



LINCOLN
A PRIORY ACADEMY



INFORMATION GUIDE

ACHIEVING INDIVIDUAL EXCELLENCE TOGETHER

WELCOME TO PRIORY LINCOLN ACADEMY

HOW TO CONTACT US

Headteacher: Mr M Whitaker



The Priory Lincoln Academy,
Skellingthorpe Road, Lincoln, LN6 0EP



01522 882800
(and select the appropriate option when prompted)



lincolnenquiries@prioryacademies.co.uk

Please make sure you report if your child is going to be absent to the Attendance Officer by calling on the day of absence and stating why your child is absent.

You must also advise the school if your child needs to leave school for an appointment. This should be agreed with the school as soon as possible and evidence of the appointment may be requested.

OUR ACADEMY

The Priory Lincoln Academy has high standards of both uniform and behaviour. We set out clearly what is expected of our pupils and we suggest to all prospective members of our Academy that in joining us you will have agreed to follow our expectations. We always ask parents for their support in this and are delighted by their positive response.



The Priory Lincoln Academy is part of The Priory Federation of Academies Trust. The Trust's mission is 'To improve the life chances of our students so they become true citizens of the world' through the core values of **WISDOM, CURIOSITY, GENEROSITY, COURAGE and PASSION.**

ADMISSIONS

The Priory Lincoln Academy has a Published Admission Number of 150 pupils.

Applications are made in accordance with the Local Authority's co-ordinated admission arrangements and are made on the Common Application Form provided and administered by Lincolnshire County Council. For further details, please refer to the Lincolnshire County Council website – school admissions. Where the number of applications is greater than the Published Admission Number, applications will be considered against the criteria set out below:

The Priory Lincoln Academy will first accept pupils with an Education, Health and Care (EHC) plan which names the Academy.

After the admission of pupils with EHC plans or statements, the criteria below will be applied for the remaining places, in the order which they are set out below:

- a. Looked after children, or previously looked after children, sometimes referred to as children in public care
- b. Applicants who achieve the minimum standards needed for admission on the basis of aptitude for sport.
- c. Siblings of pupils who are on the roll of the Academy at the time of the application
- d. Children of a member of staff of the Academy who has been employed at the Academy for two or more years at the time of application.
- e. Children who live nearest to the Academy as the crow flies, from the Academy's main entrance to the post office address point of the child's home.
- f. As allowed under the School Admissions Code, children of staff in shortage areas recruited after 1st March in the year of admission may be considered as exceptional admissions.

In the event that more than 15 applicants achieve the minimum standard, the fifteen places will be offered to the applicants with the highest scores in the assessment. Any remaining applicants will then be considered using the criteria in paragraphs c to f below. In the event that fewer than 15 applicants achieve minimum standard, they will all be admitted and the remaining places will be made available to other applicants using the criteria in paragraphs c to f below.

The Academy will admit up to fifteen places on aptitude. Parents who wish to seek a place at the Academy for their child based on aptitude for sport are asked to present their child for assessment the year preceding entry on the notified date.

Parents who wish their child to take the assessment should request, complete and return the assessment application form which is available from the Academy at least one week before the assessment.

In the event of more applicants than places under criteria c and d above, children living nearest to the school have priority using criterion e.

Full details of the Admissions Policy and Admission Arrangements are available on the Academy's website.

WHAT IS EXPECTED OF OUR PUPILS?

We expect every student to be the best that they can be every day. When we consistently work hard over time, then we make excellent progress with our studies and develop as a member of our learning community.

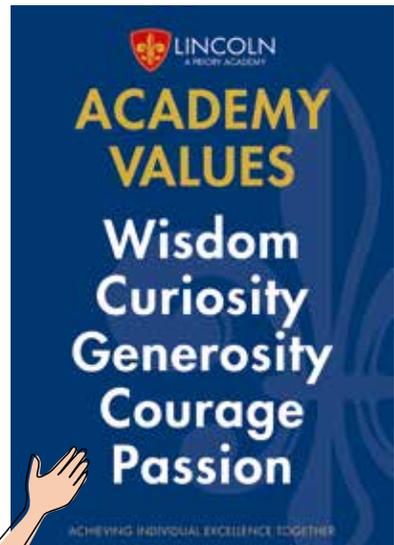
Sometimes we will need the resilience and strength to ask for help and that is exactly the behaviour which staff would like to see.



WHAT IS GOOD BEHAVIOUR?

Being a member of our learning community means that you must always be respectful and considerate of others. As an Academy we respect and reward positive behaviour and communicate this with parents and carers.

