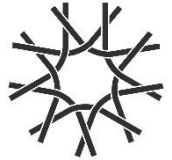


**PRINCE HENRY'S GRAMMAR SCHOOL  
COLLABORATIVE LEARNING TRUST**



Farnley Lane  
Otley  
LS21 2BB



Executive Headteacher : Janet Sheriff

**TEL: (01943) 463524      FAX: (01943) 850978**  
**E-MAIL: [info@princehenrys.co.uk](mailto:info@princehenrys.co.uk)**

**COMMUNITY  
EDUCATION  
PROGRAMME  
2021-2022**

**WELCOME**

**Please read this important information as soon as possible.  
Please keep it for reference through the year.**

**Updates can be found on [www.princehenrys.co.uk](http://www.princehenrys.co.uk), under  
Community/Community Education/This Week.**

# WELCOME TO COMMUNITY EDUCATION AT PRINCE HENRY'S

Thank you for choosing the Community Education Programme at Prince Henry's. The Programme is run on a not-for-profit basis by Prince Henry's for the benefit of the local community and we are pleased that you have taken advantage of this provision.

## **Parking**

If you need to use a car to travel to classes, please consider car sharing, if at all possible. Both the Farnley Lane Car Park and Newall Carr Road (Sports Hall) can be used for parking at night. The Farnley Lane Car Park is often quieter and you can park on the hardstanding. Please park with consideration for others and maximise the space available as we will need to use the car parks to full capacity. Please check our website for details of school events which may affect parking and for information regarding alternative modes of travel to school. Parking is at owner's risk.

## **Arrival**

Please use the main Reception entrance for access to all classrooms in the first week of courses. Some classes may then be shown an alternative entrance to use in future weeks. The Reception entrance can be most easily found by looking for the five flagpoles. Staff and students will be on hand during the first week to direct you.

## **Toilets**

The toilets outside Henry's Diner are the most accessible. Individual staff toilets on the Technology corridor can also be used. If your class is located in an alternative area of school your tutor will be able to direct you to the nearest toilets.

## **Books**

Unfortunately, we are not able to order course books on your behalf. Please ask your tutor for details of the course book your group is using (where applicable). Tutors will not expect you to have the course book in the first week of the course but will provide material for you to use at the start of the course.

## **Smoking**

This is a non-smoking and vaping campus. Smoking/vaping is not permitted anywhere on the site, internal or external. This includes the car parking areas and the school field, etc.

## **Emergency evacuation**

In the event of a fire you should leave the building by the nearest available exit without stopping to collect valuables.

## Coffee break

All language classes and, where appropriate, other courses, will take a 15 minute coffee break. Drinks and snacks will be served by students in Henry's Diner. Your group will be allocated a specific time in order to reduce queuing times. So that you may be served as quickly as possible, please queue adjacent to the windows on the right-hand side, and serve yourself to hot drinks, moving along to the pay point.

Milk and sugar can be found on a trolley in the middle aisle. Please help yourself. Please do not remove cups from Henry's Diner.

## Refreshment prices

Tea/Coffee/Hot Chocolate	60p
Soft drinks	60p
Water (bottles)	60p
Cadbury's Dairy Milk	70p
Homemade cookies/cakes/muffins	70p
Sandwiches and baguettes	£1.90

## Leaving the site

At the end of the evening you are asked to close any windows you have opened and return the classroom furniture to its original position. Please leave the building as quickly as possible so that it may be secured. Please do not use fire exits (except in an emergency) or unlock any locked doors. For the majority of classes, the main reception entrance should be used to leave the building. We ask our tutors to be clear of their room by 9.15pm, to allow our Site Staff to lock up. Please help them with this by leaving promptly at the end of the evening. Please take extreme care when leaving, as up to 150 cars may be trying to leave the site at the same time.

## Administrative staff and Enquiries

In order to offer our courses to you as cheaply as possible, we do not employ administrative staff during the evening. We will both be here in person each evening during the first two weeks of the year only.

At other times, please telephone during the school day with any enquiries and ask for Pippa McPherson, who will get back to you as soon as possible, if not available when you call. Alternatively, email her at [mnp@princehenrys.co.uk](mailto:mnp@princehenrys.co.uk) and she will respond when she is in school. Please be aware that Pippa is not always available during the school holidays. School Reception closes at 4.30pm (4pm on Friday).

## Emergency closure

If your tutor is ill, we will send you a text message to let you know. **If you have not supplied a mobile number, please do so in the first week of your course.**

If you only have a landline, our system will leave a message on your answerphone. Answerphone messages can sometimes take longer to be delivered if your answerphone is provided by your landline provider, rather than being a machine. The text message system is one way only, so please do not reply to the message. If you want to talk to us, please contact school during the school day, as explained above.

