



Manor High School

Excellence - Inspiration - Resilience - Respect

Student Handbook

2023-2024

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Your Student Handbook

We are a friendly, welcoming and open school. Above all else, we are a happy school. School life is focused around our core values to ensure the best learning environment possible.

This handbook is important and will be of great benefit to you throughout the year. It holds a lot of useful information to support your study at both school and home. You will be asked by your tutor to sign a Home/School Agreement, so please familiarise yourself with the contents of this handbook.

Timings of the School Day

Study Centre open from 8.00-8.30am for quiet study			
Arrival on school site by 8.30am			
Session 1	Period 1	8.40am	9.30am
	Period 2	9.30am	10.20am
Tutorial/Assembly		10.20am	10.40am
Break		10.40am	11.00am
Session 2	Period 3	11.00am	11.50am
	Period 4	11.50am	12.40pm
Lunch		12.40pm	1.25pm
Session 3	Period 5	1.25pm	2.15pm
	Period 6	2.15pm	3.05pm
Study Centre open until 5.30pm for quiet study			

Term Dates

Autumn Term	
Start of Term	Wednesday 30 August 2023
Mid Term Break	Monday 16 to Friday 20 October 2023
Last Day of Term	Thursday 22 December 2023
Spring Term	
Start of Term	Monday 8 January 2024
Mid Term Break	Monday 19 to Friday 23 February 2024
Last Day of Term	Friday 22 March 2024
Summer Term	
Start of Term	Monday 8 April 2024
May Day	Monday 6 May 2024
Mid Term Break	Monday 27 May to Friday 31 May 2024
Last Day of Term	Thursday 11 July 2024
School closed for staff training	
Friday 25 & Tuesday 29 August 2023	Friday 13 October 2023

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 – optional
- Manor High striped clip-on tie in House colours
- White formal shirt with buttons to neck, long sleeve or short sleeve, worn tucked in
- Tartan skirt or formal tailored black trousers (tailored black shorts are permitted during hot weather)
- Plain white, grey or black socks / plain skin-coloured, black or grey tights
- Black formal school shoes (i.e. they can be polished) **NOT trainers**
- A plain (black or grey) headscarf may be worn for religious reasons
- PE kit (see next page for details)
- Ecard – for use in the Study Centre and for the purchase of food/drinks
- House lanyard – optional
- Only one pair of small stud earrings and a watch is permitted

All uniform must be clearly labelled with your name and tutor group so if it's ever misplaced it can be returned. Coats and school bags are your choice but should be suitable for the school environment, as they will be carried throughout the day.

Manor High School uniform (blazer, jumper, tie, skirt 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). Standard items can be purchased anywhere. We also have a second-hand uniform shop in school run by the Friends of Manor High. Students who don't respect our uniform standards may be sanctioned accordingly.

The following items that are not permitted:

- Phones or AirPods (not to be visible while on school premises)
- Make up
- Facial piercings and nose rings (a clear retainer can be worn in nose piercings)
- 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
- Hoodies or any branded sportswear
- Trainers or shoes that feature logos
- Brightly coloured or patterned head scarves

PE Kit

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

Compulsory items:

- Manor High blue t-shirt shirt
- Manor High navy shorts/training bottoms/leggings
- Manor High football socks
- Trainers
- Studded football boots (for activities on the playing fields)
- Shin Pads (for football and hockey)

Recommended items:

- Manor High navy training/sports top
- Blue, black or white base layer (e.g. skin tight under armour)
- Gum Shield (for rugby and hockey)

It is compulsory that students wear studded footwear for activities on the playing fields during the autumn and winter months as well as shin pads for football and hockey for safety reasons. A gum shield is strongly recommended when playing rugby and hockey.

On any day where students are timetabled for PE, they come into school for the whole day in PE kit.

Branded sportswear or alternatives to the kit specified above, are not permitted.

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

We want our students to be comfortable and warm during outdoor PE lessons. During winter months, you can wear base layers in the form of long-sleeved skin-tight tops and sports leggings under your t-shirts and shorts in the colours indicated above.

Our expectation is that all students wear 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.

If you are unable physically to take part in the lesson, you are required to bring a note with a contact phone number and signed by a parent or carer (person with parental responsibility). You are required to do this for every lesson missed.