On a daily basis we look to educate our students and champion behaviours which are aligned with our Lincoln Expectations of **Ready**, **Respectful** and **Engaged**.





THE ACADEMY YEAR 2025/2026

Term	Start	End
Term 1	Wednesday 3rd September 2025.....	Friday 24th October 2025
Term 2	Monday 3rd November 2025.....	Friday 19th December 2025
Term 3	Tuesday 6th January 2026.....	Friday 13th February 2026
Term 4	Monday 23rd February 2026	Thursday 2nd April 2026
Term 5	Monday 20th April 2026	Friday 22nd May 2026
Term 6	Monday 1st June 2026	Friday 17th July 2026

THE ACADEMY DAY

	Start	End		Start	End
Tutor time	8.30	8.55	Period 4.....	12.30	1.30
Period 1.....	9.00	10.00	Lunch.....	1.30	2.00
Period 2.....	10.05	11.05	Period 5.....	2.00	3.00
Break.....	11.05	11.25	Tutor time	3.00	4.00
Period 3.....	11.25	12.25	Enrichment.....	3.00	4.00

CURRICULUM

ACHIEVING INDIVIDUAL EXCELLENCE TOGETHER

Year 7, 8 Curriculum

These are the lessons each pupil in Years 7 & 8 will follow every two weeks. We have a two week timetable which means for some pupils there is a variation from Week 1 to Week 2.

Subject	No. of Lessons	Subject	No. of Lessons
English	8	Geography	4
Mathematics	8	History	4
Science	6	Physical Education	4
Art	2	Drama	1
Design & Technology	2	World Views	2
French	4	Food Tech	1
Music	2	Computing	2
Total		50	

Year 9 Curriculum

Subject	No. of Lessons	Subject	No. of Lessons
English	7	Geography	4
Mathematics	7	History	4
Science	8	Physical Education	4
Art	2	Drama	2
Design & Technology	1	World Views	2
French	4	Food Tech	1
Music	2	Computing	2
Total		50	



Year 10 & 11 Curriculum

Subject	No. of lessons per 2 weeks		Subject	No. of lessons per 2 weeks	
	Year 10	Year 11		Year 10	Year 11
Core Subjects	Year 10	Year 11	Core Subjects	Year 10	Year 11
English	8	8	Option 1	6	6
Mathematics	8	8	Option 2	6	6
Science	8	8	Option 3	6	6
Physical Education	2	2	Option 4	6	6
Total			50		

UNIFORM

We are proud of our high uniform standards. This is achieved through partnership between our Academy and home.

We expect our pupils to wear their uniform with dignity and maturity.

We consider that uniform is important for several reasons:

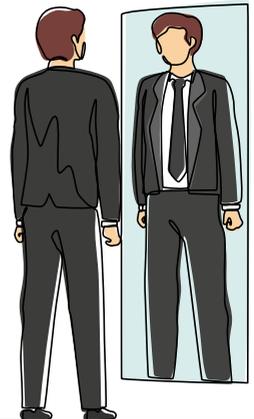
- It provides pupils with a sense of identity and pride in our Academy.
- It helps to instil in pupils a sense of purpose when they put on their uniform every morning.

To enable you to support our Academy in maintaining uniform standards the full uniform requirements are listed below.



UNIFORM

- Blazer** Black with academy badge.
- Skirt** Must be City Tartan, knee length with stitched down pleat.
- Trousers** Must be black (straight, classic style – no stretch fabrics, no skinny styles, turn-ups or flairs). Trousers should not be cropped (there should be no gap between the bottom of the trouser and the shoe).
- Tie** The Priory Lincoln Academy Black Clip on or the option for a traditional academy tie
- Shirt** White worn with Academy tie and tucked in at all times.
- Socks** Black socks (above the bottom of the trousers) or plain black tights. No logos or designs. No trainer socks.
- Shoes** Black, plain, safe and flat. No platform, canvas plimsolls or ballet style shoes. Shoes must be of a solid construction and suitable for a busy academy environment. Boots or trainers are not permitted.
- Academy bag** Must be plain in style and fit for purpose in that they are big enough to hold books and equipment required for the day.





