



Priory School of Our Lady of Walsingham (01983) 861222



Application Pack



Priory School of Our Lady of Walsingham

Pupil Application

(Please retain this copy for your reference)

Pupil Information

Surname	First Name(s)	
Date of Birth	Previous School	
Medical Details (if any)		
Street Address		
Town/City	County	Post Code
Nationality	Religion	

Parental Information (Mother)

Surname	Initials	
Street Address		
Town/City	County	Post Code
Telephone	Mobile	Work
E-Mail Address		

Parental Information (Father)

Surname	Initials	
Street Address		
Town/City	County	Post Code
Telephone	Mobile	Work
E-Mail Address		

Conditions and Signature

If a pupil is absent through illness the School must be informed on the first day. No remission can be claimed for absence.

Uniform should comply with the issued list, and be clearly marked with the owner's name.

All fees are payable in advance on the first day of term. Termly or monthly basis by arrangement with the School Bursar. A charge of 4% per month will be made if fees are not paid by the due date. No discounts will be applicable if fees are not paid by the due date.

A full term's written notice is required on the first day of the preceding term before a pupil is removed from the school, or if an optional subject is to be discontinued. In the absence of such notice the full term's fees must be paid.

The Principal reserves the right to admit or refuse any pupil. Admission is conditional upon the acceptance of the terms of admission and compliance with the rules of the School. The Principal has discretion to request a pupil to be withdrawn from the school for any cause, which may be deemed sufficient, without refund of fees. A registration fee of £200 is chargeable, discounted if fees are paid in advance.

I/we hereby apply for admission to Priory School commencing:

TERM: Autumn (September) 20____ Spring (January) 20____ Summer (April) 20____

I/we agree to abide by the conditions of admission a copy of which we have kept for reference.

Signature (mother)

Date

Signature (father)



Priory School of Our Lady of Walsingham

Pupil Application

(Please sign and return this copy)

Pupil Information

Surname	First Name(s)	
Date of Birth	Previous School	
Medical Details (if any)		
Street Address		
Town/City	County	Post Code
Nationality	Religion	

Parental Information (Mother)

Surname	Initials	
Street Address		
Town/City	County	Post Code
Telephone	Mobile	Work
E-Mail Address		

Parental Information (Father)

Surname	Initials	
Street Address		
Town/City	County	Post Code
Telephone	Mobile	Work
E-Mail Address		

Conditions and Signature

If a pupil is absent through illness the School must be informed on the first day. No remission can be claimed for absence.

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I/we agree to abide by the conditions of admission a copy of which we have kept for reference.

Signature (mother)

Date

Signature (father)



Priory School of Our Lady of Walsingham

Pupil Information

Pupil Information		
Surname	First Name(s)	
Date of Birth	Previous School	
Street Address		
Town/City	County	Post Code
Nationality	Religion	
Medical Details (including allergies and medication)		
Educational Requirement		
Legal Information		
Other Information		

Emergency Contact Details (1)		
Surname	Initials	
Telephone	Mobile	Work
Relation to pupil		
E-Mail Address		

Emergency Contact Details (2)		
Surname	Initials	
Telephone	Mobile	Work
Relation to pupil		
E-Mail Address		

***Priory School Association
Registration Form***

Dear Parents,

The Priory School Association is a parental support and fundraising organisation which meets at regular intervals to arrange events such as the Summer Fayre and Christmas Fayre.

The aim of the PSA, from funds raised, is to purchase general items or equipment that may benefit all the pupils of Priory School, such as the sports equipment or classroom TVs; and to fund special annual costs such as the Christmas lunch and the Easter Egg Hunt. The PSA also supports events such as Summer Showcase, Sports days etc, often with catering and refreshments.

All of our parents are members of the PSA and are welcome to attend the meetings which are publicised in the weekly newsletter.

Please complete the form below and return it to the office upon registration.

Thank you.

