



# Manor High School

Excellence - Inspiration - Resilience - Respect

## Moving Up to Manor - FAQs

### 1. Who is my tutor?

- a. You will be allocated your tutor before your induction days and get to meet them then. Some tutor groups have two tutors, when staff members work part-time. You will stay in the same tutor group until Year 10, so you will get to know everyone very well. If you were unable to attend our induction days, we will offer transition events at the beginning of the autumn term so you will get to know your tutor when you first join Manor High.

### 2. I'm worried about making friends or not knowing anyone else in my class?

- a. Please don't worry. We have lots of children join Manor High who either don't know anyone else joining or sometimes who join midway through the year. Due to our vertical tutor system, we find that all our new students settle in very quickly and make new friendships. Our older students will be happy to share their experiences with you and reassure you.

### 3. What happens if I get lost or am late to class?

- a. At the beginning of the year, you will be issued with your timetable and on the reverse is a map of the school. There is also a map of the school in your planner. Everyone will be happy to help you find your class, so if you are not sure where to go, just ask a member of staff or another student. If you do find you are late to class at the beginning of the year, the teacher will be understanding. However, we do expect you to be punctual to lessons once you have got to know the school.

### 4. Where do I get a lanyard?

- a. You can buy a lanyard on School Gateway, which is our online payment system: <https://login.schoolgateway.com/0/auth/login>. Your parents will need to sign up and, if possible, download the app. They can pay for your lanyard online then the next day when you are in school you can collect a lanyard from reception.

### 5. What are the school rules?

- a. We like to celebrate good behaviour, good work and displaying examples our core values: Excellence, Inspiration, Resilience and Respect. You can gain house points for all these areas, as well as for competing in house competitions.

We refer to the Manor High Way, this is how we do things at this school. We want to ensure the success and well-being of each student. To achieve this, we set the highest aspirations and expectations, starting in the classroom. By setting clear and consistent routines in the classroom, we expect all of our children to reach their potential. You will be introduced to these routines at the beginning of term.

We have high expectations of our students in terms of their conduct both in and out of school. 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.

Further details can be found in your planner and will be explained at the beginning of term.



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## 6. When do I get my ecards and what is it?

- a. Manor High School is a cashless school. We have an ecard system which means that you do not pay for your food/drinks with cash. Your ecard is also your library card.

You will be given an ecard at the beginning of term. You must keep it safe and carry it with you at all times during the school day. The card has a chip which is personal to you and your details are held on the school system. It is safe as no details are held on the card. If you lose or damage your ecard, we can replace it but there is a charge of £4. These can be purchased via School Gateway and collected from reception.

The only way to top-up the card is via School Gateway. School Gateway is an online system that allows parents to credit their child's ecard for school meals and pay for visits/trips via a secure server. In order to view this information your parents will need to register for a School Gateway account. This can be done via the School Gateway app or at <https://login.schoolgateway.com/0/auth/login>. Your parents can credit your account at any time.

## 7. What do I do if I feel upset or worried?

- a. Your first point of contact is your tutor. Speak to them about any worries or concerns you have and they will usually be able to resolve them. You can also speak to your House Manager. They are available throughout the day as they don't teach lessons. You can find them in the Student Support Centre. Sometimes, depending on what you are worried about, the other children in your tutor group may be able to help. The older students have all been where you are now so know exactly how you are feeling.

## 8. I am not good at dealing with change, how can you help me?

- a. Through our induction events and the work we will do at the beginning of term, we will hopefully allay any concerns you have and give you a smooth transition to Manor High. We have a great support network through our tutor groups, houses and other member of staff. If ever you are unsure or need a bit of reassurance, speak to your tutor and they will be happy to help.

## 9. What do we do at break and lunch?

- a. You can bring food from home for break or lunch or purchase items from school. Please remember if bringing food to school, we are a NUT FREE school, as we have a number of children with allergies.

There are three main serving areas: The Hatches (inside), The Food Court (outside) and The Snack Shack (outside). All the food from these areas is freshly made every day. We offer meat and vegetarian options, and there are some halal options too. Just ask the server and they will be happy to advise you. Menus are displayed each day along with the prices of food. The food is all very good quality and covers a range of national dishes. If you have food allergies (i.e. kiwi, egg, etc.), please speak to our serving staff and they will advise anything that you should avoid.