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

Please note: the school cannot accept responsibility for any personal property brought into school. This includes mobile phones, musical instruments and jewellery, which should be insured on your parents' house insurance policy before they are brought into school. The school is not responsible for any items of value.

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	House Charity
Bradgate	Purple	Rainbows
Clarendon	Red	Wishes 4 Kids
Knighton	Green	British Heart Foundation
Watermead	Blue	WaterAid

At Manor High, we develop our students' leadership skills. They play a part in the running of our school. Our students are very much part of the decision-making process in the school and have brought about many positive changes. For example, they are involved in the recruitment of new staff by taking part in a student panel; a very valuable and responsible role.

House and Sports Captains

House and Sports Captains are recruited and appointed at the start of Year 9. There are two House Captains, a deputy and one Sports Captain for each house.

They lead on the organisation of charity fundraising events. Other roles performed by the House Captains include: speaking and being involved in Open Evenings, liaising with the House Manager and supporting House events and competitions.

Heads of School

The student Heads of School are recruited and appointed at the start of Year 11 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.

House Competitions

We have a full and varied programme of House Competitions set up throughout the year. These are split by year groups or Key Stages to maximise participation. The competitions are run by our departments, House Manager and Senior Leadership Team. They are well-received by students and participation is encouraged to help win valuable House points.

Your School Day

When walking around the school, especially in corridors, please be careful and considerate of others. You need to arrive on time to all of your lessons or you may be given an RTL (Ready to Learn) detention after school.

At break, hot and cold snacks are served. You can spend time either in the hall or outside, where you can enjoy the fresh air and activities such as table tennis or our outdoor gym.

At lunch, school dinners are served from the three food areas and eaten in the hall* or in designated outside areas. Packed lunches can be eaten in the hall or outside. Please ensure any litter is disposed of in the bins provided.

Wet Weather Arrangements

At break time, if the weather is bad, you will hear the bell ring three times. You will need to return to your tutor room.

At lunchtime, you will hear three bells ring and you will need to go to your tutor room where indoor activities will be available. If you're having a hot meal, the lunchtime supervisors will collect you to queue indoors. Packed lunches can be eaten in your tutor room under the supervision of your tutor. Rubbish needs to be disposed of appropriately to ensure the classrooms are ready for lessons after lunch.

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 and while on school premises (as per the agreement on page 8).

The reason for this is that communication must be appropriate, supervised and done with permission. The vast majority of online bullying is done outside school and outside school hours. 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.

Please note: the school cannot accept responsibility for any personal property brought into school. This includes mobile phones, musical instruments and jewellery, which should be insured on your parents' house policy before they are brought into school. The school is not responsible for any items of value.

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. They can be contacted via reception.

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 medication 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.

Your parents will be informed, via email, if you visit First Aid during the day. For more serious issues, they will be contacted by telephone.

Please ensure the school is aware of any allergies or medical conditions you have.

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 Class Charts as the vehicle to set homework. Class Charts enables students and parents to see exactly what homework is set.

You and your parents can download the Class Charts app for your mobile phones that can send reminders when homework is due. You will be able given a login by your Computer Science teacher and your parents will be issued with their own login. Any queries regarding Class Charts should be directed to the Curriculum Leader for Computing and Business.

In order to provide the opportunity to complete homework, you can work in the Study Centre at break and lunchtime. There are also supervised sessions before and after school each day.

Lost Property

Any lost property found in school will be initially left in situ. At the end of the day it is taken to reception. After a week this will be stored securely. Any small items (glasses, keys, etc.) are handed into Reception. Please ensure **all** personal belongings are named with your full name so they can be returned if handed in. Unclaimed lost property is donated to charity or our second-hand uniform store if unclaimed after three months.

Please note: the 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 parents' house policy before they are brought into school. The school is not responsible for any items of value.

Ecard and Online Payments via School Gateway

Manor High School is a cashless school. We have an ecard system which means that you do not pay for your food/drinks/trips with money. The only way to make payments is via School Gateway (www.schoolgateway.com). Your ecard is also your library card.

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. Parents need to register for a School Gateway account. This can be done via the School Gateway app or at www.schoolgateway.com. Your parents can credit your account at any time.

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.

