



Information Pack

for parent & carers
of students starting Year 7 in September 2023



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 your login is sent to you after you have completed the consent form.



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Prince William School is a business name of the East Midlands Academy Trust.

Contents

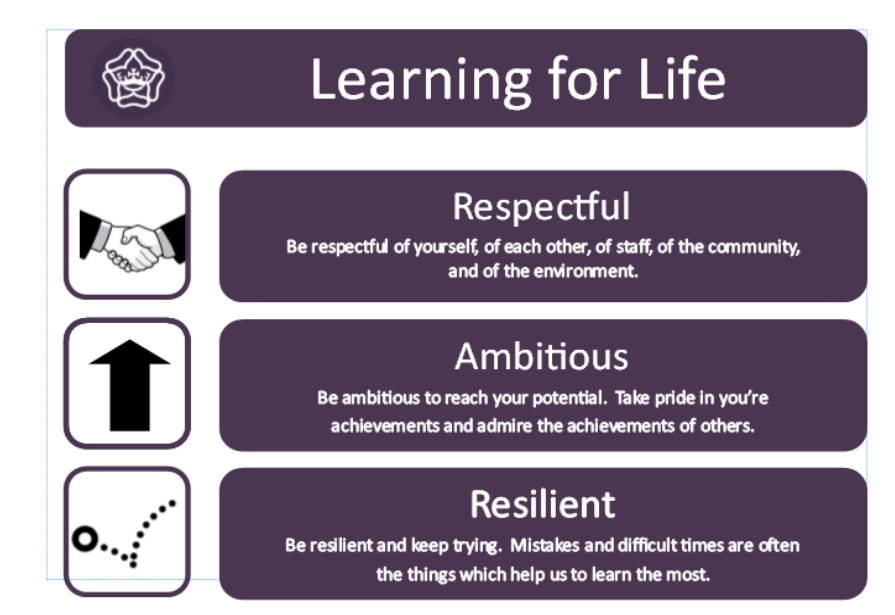
• Vision and Values	page 2
• Student Code of Conduct	page 2
• Times of the school day	page 3
• Term dates for 2023-34	page 3
• Safeguarding & Key Contacts	page 4
• Attendance and punctuality	page 4
• Uniform and equipment ('Ready to Learn')	page 6
• School Transport	page 8
• Map of Catchment Area	page 9
• EduLink – Parental portal information	page 10
• Cashless Catering	page 11
• ParentPay	page 12
• Free School Meals	page 13
• IT Usage and E-safety	page 14
• Student Photos & Social Media Platforms	page 14
• GDPR	page 14

All School Policies can be found on the school website:

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

Our Vision and Values

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



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. We expect all students to demonstrate commitment to our values by conforming to our **Student Code of Conduct**:





PWS
School Day
Monday - Friday

Lesson	Time
Registration	8.50 – 8.55
Tutor lesson	8.55 – 9.15
Movement	9.15 – 9.20
Period 1	9.20 – 11.00
Break	11.00 – 11.20
Period 2	11.20 – 1.00
Lunch	1.00 – 1.40
Period 3	1.40 – 3.20

Term Dates 2023 – 2024

Autumn Term 2023

Monday 4 September	INSET (staff only)
Tuesday 5 September	INSET (staff only)
Wednesday 6 September	Term starts for students
Mon 23 October – Fri 27 October	HALF TERM
Wednesday 20 December	Last day of term
Thur 21 December – Thur 4 January	CHRISTMAS HOLIDAYS

Spring Term 2024

Friday 5 January	INSET (staff only)
Monday 8 January	Term starts for all students
Mon 19 – Fri 23 February	Half Term
Thursday 28 March	Last day of term
Fri 29 March – Fri 12 April	EASTER HOLIDAYS

Summer Term 2024

Monday 15 April	INSET (staff only)
Tuesday 16 April	Term starts for all students
Monday 6 May	MAY DAY (School closed)
Monday 27 May – Friday 31 May	Half Term
Tuesday 23 July	Last day of term
Wed 24 July – Fri 30 August	SUMMER HOLIDAYS

Safeguarding and Key Contacts

Designated Safeguarding Lead (DSL)	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

Mr D Sage

David.Sage@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 threshold of 10 school days. We have copied the DFE regulations below for your information and 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 allowed 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 could also grant extended leave for more than 10 school days in exceptional circumstances.

Amendments to the 2006 regulations have removed references to family holiday and extended leave as well as the 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 reduced the timescales for paying a penalty notice. Parents must now 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.

We consult with suppliers to ensure our uniform is as competitively priced as possible.

GENERAL 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 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 e.g. Nike Airforce, 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	
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 or other black games socks
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	

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

In addition to their correct uniform, to pass the 'Ready to Learn' check, all students must always have:

**at least one pen,
a pencil,
a ruler,
an eraser,
their ID badge, and
their diary.**

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.

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.

Students living within the designated catchment area of the school and in Years 7, 8, 9, 10 and 11 are permitted free transport to school if they live more than 3 miles walking distance from the school. This is organised through the Local Education Authority, who issue annual bus passes to those students who are eligible.

If you have chosen a school place for your child that is not their nearest suitable or linked school, (i.e. not in the catchment area) parents / carers will be responsible for the cost of their child's transport to and from school.

