



PRINCE
WILLIAM
SCHOOL

Information Pack

Parent & Carers
Year 7 September 2022



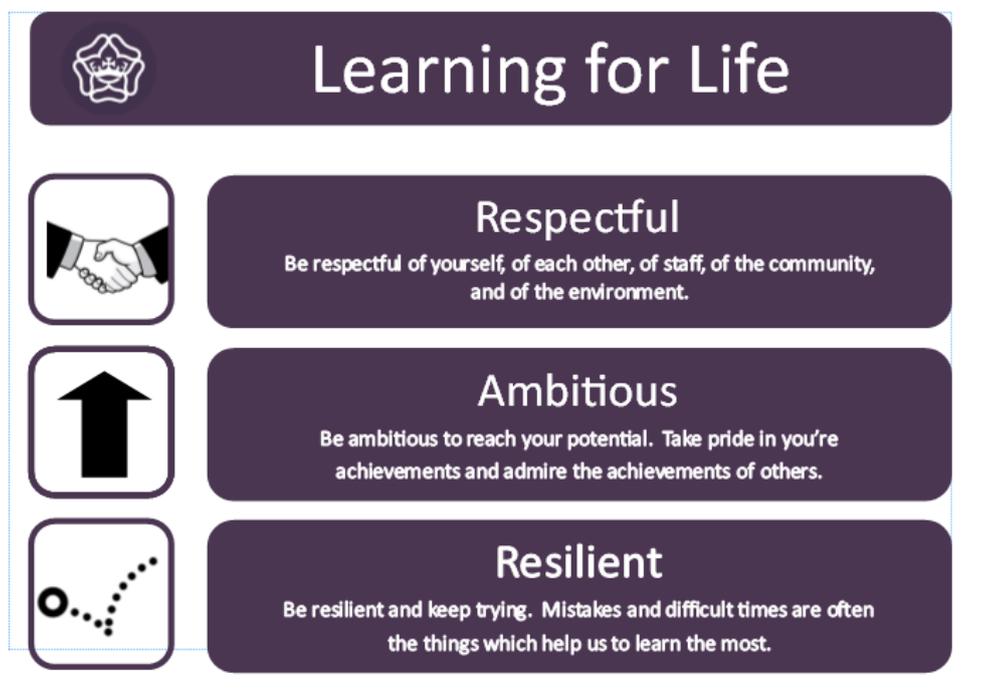
**In order to ensure a smooth transition to Prince William School,
please read this booklet and submit your child's information through
the Edulink account when it is sent to you.**



East Midlands Academy Trust is a company limited by guarantee registered in England & Wales No. 08149829
Prince William School is a business name of the East Midlands Academy Trust.

Our vision and values

At Prince William School, we believe that learning is for life:
life-enhancing, life-changing and life-long.



As a school we are committed to providing a relevant and enjoyable curriculum which is accessible to all and not only prepares students for their adult lives, but also engenders a love of learning and the ability to continue learning throughout their lives. We aim to ensure all students are respectful of themselves, others and their community, are ambitious to be successful, and are resilient to overcome any difficulties.

These principles are summed up in The Prince William Way:

- be respectful of everyone in the school,
- be on time,
- have planners and equipment out on the desk every lesson,
- allow everyone to learn
- be open to new or different learning activities,
- try, keep trying; and in trying, accept that it is OK to get it wrong,
- respond positively to feedback and advice,
- be honest about what they understand and what they need more help with,
- prepare for their future by developing their key skills,
- become an independent learner for life.