There are also vending machines selling snacks and drinks, plus water coolers located throughout the school where you can fill up your water bottles.

## 10. Do you have lockers?

- a. We don't have lockers in school as students bring the items they need each day. Students carry things with them but some items, such as exercise books, remain at school.



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## 11. What subjects will I study and how is homework set?

a. You will study the following subjects in Year 7, with subject specific teachers:

- English
- Maths
- Science
- PE
- Geography
- History
- French
- RE
- Computer Science
- Music
- Drama
- PHSE (CHS)
- Art
- Resistant Materials
- Food

Homework is set using SatchelOne: <https://www.satchelone.com/login>. It is an online system and both you and your parents will be able to see what homework is set at any time. You can also contact your teachers about your homework if you need to, for example, if you are not sure what you need to do.

## 12. Do I have to carry my PE kit with me each day?

a. You will only need your PE kit on the days when you are timetabled for PE. During the pandemic, we made safety adjustments to our PE lessons, including coming in your PE kit for the day. This is something we have continued now school has returned to normal. If you have PE, on that day, you will attend school in your PE kit for the day. There are many benefits to this, not least that it reduces lost learning time while students change before and after their lesson and massively reduces the chance of losing or misplacing your kit!

## 13. I am worried about the older children.

a. Please don't worry. One huge bonus of our vertical tutoring structure is that our older students look after our younger students. You will get to know students in your tutor group who are in different years and we find that because all our age groups mix, there is a lot of additional support in place.

## 14. What happens if I don't feel well at school?

a. We have a designated First Aid room and a team of trained first aiders within the school who are available throughout the day to deal with students' illnesses and accidents. They can be contacted via reception.

Our First Aiders are always available when they are needed or in an emergency, but for minor ailments, we ask students to try and attend First Aid during break and lunch to minimise lost learning time.

If you need to take medication during school hours, your parent will need to complete the Medical Consent Form (this can be found on our website under Policies). Please hand it in to reception, fully labelled with your name, tutor group, instructions on the dosage and times required. It will be stored securely until you need it. You will administer the medication yourself under the supervision of a first aider.

If you require an EpiPen® or inhaler these must be supplied from home and a Medical Consent Form completed. EpiPens® are stored securely by school but it is your parents'/carers' responsibility to ensure they remain in date. Inhalers should be carried with you at all times.

It is essential that you and your parents ensure the school is aware of any allergies or medical conditions you have.

## 15. Do you have a prayer room for children to use?

a. We offer spaces for prayer and reflection at lunchtimes which are supervised by members of staff.



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## 16. What time are the lessons?

- a. The school is open all day from 7.30am to 5.30pm, details of the timings are below. Most lessons are 100 minutes long, however, there are a few exceptions where lessons are 50 mins. This will be clearly marked on your timetable:

Study Centre open from 7.30-8.30am for quiet study				
Breakfast served from The Hatches from 7.45am				
<b>Arrival on school site by 8.30am</b>				
Session 1	Lesson 1	8.40am	9.30am	100 mins
	Lesson 2	9.30am	10.20am	
<b>Tutorial/Assembly</b>		<b>10.20am</b>	<b>10.40am</b>	<b>20 mins</b>
Break		10:40am	11.00am	20 mins
Session 2	Lesson 3	11.00am	11.50am	100 mins
	Lesson 4	11.50am	12.40pm	
Lunch		12.40pm	1.25pm	45 mins
Session 3	Lesson 5	1.25pm	2.15pm	100 mins
	Lesson 6	2.15pm	3.05pm	
Study Centre open until 4.30pm for quiet study				
After school care 3.05-5.30pm (please note charges may apply)				

## 17. Extra-curricular clubs and trips

- a. We have many different clubs and trips on offer throughout the year. Each curriculum area runs clubs; some clubs run for the whole year or some just for a term, to maximise options and variety. Sporting clubs may change throughout the year to match the seasons, i.e. cricket and athletics will be in the summer.

We offer day trips to a variety of educational locations, as well as residential trips, such as language trips or skiing. You will always get good notice of trips so you have time to book. If trips are oversubscribed we will choose names out of a hat to be fair to all.

## 18. My question isn't answered here.

- a. If you have any other question, you can either ask your parents to email the school at: [admin@manorhigh.leics.sch.uk](mailto:admin@manorhigh.leics.sch.uk) or you can speak to your tutor on one of our transition events.