



Manor High School

Excellence - Inspiration - Resilience - Respect

Parent Handbook

2019-2020



Welcome to Manor High School

Dear Parents/Carers,

On behalf of the staff, students, governors and myself, we would like to extend a warm welcome to Manor High and congratulate you on securing a place at our popular and thriving school.

Manor High is built upon four Core Values through which our ethos is driven: Excellence, Inspiration, Resilience and Respect. These underpin all aspects of life in our school. We foster a particularly strong academic focus but never lose sight of the fun and creativity that contribute to what is frequently referred to as the "*Magic of Manor*". Our students make huge amounts of progress during their five years with us. Our overall student number is around 900 which means that we are able to offer a personalised level of individual support, encouragement and attention for every child. We will not exceed this number because our families appreciate the value of an environment in which each child is known well by our staff. Our size enables us to offer a curriculum that meets everyone's needs but in which strong working relationships between the school, home and child are built.

We enjoy an enviable location on the edge of the Leicestershire countryside next to fields and woods and yet in close proximity to the thriving city of Leicester with access to the two universities, sporting arenas, museums, libraries, businesses and other facilities. Furthermore, Manor High School works in close partnership with neighbouring schools, collaborations and partnerships across the region to provide numerous additional opportunities for learning. We are delighted to be a founder member the Oadby and Knighton Multi-Academies Trust (Oak MAT) which includes primaries with whom we work closely.

Above all else, Manor High is a happy, caring and friendly school. We have supportive parents and enthusiastic learners. Students feel safe and confident. We listen to all of our stakeholders and believe very strongly in the importance of good communication.

I am sure you will find the information enclosed in this booklet very helpful. If you have any further questions, please feel free to contact the school using the details included within. We very much look forward to working closely with you over the coming years.



Liam D Powell
Headteacher

Contents:

Page 4	<ul style="list-style-type: none">▪ Core Values▪ How to Contact the School▪ Communications Home▪ Term Dates 2019-2020
Page 5	<ul style="list-style-type: none">▪ Parents' Evenings▪ Reporting Cycle▪ Curriculum▪ Expected Progress and Attainment
Page 6	<ul style="list-style-type: none">▪ Assessment and Reporting
Page 7	<ul style="list-style-type: none">▪ Marking and Feedback Policy
Page 9	<ul style="list-style-type: none">▪ Uniform
Page 10	<ul style="list-style-type: none">▪ Lost Property▪ Travelling To and From School
Page 11	<ul style="list-style-type: none">▪ Timetable▪ Tutor Time▪ PiXL Edge/LORIC
Page 12	<ul style="list-style-type: none">▪ Student Planner▪ E-Card and Online Payments via School Gateway
Page 13	<ul style="list-style-type: none">▪ Attendance Information for Parents/Carers▪ Student Personal Details
Page 14	<ul style="list-style-type: none">▪ Free School Meals▪ Pupil Premium
Page 15	<ul style="list-style-type: none">▪ School Houses▪ Care and Support Within School
Page 17	<ul style="list-style-type: none">▪ Break and Lunchtime▪ First Aid
Page 18	<ul style="list-style-type: none">▪ Homework▪ Extra-Curricular Clubs▪ Study Centre
Page 19	<ul style="list-style-type: none">▪ Achievement and Rewards▪ Behaviour and Sanctions▪ Mobile Phones and Other Devices▪ School Leadership
Page 20	<ul style="list-style-type: none">▪ Good Practice and Safe Use of ICT Agreement
Page 21	<ul style="list-style-type: none">▪ Privacy Notice – General Data Protection Regulations
Page 23	<ul style="list-style-type: none">▪ Contact List

Core Values

Manor High School's ethos and culture is built around the core values:

- Excellence
- Inspiration
- Resilience
- Respect

These inspire and guide all those within the school in all they do.

How to Contact the School

Reception is manned from 7.30am-5.30pm Monday to Friday.

General enquiries:	0116 2714941 (Option 3) admin@manorhigh.leics.sch.uk
Reporting absence:	0116 2714941 (Option 1) Via School Gateway website or app (www.schoolgateway.com)
Website:	www.manorhigh.leics.sch.uk

Communications Home

Our main means of communication from school to home is by email. All letters, newsletter and notifications will be sent in this way so please ensure you supply us with your current email address. We recommend all parents register with School Gateway and download the app, as you will be able to see information about your child, make payments and send/receive school messages.

Information about trips and clubs will occasionally be sent home by letter as we may need parental reply and/or consent. If payment for a trip is made using School Gateway parental consent is provided online.

In the event of an emergency, for instance if the school was forced to close at short notice, we will message parents and put notifications on our website and social media feeds.

Term Dates 2019-2020

Autumn Term	
Start of Term	Wednesday 28 August 2019
Mid Term Break	Monday 14 to Friday 18 October 2019
Last Day of Term	Thursday 19 December 2019
Spring Term	
Start of Term	Monday 6 January 2020
Mid Term Break	Monday 17 to Friday 21 February 2020
Last Day of Term	Friday 3 April 2020
Summer Term	
Start of Term	Monday 20 April 2020
May Day	Monday 4 May 2020
Mid Term Break	Monday 25 to Friday 29 May 2020
Last Day of Term	Friday 10 July 2020
School closed for staff training	
Autumn Term	Tuesday 27 August 2019 Friday 11 October 2019

Parents' Evenings

We have improved the format of parents' evenings, which we hope gives a better experience for all. The dates can be found on our website events calendar and will be given to students at the beginning of the academic year.

Subject evenings happen once a year for each year group and allow parents to speak to the subject teachers about their child's progress. Tutor evenings provide opportunities for parents to meet the tutor and to discuss the experiences that their child has had at Manor High and their overall development. We feel the combination of both allows parents a thorough overview of how their child is progressing as they go through the school.

Reporting Cycle

We report on progress throughout the year. The dates can be found on our website events calendar.

Although there is always the temptation for schools and businesses to go 'paper free' we feel that there is huge benefit in students having ownership of their results. For this reason, we give students a paper copy of their report, which they can review and discuss with their tutor, before bringing it home to you. A copy will also be uploaded to School Gateway.

Curriculum

Manor High offers a relevant and varied curriculum including maths, English, science, PE, modern foreign languages, creative arts, humanities, computer science, business studies, art and design technology. In Key Stage 3 (Year 7-9) there is a balance of all subjects with opportunities to choose GCSE options in Year 9. Our aim is to provide a sound basis for Key Stages 4 and 5 to enable all learners to fulfil their potential.

