



Manor Community College

a DCSF designated Specialist Creative and Performing Arts College
Principal Ben Slade BA (Hons) Ed, NPQH

Arbury Road, Cambridge, CB4 2JF
Tel: 01223 508742, Fax: 01223 508747
Email: office@manorcc.org.uk

24th March 2009

Dear Parents/Carers

Re: Proposed changes to the timing of the school day commencing from September 2009

From September we are proposing to alter the timings of the school day. Currently, the school day finishes at 3.10 with the option of 'flexi-time' until 3.30. We are proposing to remove the form tutoring session which is currently in the middle of the day, so that for three days of the week (days to be finalised at a later date) we will finish at 2.50. For two days of the week, we will have an extension to the school day and finish for all students at 3.30.

We intend to use one of the extended days to offer an 'enrichment programme' for all students. Students will have the opportunity to pursue a skill that does not necessarily lead to a formal qualification, but will develop their personal, learning and thinking attributes. Staff and outside agencies will deliver these sessions and suggestions from staff so far have included cake making, drama, martial arts and art workshops. Students can also use this time for quiet study if they choose, and all the extra support sessions for GCSE Maths and English will take place in this time slot when appropriate. Every student will choose their activity, and will be committed to that activity for a term.

We intend to use the other 'extended day' to carry out effective mentoring by your child's learning tutor. This will focus specifically on progress towards academic success in all subjects.

The timings from September 2009 will therefore be as follows:-

Three days a week:-

8.45-8.55-student assembly or form time
8.55-9.45-lesson one
9.45-10.35-lesson two
10.35-10.50-break
10.50-11.40-lesson three
11.40-12.30- lesson four
12.30-1.10- lunch
1.10-2.00-lesson five
2.00-2.50-lesson six

(Two days a week- we will finish at 3.30 to deliver enrichment and mentoring activities)

Deputy Principal: Jane Davies
Chair of Governors: Phillip Ward
PA to the Principal: Lucy Crebo
Bursar: John Moloney

www.manorcc.org.uk





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There will be no changes to the length of lessons. We hope that you will support these changes. Should you have any issues with these, there will be a meeting at the school on **April 20th at 6.30 p.m. in the library at the school.**

There will be a presentation of the proposed changes plus an opportunity for you to speak with the senior leadership team about your concerns.

If you do have concerns and would like to attend the meeting, please complete the reply slip below before the end of this term (April 3rd) and ask your child to hand it in to the office. Should you like to speak with me personally about this issue, please do not hesitate to 'phone the school.

Thank you in advance for your support. I am sure that students will gain greatly from our proposed changes.

Best wishes

Jane Davies
Deputy Principal

Ben Slade
Principal

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I/We confirm I/we would like to attend the meeting on April 20th at 6.30 p.m.

Signed:.....

Name Printed:.....