Yours sincerely,

Cassie Dunford-Simpkins
P.S.A Chairman

Title _____ Initials _____ Surname _____

Parent of _____

Address _____

Post Code _____

Willing to be contacted by the PSA to assist in its activity in support of the school

Signed _____

Print Name _____

Date _____

Principal: **Mr E J Matyjaszek** BA (Oxon)



Priory School
Beatrice Avenue
Whippingham
Isle of Wight
PO32 6LP
Tel: 01983 861222

Dear Parents & Guardians,

Please would you sign the consent form below allowing us to take your child out on local school trips, either on foot or occasionally in the minibus?

Thank you.

Yours sincerely,

Form Teacher

I give permission for to be taken out of school for local visits.

Signed.....

Print Name.....

Date.....

Principal: **Mr E J Matyjaszek** BA (Oxon)



Priory School
Beatrice Avenue
Whippingham
Isle of Wight
PO32 6LP
Tel: 01983 861222

Dear Parent/Guardian,

Responsible Use of the Internet

As part of Computer Science and other lessons the school gives all students access to the internet. It is important to ensure their safety is protected at all times in relation to access to online materials, so we have taken the following steps to achieve this.

Our Internet access is supplied by Indigo/Elite and we run the ‘Securly’ web filtering system that restricts access to sites containing inappropriate content.

All our screens are in public view and there is relevant supervision.

We also have very clear rules which the students are required to follow. These are to be found on the attached sheet.

Please look through these rules; discuss them with your child(ren); sign the form if you are happy with these rules, and then please return the signed form to school.

We are unable to assign internet access until we have received your signed agreement.

The full policy for internet access is available on our website,
www.prioryschool.org.uk.

Thank you for your support.

Yours faithfully,

E. Dale

Computer Science Department

Priory School Student Internet & Social Media Agreement

- All students are expected to read and accept the Internet Agreement.
- At any time, we expect all students to be responsible for their own behaviour on the web, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- Students using the web are expected not to seek out any inappropriate materials. The definition of inappropriate is at the discretion of the School but automatically includes any material of a violent, prejudicial, derogatory or sexual nature. Should any students encounter any inappropriate material accidentally, they are required to report it immediately to a teacher, so that further access can be blocked.
- **Students are expected to keep to the school rules online, which can only be for the purposes of study. Any other use is forbidden.**
- **All unauthorised use of mobile phones and/or social media in school time is strictly forbidden.**
- **All mobile phones MUST be handed in on arrival to school.**
- Students must not try to circumvent the security measures, for example, trying to break the blocks.
- Students must not share or encourage anyone else to share their network password or access other people's files.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the web. This is to prevent corruption of data and avoid viruses.
- Memory Sticks must be checked for viruses before used on the school systems.
- **Personal printing is not allowed on our network including any homework. Any homework sent in for printing at school will be returned.**
- Any portable device brought into School that requires connection to our systems will need to have full Internet security already loaded. The device must be surrendered to the Computer Science teacher with full admin rights so it can be inspected. It can take up to 7 days to complete the checks and add the computer to our network.
- **Students are still bound to the internet agreement as laid out in the Use of Internet Policy when using their own equipment.**
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- Any use of the internet to target or identify any person to their detriment, e.g. cyber-bullying, posting pictures, is a serious disciplinary offence and may merit immediate expulsion.
- Photos/videos of students may be used on the School website/Facebook page/YouTube, for advertising purposes or for general display. This signed agreement will be used as permission; if you would prefer this not to happen then a signed letter must be handed to the School Office.
- Students consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to the web. They will also come under the general discipline procedures of the School which comprise an escalating set of measures, including a letter to parents and withdrawal of privileges.

I have read through this agreement with my child(ren) and agree to these safety restrictions.

Name of child(ren): _____ Tutor Group: _____

Signed: _____ (Parent/Guardian)

Print Name: _____ Date: _____

First Aid Forms

EpiPen Consent Form

I _____ give permission that if my child _____ requires medication due to an anaphylaxis reaction, I give parental consent to have adrenaline administered via their EpiPen, delivered by a first aider and/or any other trained member of staff.

I give permission that my child's photograph is displayed in the staff room so their medical needs are known to all staff members.