UNIFORM – OPTIONAL ITEMS

- Jumper** V-necked only jumper: Black.
- Coat** Waterproof and large enough to wear over the blazer. No hoodies.
- Earrings** Flat/circle plain studs, plain gold or silver only. These should be worn on the lower lobe of each ear (only one stud per ear).
- Jewellery** No jewellery other than plain earrings (see above). Watches may be worn. NO other piercings of any kind.
- Hairstyles** Hair should be smart and safe for a working environment. Any long hair may be required to be tied back at a member of staff's discretion. Extreme hairstyles (as decided by the Academy) are not permitted: e.g. no tram lines/ edges/ steps. Shaved hair less than a number two is not permitted. Hair colour must be natural (No unnaturally dyed hair).
- Hijab** If worn it must be plain dark colour.
- Make-up** Minimal make-up (foundation & mascara) as decided by the Academy. This includes no nail varnish being permitted and pupils are not permitted to get artificial nails of any description.
- Badges** House badges must be worn. Any other badges are to be issued by the Academy.

GENERAL UNIFORM COMMENTS

If medical or personal reasons mean that a pupil is unable to wear full uniform then parents/carers are asked to contact a member of the pastoral team at their earliest convenience. The Academy has spare uniform and will lend this out to pupils if they attend in the incorrect uniform.

The following are not permitted: Jeans and cords; trousers with decorative zips, patches or flares; training, slipper style or canvas shoes, or heavy boots. Outdoor clothing should be without slogans and should not be worn in the learning environment. Cardigans, jumpers or sweatshirts/ hoodies do not constitute 'outdoor clothing' and must not be worn over the uniform. Trainers should only be worn whilst wearing PE Uniform.

PE UNIFORM

- Black knee length football socks or white socks for indoor lessons.
- Black / Red Academy polo shirt or round neck version
- Black Breathable Shorts from Uniform Direct
- Black leggings with Academy logo
- Black track pants with Academy logo
- Training shoes (not canvas or plimsolls)
- Football boots and shin pads (recommended – check with PE staff when these would be used)
- Plain black one piece swimming costume
- Plain black swimming shorts (no stripes/no football shorts)
- Towel
- Black mid layer with Academy logo
- Black hoodie with Academy logo
- Red / Black Academy polo shirt (this is for pupils who undertake Sport Studies/Leadership)

UNIFORM SUPPLIERS

Uniform Direct, Dixon Street, Lincoln. Tel: 01522 510016

All final decisions on uniform are made by the Headteacher.

EQUIPMENT

Every pupil is expected to provide the following basic items of equipment for every lesson:

- Black or blue ballpoint pen (and a spare)
- Pencil, pencil eraser & pencil sharpener
- Scientific Calculator – Casio 83 or Casio 85
- Mini Whiteboard, whiteboard pen in black and whiteboard eraser. These will be provided by the academy in the first instance.
- Purple Pen
- Rule
- Protractor and compass

We recommend that if your child cycles to the Academy they should wear a helmet and their cycles should be in good working order with lights during the dark winter months. A lock is required for all bikes on school site. Any bike which is not locked up, the academy cannot take responsibility for.

AEROSOLS

Aerosols are not to be used anywhere on the Academy site, as they can cause serious medical issues for members of the academy who suffer from asthma.

WHAT IF HELP IS NEEDED?

Everyone has worries and problems from time to time especially when starting a new school. Pupils will get to know their tutor well so they can talk their problems or worries over with them.



We provide a full range of support to help you reach your full potential.

Pupils will also be able to get help from their Pastoral Manager, but they can talk to any member of staff, who will always make time to speak and listen to pupils.



Key

(CAMHS) Child and Adolescent Mental Health Services

(MHST) Mental Health Support Teams in Schools

(ELSA) Emotional Literacy Support Assistant

Check out our website for useful links and resources



SIXTH FORM DRESS CODE

In the Priory Sixth Form, we aim to create a purposeful working environment. The Sixth Form is a place of learning and work, and you should dress accordingly. As part of this approach, we expect all members of the Sixth Form community to be dressed professionally as seen within the educational environment and ethos of the Priory Trust.

As we transition into a full technical offer, we will continue to wear formal business attire (except the courses offered in Lincoln's Keyworth Centre and Lincoln City Foundation). At times there will be adjustments appropriate to the practical element of your course or in line with the requirements of an industry placement that you may be undertaking.

For most courses, following general advice will be of assistance to you:

- Students should wear a suit or business separates with a shirt / blouse. Trousers should be of a business / office style. Skirts or dresses should be worn below or close to the knee. Consideration should be given to the style of fit when selecting tailored trousers, dresses, or skirts. Students are asked to wear a tie as appropriate.
- Shoes should be sensible and appropriate for a work environment. Dark or neutral in colour and smart.
- Accessories such as watches, stud earrings and other subtle jewellery are allowed but may need to be removed for safety reasons during practical learning.
- Facial piercings should be removed or replaced with a retainer. Extreme hairstyles are not permitted, and tattoos must not be visible.
- The student lanyard should be worn for safeguarding those on site.

