

September 2019

Dear Parents and Carers

Welcome back! I hope you had a wonderful summer holiday and the pupils have enjoyed the start to the new school year. A very big welcome to those new pupils joining us this academic year. I wish you many happy and successful years to come at the Priory School. I am very excited to take on this new role in school this academic year and look forward to working with all pupils, parents and carers. This letter includes a few reminders and some important information to ensure the smooth running of the school.

### Contact Information

Please inform the school office as soon as possible if any of your personal details change as it is very important we have up to date contact information in case your child is ill in school.

### Absence and illness

If your child is ill, or is going to be absent for any reason, please contact the school office. If your child has a medical appointment during the school day, please make sure that a copy of the appointment letter or card is handed to the office.

A polite reminder that holidays during term should be avoided. However, if your child's absence is unavoidable, you will need to complete an 'Application for absence from school' form which is available from the office or to download from the school's website (under the 'News' tab). This form will be considered and a decision as to whether the leave of absence is authorised or unauthorised will be sent to you.

It is important that your child attends school every day. Research shows that those children who have high attendance make good academic progress, achieve expected outcomes and develop confident social skills.

### School meals

The school serves delicious hot and cold school meals every day. These meals are cooked on site by the fabulous Catering team – they are very tasty! Menus are sent home in advance and payment can be made in cash or by cheque as meals are ordered. On the rare occasion where a pupil attends school forgetting their lunch they will be provided with a school meal which will then be charged for payment the following day.

Executive Headteacher: Mr Daran Bland, Head of School: Mr Matthew Flatt  
Neville Avenue, Spalding, Lincolnshire PE11 2EH Tel: 01775 724080 Email: [enquiries@priory-cit.co.uk](mailto:enquiries@priory-cit.co.uk) / [www.spaldingspecialschools.co.uk](http://www.spaldingspecialschools.co.uk)

CIT Academies is an exempt charity and a company limited by guarantee registered in England with the name The Community Inclusive Trust. The company's registered number is 9071623 and registered office is: Community Inclusive Trust, Poplar Farm School, Helmsley Road, Grantham, NG31 8XF. Tel: 03300 585520. [www.citacademies.co.uk](http://www.citacademies.co.uk)



### School uniform

‘Take pride in yourself and your work’ – is one of five Priory Principles created by pupils at our school. An important part of taking pride in ourselves is ensuring the correct school uniform is worn at school each day. The school’s uniform is provided by School Trends and additional information can be found on their website or through the school office. Please do not feel pressured to purchase those exact items from the School Trends website as alternative items, in the school’s colours, will be available at a local supermarket and are acceptable.

### Term dates

These can be accessed via the school website. Please also look out for termly newsletters which will be emailed to you on the last Friday of each term. This will include additional information ensuring you are updated with school information and dates.

### E-safety

E-safety is a top priority and we will make sure that every child knows how to remain safe online. All children will receive regular e-safety lessons. If you would like further information on how to keep your child safe online, please refer to the useful links available on the schools website.

### Key members of staff



Mr Bloodworth-Flatt  
Head of School



Mr Scott  
Assistant Headteacher

Executive Headteacher: Mr Daran Bland, Head of School: Mr Matthew Flatt  
Neville Avenue, Spalding, Lincolnshire PE11 2EH Tel: 01775 724080 Email: [enquiries@priory-cit.co.uk](mailto:enquiries@priory-cit.co.uk) / [www.spaldingspecialschools.co.uk](http://www.spaldingspecialschools.co.uk)

CIT Academies is an exempt charity and a company limited by guarantee registered in England with the name The Community Inclusive Trust. The company's registered number is 9071623 and registered office is: Community Inclusive Trust, Poplar Farm School, Helmsley Road, Grantham, NG31 8XF. Tel: 03300 585520. [www.citacademies.co.uk](http://www.citacademies.co.uk)





Miss Taylor  
KS3 Lead Teacher



Miss Greene  
KS4 Lead Teacher



Mrs Barber  
Learning Mentor



Mr Munton  
Behaviour Mentor



Mrs Flatters  
Interventions Mentor  
Designated staff for LAC pupils

Finally, if you have any concerns regarding school or your child's education, please contact your child's class teacher to discuss such matters in more detail.

We are looking forward to another successful year at The Priory School.

Mr M Flatt  
Head of School

Executive Headteacher: Mr Daran Bland, Head of School: Mr Matthew Flatt  
Neville Avenue, Spalding, Lincolnshire PE11 2EH Tel: 01775 724080 Email: [enquiries@priory-cit.co.uk](mailto:enquiries@priory-cit.co.uk) / [www.spaldingspecialschools.co.uk](http://www.spaldingspecialschools.co.uk)

CIT Academies is an exempt charity and a company limited by guarantee registered in England with the name The Community Inclusive Trust. The company's registered number is 9071623 and registered office is: Community Inclusive Trust, Poplar Farm School, Helmsley Road, Grantham, NG31 8XF. Tel: 03300 585520. [www.citacademies.co.uk](http://www.citacademies.co.uk)