I will provide the school with TWO EpiPens and will have checked that the use by dates are well within their expiry. I will also ensure that new EpiPens will be delivered to the school when necessary and that I will dispose of out of date EpiPens.

The above medication has been prescribed by the family or hospital doctor (health professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Signed _____
(parent/guardian)

Print Name _____

Date _____

Asthma Inhaler Consent Form

I _____ give permission that if my child _____ requires medication due to asthma, I give parental consent for my child to be given their Ventolin Inhaler.

I give permission that my child's photograph is displayed in the staff room so their medical needs are known to all staff members.

I will provide the school with TWO Ventolin Inhalers (one for the medical room and one to be kept with the student at all times) and will have checked that the use by dates are well within their expiry. I will also ensure that new Inhalers will be delivered to the school when necessary and that I will dispose of out of date Inhalers.

The above medication has been prescribed by the family or hospital doctor (health professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Inhaler is self-administered **YES/NO** (delete as appropriate)

If **NO**, does your child require use of a spacer? **YES/NO** (delete as appropriate)

If **YES**, please ensure the spacer is clearly labelled and handed in with your child's Inhaler.

Signed _____
(parent/guardian)

Print Name _____

Date _____

Request for the school to administer **prescribed** medication

I request that _____ (full name of student) be given the following medicine(s) while at school.

Date of birth: _____ Class: _____ Year group: _____

Medical condition or illness: _____

Name/type of medicine (as described on container): _____

Expiry date: _____ Duration of course: _____

Dosage and method: _____

Times to be taken: _____

Other instructions: _____

Self-administration: yes/no (delete as appropriate)

The above medication has been prescribed by the family or hospital doctor (health professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP: _____

I understand that I must deliver the medicine personally to a first aider and accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing immediately.

Signed: _____ Print Name: _____
(parent/guardian)

Contact number: _____

Address: _____
_____ Post Code _____

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Principal/executive team.
2. Medicines must be in the original container and dispensed by the pharmacy.
3. The agreement will be reviewed on a termly basis.
4. The Principal/executive team reserves the right to withdraw this service.

Request for the school to administer **non-prescribed medication**

I request that _____ (full name of student) be given the following medicine(s) while at school.

Date of birth: _____ Class: _____ Year group: _____

Medical condition or illness: _____

Name/type of medicine (as described on container): _____

Expiry date: _____ Duration of course: _____

Dosage and method: _____

Times to be taken: _____

Other instructions: _____

Self-administration: yes/no (delete as appropriate)

The above medication has been clearly labelled with my child's name.

I understand that the school will always contact me before administering any medication to my child.

I understand that I must deliver the medicine personally to a first aider and accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing immediately.

Signed: _____ Print Name: _____
(parent/guardian)

Contact number: _____

Address: _____
_____ Post Code _____

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Principal/executive team.
2. Medicines must be in the original container.
3. The agreement will be reviewed on a termly basis.
4. The Principal/executive team reserves the right to withdraw this service.

The Fees for the Academic Year 2019-20 are:

Fees per Term:

Junior School *Autumn Term* *Spring Term* *Summer Term*

Year R/1/2	£ 1980	£ 1980	£ 2030
Year 3 - 4	£ 2220	£ 2220	£ 2280
Year 5 - 6	£ 2350	£ 2350	£ 2420

Senior School *Autumn Term* *Spring Term* *Summer Term*

S1/S2 (Yrs 7-8)	£ 2590	£ 2590	£ 2660
S3/S4/S5 (Yrs 9-11)	£ 2940	£ 2940	£ 3020

Sixth Form *2018-2020*

L6 & U6 (Yrs 12-13) £3300 per term fixed until 2020

Fees are payable by the following terms:

On receipt of the school report at end of term.

A **10% Sibling Reduction** is applicable for younger siblings if the fees are received by the due date.

A surcharge fee of 5% per calendar month, or part calendar month, is payable on fees not paid by the due date. A further surcharge of 10% for administration may be applied in cases of prolonged credit control. The school reserves the right to terminate a contract without notice in cases of non-payment of fees. No remission can be claimed for absence.