Any adaptations to the dress code will be determined by the specialist area you are working within and the practical element of the technical course you are studying.



Please see below for course specific adjustments:

- **Sport:** Lincoln City Foundation kit. This includes Lincoln City Foundation Tracksuit and Polo Shirt; this must be always worn on both sites (LNER and Lincoln). This is provided by the Lincoln City Foundation.
- **Digital Cyber Security:** Formal Business attire with a Priory Logo polo shirt as a suitable alternative when required. This polo shirt must be available.
- **Craft and Design:** Learners will be provided with a craft apron.
- **Lab Sciences:** Formal Business attire with a Priory Logo polo shirt as a suitable alternative when required. This polo shirt must be available. Learners will also be provided with lab coats.
- **Surveying:** Formal Business attire with a Priory Logo polo shirt as a suitable alternative when required. This polo shirt must be available.
- **Construction:** The academy will provide x 2 polo shirts, a sweatshirt; cargo trousers and safety boots and overalls.
- **Motor Vehicle:** The academy will provide x 2 polo shirts a sweatshirt; cargo trousers and safety boots and overalls.

NB: For the courses in Lincoln's Keyworth Centre (Motor Vehicle and Construction) and the Lincoln City Foundation there may be occasions where formal attire is required, this will be communicated with students and parents.

If there is any debate over an item of clothing/jewellery, the Head of Sixth Form/ Headteacher's decision on the matter will be final.



MAXIMISING ACHIEVEMENT – REWARDS AND ENRICHMENT

READY • RESPECTFUL • ENGAGED

THE PRIORY LINCOLN ACADEMY PASSPORT

The Priory Lincoln Academy Passport identifies different challenges which pupils can achieve throughout the academic year. Pupils are rewarded bronze / silver / gold stars for successfully completing each section of the Passport. The Lincoln Academy Passport reflects the Academy's values which are:

WISDOM • CURIOSITY • GENEROSITY • COURAGE • PASSION

Pupils work their way through the three Lincoln Stars; a pupil who has gone above and beyond in their studies and in the extra-curricular activities.

Pupils will evidence in their Priory Lincoln Academy Passport and sign off sections with respective staff. Their form tutor will oversee the evidence and recommend the achievement to the Head of Year.



PUPIL ENRICHMENT

As an Academy we try our best to provide our pupils with opportunities to socialise, grow relationships and try activities they enjoy whilst enriching their life experiences. Some of the activities are pupil driven and they make suggestions as to the type of activities and clubs they want to take place, sharing their knowledge, having fun, and building new friendships with people they would not normally mix with.

Other activities are developed by the staff to broaden the pupils learning or support pupils with their current learning programme.

Some of the reasons our pupils say they liked doing enrichment activities are:



Some of the activities that have been on offer are:

Bands,
singing, solo,
composing &
recording

Q&A
Club

Mindful
doodling

Young
Carers
Club

Book
Club

KS3 Maths
drop-in

Homework
Club

Girls
Netball

EAL
drop-in

Music

French
Cartoon
Club

Lunchtime
singing

Book
Craft
Club

STEM
Club

Football

Creative
Writing
Club

Boys
Basketball

French
Club

Young Fashion
Designer
UK Comp:
Sustainable
design

House
Activities

Pokémon
Club

KS3
Badminton

GENERAL INFORMATION

INSURANCE

Parents are reminded that we do not accept responsibility for personal property. Pupils are strongly advised not to bring expensive items to the Academy. Parents should initially check their household insurance policy to see that they are covered. The Academy does not accept any liability.

MOBILE PHONES AND CAMERAS

Mobile phones are NOT allowed to be used during the academy day, unless under the direction of a member of staff. The taking of photographs or recordings of any kind, on the Academy site, is done so with the prior permission of the Headteacher ONLY.



CALCULATORS

It is compulsory for pupils to have a simple scientific calculator. They can be purchased from the Academy shop and are suitable for pupils up to the end of their GCSE courses, mathematics and science teaching staff will be pleased to offer advice on such a purchase.

ACADEMY SHOP

The shop provides many items useful in the day-to-day life of our pupils, including a full range of stationery ensuring that no pupil should be without the correct equipment. During term time, the shop is open at break and lunch times, Monday - Thursday only.

CHARGING FOR ACTIVITIES

Lincoln Academy does not charge fees for tuition. Charges may be necessary for activities which take place in Academy time or which form part of the curriculum studies of the Academy. In some cases, the Academy may invite parents to make a voluntary financial contribution to activities which are additional to the basic curriculum. However, there will be no obligation to make such contributions and equality of opportunity for all pupils will be maintained, irrespective of any voluntary contributions. The only exception to this is for external music tuition where there will be a charge which is payable in advance per term.