Travelling To, From and Around School

To encourage a health and fitness, we recommend that, wherever possible, students walk or cycle to and from school. Secure cycle sheds are available for you to use at the rear of the building, which are locked during the day. However, we do advise bringing a lock for additional security. When moving around the school, especially in corridors, we ask that you are careful and respectful of others.

When in school uniform you are representing the school. Please be mindful of other members of the public using footpaths, waiting at bus stops and travelling on the school bus or public transport. If cycling, please be aware of other road users and follow the Highway Code (www.highwaycodeuk.co.uk/rules-for-cyclists). Respect our neighbours and community by behaving with care and consideration at all times.

Food Service

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 vending 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	10.40-11.00am	✓	✓	✓
Lunch	12.40-1.25pm	✓	✓	✓

Food, whether purchased from school or brought from home, can be eaten in the hall* or in designated outside areas. Students are required to dispose of any litter in the bins provided.

Meat and vegetarian options are available daily. Meal deals are available at lunchtime. There are various vending machines available for you to use. All food is paid for using your ecard. 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.

PLEASE NOTE: WE ARE A NUT FREE SCHOOL AS SOME STUDENTS HAVE SEVERE ALLERGIES.

** Prices are correct at time of going to print. Menus and prices are subject to change.*

Rewards and Sanctions

Achievement and Rewards

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

You can earn Achievement/House Points in many ways: outstanding work, consistently high performance, exemplary behaviour, representing the school, musical and drama performances or contributing to the school community.

Throughout each term there will be badges, rewards and privileges issued to the achievers in each house. 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 behaviour policy.

Sanctions are given for misbehaviour or serious misbehaviour (as outlined in our Behaviour Policy):

- RTL 'Ready to learn' Incorrect uniform or equipment, lateness, chewing gum, use of mobile device
- S1 Low level disruption or misbehaviour
- S2 Persistent disruptive or disrespectful behaviour. Failure to complete homework
- S3 Serious non-compliant and unreasonable behaviour
- S4 Unacceptable and/or offensive behaviour leading to more serious sanctions

An RTL, S2, S3 and S4 sanction will result in a detention after school for between 30-90 minutes (On the next school day). Receiving an S3 will usually result in being removed to another classroom. Receiving an S4 will result in being removed to the Reflection room. Your parents will be informed on Class Charts and sometimes via a phone call as well.

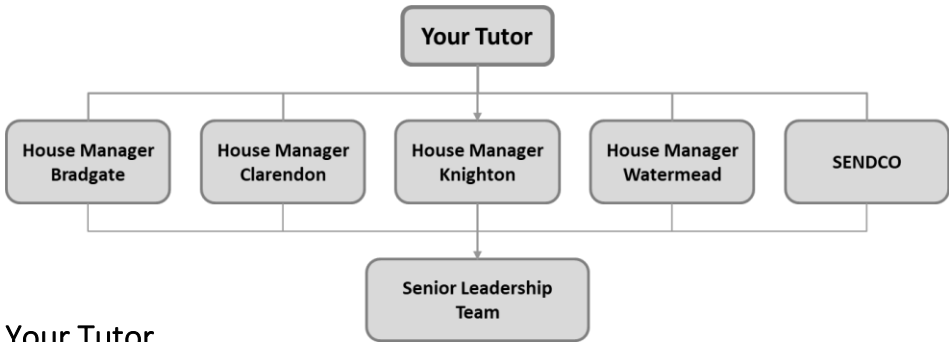
All rewards and sanctions can be viewed by your parents on Class Charts.

There are a number of items that you cannot bring into school. Possession of any prohibited items will lead to serious consequences. Examples of items include:

- Knives or weapons
- Alcohol
- Drugs except for prescribed medication
- Stolen items
- Tobacco and cigarette papers
- Vapes
- Energy drinks
- Fireworks
- Pornographic images
- Any article a staff member reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student).

Care and Support at School

If you need help or support, we have many people you can talk to. Our team helps students to develop their character and resilience. Your tutor is your named and **trusted adult**. **They** should be your first point of contact but the flowchart below, gives a brief outline of others you can speak to:



Your Tutor

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

Your House Manager

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

SEND and Learning Support

Our SEND 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.

