

Arrangements for a Fee Protection Scheme are currently being made with Prior Park School's insurers. Fee protection schemes exist to ensure the continuation of a pupil's education in the event of death of a family's main earner. Such insurance is optional and will be recharged to parents at cost in addition to tuition fees. Details including premium costs will be advised to parents in advance of the Michaelmas Term each year.

### PAYMENT OF FEES BY COMPANIES

Parents who wish to arrange for a company to pay the School fees should speak to the Finance and Business Director about the contractual arrangement for this, and to consult their accountant regarding any personal/corporate tax implications.

### FEES AND COSTS

For the full fees and costs breakdown please see the School website resources section. Please contact Finance directly if you have any queries.

## Data Protection Policy

### 1. General Statement of Duties

The Prior Park schools are committed to responsible data processing in accordance with their legal obligations under Data Protection legislation. The base legislation is the UK Data Protection Act 1998 but the School will abide by any additional legal obligations specific to Gibraltar. The schools are required to process relevant personal data regarding pupils, their parents and guardians, staff, or other individuals with whom they have contact, as part of their operation and shall take all reasonable steps to do so in accordance with this policy. Processing may include obtaining, recording, and holding, disclosing, destroying or otherwise using data. In the policy any reference to pupils, parents or staff includes current, past or prospective members of the school community.



## 2. Data Protection Controller

The Finance and Business Director has overall responsibility for ensuring that all personal data is processed in compliance with this Policy and the Principles of the Data Protection Act 1998.

The Assistant Bursar will be responsible for specific Data Protection arrangements in Gibraltar

## 3. The Principles

The schools will, so far as is reasonably practicable, comply with the Data Protection Principles (the Principles) contained in the Data Protection Act to ensure all data is:

- Processed fairly and lawfully
- Processed for a lawful purpose
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Kept only for so long as is necessary
- Processed in accordance with individual's rights under the Act
- Kept secure
- Not transferred to other countries without adequate protection.

## 4. Personal Data

The schools process a considerable amount of personal data in their day-to-day activities. This data may include contact details of parents and former pupils, results of public examinations and curriculum assessments, attendance information, characteristics such as religious or ethnic group, special educational needs and any relevant medical or financial information.

Such processing includes receiving and processing applications from prospective pupils or staff, compiling and maintaining staff personnel records and pupil records (which may include details relating to parents and guardians) and maintaining proper records and an archive of information about former pupils and members of staff.

Personal data may cover both facts and opinions about an individual. Pupil data is processed to support teaching and learning, to monitor and report on pupil progress, to provide appropriate pastoral care and to assess how well the schools as a whole are doing.

The schools may also use information about staff, pupils and parents to keep in contact with them once staff or pupils have left the school and to seek their support for the schools' activities or development.

## 5. Disclosure of Information

The schools may receive requests from third parties to disclose personal data they hold about pupils, their parents or guardians, members of staff or other individuals. The schools confirm that they will not generally disclose information unless the individual has given their consent or one of the specific exemptions under the Data Protection Act applies. However, the schools do intend to disclose such data as is necessary to third parties for the following purposes:

- Publishing GCSE and A Level exam results
  - Sharing information required by the Qualifications and Curriculum Authority about pupils sitting national Curriculum tests.
  - To give information relating to outstanding fees or payment history to any educational institution which it is proposed that the pupil may attend.
- References for universities and employers.

■ To disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organisers of school trips.

Where the schools receive a disclosure request from a third party they will take reasonable steps to verify the identity of that third party before making any disclosure.

## 6. Sensitive Personal Data

The schools may, from time to time, be required to process sensitive personal data regarding a pupil, their parents or guardians or a member of staff. Sensitive personal data includes medical information and data relating to religion, race or criminal records and proceedings. Where sensitive personal data is processed by the schools, the explicit consent of the appropriate individual will generally be required in writing.

## 7. Rights of Access

Individuals have a right of access to information held by the schools. Any individual wishing to access their personal data should put their request in writing to the Data Protection Controller. The school will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event, within 40 days for access to records and 21 days to provide a reply to an access to information request. Please note that the school may charge an administration fee for providing this information.

Certain data is exempt from the right of access under the Data Protection Act, particularly where the rights of third parties are concerned. Such data may include information which identifies other individuals, information which the schools reasonably believe is likely to cause damage or distress, or information which is subject to legal professional privilege. The schools are not required to disclose any pupil examination scripts.