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All School Policies can be found on the school website following the link below

pws.emat.uk/our-school/statutory-information

 School Day Monday - Friday	Lesson	Time
	Tutor Time	8.55 – 9.15
	Period 1	9.15 – 10.55
	Break	10.55 – 11.15
	Period 2	11.15 – 12.55
	Lunch	12.55 – 1.35
	Period 3	1.35 – 3.15

Term Dates 2022 – 2023

Autumn Term 2022

Thursday 1 September	INSET
Friday 2 September	INSET
Monday 5 September	Term starts for students
Mon 24 October – Fri 28 October	HALF TERM
Friday 16 December	Last day of term
Mon 19 December – Tue 3 January	CHRISTMAS HOLIDAYS

Spring Term 2023

Wednesday 4 January	INSET
Thursday 5 January	Term starts for students
Mon 13 – Fri 17 February	Half Term
Friday 31 March	Last day of term
Mon 3 April – Fri 14 April	EASTER HOLIDAYS

Summer Term 2023

Monday 17 April	INSET
Tuesday 18 April	Term starts for students
Monday 1 May	MAY DAY (School closed to students)
Monday 29 May – Friday 2 June	Half Term
Friday 21 July	Last day of term
Monday 24 July	SUMMER HOLIDAYS START

Safeguarding and Key Contacts

Designated Safeguarding Lead	Mr A Kennedy	Antony.Kennedy@pws.emat.uk
Deputy DSL	Mrs J Giddings	Joanne.Giddings@pws.emat.uk
Deputy DSL	Mrs K McGhee	Kelly.McGhee@pws.emat.uk
Deputy DSL	Mrs Z Dawson	Zoe.Dawson@pws.emat.uk
Deputy DSL	Ms Z Lewis	Zoe.Lewis@pws.emat.uk

Head of Year 7

Miss J Bailey

Jessica.Bailey@pws.emat.uk

Special Educational Needs and Disabilities Coordinator

Mrs K Sammon

Kay.Sammon@pws.emat.uk

ATTENDANCE

Prince William School believes that regular, punctual school attendance is vital for high achievement in order that students can be the best that they can be. Absence from school is recognised as a safeguarding issue as it places children at risk and in some cases it can result in students being drawn into anti-social or criminal behaviour.

Regular attendance of students is closely related to their levels of achievement. This makes the issue of regular attendance of great importance. Under education legislation, parents have a duty to ensure that their child/ren attend school regularly and punctually. Failure to do so, without reasonable excuse, can result in referrals to the Education Entitlement Service with the prospect of fines or prosecution for those parents, should a child's attendance not improve rapidly.

What is Good Attendance?

It may be useful for you to know what attendance figures mean for your child:

98% - 100%	=	Excellent
95% - 97%	=	Acceptable
90% - 94%	=	Below average and a cause for concern
Below 90%	=	Persistent Absentee

Legal Action may take place if a student is persistently absent

Parents must inform the School on the first day of their child's absence by telephoning our automated system; (01832) 272881 'press 1' when prompted and leave a brief message. Alternatively, you can leave a message using EduLink. Our Attendance Officer works alongside Parents, Students, Teaching Staff and other professionals to secure the highest possible attendance for all students.

Term-time Holidays and Penalty Notices

New regulations from the Department for Education regarding term-time holidays came into force on 1 September 2013. In summary, Headteachers may not grant any leave of absence during term-time except for exceptional circumstances. The new regulations remove any reference to family holidays, extended leave and the statutory threshold of 10 school days. We have copied the DFE regulations below for your information and urgent attention. Please take the time to read these as they may have a serious impact upon parents who choose to remove their children from school during term-time for holidays.

The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments, as described below, came into force on 1 September 2013.

The Education (Pupil Registration) (England) Regulations 2006 currently allow Headteachers to grant leave of absence for the purpose of a family holiday during term-

time in “special circumstances” of up to 10 school days leave per year. Headteachers can also grant extended leave for more than 10 school days in exceptional circumstances. Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of 10 school days. The amendments make clear that Headteachers **may not** grant any leave of absence during term-time unless there are **exceptional** circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 Regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013. These amendments, as described below, came into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their child’s regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

Punctuality

All time considered to be late will be made up at break and lunchtime. If the aggregate total shows a student is not improving their punctuality, they will make the time up after school as well.

If you wish to know your child's attendance figure or discuss anything related to attendance and punctuality, please contact your child’s tutor or Head of Year.