If the fees for the following term are paid by half-term a **5% reduction** is applicable. If the year's fees are paid by the summer half-term, a **10% reduction** is applicable. Forward fees paid with discounts are not refundable unless by prior arrangement. .

An annual increase in fees is normally applicable in the summer term, related to inflation (3% for 2017). This will be factored into the calculation of the year's fees.

A FULL TERM'S WRITTEN NOTICE is required by the **FIRST** day of the preceding term before a pupil is removed from the school.

In the absence of such notice, the full term's fees must be paid.

Boys Uniform List

Uniform	Description/colour	Must be purchased from Kids & Co (unless otherwise specified)
Blazer	Black	Kids & Co
Shirt	Short or long sleeved, long enough to be tucked in - White	Kids & Co or elsewhere
Jumper	Black	Kids & Co
Trousers	Charcoal grey	Kids & Co or elsewhere
Tie	Yellow/black or red/black (for prefects)	Kids & Co
Socks	Black	Anywhere
Science/Art apron	Green	Kids & Co
Shoes	Proper fitting, supportive - Black	Anywhere
Polo Shirt	Red	The Sports Shop
Rugby Shirt	Long sleeve – red and black	The Sports Shop
PE Shorts	Black	The Sports Shop
Sports Jumper		The Sports Shop
Rugby Shorts	Black	The Sports Shop
Tracksuit Bottoms	Black	The Sports Shop
Sports Leggings	Black	The Sports Shop
Rugby Socks	Red	The Sports Shop or elsewhere
Outdoor Sports Coat	Worn to fixtures - Red	The Sports Shop
Trainers (PE/Games)		Anywhere
Gum Shield		The Sports Shop or elsewhere
Shin Pads		The Sports Shop or elsewhere
Outdoor Shoes	Trainers or wellies	Anywhere
Outdoor Coat	Black	Kids & Co
Hats	Baseball type & winter hat – Black with logo	Kids & Co
Gloves	Black	Anywhere
School Bag	Black	Kids & Co
Book Bag (Juniors)	Black	Kids & Co
PE Bag	Black	Kids & Co
Hockey Stick	Optional	The Sports Shop or elsewhere

- Please note – all clothing, bags & lunch boxes must be clearly labelled.
- Hair – off collar, not over eyes. No styles deemed by the Principal and/or the Senior Management Team to be eccentric (e.g. Mohican, no tram lines, no grade one). Natural hair colour only.
- No jewellery allowed except for watches (own responsibility).
- Book bags, back-packs, sports bags – must be from Kids & Co, not own bags (S4 & S5 have a black bag of their choosing).
- Outdoor coats – must be from Kids & Co unless S4 & S5 then plain black coat required.
- Mobile phones to be named and handed in daily.
- No laptops, iPads, iPhones, etc. (unless the Teacher has requested it) & then own responsibility under the supervision of the class teacher.

Girls Uniform List

Uniform	Description/colour	Must be purchased from Kids & Co (unless otherwise specified)
Blazer	Black	Kids & Co
Blouse	Short or long sleeved but not fitted style - White	Kids & Co or elsewhere
Jumper	Black	Kids & Co
Skirt	Pale grey kilt style or charcoal grey pleated style on the knee skirt	Kids & Co or elsewhere
Tie	Yellow/black or red/black (for prefects)	Kids & Co
Tights	Black	Anywhere
Socks	Knee length - black (white with summer dresses)	Anywhere
Pinafore dress	Year R and Year 1 only - Charcoal grey	Kids & Co
Summer dress	Yellow & white stripes	Kids & Co
Science/Art apron	Green	Kids & Co
Shoes	Proper fitting, supportive, not pumps, not high heeled - Black	Anywhere
Polo Shirt	Red	The Sports Shop
Rugby Shirt	Long Sleeve - red and black	The Sports Shop
PE Shorts	Red and Black	The Sports Shop
Sports Jumper		The Sports Shop
Rugby Shorts	Black	The Sports Shop
Tracksuit Bottoms	Black with red stripe	The Sports Shop
Sports Leggings	Black	The Sports Shop
Rugby Socks	Red	The Sports Shop or elsewhere
Outdoor Sports Coat	Worn to fixtures - Red	The Sports Shop
Trainers (PE/Games)		Anywhere
Gum Shield		The Sports Shop or elsewhere
Shin Pads		The Sports Shop or elsewhere
Outdoor Shoes	Trainers or wellies	Anywhere
Outdoor Coat	Black	Kids & Co
Hats	Baseball type & winter hat – Black with logo	Kids & Co
Gloves	Black	Anywhere
School Bag	Black	Kids & Co
Book Bag (Juniors)	Black	Kids & Co
PE Bag	Black	Kids & Co
Hockey Stick	Optional	The Sports Shop or elsewhere
Hair Scrunchies	Yellow & black stripes (same as ties) or plain black	Kids and Co