The schools will also treat as confidential any reference given by them for the purpose of the education, training or employment, or prospective education, training or employment of any pupil or member of staff. The schools acknowledge that an individual may have the right to access a reference relating to them received by Prior Park. However, such a reference will only be disclosed if such disclosure will not identify the source of the reference or where, notwithstanding this, the referee has given their consent or if disclosure is reasonable in all the circumstances.

## 8. Whose Rights

The rights under the Data Protection Act are the individual's to whom the data relates and will rest with pupils when they are old enough to understand these rights. This will vary from child to child and you are asked to bring this to your child's attention, if you believe it appropriate to do so. The schools will however in most cases rely on parental consent to process data relating to pupils unless, given the nature of the processing in question and the pupil's age and understanding, it is unreasonable in all the circumstances to rely on the parent's consent. Parents should be aware that in such situations they may not be consulted.

The schools will only grant the pupil direct access to their personal data if, in the school's reasonable belief, the pupil understands the nature of the request. Pupils have to understand that the schools may disclose their personal data to their parents or guardian.

Where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents or guardian, the schools will maintain confidentiality unless they have reasonable grounds to believe that the pupil does not fully understand the consequences of withholding their consent, or where the schools believe disclosure will in the best interests of the pupil or other pupils.

## 9. Exemptions

Certain data is exempted from the provisions of the Data Protection Act in response to requirements or situations which include the following:

- The prevention or detection of crime
- The assessment of any tax or duty
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the schools.

The above are examples only of some of the exemptions under the Act. Any further information on exemptions should be sought from the Data Protection Controller.

## 10. Use of Personal Information by the Schools

The schools will, from time to time, make use of personal data relating to pupils, their parents or guardians, or members of staff, in the following ways. Should any parent or individual wish to limit or object to any such use please notify the Data Protection Controller in writing.

- To make use of photographic images of pupils in school (with their names where relevant) in the Prospectus, on the schools' websites and in other appropriate publications
- For fundraising, marketing or promotional purposes and to maintain relationships with

pupils, parents and staff of the schools, including transferring information to any association, society or club set up for the purpose of establishing or maintaining contact,  
or  
for fundraising, marketing or promotional purposes.

## 11. Accuracy

The schools will endeavour to ensure that all personal data held in relation to individuals is accurate. Individuals must notify the Data Protection Controller of any changes to information held about them. An individual has the right to request that inaccurate information about them is erased or corrected.

## 12. Security

The schools will take reasonable steps to ensure that members of staff will only have access to personal data relating to pupils, their parents or guardians where it is necessary for them to do so. All staff will be made aware of this policy and their duties under the Data Protection Act. The schools will ensure that all personal information is held securely and is not accessible to unauthorised persons.

## 13. Enforcement

If an individual believes that the schools have not complied with this Policy or acted otherwise than in accordance with the Data Protection Act, they should utilise the appropriate complaints procedure and should also notify the Data Protection Controller.

# Formal Complaints Procedure

Under normal circumstances, even quite serious problems should usually be raised in the first instance with the Tutor in the hope that a helpful solution will be reached. The guide below outlines the process involved if you wish to take the matter further.

## A GUIDE TO THE FORMAL COMPLAINTS POLICY AND PROCEDURE

Prior Park Schools are proud of the quality of their teaching, pastoral and boarding care. Nonetheless, complaints from parents or pupils can and do arise from time to time. This short guide is available to parents, pupils, boarders and staff and explains how your complaint will be handled.

Any complaints should have a direct connection with the School.

Written procedures for members of the teaching or non-teaching staff to state a grievance are promulgated separately.

## STAGE 1 – INFORMAL RESOLUTION

The guide below outlines the process involved if you wish to take the matter further. It is hoped and expected that most complaints and concerns will be resolved quickly and informally.

Complaints, whether written or verbal, should be made in the first instance to either

- The relevant tutor, class or subject teacher
- On purely academic matters to the Academic Deputy Head
- On administrative or financial issues, initially to the Assistant Bursar. This may then be passed on to the Finance and Business Director.

Complaints made directly to a more senior member of the teaching staff (ie. Headmaster or Deputy Headmaster) will normally be referred back in the first instance to the level described above, unless there is a clear reason not to do so.

A member of staff receiving the complaint should always make a written record, including the date on which the complaint was received and any action taken. The recipient should make every effort to resolve the complaint informally, seeking more senior guidance as necessary. If the complaint cannot be resolved at that level it will be passed to the Deputy Headmaster or Headmaster, and indeed any complaint not satisfactorily resolved within two weeks must be referred in this way. If a complaint is so referred the complainant will be informed.