UNIFORM POLICY

It is our policy that all students wear school uniform when attending school, or when participating in school organised events outside normal school hours. Our policy regarding school uniform is based on the notion that school uniform:

- promotes a sense of pride in the school;
- engenders a sense of community and belonging towards the school;
- is practical and smart;
- identifies the students with the school;
- protects students from social pressures to dress in a particular way;
- reflects the ethos that school is a place of work and drawing attention to oneself through one’s appearance is distracting from this core purpose
- is regarded as suitable wear for school and good value for money by most parents/carers;
- can assist identification of strangers on school premises.

UNIFORM

Prince William School blazer	Purple blazer with the school logo. Purchase from the school supplier. To be worn at all times, unless permission to remove from member of staff.
Prince William School tie	School tie. Purchase from the school's supplier. Proper tie knot with the school logo visible directly underneath the knot.
White shirt	This can be long sleeved or short sleeved, that has a collar which can hold a tie.
Light grey trousers or the Prince William School purple tartan kilt	Trousers are standard trouser material. Can be purchased from all major retailers. Not charcoal grey. Denim, corduroy or Lycra materials are not permitted. Tight fitting trousers are not permitted. The kilt can only be purchased from the school supplier and must be worn knee length and not rolled over at the waistband.
Plain black/dark socks or plain black/dark tights	Not to be vividly coloured, nor patterned. Fishnet style tights are not permitted.
Black Shoes	Smart and sensible plain black leather shoes of a type that need to be polished. Trainers, and shoes that look like trainers, are not acceptable.
Prince William School V-Neck Jumper or Tank Top	These are <u>optional</u> items and can only be purchased from the school supplier.
Jewellery	A discreet necklace and/or bracelet may be worn as long as it does not interfere with learning or represent a safety hazard. A wrist watch is allowed. A single pair of simple stud earrings, one in each ear lobe, is allowed. No other piercings are allowed. If seen, students will be asked to remove them and if they refuse to do so they will be isolated.
Make-up and nails	Nail extensions are not allowed in school. If seen, students will be asked to remove them. Discreet level of make-up. If make-up is seen to be applied in a lesson, it will be confiscated.
Hair styles and colour	Extreme hair styles are not allowed in school. To understand if a hair style is extreme, please check with the school first. Dying of hair is discouraged, but if it is done, then only natural hair colours are permitted.
Mobile phones and other electronic devices	Students may bring mobile phones to school, but they must be left, switched off, in bags during the school day. This includes during break and lunchtimes. If they are seen or heard on the school site, they will be confiscated. Other electronic devices such as iPods, are not allowed in school. The school cannot take responsibility for the loss of any electronic device.
Outdoor coats	It is important to have a warm outdoor coat for cold and wet weather. Hoodies (any hooded tops made of 'hoodie' material, regardless of how it is fastened) are not permitted to be worn in school.

SPORTS / PE UNIFORM

Having appropriate clothing for PE and sports lessons is part of the expectations at Prince William School.

Purple and white round neck T-Shirt	Purchase from the school supplier
Purple and white reversible Rugby Shirt	Purchase from the school supplier
Purple and white ¼ Zip Outdoor Fleece (Optional)	Purchase from the school supplier
Black and purple Shorts for Boys Black and purple Skorts for Girls	Purchase from the school supplier
Black game socks with purple turnover	Purchase from the school supplier
Gum Guards (compulsory for Rugby / Hockey)	Can be purchased from sports shops or PWS school shop
Shin Pads (compulsory for Football / Hockey)	Can be purchased from sports shops or the school supplier
Base layer tops and bottoms (Optional)	Must be black - can be purchased from major retailers or the school supplier
Trainers and boots	Purchase from major retailers

Where students are unable to participate in PE lessons, they will be expected to take part in a non-active role to ensure all learning time is fully exploited. PE lessons are not just about participating in sporting activities, but for learning rules, strategy and subject related objectives. As such all students will be expected to change into the appropriate PE kit. Where there is a physical impairment, staff will use common sense and discretion.