Expected Progress and Attainment

At Manor High School we have high expectations of our students and expect them to work to the best of their ability. We strive to help our students succeed and make good progress throughout their time here.

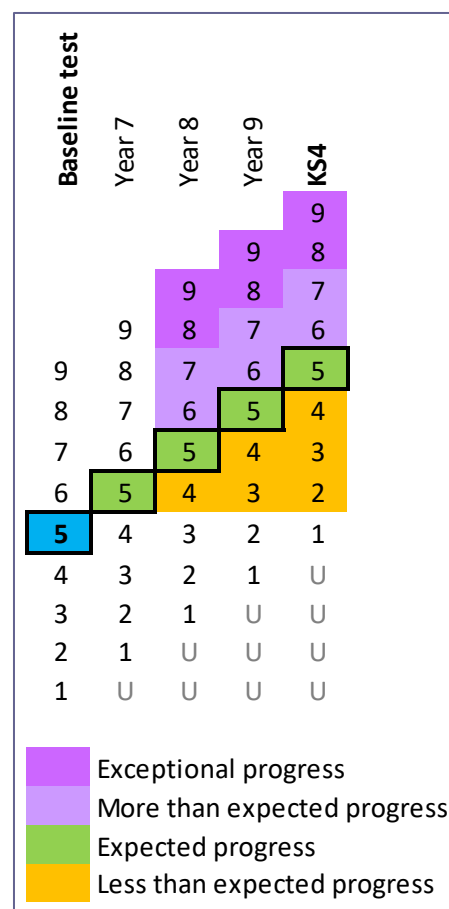
From 2017, a new national scale of 9 to 1 is used for GCSE's, with 9 being the top grade. Broadly speaking, the same proportion of students will achieve a grade 4 and above as previously achieved a grade C and above. Similarly, the same proportion of students will achieve a grade 7 and above as previously achieved an A and above.

Minimum Estimated Grades (MEGS) are set at the beginning of each school year based on Fischer Family Trust (FFT) Aspire's intelligent benchmarking system, which estimates aspirational targets for students.

Manor High School has elected to implement a system that allows us to ascertain where on the new 9-1 scale students are throughout their time here. This will inform us from entry in Year 7, the grade we would expect students to gain at GCSE and allow us to monitor progress throughout their time with us. Our 9-1 scale is known as bands.

Although students may stay on the same band throughout their time at the school, this would indicate expected progress. Our assessment system enables us to put in early interventions if there is a danger of underachievement.

To illustrate this new system, a student joining us in Year 7 and gaining a band 5 in their baseline test would be expected to achieve a band 5 at GCSE. Every effort would be made by the school for all students to achieve or make more than expected progress.



Assessment and Reporting

Your child's report will include their Minimum Estimated Grades (MEG), their band and an Aptitude for Learning (A4L) score. The analysis of these elements enables us to put in early interventions if there is a danger of underachievement. It also enables us to evaluate the impact of the interventions.

Aptitude for Learning (A4L)

Manor High School students aspire to be independent learners who actively participate in the learning process and take responsibility for their own learning. This is recognized in the A4L scale below. We anticipate students' advance from novice learners to expert learners over time. We have found students' A4L scores have a direct correlation on their progress and attainment. It is monitored closely by students' tutors and House Managers. Strategies are used to improve student's A4L if it is below expected.

Expert	Exp+	A highly independent and self-motivated student who takes full responsibility for developing their skills. Concentration and focus are exemplary. Self-feedback is used in a very sophisticated way to strengthen all aspects of learning with acute awareness of how to remedy weakness, resulting in progress consistently beyond expectation. High levels of reflection upon learning episodes result in great depth of self-knowledge as a learner. Learning routinely carries on beyond the classroom resulting in levels of knowledge beyond GCSE. A very wide range of learning strategies are applied to great effect to ensure work of a consistently outstanding standard. A thirst for learning is demonstrated.
	Exp	A highly self-motivated student who takes full responsibility for developing their learning skills. Concentration skills are highly developed and focus is maintained throughout the lesson. Feedback is used to fine-tune learning often being self-generated with resulting progress often beyond expectation. Interest in learning beyond the classroom results in deeper levels of knowledge and wider application of ideas. A very wide range of learning strategies are effectively applied to ensure work of a consistently very high standard. Contributes to the development of the learning of others.
Proficient	Pro+	A very committed student who is aspirational and demonstrates a keen interest in developing learning skills and improving outcomes. Self-motivation is often evident and concentration skills are very well developed. Feedback is actively sought and is effectively used to improve learning resulting in progress that is at least in line with, and sometimes beyond, expectation. The ability to judge progress and self-knowledge of how to become a better learner are clearly developing. A wide range of learning strategies are developed and applied appropriately leading to work of a consistently high standard. Works well both independently and collaboratively.
	Pro	A student who has clear goals about how to improve their learning and is committed to doing so. He/she is capable of focusing attention and maintaining concentration for an age expected length of time without distraction. Good active listening skills result in feedback always being used to improve learning and ensure that progress is in line with ability and expectation. A range of learning strategies are developed that result in homework and classwork being completed to a consistently good standard.
Capable	Cap+	A student who can identify gaps in their knowledge and is motivated to close them. He/she can focus concentration for a reasonable length of time and is developing strategies to refocus if distracted. Response to feedback is positive and this is regularly used to improve learning and show more consistent progress. The expected equipment is brought to lessons and organisational skills clearly established. Homework and classwork are usually completed to the expected standard but there is a lack of initiative shown to move beyond this.
	Cap	A student who is usually motivated to learn but can lack engagement at times. He/she is capable of concentrating for a short period but still relies on the teacher to help maintain focus. Attention is paid to feedback but this is not always used to improve learning and leads to variable progress. Basic organisational skills are well developed and the required equipment is usually brought to lessons. Homework and classwork are completed to a basic standard with little drive to improve the quality beyond this.
Novice	Nov+	A student who is currently inconsistent with their motivation to learn. He/she shows potential, but struggles to focus attention, being easily distracted and often distracting other students. Lack of active listening results in key information being missed. Limited commitment in responding to feedback about how to improve learning results in slow progress. Inconsistent organisation is a currently a problem.
	Nov	A student who is disruptive and unprepared to learn. Lack of concentration and lack of self-regulation adversely affects his/her learning and the learning of others. Failure to respond to feedback about how to improve learning results in very little or no progress being made. Poor organisation leads to not being equipped for lessons, homework not being completed and deadlines rarely being met.

Marking and Feedback Policy

Our Marking and Feedback Policy aims to help students to reach or exceed their full academic potential. To achieve this aim, there must be a uniform approach across the school. Students should all be aware of:

- Their level for the section of work;
- Their successes with the section of work;
- How to improve the section of work.