Our Designated Safeguarding Leads (DSLs)

If you have any concerns about your safety, the safety of other students or about any extreme behaviour, please speak to the following members of staff:

- Mrs Mehta, *Senior Designated Safeguarding Lead and Deputy Headteacher*
- Mrs Ghani, *Daily Operational Designated Safeguarding Lead*
- Any House Manager
- Mr Greiff and Mr Croucher are also trained DSLs.

Character

Through Character tutorials, Manor High can give recognition to that enormous amount of time successfully spent on activities which can be associated with developing the 'whole' pupil. Education does not stop at the classroom door.

“Employers look for young people who are rigorous, rounded and grounded, with not only skills and knowledge, but also the wider behaviours and attitudes that are needed for success in life and work. Programmes such as The Edge that support and encourage this wider development in young people as a part of their school journey are a welcome step towards ensuring that all young people can fulfil their potential.”

Neil Carberry, Director for Employment and Skills, CBI.

Why Character?

Character allows the opportunity to develop five key life attributes through a series of targeted activities and challenges.

At Manor High activities may be completed in tutor time, in school as extra-curricular, or in your life outside school. You set your own pace and record your progress using a specially designed secure online platform.

Activities focus around ‘Talking Points’ and may cover the following attributes* are:

- **Leadership** (e.g. Making decisions, acting responsibly, collaborating)
- **Organisation** (e.g. Time management, problem solving)
- **Resilience** (e.g. Showing commitment, working under pressure,)
- **Initiative** (e.g. Creativity and seeing the value in being of service to others)
- **Communication** (e.g. Editing, presenting, matching form and content to the audience)

These attributes have been especially chosen for their formative qualities in character development as well as their desirability by employers.

Character tutorials will support students to become self-assured and confident young people who have received a quality and well-rounded education.

**adapted from the National Career Service's list of top ten soft skills*

Wellbeing

Manor High School were awarded the National Wellbeing Award in May 2019 and we are seeking to regain this award, this academic year.

There are four key principles driving the ideas and recommendations behind the award:

1. Emotional wellbeing and mental health are a continuum. Related issues can range from positive attitudes and behaviour, through to experiences of emotional distress and mental disorder.
2. Schools already experience and manage emotional issues on a daily basis; the objective is to minimise the impact of such issues and maximise the effectiveness of any responses.
3. Emotional wellbeing covers a range of dimensions, such as resilience, character building, relationships and self-esteem, etc. Understanding both developmental and mental health awareness is critical.
4. Creating a positive school culture requires a whole-school approach that is led from the top while involving all in the school community.

Existing Services

As a school, we are proud of the initiatives we offer students. We promote positive mental health and wellbeing for everyone with these:

- Students are supported by form tutors, House Managers and all staff
- Regular assemblies and celebrations to raise the awareness of mental health and wellbeing occur throughout the year
- Third party sessions by companies such as Humanutopia, Progressive Masculinity and Route to Resilience
- CHS (Community, Health and Social) / PHSE / RSHE lessons
- Extra-curricular clubs including a wide range of sports
- Games room for those students who feel vulnerable
- Mental Health Ambassadors
- School counselling service
- Mental health professional at Child and Adolescent Mental Health Services (CAMHS)
- Post box system for students to inform us of their feelings without directly speaking to us
- School nurse working with individuals and groups
- House Managers attend wellbeing and mental health training
- Work in collaboration with Zeph's Café (loneliness campaign)
- Community cuppas

Getting Help and Support

You may be struggling for a variety of different reasons; the teenage years can certainly be a challenging time. If you, or your parents, would like any advice or support, please talk first with your tutor, who is your named adult, or contact your House Manager who will ensure that you are referred for the right kind of support. You may also contact our Pastoral Deputy Head and Wellbeing/Mental Health Lead, for specific enquiries in this area.

Zero Tolerance to Bullying

As our core value of Respect indicates, we do not tolerate any type of bullying. We will act to stop bullying if a student, or parent, tells us about it; whether it is happening to them or someone they know. 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 you talk to them about being bullied. We urge students to **Start Telling Other People**.

You will learn in your PSHE lessons how to cope if this happens to you or if you see it happening to others. You'll learn that you must tell someone because it must **STOP**. If you or your parents have any concerns or notice any signs of distress or changes in behaviour, please contact us immediately to discuss the matter.

