



## MANOR COMMUNITY COLLEGE

*a DCSF designated Specialist Performing Arts College*

Principal Mr B Slade BA (Hons) Ed, NPQH

[www.manorcc.org.uk](http://www.manorcc.org.uk)

4<sup>th</sup> September 2007

Dear Parent/Carer,

Here we are at the start of a new academic year, which brings the usual administrative requirements for the college to run smoothly.

First of all may we apologise for sending you so much paperwork at the start of the year but we believe it would be useful for you to have as much information as possible about the year ahead. Please spend a little time reading through this letter and the enclosed documents, completing and returning the contact form and the coloured sheets at the latest by Friday 14<sup>th</sup> September to your child's form tutor.

Should any details change during the year, please keep us informed.

Find enclosed important dates for the academic year; we would ask you to keep these safe for your reference. Please avoid organising medical appointments or holidays during term time.

We expect our students to bring the following equipment to school **every** day.

- Planner – these are issued free of charge at the beginning of the year;
- Pen;
- Pencil;
- Subject specific text books – issued to the students;
- Subject specific exercise books / folders – issued to the students;
- Cashless cards – issued to the students for use in the school dining hall;
- School bag – large enough to hold all of the above.

Lockers can be provided at a cost of £25 for the duration of the student's time in college.

If you need to contact your child during school hours please do so via the school office on 01223 508742, not your child's mobile.

May I remind you to return the following forms by Friday 14<sup>th</sup> September:

Form	Colour
Contact form	White
Medical form (if necessary)	Blue
Academic review	Pink

Yours faithfully,

Mr B Slade  
Principal