



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 by using the linked online form on the Academy website welcome page or by calling on the day of absence and stating why your child is absent. Parents and carers should also communicate should it be unavoidable for your child to have an appointment during the school day. 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 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.



The Priory Lincoln Academy has high standards of uniform and high expectations of positive attitude to learning. We set out clearly what is expected of our pupils and it is important that all prospective families of our Academy that in joining us you will have agreed to follow our policies and expectations. We firmly believe that when the Academy, the young person and the family work supportively together, each and every student can achieve their individual excellence.

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.
- 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.

- 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.

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.

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.

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

WHAT IS EXPECTED OF OUR PUPILS?

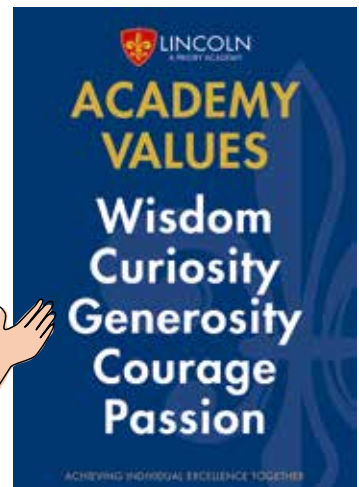
We expect every pupil to be the best that they can be every day and to meet the Academy expectations of being Ready, Respectful and Engaged. When we consistently meet these expectations and demonstrate the Academy Values – Courage, Curiosity, Generosity, Passion and Wisdom, then we make excellent progress 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.



HOW CAN WE DEMONSTRATE GOOD BEHAVIOUR FOR LEARNING?

Being ready and engaged with your learning means that you are well equipped and are ready learn and make the most of every lesson, You demonstrate this by asking questions to show that you are curious, your work is well presented showing passion and pride and you complete your homework showing wisdom. You will persevere when learning is challenging showing courage and help others who may be struggling showing generosity.

As an Academy we reward positive behaviour and communicate this with parents and carers through classcharts. On a daily basis we look to educate our students and champion behaviours which are aligned with our values and our Lincoln expectations of Ready, Respectful and Engaged.





THE ACADEMY YEAR 2026/2027

Term	Start	End
Term 1	Monday 7th September 2026	Friday 23rd October 2026
Term 2	Monday 2nd November 2026	Friday 18th December 2026
Term 3	Tuesday 5th January 2027	Friday 12th February 2027
Term 4	Monday 22nd February 2027	Thursday 25th March 2027
Term 5	Monday 12th April 2027	Friday 28th May 2027
Term 6	Monday 7th June 2027	Wednesday 21st July 2027

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	Enrichment	3.00	4.00
Period 3	11.25	12.25			

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			Core Subjects		
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 the pride that comes from being a member of the Priory Lincoln learning community.

UNIFORM EXPECTATIONS

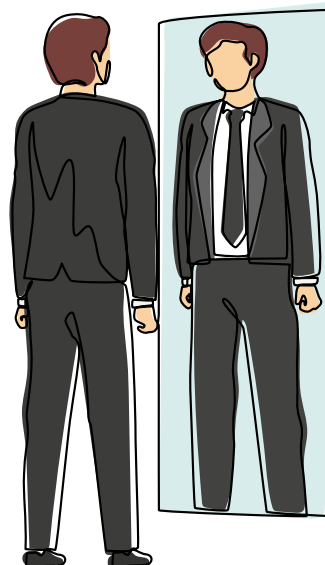
We consider that uniform is important for several reasons. It provides pupils with a sense of identity and pride in our Academy and it helps to instil in students a sense of belonging.

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** City Tartan, knee length with stitched down pleat.
- Trousers** Must be black, full length and straight cut
- Tie** The Priory Lincoln Academy tie, available in on or traditional options
- Shirt** White, tucked in at all times.
- Socks** Black socks or plain black tights.
- Shoes** All black, plain and leather / polishable.
Safe grips for an academy environment and of a sturdy construction.
- 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	Black V-necked jumper with no logos. Must be worn underneath an Academy blazer.
Coat	Waterproof dark colours 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 and watches may be worn.
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. Hair colour must be a natural colour.
Hijab	Plain dark colour.
Make-up	Minimal make-up (foundation & mascara). This includes no nail varnish being permitted. Pupils are not permitted artificial nails of any description.

GENERAL UNIFORM COMMENTS

If for any reason, eg medical or personal, a pupil is unable to wear full uniform, their parent/carer is asked to contact a member of the pastoral team at their earliest convenience. We expect pupils to be smartly turned out not only in school but also on their journeys to and from the Academy.