ACADEMY TRIPS

Trips are a valued part of our provision. Their success is due to the dedication and commitment of the staff who carry out these voluntary duties. It must be remembered that there is no automatic right for pupils to participate in these activities and the Academy, therefore, reserves the right to decide on the composition of any trip. The inclusion of the pupils is on the understanding that their standard of behaviour, progress in their work and commitment to the wearing of the uniform is acceptable. If they fall short in these areas, then the Academy reserves the right to exclude pupils from a trip. Similarly, as pupils represent the Priory Lincoln Academy on a trip, it is essential that their behaviour reflects our high expectations. Failure to adhere to the requirements of the trip, including the wearing of smart casual dress (as set out in a kit list) and excellent behaviour throughout, could result in pupils being: withdrawn from the trip; sent home from the trip; prevented from involvement in future trips. The Academy's decision is final.

FURTHER INFORMATION

EXTENDED REFLECTION

Extended reflection occurs at the end of the Academy day. It is a space for pupils to reflect on their actions during that day and consider how they can change them. Members of staff are present to help discuss with pupils what they can do differently so they can be the best version of themselves. We always attempt to communicate with parents, (usually by text or email) when a pupil has extended reflection. Where possible pupils serve their extended reflection on the same day. Extended reflection is a key part of our behaviour system and as such we do expect your full support in this.

BEHAVIOUR OUTSIDE THE ACADEMY

Pupils must apply the same high standards of behaviour when wearing uniform outside of the Academy as they do within it.

RELATIONSHIP AND SEX EDUCATION

At the Priory Lincoln Academy we promote personal wellbeing and development through a Global Citizenship programme. This gives children the knowledge, understanding, attitudes and practical skills to live safe, healthy, productive lives and meet their full potential. Relationships and sex education (RSE) forms an aspect of this programme.

Lessons in will include pupils learning about:

- Healthy relationships, including friendships;
- families; growing and changing, including puberty;
- personal hygiene;
- changing feelings;
- becoming more independent;
- keeping safe;
- developing self-esteem and confidence.

Pupils will also have opportunities to ask questions during the delivery. RSE is delivered throughout the curriculum and during pastoral time. This takes place in a safe learning environment and is underpinned by our school ethos and values.

ARRANGEMENTS FOR PUPILS WITH EDUCATION HEALTH CARE PLANS (SEN)

The criteria for admitting pupils with SEN are the same as other pupils except where the Local Authority decides that mainstream education is not appropriate. Parents of a pupil with an education health care plan should discuss their child's needs with the Academy before an application is made.

RELIGIOUS EDUCATION (WORLD VIEWS)

RE is provided for all pupils in accordance with the Lincolnshire Agreed Syllabus of Religious Education. A daily act of collective worship is held. Parents have the right to withdraw their child from this act of religious worship by making a written request to the Headteacher. The Academy has no affiliation with any religious denomination.

EQUAL OPPORTUNITIES AND DIVERSITY

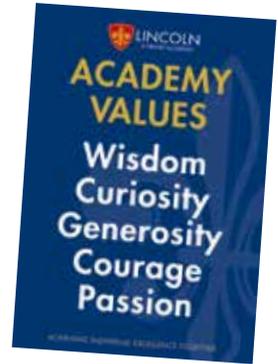
The Academy is committed to providing equal opportunities for all, the Academy's policy is available on the website.

WEBSITE

The Academy's website contains links to a full range of policies including: Admissions, Safeguarding & Child Protection, Relationship & Sex Education, Health & Safety and Anti-Bullying.

EXPRESSING YOUR CONCERNS

We are fully committed to providing the best possible education for your child. However we realise that occasionally things go wrong and that this can be an anxious time. Most concerns can be resolved through contact with your child's Form Tutor (via the planner) or by contacting one of the Pastoral team, in the first instance a Pastoral Manager. If you feel that an issue has not been resolved then an Assistant Head can be contacted in writing or by phoning the academy reception. We will try and deal with your concerns within 24 hours, but certainly within five working days. If you are still unhappy, we will provide you with information about your rights and the different ways in which you can pursue your concerns.



THE
PRIORY
FEDERATION
OF ACADEMIES TRUST

The Priory Lincoln Academy, Skellingthorpe Road, Lincoln, LN6 OEP
Tel: 01522 882800 **Email:** lincolnenquiries@prioryacademies.co.uk

www.priorycity.co.uk