Religious clothing

Prince William School allows students to wear various headdresses that are required due to religious observance, including the hijab, skullcap and turban. These can be worn in addition to the full school uniform. The main school uniform may not be replaced by alternative religious clothing. Any headdress that is to be worn due to religious observance must be black.

The main items for the school uniform are available online from **Total Clothing Ltd. Peterborough.**
www.totalclothingshop.co.uk/pws

Orders can be delivered to home addresses or picked up from the Sales Office in Peterborough.

Ready to Learn

To pass the 'Ready to Learn' check, all students must always have:

Pen, Pencil, Ruler, Eraser, ID badge, Correct uniform.

However, they may also find it very beneficial to have

Scientific calculator

Coloured pencils

Compass and protractor

English dictionary and thesaurus

The Finance Office operates a shop from which the above items can be bought throughout the school year.

Modern Foreign Language preference

As a school, we place great emphasis on developing language and communication skills in all our students. We wish to ensure that students have a good grounding in a language at Key Stage Three and hope that many will want to study a language further at GCSE and A level.

Students in Year 7 from September 2022 will be taught **either** French **or** Spanish.

The actual language followed by your child will be allocated by Prince William School. If there is a strong reason why your child should study a particular language (such as your child being bilingual) then please email Kim.Homard-Roy@pws.emat.uk to explain this by Tuesday 3 May 2022. We will consider any requests but cannot guarantee granting them in every case.

