



MANOR COMMUNITY COLLEGE

a DCSF designated Specialist Performing Arts College

Principal Mr B Slade BA (Hons) Ed, NPQH

www.manorcc.org.uk

2nd October 2008

Dear Parent/Carer,

A positive start and important changes

I am delighted with the positive start to this term and I would like to thank you for the part you have played in making this possible.

The students look fantastic in their new uniforms and their behaviour and attitude is much improved. We have already enjoyed two successful evenings: Open Evening on the 25th September (which was a resounding success thanks to the hard work of staff and students alike) and the Year 7 Social Evening this week.

We also had our first Manor Fun Day on 20th September organised by Miss Gray. This was also an excellent event.

In October we are looking forward to two high profile visits from the Leader of Cambridgeshire County Council, Cllr. Jill Tuck and the Deputy Chief Executive of the Council, Mr. Gordon Jeyes.

Attendance

We have a new registration system (SIMS Lesson Monitor) which means students are marked present, absent or late EVERY lesson as opposed to once in the morning and once in the afternoon. This means we are aware when students are missing lessons and will follow this up. Anyone who is offsite when they should be in lessons without any excuse will be dealt with. Good attendance is vital to a successful education and the future success of the college.

“Truancy Call” (the automated system introduced by my predecessor) will remain in place but you can also expect to get a call from Mrs. Collings or Mr. Price in cases where we are particularly concerned about poor attendance or a particular absence.

Can I also remind you that you are required to call the college every day to inform us that your son/daughter is going to be absent for a particular reason. This may not have been made clear.

Behaviour

Behaviour is much improved. However, where behaviour falls short of the mark the students will be dealt with firmly and fairly. Parents/carers and students need to be assured that I will not tolerate students who disrupt the learning experience for others, students who bully or intimidate others or students who do not follow reasonable instructions whilst in the college. These students will *always* be externally excluded and this will be recorded on their college record.

However, we have enhanced our ‘internal exclusion’ arrangements in the college this year and Mr Price and Mrs Hedges will be the first port of call for all issues that are not dealt with by the existing “Behaviour Tracking System” which deals effectively with low level disruption in the classroom.

If there is a need for your son/daughter/caree to be placed in internal exclusion you will be contacted by the college. You may also be asked to come in and speak with Mr Price or Mrs Hedges. The aim of Internal Exclusion is to reintegrate students to mainstream lessons as soon as possible. Only when students fail to engage with the internal arrangements will they be externally excluded.



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Change of roles

Mrs J. Davies is in charge of standards of teaching and learning at the college. Any questions, queries or issues you may have about the learning experience at Manor can be directed to her at jdavies@manorcc.org.uk

Mrs E. Butter, Mrs J. Collings and Mr P. Edwards will remain in charge of Year 7, Years 8 and 9 and Years 10 and 11 respectively but they **will now be focused on standards and effectiveness** i.e. how well the students are progressing academically. They will be working closely with subject teachers to put various interventions in place to help students meet or indeed exceed their targets. Their email addresses are ebutter@manorcc.org.uk; jcollings@manorcc.org.uk and pedwards@manorcc.org.uk

Mr. A. Price is now our Director of Welfare for Learning. He will be dealing with incidents on a day to day basis and you should contact him directly if you have any questions about the internal exclusion arrangements or if you are worried about the behaviour of your son/daughter. Please contact him at aprice@manorcc.org.uk or via the main telephone number (01223) 508742.

Mrs E. Hedges remains the contact for issues relating to inclusion and special education needs.

Mr N. Bedford is the contact for Information, Advice and Guidance (careers). He has already written to the relevant parents/carers and students with a list of important dates in this regard.

Letter from the Local Authority reference "Fair Processing Notice"

Please find the above enclosed for your information and attention. It covers your access to college records etc. Please read this and file it for future reference.

Parking

Please could I ask parents/carers not to clog up the main car park by double parking at the start and end of the college day. It causes significant health and safety issues and prevents staff getting to and from various meetings which they have to attend at the end of the day.

Prospectus

We have a fabulous, new, full colour prospectus. This will be available online as well as in hard copy very shortly. If you know anyone who is interested in coming to the college in Year 7 next year, please ask them to contact my PA, Lucy Crebo at lcrebo@manorcc.org.uk and she will arrange for a copy to be sent out.

Until the next instalment, very best wishes!

Ben Slade
Principal



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