Together we can make sure the bullies never win.

Beyond Bullying Gold Award

We were proud to be awarded the 'Beyond Bullying Gold Award' in November 2018 and our seeking to re new this award.

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.



Progress and Attainment

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

A national scale of 9 to 1 is used for GCSEs, 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.

Expected Grades (EGS) 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 use standardised scores to give an indication of how far above, or below average your attainment is. A scale of 75 to 125 is used to indicate how your attainment compares to average. 100 being the average score. If you score more than 115, this is deemed to be in the top 15% of your year group.

Curriculum

Manor High offers a relevant and varied curriculum including Maths, English, Science, PE, Modern Foreign Languages, Performing Arts, Humanities, Computer Science, Business Studies, Food, Art and Design Technology. In Key Stage 3 (Years 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 of the learners to fulfil their potential.

Attitude to Learning

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 recognised in the Attitude to Learning (A2L) scale overleaf.

It is expected that all students achieve a A2L score of 1 and meets expectations. If not, interventions will be being applied by tutors and staff. Your parents will likely be involved in these conversations too.

Attitude to Learning

1 Meeting Expectations.

A student meeting expectations will:

- be prompt to all lessons
- always be fully prepared and equipped for the lesson
- always demonstrate a positive and respectful attitude to staff and peers
- always be productive, contributing fully to the lesson when targeted
- complete homework and classwork on time, responding positively to feedback.

2 Minor concerns

A student causing minor concerns may:

- be late sometimes to lessons
- not always fully prepared or equipped for the lesson
- not always demonstrate a positive and respectful attitude to staff and/or peers
- only be productive when directed by staff
- complete homework on time, but not always to the best of their ability.

3 Significant concerns

A student causing significant concerns may:

- be late to several lessons
- lack preparation and/or not be equipped for most lessons
- demonstrate an inconsistent and sometimes disrespectful attitude to staff and/or peers
- only be productive when directed by staff and needs reminders to focus.
- complete homework inconsistently and/or give limited responses to feedback.

4 Serious concerns

A student causing serious concerns may:

- be regularly late to lessons
- rarely be prepared and/or equipped for lessons
- demonstrate a negative and disrespectful attitude to staff and/or peers
- be unproductive for the majority of lessons
- complete homework rarely and/or fail to give responses to feedback

Progress Targets

To ensure that you are able to improve, you will discuss your Progress Report with your tutor and set targets for the next term. You can then monitor and evaluate your development throughout the year.

5 in 5

At Manor High, we recognise the importance of a calm, prompt and inspiring start to all lessons. We have introduced the 5 in 5 to ensure the best start to learning; they are five simple steps which can be done in five minutes or less. This ensures learning starts promptly and positively, which leads to high levels of engagement.

1. Punctual

Arrive to lesson on time



2. Polite

Meet and greet your teacher at the door



3. Prepared

Sit down with equipment and planner on desk



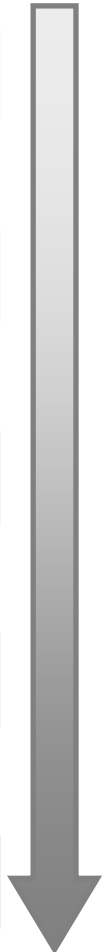
4. Proud

Neatly write the date and title



5. Positive

Begin 'Do now' activity



Consistency in Expectations



How we listen at Manor High

S

Sit up straight

L

Listen

A

Answer questions

N

Never interrupt

T

Track the teacher



How we discuss in class at Manor High

S

Sentences

H

Hands down

A

Articulate

P

Project

E

Eye contact



How we are polite at Manor High

S

Sir or Miss

T

Thank you

E

Excuse me

P

Please

S

Smile



Feedback from teachers

Methods of feedback

Teachers and department staff will use their professional judgement to discern which is most appropriate method to feedback to you at identified points in the learning process.

The appropriateness of feedback will be monitored by Curriculum Leaders to ensure it is impactful and timely.

Clear feedback will be provided and acted upon in the following formats:

1) Whole-class feedback: e.g. trends noted so that common misconceptions can be re-explained; 'live' deconstruction of students' work. This will be provided in a timely manner on a whole class marking sheet by the teacher provided for each student, on purple paper to enable students to quickly identify feedback.