We have a number of initiatives to ensure that marking and feedback is understood by all students. These include:

Making Marking Matter

Effective feedback will ensure students make good or better progress as it will ensure students can make improvements to their work. Marking will be summative or formative and should be used to inform planning.

In order to support progress, marking should be differentiated, allowing a meaningful dialogue to form between teacher and student. In all subject areas marking should support the development of wider skills such as literacy or numeracy, and it is our expectation that students will take responsibility, with the direction of staff, for checking the accuracy of their work before handing it in.

Senior leaders will be responsible for ensuring consistency across the school, whilst subject leaders will support, monitor and moderate within their subject area to ensure best practice. They will update and maintain their quality assurance processes half termly to reflect findings.

When marking students' work, teachers will Make Marking Matter by:

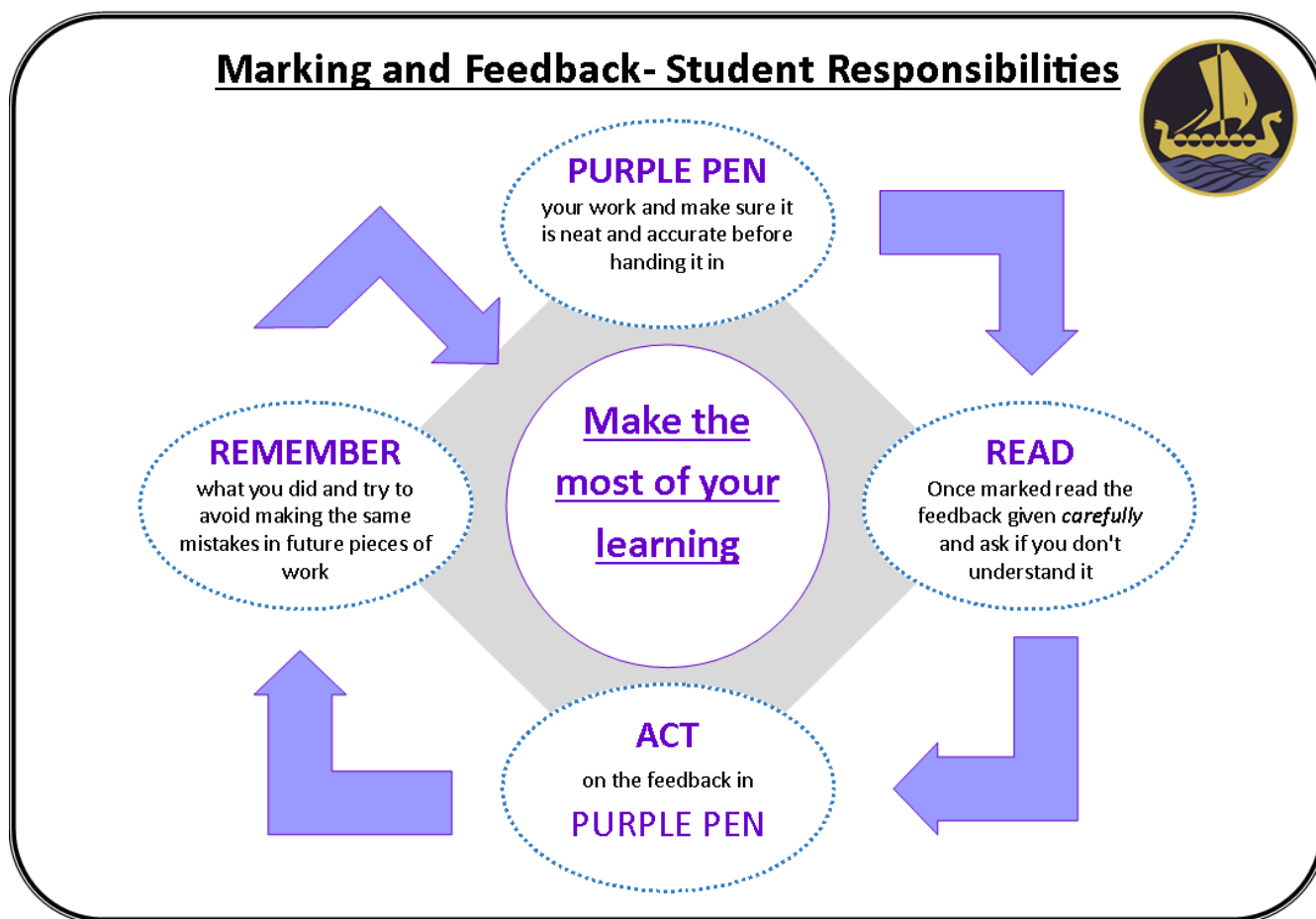
- ✓ Providing formative written and verbal feedback that helps students make progress and gains in knowledge.
- ✓ Providing students with the opportunity to reflect and respond to what has been marked so that it informs the next stage of their learning.
- ✓ Planning to include sufficient DIRT (Dedicated Improvement and Reflection Time) to ensure students can respond to marking.
- ✓ Aiming for a common approach through marking for literacy to ensure consistency of understanding.
- ✓ Ensuring language used is differentiated so that it meets the individual needs of students; this applies to both verbal and written feedback.
- ✓ Making use of WWW and EBI so that students know work is valued and they know their next steps in learning.
- ✓ Marking work in a timely fashion according to the sequence of lessons to ensure students can build on prior learning.
- ✓ Commenting on the quality of the presentation of students' work

Students will Make Marking Matter by:

- ✓ Checking work before handing it in, to ensure that, as far as possible, it is correct.
- ✓ Making sure that work is presented neatly and shows that you take pride in your work.
- ✓ Reading and acting upon feedback in DIRT time given in lessons to make sure you improve that particular piece of work and to remember not to make the same mistakes in future pieces.
- ✓ Use a purple pen to check work through before handing in, and when responding to feedback.

Purple Pen of Progress

Teachers and students use purple pens within the marking of work to prompt students to act on feedback and improve learning:



Marking and Feedback Codes

We use marking codes when feeding back on student's work. These appear in the student planner and are explained by teachers at the beginning of each year. The codes are:

- **WWW** What went well?
- **EBI** Even better if...
- **Sp** Spelling
- **P** Punctuation error
- **// or NP** New paragraph
- **~~Cross-out~~** Not needed
- **^** Something missed out
- **?** Meaning is unclear

Students responsibilities are:

- ✓ Check work before handing in to ensure that, as far as possible, it is correct.
- ✓ Make sure that work is presented neatly and shows that you take pride in your work.
- ✓ Read and then act upon feedback, using purple pen to make improvements. Remember not to make the same mistakes in future.

