



# 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 The Principal has discretion to request a pupil to be withdrawn from the school for any cause, which may be deemed sufficient, without refund of fees.

**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)

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Medical Details (if any)		
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Town/City	County	Post Code
Nationality	Religion	

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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		

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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 projectors; 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,

P.S.A Chairman

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Title \_\_\_\_\_ Initials \_\_\_\_\_ Surname \_\_\_\_\_

Parent of \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

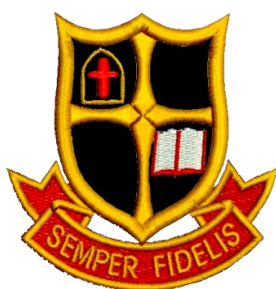
Post Code \_\_\_\_\_

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

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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 have a 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](http://www.prioryschool.org.uk).

Thank you for your support.

Yours faithfully,

E. Dale

Computer Science Department

## Priory School Student Internet 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 internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- Students using the World Wide Web are expected not to seek out any inappropriate materials. The definition of inappropriate is at the discretion of the School. Should any students encounter any material inappropriate accidentally, they are required to report it immediately to a teacher, so that the ICT technician can block further access to the site.
- **Students are expected to keep school rules in all internet use which can only be for the purposes of study. Any other use is forbidden.**
- Students must ask permission before accessing the Internet.
- Students must not try to circumvent the security measures (trying to break the blocks etc).
- Students must not access other people's files.
- Students must not share or encourage anyone else to share their network password.
- 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 Internet. This is to prevent corruption of data and avoid viruses.
- No programs on disc or CD-ROM should be brought in from home for use in school. This is for both legal and security reasons.
- 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 etc) 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's Office Manager.
- Students consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. 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: \_\_\_\_\_



## Fee Structure

### The Fees for the Academic Year 2018 – 19 are:

#### Fees per Term:

<i>Junior School</i>	<i>Autumn Term</i>	<i>Spring Term</i>	<i>Summer Term</i>
Year R/1/2	£ 1930	£ 1930	£ 1980
Year 3 – 4	£ 2160	£ 2160	£ 2220
Year 5 - 6	£ 2290	£ 2290	£ 2350

<i>Senior School</i>	<i>Autumn Term</i>	<i>Spring Term</i>	<i>Summer Term</i>
S1/S2 (Yrs 7 - 8)	£ 2520	£ 2520	£ 2590
S3/S4/S5 (Yrs 9 -11)	£ 2860	£ 2860	£ 2940

#### *Sixth Form*                      2018 - 2019

L6 & U6 (Yrs 12 - 13) £3300 per term fixed until 2019

#### **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 2018). 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*

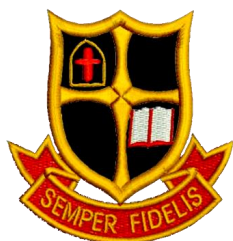
Uniform	Colour	<u>Must be purchased from Kids &amp; Co (unless otherwise specified)</u>
Blazer	Black	Kids & Co
Shirt	White (short or long sleeved, long enough to be tucked in)	Kids & Co or elsewhere
Jumper	Black	Kids & Co
Trousers	Charcoal grey	Kids & Co or elsewhere (but must be the same colour grey as Kids & Co's)
Tie	Yellow/black or red/black (for prefects)	Kids & Co
Socks	Black	Anywhere
Science/Art apron	Green	Kids & Co
Shoes	Black (proper fitting, supportive)	Anywhere
Tracksuit	Black	Kids & Co
PE polo shirt	Red	Kids & Co
PE shorts	Black	Kids & Co
Trainers (for PE/Games)	Black or White	Anywhere
Outdoor coat (heavyweight style)	Black	Kids & Co
Outdoor coat (lightweight style)	Black	Kids & Co
Hats	Black (baseball type)	Kids & Co
Ruck Sac (Juniors &/or Seniors)	Black	Kids & Co
Book Bag (Juniors)	Black	Kids & Co
Sports Bag	Black	Kids & Co

- Please note – all clothing, bags & lunch boxes must be clearly labelled.
- Hair – off collar, not over eyes. No hair gel, no styles deemed by the Principal and / or the Senior Management Team to be eccentric (e.g. Mohican).
- No jewellery allowed except for watches (own responsibility).
- Book bags, ruck-sacs, sports bags – must be from Kids n Co, not own bags.
- Outdoor coats – must be from Kids n Co, not own outdoor coats.
- Mobile phone to be named and handed in daily.
- No laptops, iPads, iPhones, etc. (unless the Teacher has requested it) & then own responsibility.