Children who do not qualify for free home to school transport may still be able to use the school transport if:

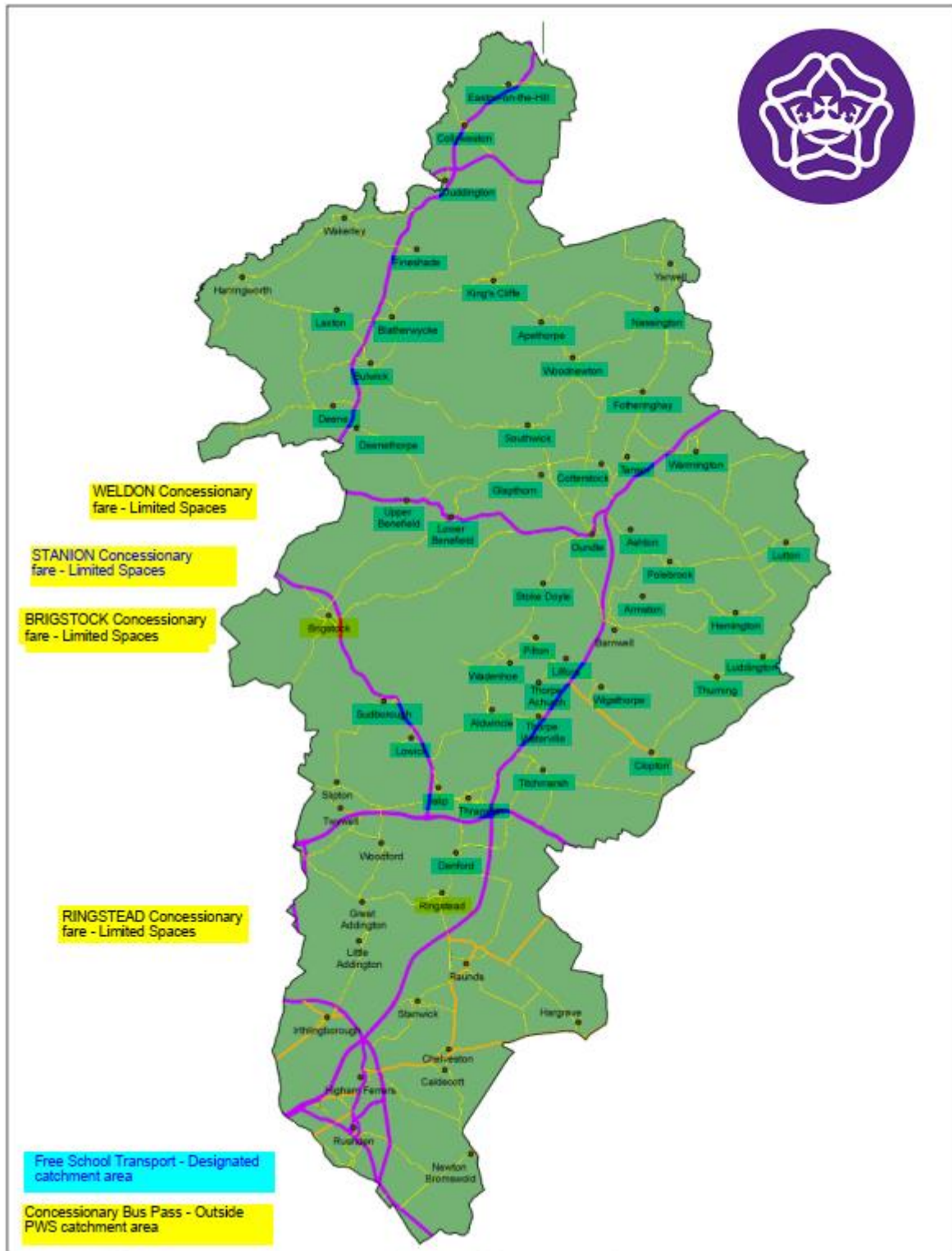
- they pay for it
- there is spare capacity on that service

Spare spaces will be offered on a first come, first served basis.

The school cannot take any responsibility for either vehicles or payment. Parents / carers must apply to North Northamptonshire County Council for all bus passes. Please use the link below to find out further information.

<https://www.northnorthants.gov.uk/school-travel-assistance>
or contact School Transport Services on 01604 364388.

Prince William Catchment Area





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 consent form found on the school website, and here: [EduLink consent form](#).



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 enables them to continue to access cashless catering, and 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.

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 their website [PayPoint Store Locator](#).

Q Can I withdraw money I have put into my child's account?

A No, once an account has been credited, the monies cannot be withdrawn and must be spent on the school meal/break services.

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. 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@caterlink.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 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.

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. 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.

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 as provided by the school. Click to activate and follow online instructions. 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 by the school). 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.**

Free School Meals

If your child is eligible for free school meals they will also qualify for places on the [Holiday Activity and Food Programme](#) and you may also be able to get help with other essential costs through the [Household Support Fund](#).

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Free School Meals can be applied for by contacting North Northamptonshire County Council using any of the contact methods below:

Website: <https://www.northnorthants.gov.uk/schools-and-education/free-school-meals-and-pupil-premium>

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

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 such as educational trips. The school invites 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 staff.

ICT Usage and E-Safety

As part of an enriched curriculum your child 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. Inappropriate use of the Internet, mobile technologies and social media can have a devastating impact on the lives of young people. Everybody deserves to be able to use the Internet to learn and explore, and social media to connect with each other, but we also need to be aware of the risks and how to keep safe online. We support and encourage our students to use the Internet, social media and mobile phones in a way that keeps them safe and shows respect for others.

A full version of the school's Acceptable Usage Policy and Online Safety Policy can be viewed on the school website:

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

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. **Please indicate your preferences when you complete your child's information via Edulink.**

Social Media Platforms

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

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 on these accounts and are now therefore giving you the opportunity to 'opt in' on behalf of your child.

Please indicate your preferences when you complete your child's information via Edulink.

The public comment option on the social media accounts will be disabled. The accounts will be run by two designated members of staff, and not by students. Any questions or concerns please do not hesitate to contact Mrs Marks or Miss Jessop.

We hope to see you following us very soon.

GDPR Regulations

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>.