Uniform

Our students wear the Manor High uniform with pride. The uniform is a vital part of the school's identity and image within the community. We expect all students to wear their uniform correctly at all times. The uniform consists of:

- Manor High grey blazer
- Manor High grey V-neck knitted jumper
- Manor High striped clip on tie in House colours
- White formal shirt with buttons to neck, long sleeve or short sleeve
- Formal knee length black skirt, or formal tailored black trousers
- A plain (black or grey) headscarf may be worn for religious reasons
- Plain white or black socks
- Plain skin-coloured, black or grey tights
- Black formal school shoes (i.e. they can be polished)
- PE kit (see below for details)
- E-card – for use in the Study Centre and for the purchase of food/drinks
- House lanyard – optional
- Navy apron (for Design, Technology and Art lessons) – optional
- Only one pair of small stud earrings and a watch is permitted

Manor High School uniform (blazer, jumper, tie and PE kit) is available to purchase from our local school wear shop: Schoolwear Solutions, based at 64 London Road, Oadby, Leicester, LE2 5DH (www.schoolwearsolutions.com). We do not hold spare uniform items on site.

Standard items can be purchased anywhere. However, there are some items of clothing that are not permitted, please see list below.

All uniform must be clearly labelled with your child's name and tutor group so if it's ever misplaced it can be returned.

Coats and school bags are the student's choice but should be suitable for the school environment, as they will be carried throughout the day.

Items that are not permitted:

- Make up
- Nail varnish and any type of false nails (i.e. acrylic, gel or shellac)
- Brightly coloured hair (i.e. any colour that is not a natural hair colour)
- Skinny jeans or leggings
- Short skirts
- Hoodies
- Trainers or shoes that feature logos
- Brightly coloured or patterned head scarves

Students who don't respect our uniform standards may be sanctioned accordingly.

PE Kit

For PE lessons, students are expected to wear appropriate kit from the following list:

Compulsory:

- Manor High blue polo shirt
- Manor High navy shorts
- Manor High football socks
- Trainers (not fashion shoes)

Optional:

- Manor High navy tracksuit bottoms or training trousers
- Manor High navy fleece/multi sports top
- Black, blue or white under armour

We strongly recommend that students wear studded footwear and shin pads for activities on the playing fields. A gum shield is required when playing rugby and hockey.

Students are required to wear appropriate PE kit at all times as specified above. During winter months, students will be allowed to wear under armour in the form of long sleeved skin tight tops and sports leggings under their polo shirts and shorts in the colours indicated above.

Our policy is that all students bring PE kit to every PE lesson, regardless of whether they are physically taking part or not. The reasons for this are that the programme of study for Physical Education at KS3 and KS4 requires students to take up different roles and responsibilities including leadership, coaching and officiating. Students should also be able to evaluate and offer suggestions for improvements in other performers. In addition, should students get caught outside in wet weather they will be able to change into dry clothes after the lesson. If students fail to bring kit, they will be provided with clean spare kit.

The only reason a student will be exempt from getting changed is on medical grounds where their condition prevents them safely changing, for example, a broken leg.

If students are unable physically to take part in the lesson, they are required to bring a note with a contact phone number and signed by a parent or guardian (person with parental responsibility). They are required to do this for every lesson missed. If there is a prolonged illness or injury, then students must provide a medical note.

If you have any questions or queries regarding any of the above, please do not hesitate to get in contact with Mrs Brennan, Head of the PE department.

Lost Property

Any lost property found in school will be displayed in the Lost Property container. This will be accessible to students at certain times of the day. Any small items (glasses, keys, etc.) are handed into reception. Please ensure **all** personal belongings are named with your child's full name so they can be returned if handed in. Any unclaimed lost property is donated to charity at the end of each school year.

Please note that school cannot accept responsibility for any personal property bought into school. This includes mobile phones, musical instruments and jewellery, which should be insured on your house policy before they are brought into school. The school is not responsible for any items of value (even if they have been handed in for safekeeping).

Travelling To and From School

Walking/Cycling

To encourage health and fitness, we recommend that, wherever possible, children walk or cycle to and from school. Secure cycle sheds are available for students use at the rear of the building, which are locked during the day. However, we do advise bringing a lock for additional security.

School Transport

Manor High School operate our own school transport for students who live in areas further away from our school. Each year we survey our parents, and design our route based on those parents who have indicated that they are interested in purchasing a seat on the service for their child/ren. The 2019-2020 route is confirmed during the summer term (2019).

The cost of an annual bus pass is around £580 per child. You have the option to make payment in full or to pay by termly instalments, in advance. Payment is needed in advance so we can issue the bus pass.

Should you have any queries regarding the service, please email: buspass@manorhigh.leics.sch.uk

Public Transport/Car

The number 31 bus service passes Manor High School, linking us to the city centre and Grange estate. This service is operated by Arriva buses (www.arrivabus.co.uk).

Parking near the school is very limited, so if travelling by car, please respect our neighbours and community by parking with care and consideration a safe distance from the school.

When moving around the school, especially in corridors, we encourage students to be careful and considerate of others. This also applies before and after school when travelling, whether by foot, cycle, school or public transport or by car.

Timetable

We run a two week rolling timetable – Week A and Week B. This allows a full and varied curriculum to be studied across a two-week period. Our day is set out as follows:

Lesson 1	8.40am - 9.40am
Lesson 2	9.40am - 10.40am
Tutor time	10.40am - 11.00am
Break	11.00am - 11.20am
Lesson 3	11.20am - 12.20pm
Lesson 4	12.20pm - 1.20pm
Lunch	1.20pm - 2.05pm
Lesson 5	2.05pm - 3.05pm

We request that all students are on site by 8.30am at the latest each day. Students go straight into lessons at 8.40am and a learning environment at the start of the day so it is essential they arrive to school promptly.

Lessons are an hour long with tutor time being 20 minutes each day. Food is served during the mid-morning break and lunch. School ends at 3.05pm and students are dismissed. There are options for before and after school care or the chance for students to work in the study centre. There are a number of after school clubs and activities too.

A registration is taken at each lesson. Your child needs to arrive on time to all their lessons or they may be given a FINE detention at break (Behaviour and Sanctions section on page 19 for more information).

Tutor Time

Our school day is centred round our tutor time. We value this time as a good opportunity to look at the whole child and not just their academic ability. To encourage students to have a wider circle of friends, in all year groups, we have an inclusive and progressive system of tutoring.