PE UNIFORM

Socks	Black knee length football socks or white socks for indoor lessons.
Sports Top	Black / Red Academy polo shirt or round neck version
Leggings	Black with Academy logo
Shorts	Black
Hooded Top	Optional – Academy hooded top
Track pants	Black with Academy logo
Trainers	
Football boots	Check with PE staff when these will be needed
Shin pads	Compulsory for hockey and football
Swimming Costume	Plain black one piece
Swimming shorts	Plain black , no stripes/no football shorts
Towel	

UNIFORM SUPPLIERS

Uniform Direct, Dixon House, Dixon Way, Lincoln. LN6 7XN Tel: 01522 510016

All final decisions on uniform are made by the Headteacher.

PREPARATION FOR SUCCESS – EQUIPMENT

Pupil preparation for having a successful day in school is vital to ensure each and every child has the very best opportunity to achieve individual excellence. Getting the basics right with preparation makes a huge difference. Each and every pupil should have the following equipment on a daily basis:

- Planner with a timetable (phones cannot be used to check a timetable on Class Charts during the day)
- Black pens
- Purple pen
- Ruler
- Pencil, pencil eraser
- School bag
- Scientific Calculator – Casio 83 or Casio 85

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

WHAT IF HELP IS NEEDED?

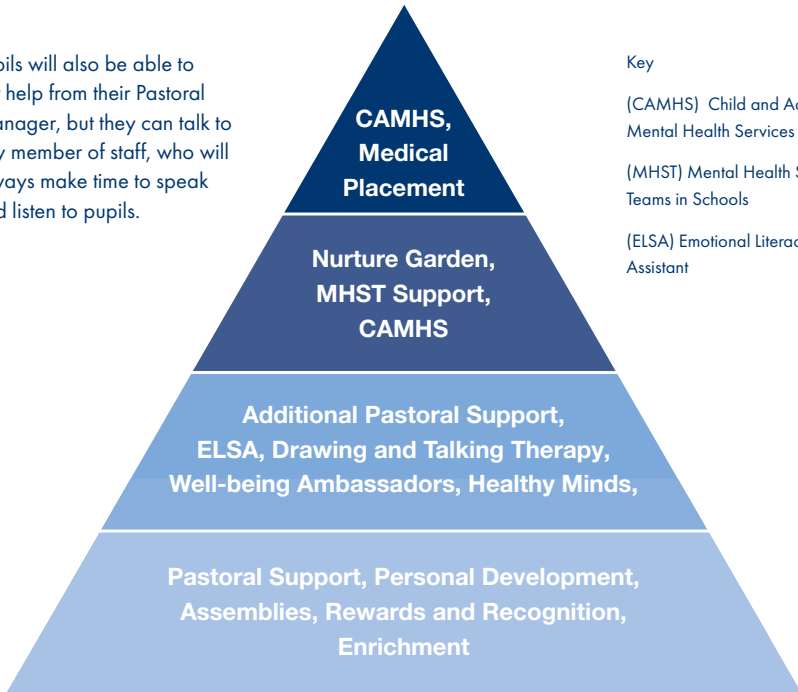
Everyone has worries and problems from time to time especially when starting a new school. Pupils will get to know their tutor well so they can talk their problems or worries over with them. Each Year Group has a Head of Year and a Pastoral Manager who you can talk to if you have any worries.



Sometimes pupils need some further help. We have a fantastic room called the Engaged Room that is run by Mrs Mckeown. Mrs Mckeown offers a range of interventions, for example Drawing and Talking and Lego Therapy.

Pupils can also access support through our Well Being Ambassadors, Needs Bright Solutions and Nurture Garden

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

Within the Priory Sixth Form and as part of your technical education, we are committed to fostering a professional and purposeful culture. The way students and staff present themselves plays a key role in shaping this environment. Our dress code is designed not only to reflect the expectations of a workplace but also to prepare students for future careers and uphold the high standards of our academies.

We understand that appropriate attire may vary depending on the subject and the nature of the curriculum, and we encourage clothing that is either professional or course-specific throughout the Academy Day.

PROFESSIONAL SETTING

- The student lanyard must be worn at all times.
- There should be no large logos, branding or images.
- Shoes need to be polishable (not canvas) and not have large logos.
- Tops should reach the end of the shoulder.
- Ear piercings are permitted, but must not be bolts or spacers. A maximum of one nose piercing is permitted. This must be a stud only, no rings or hoops as examples. No other visible piercings are permitted.
- Students should not have visible tattoos.
- Accessories such as watches and other subtle jewellery are allowed but may need to be removed for safety reasons during practical learning.
- Extreme hairstyles are not permitted and the school reserves the right to advise on what it considers to be extreme.