## *Girls Uniform List*

Uniform	Colour	<u>Must be purchased from Kids &amp; Co (unless otherwise specified)</u>
Blazer	Black	Kids & Co
Blouse	White (short or long sleeved but not fitted style)	Kids & Co or elsewhere
Jumper	Black	Kids & Co
Skirt	Pale grey kilt style or charcoal grey pleated style on the knee skirt	Kids & Co
Tie	Yellow/black or red/black (for prefects)	Kids & Co
Tights	Black	Anywhere
Socks	Knee length – preferably black but grey if unavailable (white with summer dresses)	Anywhere
Pinafore dress (Years R to 1 only)	Charcoal grey	Kids & Co
Summer dress (Years R to 6 only)	Yellow & white stripes	Kids & Co
Science/Art apron	Green	Kids & Co
Shoes	Black (proper fitting, supportive, not pumps, not high heeled)	Anywhere
Tracksuit	Black	Kids & Co
PE polo shirt	Red	Kids & Co
PE shorts	Black	Kids & Co
Trainers (for PE/Games)	Black or White	Anywhere
Outdoor coat (heavyweight style)	Black	Kids & Co
Outdoor coat (lightweight style)	Black	Kids & Co
Hats	Black (baseball type)	Kids & Co
Ruck Sac (Juniors &/or Seniors)	Black	Kids & Co
Book Bag (Juniors)	Black	Kids & Co
Sports Bag	Black	Kids & Co
Hair scrunchies	Yellow & black stripes (same as ties or plain black)	Kids & Co (Anywhere)

- 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.
- No jewellery allowed except for watches & pierced ears – one set of studs only, one stud in each ear on lower lobe.
- No make-up or nail varnish allowed at all.
- Book bags, ruck-sacs, sports bags – must be from Kids n Co, not own bags.
- Outdoor coats – must be from Kids n Co, not own outdoor coats.
- Mobile phones to be named and handed in daily.
- No laptops, iPads, iPhones, etc. (unless the Teacher has requested it) & then own responsibility.



## School Uniform Price List

Supplied by Kids and Co  
22 High Street, Ryde, Isle of Wight,  
PO33 2HW 01983 615244  
www.kidsandcodirect.co.uk

### School Blazers

24" chest £30.00  
26" chest £30.00  
28" chest £30.00  
29" chest £30.00  
30" chest £33.00  
31" chest £33.00  
32" chest £33.00  
33" chest £33.00  
34" chest £33.00  
35" chest £33.00  
36" chest £33.00  
37" chest £33.00  
38" chest £38.00  
39" chest £38.00  
40" chest £40.00  
42" chest £40.00

### School Jumpers

24" £16.00  
26" £16.00  
28" £16.00  
30" £16.00  
32" £16.00  
34" £18.00  
36" £18.00  
38" £18.00  
40" £20.00  
42" £20.00

### Sports Polo Shirt

3-4 £8.00  
5-6 £8.00  
7-8 £8.00  
9-10 £8.00  
11-12 £8.00  
X-small £10.00  
Small £10.00  
Medium £10.00  
Large £10.00

Kids and Co are located in the precinct area of Ryde High Street, opposite Boots and Thornton's, Free parking for up to 90 minutes is available in the Co op store which is to the rear of Kids and Co.

### Grey Pinafore Dresses

3-4 years £13.00  
5-6 years £13.00  
7-8 years £13.00  
9-10 years £13.00  
11-12 years £13.00

New Line  
School Book Bag  
£6.00

School ties are available in two lengths and are priced at £6.00 each, we also carry the ties for prefects which are also priced at £6.00

Winter warm school coats are available with the school logo in a full size range priced from only £20.00.

Childrens 3-14 years £20.00  
Adults small to large £26.00

### Grey School Skirts

22" waist £16.00  
24" waist £16.00  
26" waist £16.00  
28" waist £16.00  
30" waist £18.00  
32" waist £18.00  
34" waist £18.00  
36" waist £18.00  
38" waist £18.00

### Outdoors Games Tracksuits.

#### Jackets

7-8 £15.00  
9-10 £15.00  
11-12 £15.00  
13-14 £15.00  
Small £17.00  
Medium £17.00

#### Bottoms

7-8 £13.00  
9-10 £13.00  
11-12 £13.00  
13-14 £13.00  
Small £15.00  
Medium £15.00

#### Black sports shorts

22" 24"/26" £8.00  
28"/30", 32"/34", 36"/38" £10.00

### Summer Dresses

3-4 years £11.00  
5-6 years £11.00  
6-7 years £11.00  
7-8 years £11.00  
8-9 years £11.00  
9-10 years £11.00  
10-11 years £11.00  
11-12 years £11.00  
12-13 years £11.00

New Line  
P.E Bags £4.00

Science/art aprons are great to protect your uniform from mishaps that could occur and are great value priced from only £10.00



*Priory School Uniform Price List*  
*Sports Kit*

<b>Rugby Shirt</b>	
Size	Price (£)
5-6	20.50
7-8	20.50
9-10	20.50
XXS	20.50
XS	20.50
S	20.50
M	24.99
L	24.99
XL	24.99