Vertical tutor groups comprise of a few students from each year group. This gives great scope and opportunity to develop the support and encouragement students are able to provide for each other for the 20 minutes of pastoral time each day.

PiXL Edge/LORIC

PiXL Edge is a framework for secondary schools and sixth form providers to develop and accredit student's in attitudes, attributes and skills essential for employability and life.

As a school that never stands still and is always looking to improve; we want our pupils to follow our footsteps and strive to be the best they can be. The LORIC Edge programme will allow them to develop and be accredited for five key essential attributes which have been especially chosen for their formative qualities in character development as well as their desirability by employers.

The LORIC attributes are: Leadership, Organisation, Resilience, Initiative and Communication.

All students are introduced to The LORIC Edge programme and log their activities and provide evaluations for each one. We hope this will encourage them to get involved in as many extra-curricular opportunities as possible both in and out of school – some of which they may have never even thought of before now!

We want to ensure that your child leaves Manor High School not only with the best qualifications possible but with a myriad of personal attributes allowing them to stand out from the crowd and achieve their goals. Competition for university places and employment today is ever increasing and together we can help your child embrace this programme that will undoubtedly give them the Edge.

Student Planner

An important aid to your child's learning is their student planner, which has been designed to help students:

- Organise their homework
- Record their achievements and targets
- Remember important messages
- Keep parents/carers informed

We appreciate your support in making this book a useful aid. We ask parents to check and sign the weekly homework page. By looking at and, if you like, commenting on your child's homework, it will keep you up to date with the topics they are studying in each subject.

This book is a good means of communication between you and your child's tutor and subject staff. Just note any questions/concerns in the book and the relevant member of staff will contact you. For more urgent enquiries, please contact your child's Tutor or House Manager. Important correspondence will be sent home with your child and our regular newsletters are sent out by email.

E-Card and Online Payments via School Gateway

At Manor High we have an e-card system which means that your child does not pay for their lunch or break time snacks with cash. Their e-card is also used to borrow books from the Study Centre.

They will be given an e-card at the beginning of term, which they must keep safe and carry with them at all times during the school day. The card has a chip which is personal to them and their details are held on the school computer. No details are held on the card, so it is safe.

To top-up the card parents can credit students account via School Gateway (www.schoolgateway.com).

If they lose or damage their card, we can replace it but there is a charge of £4. These can be purchased on School Gateway and collected from reception.

School Gateway is an online system that allows you to credit your child's e-card for school meals and pay for visits/trips via a secure server. In order to view this information you will need to register for a School Gateway account - This can be done via www.schoolgateway.com or via the School Gateway app.

Attendance Information for Parents/Carers

Manor High School expects students to be at school on time, every day the school is open, unless the reason for the absence is unavoidable. Every half day absence has to be classified by the school, as either authorised or unauthorised. This is why information about each cause of absence is always required, preferably in writing.

We respectfully ask that parents/carers do not arrange holidays/leave of absence during term time. However, if it is unavoidable you must apply for leave of absence in term time to the Headteacher. This is not an entitlement and **only in exceptional circumstances** will the Headteacher allow leave. Request forms are available from reception or the Policies page of the school website: www.manorhigh.leics.sch.uk

What to do if your child will be absent

If your child is going to be absent, please notify the school as early as possible. You can:

- Send a message via **School Gateway**, either on the app or online
- Call: **0116 271 4941** and **select option 1** to leave a message at any time of night or day

Please provide the name and form of your child, the reason for absence and your relationship to them. **You need to call/message every day they will be absent, before 8.30am.**

If you need to take your child out of school during the school day, we require an adult to meet them. We are unable to release students unless an adult is present. If your child is late to school due to medical appointments (e.g. doctor, dentist, hospital) we require either a telephone call from parents/carers, appointment card displaying your child's name or a note from parents/carers. Students who arrive late to school must sign in at reception before going to lessons.

If your child has problems with attendance

Sometimes, children are reluctant to attend school for a number of reasons. It is never a good thing to cover up a child's absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

If you have any concerns, please speak to us. Our House Managers and pastoral staff are always available to help work with parents/carers and the child to resolve any issues.

Student Personal Data

As you will appreciate, it is essential that students' details are kept up to date in case of an emergency or illness. Each year we send out a data collection form which details the information we hold on your child. Please ensure this form is signed and returned with any amendments/updates marked clearly.

At any time of the year, please inform the school if there are any changes to your contact details or your child's medical conditions. This can be done by sending a message via School Gateway, emailing: admin@manorhigh.leics.sch.uk or calling 0116 2714941.

All personal data is held and processed in accordance with the Data Protection Act 1998 (1998 Act) and the General Data Protection Regulation (GDPR). For more detailed information, please see our Privacy Notice at the end of this booklet or on our website.

Free School Meals

We are keen to encourage all eligible families to take up their entitlement to free school meals. Even if you do not wish to access the actual free school meals, this will still qualify your child's school for additional pupil premium funding. This means that more money comes to the school to provide extra support, interventions or financial help with educational activities such as trips or booster classes.

We are committed as a school to ensuring that all students achieve their full potential and so it is important that all students who qualify for pupil premium funding take up this entitlement. Our school meals are cashless and so there is no identification to other students of who is accessing this provision.

If you get any of the following support payments your child may be entitled to receive free school meals:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who receive a qualifying benefit in their own right are also allowed to receive free school meals. Children under the compulsory school age who are in full time education may also be entitled to receive free school meals.

An application form is available from the local authority School Food Support Service. You can apply by:

- Website: leicestershire.gov.uk/education-and-children/social-care-and-supporting-families/free-school-meals
- Phone: 0116 305 5000

You will also need to ensure that you are able to produce any documentary proof of the support you are receiving.

Pupil Premium

The Pupil Premium is additional funding given to schools so that they can support their disadvantaged students and close the attainment gap between them and their peers. The Premium is allocated to schools on the basis of the number of children who are either known to have received Free School Meals in the last six years, those who are or have been in care for a period of six or more months and children of members of Her Majesty's Forces.

Students at Manor High eligible for the Premium

Students at Manor High who qualify for the Premium do well. Unlike those youngsters in some other schools, ours are neither characterised by poor attainment and progress nor by unsatisfactory attendance or behaviour. Premium students can be found at all ability levels and are encouraged and enabled to perform at least as well as their peers.

How does Manor High School intend to spend the Pupil Premium?