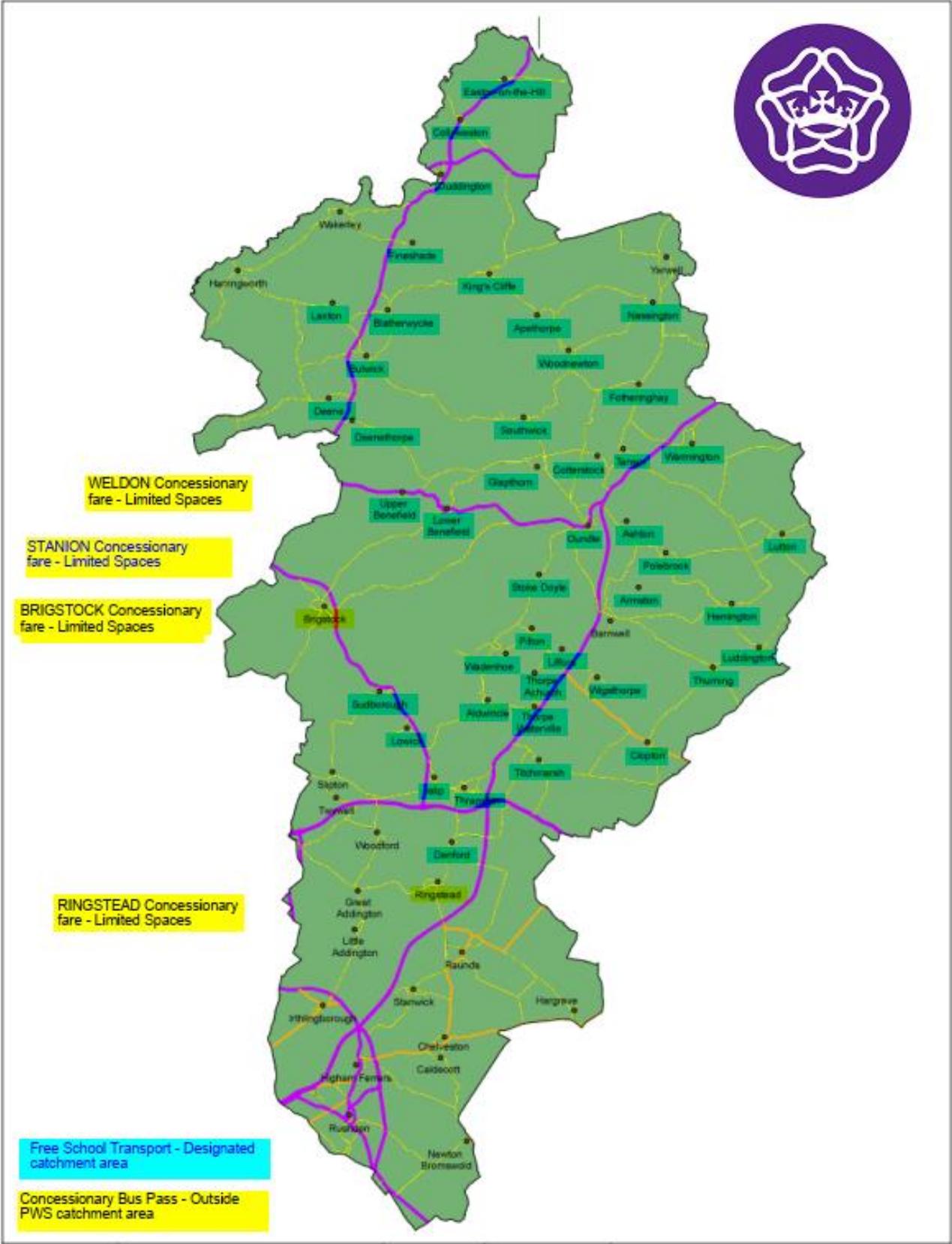
School Transport

As a rural school, transport is a key issue. Coaches and buses service the school directly on a daily basis, with other local public transport being easily accessible from the Oundle Market Place, most notably the X4 which runs through Kettering, Corby, Weldon and Peterborough.

If your child is going to be travelling to school by bus provided by the council (either paid for or free of charge) you must apply for school travel as soon as possible and by the third Friday in May at the latest. If you do not apply by that date your child may not be able to travel on the school transport until the late application can be processed, which may not be until the end of October.

The school cannot take any responsibility for either vehicles or payment. Parents / carers must apply to Northamptonshire County Council for all bus passes. Please use the link below to find out further information about who is eligible for free transport and who will have to pay, and for details of how to apply for a place on school transport, paid or unpaid.

[School travel assistance - Schools and education \(northamptonshire.gov.uk\)](https://www.northamptonshire.gov.uk/school-transport)





EduLink One is our parental engagement system. It allows you to access the following information about your children:

- Timetable
- Attendance information
- Homework details
- Achievement and behaviour records
- Reports
- Reporting of absences
- Catering transactions
- Careers noticeboard
- Parent evening system

Please sign up to EduLink by completing the form which can be found on the school website.



Parent Pay Cashless Catering System

All students will be issued with a credit card sized ID card, with their photo and name printed on it, when they start at Prince William School. This card will give them access to the cashless catering system and will also be used for printing, enabling students to go to various print stations around the school and release any documents they have waiting to print.

The cards have an NFC chip inside them and can be used to make contactless payments at the school canteen tills. Money is added to the card using ParentPay online. We do not use cash in school, so parents / carers must load money on to the cards in order for their child to be able to make purchases in school.

If a student loses their card, they will be issued a temporary slip that will be linked to their account and is valid for three days. This gives them enough time to pay for a replacement card via the school's Finance Office. New cards will be charged at £5.00 and this cost will be added to the child's ParentPay account.

This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day thus reducing the risk of money being lost.

Any amount of money can be paid into a student's account and money will be deducted on a daily basis in accordance with any purchases made. **Students are set a daily limit of £5.00 per day.** However, if you do not want your child using their card to purchase items from the canteen, please contact the School.

FREQUENTLY ASKED QUESTIONS

Q What methods of payment can be used to credit an account?

A Any amount can be credited to an account by way of either of the following methods. Once an account has been credited, the monies cannot be withdrawn and must be spent on the school meal/break services.

Online Payments

We have introduced online payments in partnership with the cashless catering system. To make a payment online please go to ParentPay and use the login name and password issued by the school.

PayPoint – only applicable through ParentPay

You will be issued with a PayPoint letter, which can be used to top up your child's account at your local PayPoint stores. Payments via PayPoint will take up to 48 hours to be credited to the appropriate account. You can find your local stores by visiting the website <http://www.paypoint.co.uk/locator.aspx>

Q Can I change my child's 'daily spend limit?'