- Please note – all clothing, bags & lunch boxes must be clearly labelled.
- Hair – must be off the face and tied back, no styles deemed by the Principal and/or the Senior Management Team to be eccentric. Natural hair colour only.
- No jewellery allowed except for watches & pierced ears – one set of studs only, one stud in each ear on lower lobe.
- No make-up and natural eyebrows only. No nail varnish allowed at all.
- Book bags, back-packs, sports bags – must be from Kids & Co, not own bags (S4 & S5 have a black bag of their choosing).
- Outdoor coats – must be from Kids & Co unless S4 & S5 then plain black coat required.
- Mobile phones to be named and handed in daily.
- No laptops, iPads, iPhones, etc. (unless the Teacher has requested it) & then own responsibility under the supervision of the class teacher.

School Equipment Required

Year 1 – Year 3

- 2 x HB Staedler Pencils
- 30cm Clear Shatterproof Ruler
- Rubber
- Pencil Sharpener
- Pritt Stick
- Scissors
- Colouring Pencils and Felt Tip Pens
- Dictionary and Thesaurus (required for Year 3)
- Maths set (Year 3)
- A4 plastic envelope for loose papers and homework (Year 3)
- Box of Tissues

Year 4 - S5

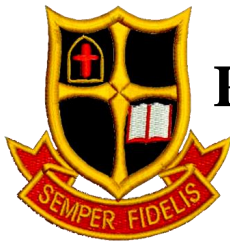
- 2 x handwriting pens (NOT biro or eraser pens)
- 2 x HB Pencils (Staedtler because they sharpen well)
- 30cm Shatterproof Ruler
- Rubber
- Pencil Sharpener
- Dictionary and Thesaurus
- Pritt Stick and Sellotape
- Scissors
- Complete Mathematical Set
- Colouring Pencils and Felt Tip Pens
- Highlighters, particularly a yellow
- Green pen for use in certain lessons
- Scientific Calculator
- Black fine liner pens (range of thickness)
- Range of pencil grades (including 6B, 2B, HB, 2H)
- Cartridge paper sketch book (Y5 - S3)
- 2 x A4 plastic envelope for loose papers and homework
- Box of tissues

A school overall is required by ALL pupils and must be in school each day.

Outdoor shoes are required by ALL pupils and must be in school each day.

A full school PE kit is required by ALL pupils on the days they are timetabled for games and PE.

Other items may be required by individual subject teachers, e.g. specialist equipment is required for Art GCSE; a separate list will be provided to those who undertake the course.



PRIORY SCHOOL OF OUR LADY OF WALSINGHAM

Staff List



Management

Mr E J Matyjaszek	BA(Oxon)	Principal
Mrs E Soar	BA(Hons), MA, PGCE	Head of Senior School & Sixth Form
Mrs S Kirby	BA(Hons), PGCE	Head of Junior School
Mr A J Adlam	MA(Hons), PGCE	Tutor Emeritus
Mrs P Parry	BA(Hons), MA(Hons), Cert Ed	Tutor Emeritus
Mrs C Hayes	ISCG Accredited Clerk, CMI, RGN	Clerk
Ms N Alexander		School Administrator
Mrs S Gully		Admissions & Visitor Manager