The following items are not allowed:

- Patterned tights or leggings
- Denim
- Clothing where backs, midriffs, cleavage, bra straps or underwear are visible
- Sportswear (track suits and jogging bottoms, sports shirts, sports shorts)
- Hoodies
- Clothing with offensive logos, symbols or texts
- Hats (apart from religious headwear)
- Shorts or short sleeve t-shirts (polo shirts and blouses are acceptable).
- Flip flops, crocs, trainers, open toed shoes/sandals or excessively high heels

COURSE SPECIFIC AT PRIORY LINCOLN ACADEMY

- **Level 2 Professional Cookery:** Chef's jacket and trousers to be used in practical scenarios, these will be provided.
- **Bricklaying:** 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.
- **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).
- All other courses should follow the guidance for a professional setting.



FORMAL ATTIRE

In addition to the above, all students should have within their Sixth Form wardrobe a formal outfit. This would consist of 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. This would be required for formal occasions such as awards ceremonies, open evenings, house assemblies, job interview preparation as examples.

The Academy reserves the right to advise students and parents on what is and is not acceptable, within these guidelines. If students in the Sixth Form are unsuitably dressed, as determined by the Academy, then we reserve the right to ask students to return home to dress appropriately. Our dress code is not intended to be prescriptive, merely to indicate the ethos of the school and to support students through their Sixth Form years and prepare them for the world of work.

LINCOLN ROUTINES - 3 2 1 STAR

At Priory Lincoln, we have a range of routines in place to support you, including the expectation that you are Ready, Respectful, and Engaged. One of the routines that all of your teachers will use to help you, in every lesson of the day, is 3, 2, 1 STAR. When your teacher is moving on to the next part of the lesson, they will countdown using 3, 2, 1 STAR, which stands for:

- Sit up and listen
- Tracking a person or place (for example, the teacher, board or speaker)
- Be ready to ask and answer questions
- Respectful communication

This will help you recognise what being Ready, Respectful and Engaged looks and sounds like in every classroom. It will help you make the most out of every lesson, reduce confusion and will give you consistency and predictability throughout your school day, as every one of your teachers will be using it.

3, 2, 1, STAR routine will be displayed in all classrooms so that you always have reminders of how to be successful.

WE ARE PRIORY LINCOLN



3... 2... 1... STAR



SIT UP
and listen

To show we are engaged and ready to learn.



TRACKING
person or place

To show we are actively listening to the one voice in the classroom.



ASK & ANSWER
questions

To show we are curious about our work.



RESPECTFUL
communication

To show engagement with our learning.

We are **ready**, **respectful** and **engaged** in our lessons.

REWARDS AND RECOGNITION

PRIORY LINCOLN REWARDS

At Priory Lincoln, rewards are our way of celebrating you!

When you show great effort, positive behaviour, kindness, and a determination to do your best, you are recognised and rewarded through House Points, prizes, vouchers, and end of term reward activities and opportunities.

The Priory Lincoln Values Passport helps track the amazing milestones you achieve during your journey at Priory Lincoln. As you demonstrate our academy values, you can become a Values Champion, earning bronze, silver, or gold academy ties and certificates as milestones are reached.

All pupils also have the opportunity to become Subject Champions by completing a range of activities, trips, and enrichment opportunities linked to different subject areas, celebrating passion, commitment, and a love of learning.



READY • RESPECTFUL • ENGAGED

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

French
Cartoon
Club

Lunchtime
singing

Book
Craft
Club

STEM
Club

Football

French
Club

Creative
Writing
Club

Boys
Basketball

Music

KS3
Badminton

Young Fashion
Designer
UK Comp:
Sustainable
design

Pokémon
Club

House
Activities

GENERAL INFORMATION

INSURANCE

Parents and carers 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

Pupils' phones should not be seen, heard or used throughout the school day, until they have been dismissed from their Period 5 lesson. If a pupil does not follow this expectation, they will be asked to hand their phone in to be collected at the end of the day. Parents will be informed of this through Classcharts.

Relentless Routine for Mobile Phones and Devices

Not Seen, Not Heard, Not Used



We turn our phones/ devices off and put it/ them away at the Keyworth Gate, so that we are **ready** for the day ahead.



We **engage** with our learning fully and make the most of every minute by avoiding distractions.



We are **respectful** and keep our phones and devices off and away until we have left Period 5 at the end of the day.

CALCULATORS

It is compulsory for pupils to have a simple scientific calculator which 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.

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 VISITS

Visits 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 visit. 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 visit. Similarly, as pupils represent the Priory Lincoln Academy on a visit, it is essential that their behaviour reflects our high expectations. Failure to adhere to the requirements of the visit, 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 visit, sent home from the visit, prevented from involvement in future visits. The Academy's decision is final.

FURTHER INFORMATION

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. 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 or by contacting one of the Pastoral team, in the first instance a Pastoral Manager or Head of Year. If you feel that an issue has not been resolved then a member of the Senior Leadership team 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.

EXTENDED REFLECTION / DETENTIONS

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 our Personal Development 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 RSE 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



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

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www.priorylincolnacademy.co.uk