A Yes – the amount your child can spend throughout one day can be changed by emailing your request to princewilliam@caterlink.co.uk

Q What happens if my child's account is not in credit?

A The canteen staff will issue a yellow slip which will allow them food for 1 day. The amount spent should then be repaid, via ParentPay, by the following day, and additional funds credited to allow further purchases as required.

Q How do Free School Meal (FSM) entitlements work?

A All free meal entitlements will be entered on to the system. The cashless catering system will, on a daily basis, automatically allocate the appropriate accounts with the free school meal amounts. Students with FSM entitlement remain anonymous at all times as all account types are accessed in the exact same manner, regardless of whether paid for or not. Please note that any monies not spent from the daily free meal allocation will not be carried over to the next day. If a child wants to make a purchase with a value higher than that of the FSM allowance they will need to have funds on their account, provided by their parent/carer crediting the account via ParentPay, to make up the difference.

Q My child has a food allergy. Will this be monitored through the Cashless System?

A If your child has a food allergy you will need to put this in writing to Caterlink c/o Prince William School, Herne Road, Oundle, Peterborough PE8 4BS or email princewilliam@caterlinkltd.co.uk. Details of the allergy can be entered onto the system which will alert the operator when a student attempts to purchase an item which contains ingredients they are allergic to.

Q Can I request a printed report of my child's meal intake?

A Yes – the cashless catering system allows numerous reporting facilities, including dietary habits. You can access these by looking at your child's ParentPay account or by contacting either reception or the finance office at the school.

BENEFITS OF THE TRUST E CASHLESS CATERING

Anonymity on Free School Meals, reducing bullying.

Facility to pay online.

No need to carry cash preventing loss/theft.

Automatic alerts to stop students purchasing allergy trigger items.

Students learn about important lifestyle control by monitoring their own accounts.

Reporting facilities help decrease wastage and improve the overall efficiency of the meal service

Increased speed of service reducing queuing times.

Increased uptake on Free School Meals.

Free School Meals can be applied for by contacting Northamptonshire County Council

Telephone: 01604 366656

Emailing: freeschoolmeals@northamptonshire.gov.uk

Writing to: Free School Meals Team, Northamptonshire County Council,
Floor 2, Old Gaol Block, Northampton NN1 1DN

PARENTPAY

As the school is a cashless site we accept payments online for other items such as school trips (once numbers are confirmed and if the trip is viable) through ParentPay.

ParentPay is easy to use and you have the freedom to make payments whenever you want and wherever you like, safe in the knowledge that the technology used has the highest internet security available. You have a secure online account, with a unique ID and Password. Usernames and passwords will be sent out under a separate letter.

Please remember both username and password are case sensitive and watch out for 'O' (as in orange) and '0' (zero) and 'l' (as in letter) and '1' (the number one). Please contact the school should you have any problems.

Please visit www.parentpay.com - click on the login button and enter your username and password. Click to activate and follow online instructions.

Making a payment is easy and simple. ParentPay holds an electronic record of your payments to view at a later date. Be assured that no card details are stored in any part of the system.

If you want to use PayPoint please contact the school, they will issue you with a PayPoint letter. Use this card at your local PayPoint store to make a payment.

If you already have a ParentPay account, then you can logon with your current username and password then click on add child (using the username and password provided). You can then login with the old username name password previously registered. **PLEASE ALLOW 12 HOURS FOR PAYMENTS TO BE PROCESSED BEFORE USING THE CANTEEN**

ICT USAGE AGREEMENT

As part of an enriched curriculum your child / young person will be accessing the Internet, email and personal online space via the school's Broadband.

We take our responsibilities very seriously in ensuring effective and safe access to such online resources and in order to support the school in educating your child / young person about E-Safety (safe use of the Internet), we would ask for your support in reading the expectations below with your child / young person.

In the event of a breach of the expectations by any child / young person, the E-Safety Policy lists further actions and consequences, should you wish to view it.