Senior School

Mrs E Soar	BA(Hons), MA, PGCE	English Senior Tutor
Mr J Britton	BA(Hons), PGCE	English & Film Studies Tutor
Ms K Pragnell	MRes, BA(Hons), PGCE	English Tutor & SENCO
Mr P Reffold	BSc, BA(Ed), MInstP	Maths Tutor
Miss J Shyvers	BSc(Hons), PGCE	Maths Tutor
Mrs H Sutton	BEng(Hons), QTS	Maths Tutor
Dr S Thompson	BA(Hons), DPhil(Oxon), PGCE	History Senior Tutor
Mr J Strickley	BA(Hons), PGCE	RS, History & Geography Tutor
Mrs E Smith	BA(Hons), QTS	RS Tutor
Mrs E Dale	BTec, Nat Dipl in Childhood Studies	Computer Science Tutor
Mrs G Bates	BSc(Hons), PGCE	Science Tutor
Mr R Lacey	BEd(Science)	Science & Maths Tutor
Mrs M Newte	MEng(Hons) (Dunelm) QTS	Science Senior Tutor
Mrs J Graves	BA, Cert Ed, FETC	Art Tutor
Mr M Berry	BA(Hons), B Arch, PGCE	Art Tutor
Mr R Mann	BA(Hons) Graphic Design, PGCE	Senior Art & Graphics Tutor
Mr J Herriman	BEd, Cert Ed	Performing Arts & PE GCSE Tutor
Mr S Lynch	BSc(Hons), PGCE, QTS	Music Tutor
Mr J Wilkes	BA(Hons) French PGCE	French Senior Tutor
Mrs K Gavin	BA(Hons), PGCE	French Tutor
Ms M Turner	BA(Hons), PGCE	Spanish Tutor

Junior School

Mrs S Kirby	BA(Hons), PGCE	Head of Junior School
Mrs J Hull	AD Dip Childcare & Ed	EYFS Teacher
Mrs A Barnes	BA(Hons), PGCE, QTS	Junior School & Year 2 Teacher
Ms C Knott	Cert Ed (Cambridge Institute)	Year 3 Teacher
Mrs D Graham	Dipl Primary Teaching	Year 4 Teacher
Mr J Wilkes	BA(Hons) French, PGCE	Year 5 Teacher
Mrs A Nicholson	BA(Hons), PGCE, QTS	Year 5 & Junior School Second Teacher
Mr S Lynch	BSc(Hons), PGCE, QTS	Year 6 Teacher & Head of Junior PE/Fixtures

Sports Staff

Mr A Woodward	ECB Senior Performance Coach	Head of Games & Fixtures
Mr S Byrne	BA(Hons)	Sports & PE Coach

Support Staff

Ms K Pragnell	BA(Hons), PGCE	SENCO
Mrs S Akers	Cert Ed, CPT3A, RSA Dip SpLD	Learning Support Tutor
Mrs J White	Level 4 Advanced SEN	Additional Educational Needs Assistant

External Tutors

Ms J Law	Cert Ed, LLAM, ALAM	LAMDA Coach & Speech Tutor
Dr J Hopkins-Holder	BA(Hons), PGCE, F Inst for Learning	History, RS & Geography Tutor

Contact Information

Proprietor

Mr E J Matyjaszek

Registered Address: Priory School
Beatrice Avenue
Whippingham
Isle of Wight
PO32 6LP
(01983) 861222
mail@prioryschool.org.uk

Management Team

Principal: Mr E J Matyjaszek
(01983) 861222
07860756127

*Head of Sixth Form
& Senior School:* Mrs E Soar
(01983) 861222

Head of Cabin School: Mrs M Kirby
(01983) 861222

School Administrator: Ms N Alexander
(01983) 861222

*Admissions & Visitor
Manager:* Mrs S Gully
(01983) 861222

Parents' Association

Chairperson: Mrs C Dunford-Simpkins

Treasurer: Mrs M Lax

Secretary: Mrs J Payne

Registered Address: Priory School
Beatrice Avenue
Whippingham
Isle of Wight
PO32 6LP
(01983) 861222

Meetings are held on a regular basis. Please see the weekly Newsletter for details.

New PSA Committee members are always welcome.