



Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST



Farnley Lane, Otley, LS21 2BB.
01943 463524. info@princehenrys.co.uk

Community Education Programme 2024 - 2025

Welcome

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

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 larger and 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 larger school events which may affect parking and for information regarding alternative modes of travel to school. Parking is at owner's risk. **Please bear in mind that we are a busy place in the evenings, so please give yourself enough time to find a parking space.**

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 weeks to direct you.

Toilets

The toilets outside Henry's Diner or on the Science Corridor are the most accessible for most classes. Gender neutral staff toilets on the Technology corridor and around school can also be used. 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. The assembly point is below the flagpoles in front of main Reception.

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	70p
Soft Drinks	80p
Cadbury's Dairy Milk	90p
Homemade cookies/cakes/muffins	£1.00
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 mp@princehenrys.co.uk and she will respond when she is in school. 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.

Website

Our website, www.princehenrys.co.uk, is updated frequently and in the event of an unexpected closure due to the weather.

The information regarding the courses is found under [Community Education](#). You will find information here about parking difficulties due to larger school events, or planned course closures. Dates of individual school events are on the [School Calendar](#).

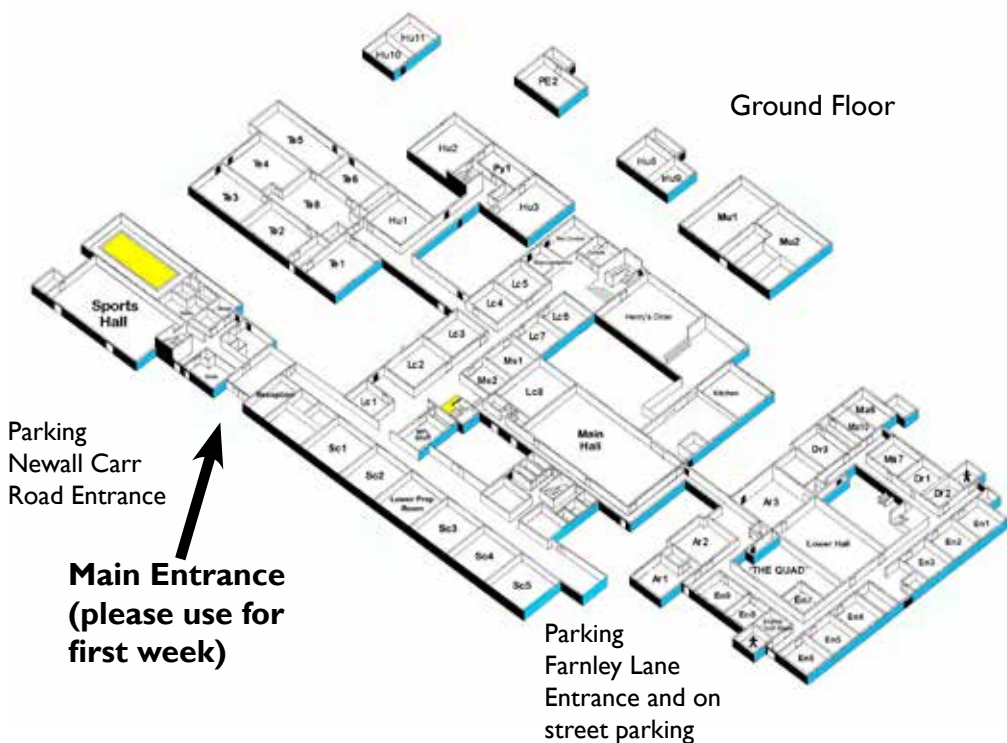
Enjoy your course!

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.