These expectations provide an opportunity for further conversations between you and your child / young person about safe and appropriate use of the Internet and other online tools (e.g. mobile phones), both within and beyond school (e.g. at a friend's house or at home).

New technologies provide students with fantastic learning opportunities and with your support we will encourage them to access these resources safely and responsibly. A full version of the school's Acceptable Use Policy can be viewed on the school website:

pws.emat.uk/our-school/statutory-information/trust-policies

Should you wish to discuss the matter further, please contact the school.

Secondary E-Safety Awareness for Students
Rules for using the Internet, Email and Online Tools Safely

- We are encouraged to use and be aware of the safety rules and procedures which regulate our use of the ICT resources, including Internet. At Prince William School, we are encouraged and allowed to access our Curriculum Network and the Internet, enabling us to use vast resources and communicate in support of research and education.
- We acknowledge that these facilities are used for educational purposes and in an appropriate manner.
- We are responsible for our behaviour and communication.
- We know that any breach of the rules will be considered a disciplinary matter.
- We know access to the networked resources is our privilege.
- We are encouraged to make use of the Internet in support of our studies in all subjects.
- We do not access, create or display any material (images, sounds, text and video) which is likely to cause offence, inconvenience or anxiety to ourselves and others.
- We ask "Is it true?" We do not assume that information published on the Web or written in an email is accurate or true.
- We keep our username and password private. We do not tell anyone. We will only log onto the school Network with our own username and password.
- When we use email, we only write to 'net pals' or mentors approved by our teacher in school.
- We are careful about what we write. We check our work before we print or send anything. We do not use bad language. We do not write racist, sexist, abusive, homophobic or aggressive words. We do not write things that could upset or offend others; or that could give ourselves or the school a bad name.
- We do not ever give personal information about ourselves and anyone else, such as our address, telephone number and private details in an email or on a Website. We know this could put ourselves or others in danger.
- We do not respond to bad email messages. We let our teachers know immediately if we are sent anything we do not feel comfortable with.
- We are wise net surfers. We do not go to sites or download any materials, which are offensive, violent or pornographic.
- We always respect the privacy of other users' files.
- We will report any incident that breaches the Acceptable Use Policy rules immediately to our teacher.
- We know that we can go to www.thinkuknow.co.uk for help.

Parents / Carers Agreement:

- I have read and discussed the Rules with my child / young person and confirm that he/she has understood what the Rules mean.
- I understand that the school will use appropriate filtering and ensure appropriate supervision when using the Internet, email and online tools. I understand that occasionally inappropriate materials may be accessed and accept that the school will endeavour to deal with any incident that may arise, according to policy.
- I understand that whilst my child / young person is using the Internet and other online tools outside of school, that is my responsibility to ensure safe and responsible use with the support of the school.

Photo Consent

At Prince William School, we sometimes take photographs of pupils. We use these photos in the school's prospectus, on the school's website, in the school's newsletter, in press releases/articles, and on display boards/walls around school.

We would like your consent to take photos of your child, and use them in the ways described above. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

Social Media Platforms

At Prince William we use the following social media platforms:
Twitter, Facebook and Instagram accounts, these are used to showcase student's experiences.

This will from time to time include photographs of trips, events, school reminders and day to day life at PWS, as well as being a platform to celebrate excellent work.

With recent GDPR legislation we are required to have parental permission to use images of students upon these accounts, and are now therefore giving you the opportunity to 'opt in' on behalf of your child.

Please complete the form within the document booklet.

The accounts will be run by two designated members of staff, and not by students. The public comment option on the social media accounts will also be disabled.

We hope to see you following us very soon.

Any questions or concerns please do not hesitate to contact Mrs Marks or Miss Jessop.

Prince William School complies with all GDPR Regulations –

More details can be found on our website:

<https://pws.emat.uk/our-school/statutory-information/gdpr-privacy-notice>

Request for Financial Assistance

There may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Local Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. The school may also assist with the purchase of compulsory School Uniform with a maximum possible contribution of 50%. Authorisation of remission will be made by the Headteacher in consultation with other appropriate Academy staff