Manor High School is committed to equality for all and the removal of barriers to learning so that every student can realise their potential. We believe that the keys to a successful secondary education are sound literacy and numeracy skills. In order to achieve this, we use the Accelerated Reader scheme with all students and, in addition, we provide targeted and focussed small group tuition in English and Maths for all those students in need of extra support. Students are given access to powerful apps and online platforms to develop independent learning and take part in continuous low stakes testing with immediate feedback. The study centre provides an excellent learning environment for students to work and revise before and after school with the support of a dedicated Study Centre Manager.

School Houses

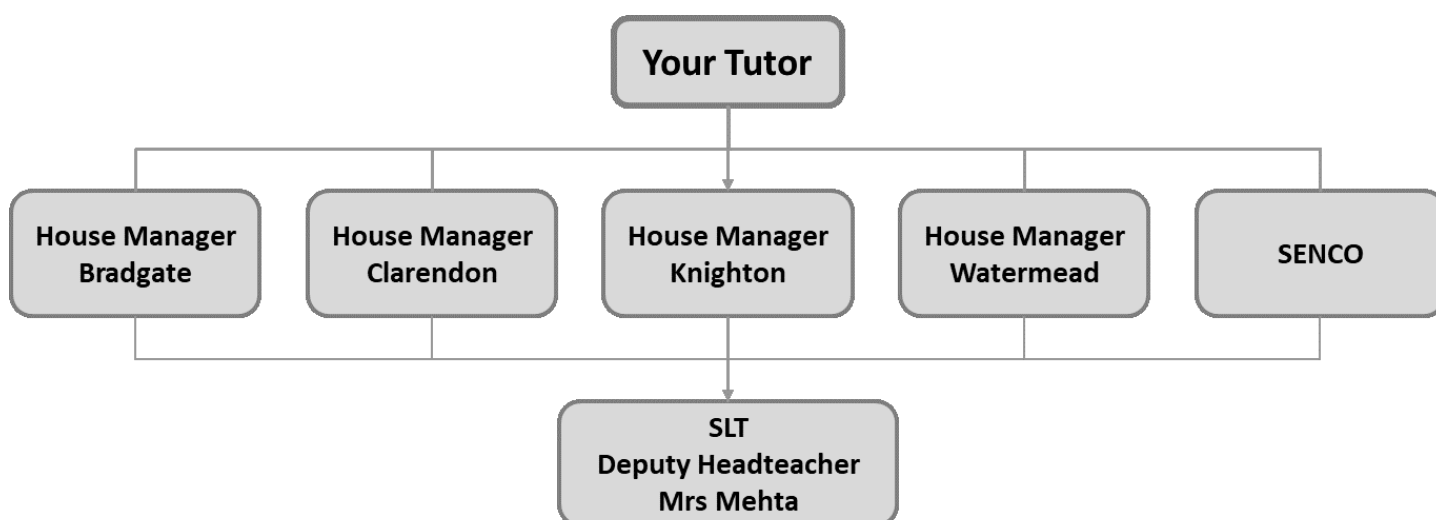
The school has four houses named after local parks. They compete throughout the year in a variety of ways to gain the highest number of House Points and also to raise the most for their chosen charity. Prizes will be given out by the House Managers to high achieving students each year.

House Name	House Colour	Head of House	House Charity
Bradgate	Purple	Miss Booth	Rainbows
Clarendon	Red	Mrs Wale	Wishes4Kids
Knighton	Green	Mrs Ghani	British Heart Foundation
Watermead	Blue	Mr King	WaterAid

Each House consists of eight tutor groups, which are made up from students across all years.

Care and Support Within School

If your child needs help or support, we have many people they can talk to. Their tutor is usually their first point of contact but the flowchart below, gives a brief outline of others they can speak to:



Tutor

We have built our school day around a daily tutorial session. This enables your child's tutor to know and understand them personally and to nurture and guide them on an individual basis. Their tutor will help your child to fulfil their potential by discussing their progress in all subjects and areas of school life. If your child needs help or support, their tutor is your first point of contact.

We welcome you to contact your child's tutor if you have any questions or concerns about their progress or welfare, or if you wish to inform us of a home or medical situation which may affect your child's behaviour, progress or attendance/punctuality. To get in touch with your child's tutor you can either make a note in their planner or contact the school by phone or email to arrange a meeting.

House Managers

Our tutors are supported by a strong, caring and encouraging pastoral leadership team, who oversee each student's development and well-being. Along with the tutor, they will encourage your child to strive for their best, help them develop positive relationships and gain excellence in their learning. They are available throughout the school day to offer support and help to both students and their families.

Intervention Leaders

We have two dedicated Intervention Leaders who will monitor student's academic progress throughout their time in our school. They will ensure your child's targets will be something to aim for and they will be achievable. They are set in September and reviewed during the year. Each student is expected to know their target for every subject and they can discuss these with their tutor. If it is deemed beneficial, students may be assertively mentored by someone other than their form tutor.

SEN and Pastoral Support

Our SEN team is strong and proactive and is very engaged with the community and the local family of schools to ensure inclusion, support and fairness for all learners.

Zero Tolerance to Bullying

As our core values of Respect and Care indicate, we do not tolerate any type of bullying. We will act to stop bullying if you or a student tells us about it, whether it is happening to your child or someone they know.

In April 2015 Manor High School was the first to be awarded 'The Beyond Bullying Award'. We were proud to be awarded the Gold Beyond Bullying status in October 2018.

This is a local award run in conjunction with Leicestershire County Council. In order to achieve the award, each school must produce a portfolio showing a strong commitment to anti-bullying, that incorporates involvement from all aspects of the school community. As a school we have made huge progress in such a short space of time.

All students must do is remember

STOP

Bullying is when something is done **Several Times On Purpose** to harm or upset and it must **STOP**

Bullying can occur in many ways. It may be:

- Hitting, kicking, hiding your things or touching you
- Name calling, insults or threats
- Not talking to you or writing about you
- Spreading stories about you on the internet or by mobile phone

There are lots of people at school who will know what to do if students talk to them about being bullied. We urge students to **Start Telling Other People**.

Students will learn in their PHSE lessons how to cope if this happens to them or if they see it happening to others. They'll learn that they must tell someone because it must **STOP**. If you have any concerns or notice any signs of distress or changes in your child's behaviour, please contact us immediately to discuss the matter. Together we can make sure the bullies never win.