In extreme weather, such as severe snow, we will *attempt* to text you if it is necessary to close the school. However, in such cases you are strongly advised to call us or visit our website at [www.princehenrys.co.uk](http://www.princehenrys.co.uk).

## Website

Our website, [www.princehenrys.co.uk](http://www.princehenrys.co.uk), is updated frequently and in the event of an unexpected closure due to tutor illness or the weather. The information regarding the courses is found under the **Community** Tab, by using the **Community Education** and then **This Week** menus. You will find information here about parking difficulties due to school events, unexpected or planned course closures. You can also check individual school events on the school Calendar on the front page of the website.

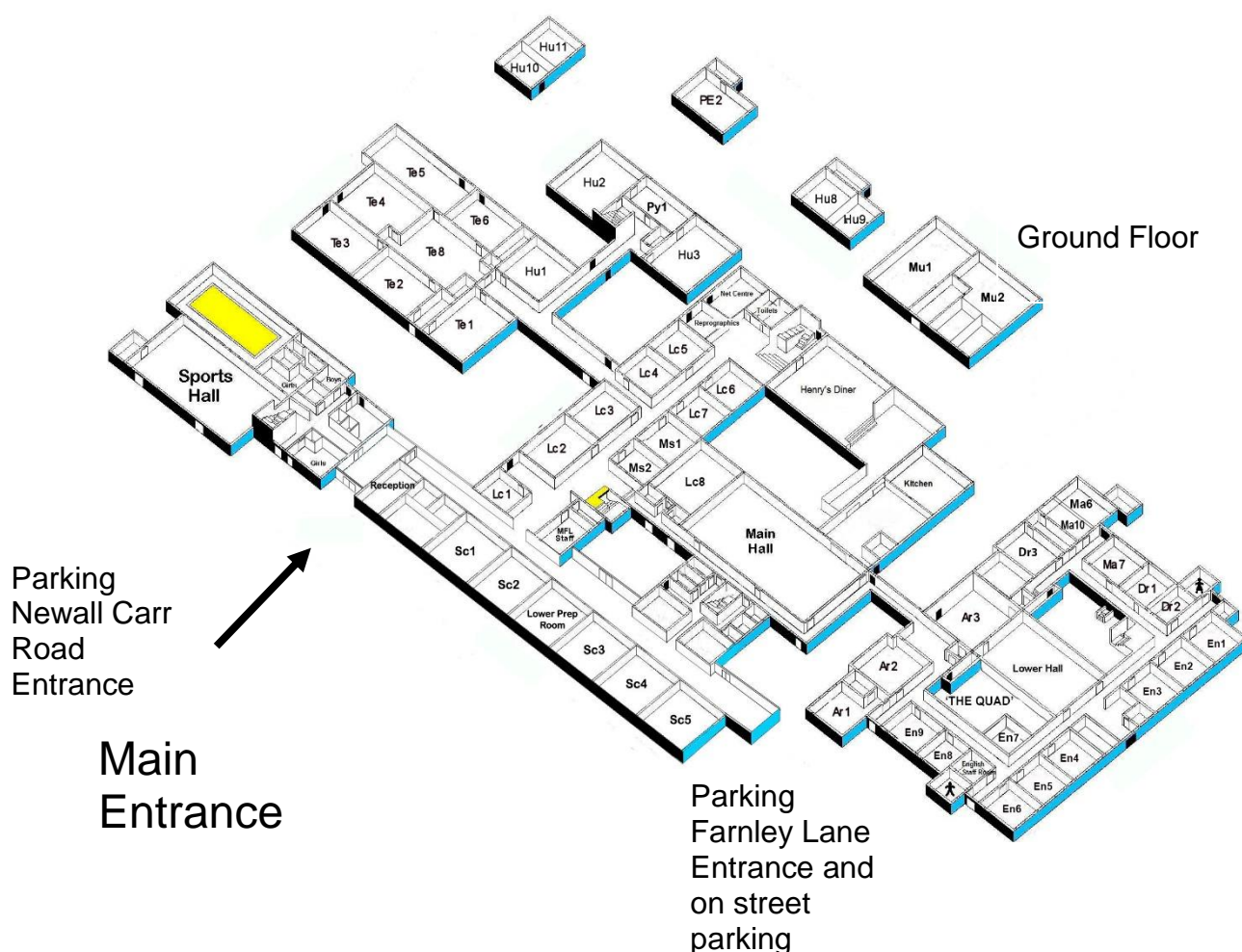
Enjoy your course!

## Christopher Lillington

Assistant Headteacher: Learning Community  
Community Education Programme Director

## Pippa McPherson

Admin Manager:  
Community Engagement



The car park on Farnley Lane is often quieter. There is additional parking on the hardstanding area, which can be reached by turning left at the gate at the top of the drive and continuing forward along the front of the old school building, between the trees on to the hardstanding. During the Autumn Term and when there are school events, parking in the Farnley Lane Car Park will be easier.