<b>Rugby Short</b>	
Size	Price (£)
9-10	10.99
XXS	10.99
XS	10.99
S	13.99
M	13.99
L	13.99
XL	13.99
XXL	13.99

<b>Skort</b>	
Size	Price (£)
7/8	12.50
9/10	12.50
XXS	12.50
XS	12.50
S	15.50
M	15.50
L	15.50
XL	15.50

<b>Athletic Shirt</b>	
Size	Price (£)
XS	10.99
S	10.99
M	10.99
L	10.99
XL	10.99
XXL	10.99

<b>Leggings (Cropped)</b>	
Size	Price (£)
5/6	9.99
7/8	9.99
9/11	9.99
12/13	9.99

<b>Leggings</b>	
Size	Price (£)
XS	14.99
S	14.99
M	14.99
L	14.99
XL	14.99

<b>Sports Socks (Red)</b>	
Size	Price (£)
Mini (12-2)	4.25
Junior (3-6)	4.25
Senior (7-12)	5.25

SUPPLYING HIGH QUALITY  
SPORTSWEAR & EQUIPME  
SINCE 1955



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The Sports & Toymaster, 9 Union Street, Ryde, I.O.W, PO332DU **Tele:** 01983 563836  
The Sports Shop Shanklin, 68-74 Regents Street, Shanklin, I.O.W, PO37 7AJ **Tele:** 01983 862454  
Email: [enquiries@thesportshop.co](mailto:enquiries@thesportshop.co)  
Website: [www.thesportshop.co](http://www.thesportshop.co)

## *School Equipment Required*

### *Year 1 – Year 3*

- 2 x HB Pencils (Staedtler because they sharpen well)
- 30cm 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)

### *Year 4 - S5*

- 2 x handwriting pens (NOT biro)
- 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
- Memory Stick (for Computer Science)
- Green pen for use in certain lessons
- Scientific Calculator
- 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.

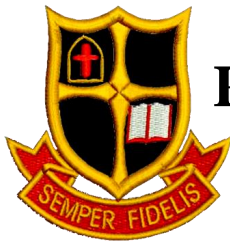
Outdoor shoes are required by ALL pupils and must be in school each day.

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. a digital camera is required for pupils wishing to participate in Photography and special paper is required for Art.

Junior pupils should bring a pair of waterproof trousers which can be worn over their uniform.





# 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
Mr S Lynch	BSc(Hons), PGCE, QTS	Head of Junior School
Mrs S Kirby	BA(Hons), PGCE	Head of Cabin School
Mrs G Bilbo	BSc(Hons), PGCE, Dip in Lang/Lit	SENCO & Safeguarding Officer
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
Dr J Hopkins-Holder	BA(Hons), PGCE, F Inst for Learning	History, RS & Geography Tutor
Dr S Thompson	BA(Hons), DPhil(Oxon), PGCE	History Senior Tutor
Mrs R Lee	BSc(Hons), PGCE, QTS	Geography, Maths & Music 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 K Hothersall	CChem, MRSC	Science Tutor
Mr R Lacey	BEd(Science)	Science & Maths Tutor
Mrs M Newte	MEng(Hons) (Dunelm) QTS	Science Tutor
Mrs J Graves	BA, Cert Ed, FETC	Art Tutor, Photography & Graphics
Mr M Berry	BA(Hons), B Arch, PGCE	Art Tutor
Mr J Herriman	BEd, Cert Ed	Drama Tutor
Mr J Wilkes	BA(Hons) French PGCE	French & Italian Senior Tutor
Mrs T Williams	BSc(Hons), PGCE	French & Spanish Tutor
Mrs H Hunnybun	BSc(Hons), QTS	PE Tutor
Mr P Dixon	Dipl Management Studies, MBA	Business Studies Tutor

### Junior School

Mr S Lynch	BSc(Hons), PGCE, QTS	Head of Junior School/Y6 Teacher
Mrs S Kirby	BA(Hons), PGCE	Head of Cabin School
Mrs H Hunnybun	BSc(Hons), QTS	KS1 Teacher
Mrs E Swinscoe		KS1 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
Mr S Lynch	BSc(Hons), PGCE, QTS	Year 6 Teacher

## **Sports Staff**

Mrs H Hunnybun  
Mr A Woodward  
Mr S Byrne

Bsc (Hons), QTS  
ECB Senior Performance Coach  
BA(Hons)

Head of Sports & PE  
Head of Games & Fixtures  
Sports & PE Coach

## **Support Staff**

Mrs S Akers  
Mrs J White

Cert Ed, CCET, RSA Dip SpLD  
Level 4 Advanced SEN

Learning Support Tutor  
Additional Educational Needs Assistant

## **External Tutors**

Ms J Law

Cert Ed, LLAM, ALAM

LAMDA Coach & Speech 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](mailto: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 Junior School:* Mr S Lynch  
(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:*

*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.*