A central record of complaints is kept at each school for a minimum of three years and the file of complaints is to be reviewed by the Headmaster not less than termly.

Any complaint alleging bullying is dealt with in accordance with the Counter Bullying Procedure.

Any complaint relating to alleged abuse of any sort is dealt with in accordance with the Child Protection (Part of Safeguarding) Policy.

## STAGE 2 – FORMAL RESOLUTION

If the complaint cannot be resolved at stage 1, the complainant will be advised to pursue the complaint at stage 2 in writing.

At this stage the complaint should be put in writing and addressed to the Headmaster. The Headmaster or his Deputy will meet the complainant (or contact him or her by telephone), normally within one week of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage. The Headmaster (or Deputy) may be accompanied at meeting(s) by other member(s) of staff as appropriate to the case.

If applicable, complainants may be asked to realise that it is necessary for the school to carry out further investigations.

Written records will be kept of all meetings and interviews held in relation to the complaint. The record of a meeting may be taken by a separate note taker.

Once the Headmaster is satisfied that so far as is practicable all of the relevant facts have been established, a decision will be made and the complainant will be informed of this decision, and the reasons. Any written complaint will normally receive a response by the same medium (ie. letter or email)

The conclusion of Stage 2 should be within two weeks of the complaint being raised to this level. If further investigations are still required at that time, then the complainant will be informed, with a forecast of the expected response date.

If a complaint cannot be resolved satisfactorily at the Headmaster's level, then the issue may be referred to a panel convened by Chair of the Local Governance Committee (LGC). The complainant will be informed of the right to refer the issue to the LGC in writing and will also be offered a copy of the written procedure for pursuing this route.

### **STAGE 3 - PANEL HEARING**

If this part of the procedure is invoked, the complaint will be referred to the Chair of the LGC Governors (or nominated Local Governor) who will call a complaints panel hearing. Prior Park School takes complaints seriously and will strive to resolve any complaints to the satisfaction of the complainant as soon as possible and with an open and fair approach.

The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of at least three persons not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the school. Each of the Panel members shall be appointed by the Chair of the LGC and on behalf of the Panel, the Chair will then acknowledge the complaint in writing and schedule a hearing to take place as soon as practicable and normally within two weeks.

The panel may require further information or documents in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than two working days prior to the hearing.

The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend.

If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation. Where further investigation is required, the Panel will decide how this should be carried out. Unless there is unforeseen delay, complainants will be notified of the outcome of an investigation within 28 days of the school having received the complaint.

After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within seven days of the Hearing. The Panel will write to the parents informing them of its decision and the reasons for it –this will be final. This document will also be sent to the Headmaster, Local Governors, Prior Park Schools Chair of Governors and, where relevant, the person complained about and will also be made available for inspection.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records relating to individual complaints will be kept confidential except where disclosure is required in the course of the school's inspection or under other legal or regulatory obligation. Records of complaints will be kept for three years.

### **GENERAL MATTERS**

If a grievance involves the Headmaster it may be raised with the Chair of Local Governors in writing: Mr Tony Bury, c/o Prior Park College, Ralph Allen Drive, Bath BA2 5AH.

Alternatively, please contact the Department for Education directly. Pupils are not penalised for making a complaint in good faith.

As well as providing parents with the policy document, we are also obliged to provide information about the number of formal complaints made in the previous academic year. For the sake of clarity, this would not include any complaint settled at stage 1 of the complaints procedure, but a record of such must be kept.

## **Safeguarding**

The Mission Statement of the school links to the principles of Every Child Matters, aiming to create a safe, stimulating and positive environment. We strive to enable pupils to:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Well-being

A key part of this process is adherence to safe recruitment procedures, with careful checking of all individuals applying to work with children. This scrutiny involves necessary references and Child Protection screening, including Disclosure and Barring Service checks and reference to the Vetting and Barring Scheme administered by the Independent Safeguarding Authority. Within Gibraltar the required level of scrutiny involves vetting checks by the Royal Gibraltar Police.

There is a need to be alert to any possibility of child abuse. Staff are trained in safeguarding issues and there is a senior teacher who is the Designated Senior Lead for child protection. At the School this role is held by the Headmaster. In the event of concerns he will liaise with the Children's Team, following Social Services procedures.

