



The Manor Church of England VC Primary School  
Ruskin Avenue,  
Melksham,  
Wiltshire  
SN12 7NG  
T:01225 700 150  
[www.themanor-school.co.uk](http://www.themanor-school.co.uk)

Dear Parents / Carers,

With the current unprecedented situation, we find ourselves in it is even more important that we communicate with you regularly to ensure you feel supported and reassured about your child starting school.

When your child starts school there is so much information to take on board and remember. What should your child wear, what is the school policy on absence, what does the school do about homework etc.? This handbook is designed to help. It has information on a whole host of stuff that at some point in the future you will want to know, even if you don't realise it now!

This document shares information with you for what usually happens at The Manor School. Please be aware that some of this information may change due to the current COVID19 virus guidance.

If you want to know something and it is not covered in this handbook, then please try our website. If you still cannot find what you are looking for then please contact the school to ask.

Try not to be overwhelmed by all the information that is coming your way and above all, do your best to enjoy your child's early stages at The Manor C of E Primary School.

Kindest regards,

Hannah Gordon

## Welcome to The Manor School

### **How can I prepare my child for school?**

Your child's teacher will have met with their nursery/preschool and have found out as much information about your child as possible. We aim to make the transition as smooth as we can for them. We follow the same curriculum which means there will be some similarities to their day and the way they learn. However, the support that we get from you is invaluable. Here are a few ways that you can help to prepare them:

- Talk to your child about starting school; explain that you or another familiar adult will be taking them to their classroom every morning.
- Teach them their teacher's name.
- Encourage them to recognise their first name. This will help them to be more independent when they self-register in the morning.
- Make sure that your child can cope with their clothing. As the weather gets colder you will need to teach your child to put their coat on and do it up. Trousers with an elasticated waist, and socks rather than tights for girls, might be easier to start with.
- Make sure that all school uniform is **clearly labelled**. It is extremely hard to match up a missing sweatshirt with a child if it is not labelled! We cannot take responsibility for lost clothing.

### **School Starting and Finishing Times**

Breakfast Club (Early birds)	From 7:30
School gates open:	8:45
Bell rung for the start of the day:	8:55
During the day, your child will have a morning, lunch and afternoon break.	
End of Day:	3:15
After school club	3:15 – 6:00

Children will be dropped off and picked up by the caterpillar classroom gate. When the bell goes the children should line up and wait for their teacher to lead them in.

*At the end of the day please come and wait for your child on the playground.*

## **School Rules**

At The Manor we have three key school rules which are:

- Ready
- Respectful
- Safe

These are all underpinned by our Christian vision and values.

A copy of our behaviour policy is made available to all parents of new children starting school and is also available on the school website.

## **Safeguarding**

We take the safety and wellbeing of all the children, extremely seriously and have very many policies in place to support this. Details of our safeguarding team and policies are available on our school website.

***Should we, at any time, have any concerns regarding a child's safety and wellbeing that we do not feel we can satisfactorily address ourselves, we are duty bound to contact the relevant authorities e.g. Social Care, the Police. Also, if contacted by those authorities, we will share information about your child / family if we feel it is in their best interests to do so.***

**PLEASE NOTE: parents are permitted to take photographs and recordings of children at events at the school but should only keep these for themselves and should not share them on social networking sites or publish them in any way without the prior permission of the all parents of the children involved.**

## **Daily Act of Worship**

As a Church of England school, we place at the heart of our day, the act of Worship. These acts of worship take place either as a whole school, as a Key Stage or as individual classes in their own rooms. We visit St Michaels church four times a year for a whole school service and welcome parents to attend. At times, visitors also come in to take an act of worship, which helps to demonstrate to the children that different people worship in different ways.

## **Wrap Around Care**

As a school we offer breakfast and after school club. Breakfast club runs from 7:30 until the start of the school day. After school club is available from the end of the school day until 6pm. More details about the cost and booking can be requested via the school office.

## **Uniform**

The uniform at The Manor School is:

- a purple jumper or cardigan
- a white polo shirt
- grey trousers, shorts, skirt or dress.