Break and Lunchtime

It is important for students to be well nourished and hydrated during the day to optimise their performance. We have an excellent catering team that produce high-quality, freshly made meals and snacks every day before school and at break and lunch. We encourage students to bring bottled water to school and there are various drinks machines and water fountains available for you to use. There are three service points:

Meal	Served from	The Hatches (indoor)	The Food Court (outdoor)	The Snack Shack (outdoor)
Breakfast	7.45-8.15am	✓	✗	✗
Break	11.00-11.15am	✓	✓	✓
Lunch	1.20-2.00pm	✓	✓	✓ (Year 10 and 11 only at lunchtime)

Food, whether purchased from school or brought from home, can be eaten in the hall or in designated outside areas. There is lots of outdoor space to enjoy the fresh air and activities such as table tennis. Students are required to dispose of any litter in the bins provided. Sample menus and prices are below:

Breakfast			
Toast	£0.25	Bacon/Quorn sausage baps	£1.20
Breaktime Options			
Teacakes/toast	£0.25	½ Panini	£0.80
Fruit	£0.50	Assorted drinks	£0.50 to £0.92
Assorted Pizza	£0.82	Cold deli	£1.50 to £1.90
Grab and go lunch			
Burger (meat/veggie)	£2.00	Nachos	£2.00
Filled jacket potato	£1.75	Wraps	£2.00
Plated lunch meals			
All £2.00 (or £2.40 meal deal)			
Roast dinner	Lasagne	Curry	
Fajitas	Quiche	Breaded fish	
Breakfast brunch	Toad in the hole	Ciabatta pizza	

As our school meals are cashless, there is no identification of who is accessing free school meals to other students. Menus and prices are subject to change. Students are expected to remain at school for both break and lunchtimes.

We are a nut free school. Due to a number of students having severe nut allergies, please ensure that any food brought into school from home does not contain any traces of nut.

First Aid

We have a team of trained first aiders within the school who are available throughout the day to deal with students' illnesses and accidents. Students can contact them via reception.

If students need to take medication during school hours, please hand it in to reception, fully labelled with their full name, tutor group, instructions on the dosage and times required. It will be stored securely until needed. Your child will administer the medication themselves under the supervision of a first aider.

If students require an EpiPen® or inhaler these must be supplied from home. EpiPens® are stored securely by school but it is your responsibility to ensure they remain in date. Inhalers should be carried with students at all times.

Homework

At Manor High, we believe that homework should be set to enhance and further learning and to set a pattern for future studies. Homework is set when appropriate by the subject teacher. Each department will ensure a consistent approach within its team of teachers.

We are always looking for ways to make homework more effective and so we use Show My Homework (SMHW) (www.showmyhomework.com) as the vehicle to set homework. SMHW enables students (and parents) to see exactly what homework is set. Students (and parents) can download a Show My Homework app for their mobile phones (from the Apple App Store or Google Play) that can send reminders when homework is due.

Tutors will keep track of homework across all subjects, and will be able to offer support where needed. It is good practice for parents/carers to monitor homework. You can comment in the communications section of the planner, if you have any questions/ concerns, and sign it weekly.

In order to provide students the opportunity to complete homework, they can work in the study centre at break, lunchtime and after school. In addition, every day there are supervised Before and After School Care clubs.

Extra-Curricular Clubs

There are many interesting and varied clubs on offer at Manor High School, both during lunchtimes and after school. An up to date list can be found at reception and on our website but activities include:

- Debate club
- STEM club
- Humanities clubs
- Gujarati GCSE
- Drama club
- Rocket club (by invitation only)
- Minecraft club
- MFL pen pal clubs
- MHS Orchestra
- A variety of sporting clubs

Students who are in the sports clubs may be selected to represent the school at competitive sports fixtures. Students and parents will always be informed in advance. For away fixtures return transport is often provided but occasionally the help of parents is needed.

Study Centre

Manor High has an outstanding study centre available to students during lessons, break, lunch and after school. Services available within this facility are:

- A wide variety of fiction and non-fiction books available for students to borrow; students can borrow up to two fiction books at a time, with KS3 being encouraged to loan one book that follows the Accelerated Reader program. There are no fines for overdue books but students will need to replace lost or damaged books.
- There are a number of computers available for use in the study centre before school, during break and lunch and after school. They are available on a first come first served basis. Computers are used for homework and research purposes only.
- Laptop computers are also available for use in lesson time.
- The Study Centre is used widely within lessons to support learning and the Accelerated Reader program.

We have a dedicated Study Centre Manager who is always on hand to offer advice, support and assistance to students.

Achievement and Rewards

At Manor High, we celebrate the success of young people so our focus is on praise and rewards for achievement.

At the beginning of each week students will be allocated one House Point for each lesson. These can be added to in many ways: outstanding work, consistently high performance, exemplary behaviour, representing the school, musical and drama performances or contributing to the school community. As well as being able to earn additional House Points, students can also lose them if receiving sanctions.

At the end of each term there will be certificates and rewards issued to the high achievers in each House. Those who exceed a predetermined amount of points and a set level of attendance will be invited on the end of term reward events. At the end of the school year all points will be combined to see which House will be awarded the House Cup.

Behaviour and Sanctions

Manor High School is committed to excellent behavioural standards built around our core values. Those who fall short of these standards will face sanctions in line with the severity of the transgression and within the school's behavioural policy. Consequences are given for:

- FINE For Failure In Normal Expectations students receive a detention during break 0
- C1 Low level disruption or misbehaviour leading to warnings -1 HP
- C2 Persistent disrespectful behaviour or chewing gum -2 HP
- C3 Serious non-compliant and unreasonable behaviour -3 HP
- C4 Unacceptable and/or offensive behaviour leading to more serious sanctions -5 HP

FINE detentions involve the loss of a break time for Failure In Normal Expectations. A C2 or C3 may result in a detention with the class teacher. Receiving a C4 will result in a House Manager's lunchtime detention and a letter home.

Mobile Phones and Other Devices

At Manor High, we do not ban mobile phones or other devices but we expect them to be turned off at all times during the school day. The reason for this is that communication must be appropriate, supervised and done with permission. The vast majority of online bullying is done outside schools not in them and with the growth of new apps, software and technology, this remains a national area of concern. Mobile phones do play a role in the safety of students and we understand that parents and carers may wish to be able to contact children on their way to or from school.

The school does not accept any responsibility for damage or theft of mobile phones or other devices. We greatly appreciate the support of parents and carers in maintaining our high standards.

School Leadership

At Manor High, we develop our students' leadership skills. All our student leaders play a part in the running of our school.

The School Council is made up of the House Captains and 32 elected Form Representatives. It is effective and vibrant and gives students the opportunity to raise current issues at monthly meetings. They are very much part of the decision making process in the school and have brought about many positive changes. Council members are involved in the recruitment of new staff by taking part in a student panel; a very valuable and responsible role.