The Designated Senior Lead for Child Protection (DSL) is assisted by a Deputy DSL who is the Assistant Bursar. All members of staff are made aware that any concerns about safeguarding and possible child abuse (physical, emotional, sexual, neglect) should be brought to the Senior DSL (or his Deputy if he/she is not available), using an Incident Form and being sensitive in protection of information.

The Senior DSL also plays a role as an E-Safety Officer, working with further E-Safety Officers. They liaise with technical staff to ensure that all users adhere to their Acceptable Use Agreement and act to counter any misuse.

## **Equal Opportunities at Prior Park**

Equal opportunity and equal treatment are the outward and visible signs of respect for the value of each member of one community. We all deserve the full respect and consideration of others. This applies regardless of differences in ethnic background, custom, language, religion, gender, age, ability or physical prowess.

It is never acceptable to allow prejudice or discrimination to come into play, either covertly or overtly, in dealings between members of this community, be they staff, governors, pupils or parents. We give exposure to the question of equality in all its forms, together with appropriate guidance, in the course of the School's extensive and successful PSHCE Programme. We give full support to a wide range of community care programmes.

It goes without saying that in the unfortunate circumstances that any individual might feel subject to prejudiced or discriminatory views, they should seek appropriate support. In the case of a pupil they should follow the guidance in the School Welfare Document. At the more senior level the Headmaster, Deputy Head or Finance and Business Director would wish to be aware of any concerns over a lack of equal opportunity. The Chaplain or Independent Listener may always be approached by any member of the community on this issue.

## Counter-Bullying Policy

All members of the community have the right to partake of education in a secure and happy environment, being safe to learn. The Prior Park community will not tolerate bullying. Bullying is the wilful, conscious desire to hurt, to distress, to threaten or frighten by word or deed. It can take a range of forms, but all are unacceptable. Our aim must be to eradicate bullying, instead creating a culture of kindness and promoting an environment in which cruelty and hurtful behaviour cannot thrive.

Be aware that bullying can take many forms and reject them

- Roughness and physical threat
- Verbal cruelty and exclusion, including offensive racial, religious and cultural references
- Comments of a sexual nature, sexist remarks, homophobic statements
- Use of digital media (email, the web, phones, or other digital devices) to harass and upset, by word and image.

Remember this kind of behaviour causes distress and can cause psychological damage, even suicide. Attend to the message of your pastoral lessons, think about your behaviour and be a positive member of the community. Bullying is unacceptable and all members of the school must know this.

The first plank in our strategy of proactively countering bullying must be to strengthen the culture of kindness. The cohesion of our community and the ethos of the School are our first lines of defence. House teams and senior pupils must strive to be alert, offering a caring and actively interested style of leadership and presence to all pupils. Pastoral time offers another opportunity to foster a culture of kindness, with pastoral topics reflecting on behaviour. Educational efforts are focused on creating a positive atmosphere, recognising and rejecting bullying.

The second plank is to take due care in challenging bullying behaviour when it emerges. Within the Rewards and Sanctions Policy of the school, we seek to address the issue in a measured and careful fashion. Careful discussion will take place, managed by Housemasters or Housemistresses and Tutors, with an attempt to effect change and to raise necessary self-awareness. We recognise that both parties will need support if we are to move forward. In the final analysis, major school sanctions would be applied if behaviour did not change and the community (and happiness of its members) was being undermined.

A Prior Park pupil has the right to

- Be respected by others
- Express yourself and learn effectively
- Have your contributions valued
- Have your property respected
- Feel safe and content in the community.

A Prior Park pupil has the duty to

- Be respectful of others
- Be considerate in your behaviour
- Avoid offensive behaviour
- Use digital media with good sense
- Not tolerate bullying. Never support bullying in any form. Think about your actions.

A Prior Park pupil must do the following if they become aware of bullying

- If appropriate and helpful, intervene and indicate your disapproval
- Report what you have seen to your Tutor, Housemaster or Housemistress
- If you don't feel confident seek help from friends, a senior pupil, a teacher, the Chaplain or your parents.



**PRIOR PARK  
SCHOOL  
GIBRALTAR**

## TRANSPORT APPLICATION FORM

Name of Pupil .....

House & Form .....

Pick Up/Drop Off point .....

Days/Times Required (please note that preference may be given to those who wish to use the service every day.....)

I wish my son / daughter to travel on this route.

Name (parent/guardian) .....

Address: .....

Phone No.: .....

Email address: .....

Signed: ..... Date: .....