For PE your child will need to bring a drawstring bag with:

- black daps or trainers
- plain white t shirt or yellow Manor PE Shirt
- black shorts (summer) or black joggers (winter)

We are out in all weathers so your child will also need to have wellington boots and a waterproof coat.

Please make sure that all items are named.

Children are also encouraged to use a Manor School book bag by which they can carry books, reading records and notes to and from school.

These items can all be purchased from Sportsbug Limited, uniform supplies in Melksham.

01225 700415 [www.sportsbug.co.uk](http://www.sportsbug.co.uk)

## **Snacks**

All children are encouraged to have a snack of pure fruit (dried or fresh) or raw vegetables during morning break. The school are also part of the fruit and vegetable scheme and as such a daily piece of fruit is available free of charge for the infants which they eat during the afternoon.

Milk is available and is free for children under five years of age once your child reaches their 5<sup>th</sup> birthday you will have the option to pay for them to continue to have milk through a company called Cool Milk. Please see enclosed leaflet for further information.

All children are encouraged to bring a bottle of water to school (in a sports top bottle to prevent spillages). They will be encouraged to drink regularly and will be able to refill bottles from the class sink.

We have several children in school with nut allergies. Please do not send any food to school containing nuts.

## **Lunches**

Before your child starts you will be provided with a login to order school meals. Currently your child is entitled to a free meal under the Governments Universal Free School Meal scheme (UFSM).

Parents providing their child's own packed lunch are encouraged to send a healthy and balanced packed lunch containing no fizzy drinks, sweets or chocolate.

Parents who receive certain benefits are eligible for free school meals. Forms are available from the office or the Local Authority.

## **Medical Needs and Illness**

We want to care properly for your child. Our First Aid staff are excellently trained and qualified. Parents are informed of any head injury via a note and parents are telephoned whenever there is a serious concern. All first aid incidents are recorded.

If your child is well enough to be in school but needs prescribed medication, we have a member of staff who will be able to administer this medicine. The appropriate request form would need to be completed and brought into school by the parent, along with the medication.

Children who need inhalers are allowed to keep them in their classrooms, but all other medication is kept locked away.

Parents must keep the school informed of any medical / health issues which could affect their child's performance / attendance at school.

If your child becomes ill at school, we will do our best to look after them, however if they are not able to stay in school, we will contact you to collect your child.

## **Absence / Attendance**

If your child is ill and not well enough to attend school, then please contact the school by calling us (01225 700150) by 9:00 a.m. and leaving a message on the absence line. We ask parents to try not to make medical / dental appointments during the school day if this can be avoided.

If your child is unwell with sickness or diarrhoea, they should remain at home for 48 hours after the last episode.

Requests for absence from school need to be made on the required form available from the main reception area. Requests for absence will only be authorised in exceptional circumstances e.g. medical appointments that cannot be made outside of school time, religious observance, funerals / weddings of immediate family members

and participation in outside examinations. Holiday requests will not be authorised except in exceptional circumstances.

The school, along with all schools in the Melksham cluster, follow the County guidelines of reporting any unauthorised absence of 5 or more days to the Local Authority who may then issue a £60 penalty notice to each parent for each child.

### **Contact with school**

If you have any quick questions, please see your child's class teacher at the start of the school day or just after school finishes. If you have a question that will take a longer time to answer, please make an appointment to see the class teacher outside school hours.

You will receive a weekly roundup via email to celebrate what has been happening in school. This also contains useful information about what is coming up.

Key dates are emailed to you each term to provide information about key events taking place in school.

If you wish to get a message to a teacher, the headteacher or the school office, then please either telephone, email ([admin@themanor.wilts.sch.uk](mailto:admin@themanor.wilts.sch.uk)) or send in a note.

Any parents who are interested in helping on either a regular or an occasional basis are extremely welcome. As we are a school that is committed to the safety and wellbeing of all the members of the school community, we do ask for parent volunteers to complete a DBS check through the school. As a result we already have a growing bank of parents we can call on for help.

*If at any time during your child's time at The Manor School, you wish to make a complaint, then you are advised to follow the school's complaints procedure which can be found on the school website [www.themanor-school.co.uk](http://www.themanor-school.co.uk) We recommend that all parents and carers refrain from using social networking sites to discuss sensitive issues about the school.*