

# Moving to Manor



We learn together and develop the  
talent of the future



**An Information Booklet  
for Parents and Students**

**September 2008**



**MANOR COMMUNITY COLLEGE  
CREATIVE & PERFORMING ARTS**



# WELCOME

Welcome to Manor Community College. I hope that your association with us will be a genuine partnership that supports your child's education.

Our promise of opportunity and progress is not a hollow one, but an ambition we all cherish. It is something that we can only achieve with your support and I look forward to working with you.

Please feel you can contact the college at any time to give us good news or if anything concerns you.

I hope that some of you will want to take an active role in the life of the college, for example as a Friend of Manor or as a parent governor.

Whatever your involvement I am sure you will find us friendly, approachable and ready to listen.

We look forward to meeting you.

Ben Slade  
Principal

# WHO TO CONTACT



Telephone: (01223) 508742

Fax (01223) 508747

If there is a problem concerning your child you are welcome in the college at any time, but could you please telephone the appropriate person to make an appointment.

Mrs Butter Year 7

Mrs Collings Year 8 & 9

Mr Edwards Years 10 & 11

## Key Roles

**Principal** – In charge of the school and everything that happens in it.  
Mr Ben Slade

**Head of Year** – Looks after the well being of and any issues concerning pupils in the that year.

Mr Paul Edwards - years 10 & 11

Mrs Jan Collings - years 8 & 9 and Assistant Principal KS3

Mrs Liz Butter - year 7

### **Form Tutor**

- Takes the am and pm register
- Monitors your behaviour and homework
- Someone to talk to
- Someone who knows how well you are doing across the school

**SENCO** – Responsible for any child with special educational needs which includes children with English as an additional language.

Mrs Elizabeth Hedges

EAL Teacher Mrs Julie Batchelor

**Teaching Assistant** – gives support to pupils within the classroom or one to one where required in addition to the teacher.

# **YOUR FIRST DAY**

Each pupil will require a pen, pencil, ruler, a bag to carry books which may be issued and, where necessary, money to load onto their cashless card. A contact form will be issued which should be filled in with all the details including arrangements for how your child will spend lunch time. Please return the contact form to the Form Tutor via your child as soon as possible.

As a college, we operate a Positive Behaviour Policy and there is information regarding this in your child's planner.

## **Code of Conduct (behaviour) Manor Community College**

### **Whilst at Manor we:**

- Treat each other with respect
- Try to talk through our problems
- Look after our college and the things in it
- Look after each other and show that we care

The Code of Conduct is designed to make the school a productive and rewarding place for all those who choose to work here.

As a student at the Manor I will:

- Do my best in class and with my homework
- Always behave myself
- Do as I am asked by the teacher
- Allow others to work undisturbed
- Be receptive to the views of others
- Wear correct uniform at all times
- Keep school tidy
  
- **If I am positive and do as requested**  
I can expect to be praised and rewarded
  
- **If I am disruptive in any way**  
I must accept the consequences

# Requirements in the classroom

## Correct equipment

You must come to school every day with:

- ...basic writing and drawing equipment
- ...the correct exercise and textbooks for each lesson
- ...the extra equipment needed for technology, PE, etc.
- ...your student planner
- ...homework when required

You need to keep this equipment organised in a school bag.

## Follow Instructions

In order for all students to have a fair chance, it is important that everyone listens at the same time. By interrupting the teacher, in any way, you are wasting valuable lesson time and not following the **Code of conduct**.

When the teacher is talking:

- Listen carefully and concentrate on the details of the instructions
- Follow the instructions first time

## Presentation

Presentation of work is always important. People who read your work may make judgments about your general ability and even your attitude if the presentation of your work appears to be careless.

- Do not decorate your books with stickers or graffiti
- Always head written work with a title and a date
- Take care with the layout , making proper use of margins and paragraphs
- Write in **blue** or **black** pen, using colour when necessary

# THE COLLEGE DAY

## The College Day is as follows:

08.45 – 08.50	Registration*
08.50 – 09.40	Period 1
09.40 – 10.30	Period 2
<i>10.30 – 10.45</i>	<i>Break</i>
10.45 – 11.35	Period 3
11.35 – 12.25	Period 4
<i>12.25 – 13.05</i>	<i>Lunch</i>
13.05 – 13.30	Form Period/Assembly
13.30 – 14.20	Period 5
14.20 – 15.10	Period 6
15.10 – 15.30	Flexitime

\* We must know that your child is in school in case of the fire alarm going off or any other emergency. If your child is late for any reason they must go to the main office to inform the staff that they are in school.