NB:

This form should be returned to Melissa Lopez at Parody Tur, (parodytransport@gmail.com) by 30 June 2017 who will contact you to advise if a seat is available. (A full term's notice is required to cancel use of a bus service. No refunds can be given for journeys not undertaken for any reason.



### MUSIC LESSON APPLICATION FORM

If your child is entering the School in September, please let us know as soon as possible if you would like them to take music lessons, by completing and returning this form to the Teacher in Charge of Music.

Name of Pupil .....

Form ..... *(if known, if not please state age)*

Instrument/s .....

#### DECLARATION

I have read the sheet outlining the conditions on which music lessons are given and agree to abide by them, particularly concerning the Terms of Notice to stop lessons:

Name (parent/guardian) .....

Address: .....

Phone No.: .....

Email address: .....

Signed: ..... Date: .....

*It would be helpful if answers could be given to any of the following questions which apply to you:*

Is he/she a beginner? Yes  No

If not, how long has he/she been learning and/or what grades has he/she passed?

.....

Does he/she possess his/her own instrument(s)? Yes  No

Term in which you would like lessons to commence: .....

#### LESSON NOTE

PLEASE ASK YOUR CHILD TO CHECK THE MUSIC TIMETABLE BOARD AT THE BEGINNING OF EVERY WEEK. It is the pupil's responsibility to find out when their lessons are scheduled.

Parents - Please ensure you are fully aware of terms of notice for stopping or rescheduling lessons.

Please complete and return this form to Matt Parkin – [admin@greatrivermusicgib.co](mailto:admin@greatrivermusicgib.co)

## Term Dates 2017-2018

On those dates marked with a star (\*) there will be no extra-curricular activities. We hope to still run homework club as usual.

Dates in Italics are subject to change by the Government of Gibraltar.

<b>MICHAELMAS TERM</b>		
Monday 4th September	Bank Holiday	NO SCHOOL
Tuesday 5th September	Staff INSET/CPD	NO SCHOOL
Wednesday 6th September	School begins for students	8.30am
Tuesday 19th September	Open Day for Yr 8 Entry	
Thursday 26th October	Open Day for Lower 6th Entry	
Friday 27th October	Half Term Begins	3.40pm
Monday 6th November	Term begins - Winter Uniform to be worn	8.30am
*Thursday 16th November	Yr 9 Parent-Teacher Meeting	3-6pm
*Wednesday 29th November	Yr 8 Parent-Teacher Meeting	3-6pm
Friday 8th December	Immaculate Conception	NO SCHOOL
Wednesday 20th December	End of term	12.30pm
<b>LENT TERM</b>		
Friday 5th January	Staff Meeting and Training	NO SCHOOL
Monday 8th January	Term begins for students	8.30am
*Tuesday 23rd January	Yr 11 Parent-Teacher Meeting	4-6pm
*Thursday 8th February	Yr 10 Parent-Teacher Meeting	4-6pm
Friday 9th February	End of Term	
Monday 19th February	Term begins	
Monday 5th March	Open Day for General Entry	
Monday 12th March	Commonwealth Day	NO SCHOOL
*Tuesday 13th March	Yr 9 GCSE Options Evening	4-5pm
Friday 23rd March	End of Term	2pm
<b>SUMMER TERM</b>		
Monday 9th April	Staff training day	NO SCHOOL
Tuesday 10th April	Term begins for students	
Wednesday 18th April	Open Day for General Entry	
<i>Monday 30th April</i>	<i>Workers' Memorial Day</i>	<i>NO SCHOOL</i>
<i>Tuesday 1st May</i>	<i>May Day</i>	<i>NO SCHOOL</i>
Wednesday 2nd May	Summer Uniform to be worn from 2nd May	
Thursday 10th May	Half Term Begins	
Tuesday 15th May	Students back to school	
Monday 28th May	Spring Bank Holiday	NO SCHOOL
Monday 18th June	Queens' Birthday	NO SCHOOL
Friday 29th June	Term Ends	12.30pm



Prior Park Schools  
**PRIOR PARK  
SCHOOL**

Sacred Heart Terrace, Gibraltar  
Email: [gibraltar@priorparkschools.com](mailto:gibraltar@priorparkschools.com)  
[www.priorparkgibraltar.com](http://www.priorparkgibraltar.com)

Information given in this document is believed to be correct at the time of printing (May 2017).  
This, however, does not form part of any agreement between the School and current or prospective parents.  
Those requiring information on specific matters should seek written confirmation from the School.