House Captains are recruited and appointed at the end of Year 8 to start their role in Year 9. There are two captains for each house. Roles performed by the House Captains include: writing the monthly House update for the newsletter, speaking and being involved in Open Evenings, liaising with the House Manager and supporting House events

The Head Boy and Head Girl are recruited and appointed at the end of Year 10 to start their role in Year 11. They are ambassadors for the school and represent the school in all major events that the school is involved in.

Good Practice and Safe Use of ICT Agreement

We are active in ensuring students use school and home ICT in a safe and secure way. To ensure all students are aware of our expectations and how to manage their ICT use, we ask them to sign the following agreement in their planner at the beginning of the school year.

The rules below are good advice, if students follow them at home and at school they will keep themselves safe and make sure that the ICT system is safe for others.

- You are able to access your school files from home via the internet. Log on via the school's website using the username and password issued to you.
- You may only use your own username for access to the system; **you must keep your password secret**, even from your best friends.
- You must never pretend to be anyone else, not even for a joke.
- When you are using the internet or e-mail, never disclose your name, address or phone number to a contact.
- If a contact makes offensive or threatening suggestions, break off the contact and report the incident to a teacher.
- In lessons, only use the parts of the system that your teacher tells you. If you wish to use other facilities to extend your work you must ask first.
- Do not assume that your My Documents folder is secret; other users will not be able to access it but members of staff can. Regular checks will be made on the content of files and emails.
- Out of lessons you may only use the system when there is a teacher present. You may also book a machine in the resource area of the study centre.
- You must not install any software on the system or make changes to the set-up of hardware and software.
- You must not use any text, graphics or other material that could be offensive to others.
- If you discover any offensive material whilst you are using the system, you should note the location and report it. As a simple guide, ask yourself, "Would I get in trouble if I showed this to Mum or Dad?" If you are not sure, don't do it.
- You must realise that in some cases breaking these rules is a criminal act. The school would always report such cases to the police.
- If you ignore these rules whilst you are using the school system, you may have your access to the network withdrawn.
- Access to social network sites, many websites and chatrooms are blocked by the school and should not be used under any circumstances.
- The school cannot be responsible for online bullying occurring from home computers or devices. We advise you to screen shot/print off the evidence and inform the police. In most cases you have to be 13 years old to register on social media sites.
- Offensive personal comments about any staff employed at Manor High School will be regarded as a serious offence.
- If you are not sure about any of this, please see your Computer Science teacher.
- There is a short cut from our intranet site to a student site for further information about how to protect yourself from cyber abuse. Its web address is <http://thinkuknow.co.uk>



Privacy Notice - General Data Protection Regulations

We, Oak Multi Academy Trust trading as Manor High School, are a data controller for the purposes of the General Data Protection Regulations (GDPR). This privacy notice explains how we use any personal information we collect about you.

What information we collect about you?

We collect information from you and may receive information about you from previous schools, Local Authority and the Learning Records Service. This information includes:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, free school meal eligibility, any special educational needs and relevant medical information)
- National curriculum assessment results
- Attendance information and exclusions.

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

We collect and use pupil information under Articles 6 and 9 of Regulation (EU) 2016/679 (General Data Protection Regulation). We hold pupil data until the pupil is 25 years old at which point records are securely destroyed.

How will we use the information about you?

We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care;
- Assess how well the school is doing;
- To comply with the law regarding data sharing, and
- To protect and safeguard pupils.

Who we share information with and why

We routinely share pupil information with:

- schools that the pupil attends after leaving us
- our local authority
- the Department for Education (DfE)
- Joint Council for Qualifications (JCQ) and relevant exam boards

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that only their child's name, address and date of birth are passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact admin@oaktrust.org stating which school your child attends.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: admin@oaktrust.org

Contact List

We welcome contact from parents, so if you have any questions or concerns please contact staff via reception on: **0116 2714941**. If the staff member is unavailable/teaching you will be able to leave a message on their voicemail. Alternatively, you can email: admin@manorhigh.leics.sch.uk and your message will be forwarded on to the relevant person.

Senior Leadership Team			
Headteacher	Mr L Powell	Assistant Headteacher	Miss V Permal
Deputy Headteachers	Mr S Greiff Mrs V Mehta	Associate Assistant Headteacher	Mr N Handley
		Business Manager	Mrs S Davis

House Managers			
Bradgate House Manager	Miss Booth		vbooth@manorhigh.leics.sch.uk
Clarendon House Manager	Mrs Wale		swale@manorhigh.leics.sch.uk
Knighton House Manager	Mrs Ghani		aghani@manorhigh.leics.sch.uk
Watermead House Manager	Mr King		lking@manorhigh.leics.sch.uk

Heads of Departments			
English	Mrs S Goddard		sgoddard@manorhigh.leics.sch.uk
Maths	Mr B Patel		bpatel@manorhigh.leics.sch.uk
Science	Mr H Faruk		hfaruk@manorhigh.leics.sch.uk
Humanities	Mr A Cross		across@manorhigh.leics.sch.uk
Art, Food and Design Technology	Mr S Tara		stara@manorhigh.leics.sch.uk
Computer Science/Business Studies	Mr A Mehta		amehta@manorhigh.leics.sch.uk
Modern Foreign Languages	Mrs P Rodriguez		prodriguez@manorhigh.leics.sch.uk
Physical Education	Mr J Flax		jflax@manorhigh.leics.sch.uk
Creative Arts	Mrs B Woods		bwoods@manorhigh.leics.sch.uk

Support Team			
Reception and Clubs	0116 2714941 (option 3)		admin@manorhigh.leics.sch.uk
Attendance	0116 2714941 (option 1)		attendance@manorhigh.leics.sch.uk or message via School Gateway
Admissions, Free School Meals, Reports	0116 2729799		adawes@manorhigh.leics.sch.uk
Finance	0116 2729721		finance@manorhigh.leics.sch.uk
Exams and Reports	0116 2729736		hhurst@manorhigh.leics.sch.uk
Premises Officer	0116 2729725		pclarke@manorhigh.leics.sch.uk

Useful Numbers			
Leicestershire County Council	Admissions		0116 3056684 admissions@leics.gov.uk
	Free School Meal		0116 305 5000 freeschoolmeals@leics.gov.uk
	Transport entitlement		0116 3050002 transportassessments@leics.gov.uk
School nurse			0116 225 6000

Printed on: 27 January 2020



How to get in touch:

Telephone: **0116 2714941**
Email: **admin@manorhigh.leics.sch.uk**
Website: **www.manorhigh.leics.sch.uk**
Twitter: **@ManorHighSchool**
Facebook: **@ManorHighSchoolOadby**

Manor High School
Copse Close, Oadby, Leicestershire, LE2 4FU