## **Flexitime**

Flexitime (3.10 – 3.30) is an official part of the school day and students do not finish as of right until 3.30. However, they could leave at 3.10 if all their daily business and commitments are complete.

# WHAT TO WEAR - UNIFORM

	<b><i>Item</i></b>	<b><i>Description</i></b>
Boys	Shirt Sweatshirt	Grey polo shirt (short sleeved) School Sweatshirt (with college logo)
	Trousers	Black – no denim or cord
Girls	Shirt Sweatshirt	Grey polo shirt (short sleeved) School Sweatshirt (with college logo)
	Skirt or Trousers	Black – no denim or cord
Boys *	PE Kit	White Polo Shirt (black trim) Black Shorts (white trim) or Tracksuit Bottoms White Socks Training Shoes (indoor use only)
Girls *	PE Kit	White Polo Shirt (black trim) Black Shorts (white trim) or Tracksuit Bottoms White Socks Training Shoes (indoor use only)
		<i>Showers will be optional so a towel and washing materials may be needed</i>

\*Your child must have their full PE kit for every PE lesson or they will not be allowed to participate in that lesson. Failure to have their PE kit may result in a detention.

# **MY COLLEGE PLANNER AND HOMEWORK**

Every pupil is given a college planner at the beginning of the college year.

Homework will be set each evening and should take between half an hour to two hours according to the pupil's age and ability.

Homework should be recorded in the college planner.

As parents, could you please help with the homework programme by checking that homework is completed satisfactorily and sign the college planner each week.

You could use the college planner to communicate with subject teachers or form tutor.

The college planner is an important book and your child must have it at all times.

Homework Club takes place in the Study Room during lunch break and after school until 4.00pm.

**IF YOUR CHILD HAS A PROBLEM WITH HOMEWORK  
SET, PLEASE CONTACT THE SUBJECT TEACHER OR  
FORM TUTOR**

# LUNCHTIME ARRANGEMENTS

**The lunch break is from 12.25pm to 1.05pm. Your child can either:**

- return home for lunch
- bring a packed lunch to be eaten in the canteen or the Jeanette Jeffrey Hall
- buy a lunch in the canteen, the food is bought using the cashless catering system\*, no money is accepted. There is a rota - week 1: year 11, year 7 and Year 10 go in for first sitting at 12.25pm and Years 8 & 9 follow for second sitting at 12.40pm.

In week 2 it is the reverse; year 11 and years 8 & 9 go for first sitting at 12.25pm then years 7 & 10 follow at 12.40pm.

The order of sittings is posted in the canteen.

\*Mrs Papadopoulo will enrol the students on the system.

**All pupils who do not return home for lunch must remain on the college premises.**

There are many lunchtime activities such as:

- IT rooms are available for students to do work
- The Stephen Hawking Resource Centre for using computers, reading and borrowing library books
- Homework Club in the study room.
- Sporting Activities
- Music
- Textiles
- The Jeanette Jeffrey Hall for quiet conversation

# WHAT IF?

## Parent /Carer frequently asked questions

- **What if your child is ill and absent from college?**

On the first day of any absence it is advisable that you contact the college to give a reason for the absence.

If you do not contact the college we will contact you via our electronic first day response system.

- **What if your child is late?**

Your child must sign in at the main office. If there is a reason for your child being late, could you please telephone or give them a note.

- **What if your child cannot do PE?**

Could you please write a note explaining the reason why.

- **What if your child is being bullied?**

We hope this will not happen but if it does please inform the Form Tutor or Head of Year.

***Encourage your child to tell someone***

# WHAT IF?

- **What if your child receives a detention?**

Detentions can be given for the same day and your child can be kept until 3.40pm. **Twenty-four hours' notice will always be given for detentions after 3.40pm.**

- **What if your child has to go to the dentist/doctor during the school day?**

Could you please write a note to the form tutor explaining why your child needs to leave the college. He or she must sign out and in at the main office.

# **OTHER USEFUL INFORMATION**

## **Cycles**

Students who cycle to the college must enter via the back entrance. Bicycle sheds and racks are provided for those pupils who cycle to school. Cycles must be left in the bicycle shed and locked at all times.

## **Lockers**

Lockers are available at a cost of £25.00 for 5 years plus a £5.00 refundable deposit. The £25.00 is not refundable. The cost of a replacement key if lost will be £2.00

## **Bags**

Books need to be carried around the College. Some books are carried to and from the College for homework. A big, strong bag is recommended.

## **School Nurse**

Our school nurse is available at varying times during the week if there are any health issues you are concerned about.