2) One to one verbal feedback: e.g. during independent practice. Students should note in their books what the teacher has said to them and responded accordingly.

3) Self and peer critique / evaluation: e.g. against provided success criteria.

4) Live marking- carried out by the teacher, during lesson time to success criteria identified through direct instructional practice. Students respond immediately to this.

5) Written comments: e.g. against clear success criteria (these should be focused, concise and only used where there is a clear benefit over the other types of feedback highlighted above).

6) Assess students at end points through formal end of topic assessments, marked by teachers and feedback to students with a number or score as appropriate.

Dedicated Improvement and Reflection Time

In order for any feedback, or marking to be effective, you will be given the opportunity to address misconceptions and to act upon the feedback given. At Manor High this is called Dedicated Improvement and Reflection Time and is allocated in lessons in order for students to improve work following feedback which is done in purple pen.

Pride in Presentation

Taking Pride in Presentation is important. Students are expected to take pride in the visual appearance of their work. Well-presented work evokes a positive response from the reader and says a great deal about students' attitude to learning. This guidance clarifies how students' work should be presented. This ensures a common standard

across the whole school and enables all staff to reinforce the clear expectations required to all students, in all subjects.

When taking Pride in Presentation with regard to work students must:

- ✓ Write in a blue or black pen. Students may use cartridge pens, disposable ink pens or biros.
- ✓ Pencil and rulers should be used for graphs, illustrations, tables and design work.
- ✓ Colouring pencils should be used for colouring or shading.
- ✓ The date must be written at the start of every new task on the right-hand side and underlined with a ruler. In MFL, students may be required to write the date in full, in the target language.
- ✓ Each new piece of work must be appropriately titled and underlined with a ruler.
- ✓ A line must be left between the title and the first paragraph, or first response.
- ✓ Handwriting must be legible with letters clearly formed (support is available).
- ✓ Students must write on each line next to the margin, using the full width of the page, with clearly defined paragraphs in work.
- ✓ Any mistakes must be crossed out with a single straight line with no scribbling or excessive crossing out.
- ✓ Liquid paper (TippEx) should not be used.
- ✓ Graffiti/doodling is not permitted on any work.
- ✓ Students are expected to proof read work before submission for marking by either the teacher or peers.

With regard to the condition of books, students must make sure that:

- ✓ Each book displays the student's name, form, subject group, subject and name of subject teacher.
- ✓ Books must not be defaced in any way. Students must take care of exterior covers of books, or any folders or booklets. If the appearance becomes unacceptable the student will be charged an appropriate non-profit sum to replace.
- ✓ Books may be covered with non-offensive material.
- ✓ All sheets should be trimmed and glued neatly into books. There should be NO loose sheets in books.
- ✓ When books/folders are lost, the student will be charged an appropriate non-profit sum to replace.

Carelessness and lack of respect/responsibility for books will result in appropriate department sanctions being issued and parents being informed.

Study Centre

Manor High has an outstanding Study Centre available to students during lessons, break and lunch. The information below will help you make the best use of this facility.

Books

- Use your ecard to borrow books from the Study Centre. It has a unique number, which is for your own use. Do not let other students borrow books on your ecard.
- You can print and photocopy work on the printer in the Study Centre (or other printers located around the school). You will need your ecard to do this.
- You will be responsible for any books you borrow from the Study Centre. Key Stage 3 students can borrow one book at a time. Key Stage 4 students can borrow up to two books at a time.
- Books are loaned to you for three weeks and can be renewed, if you have not finished reading; you will need to visit the Study Centre to renew the book.
- Please return your books by the dates stamped inside. If any of your books become overdue, you will not be able to borrow any more books until you return the overdue book/s.
- There are no fines for overdue books but if you lose or damage one of our books you do have to pay for it or replace it. Talk to the Study Centre Manager if you have lost or damaged a book.
- You can borrow books from the Study Centre from 8.30am. Most students borrow and return their books during break and lunchtime or after school.
- All books must be issued and returned at the issue desk in the Study Centre.

Computers

- The computers are available for use in the Study Centre before and after school, plus during break and lunch. They are available on a first come first served basis.
- Only one person is allowed per computer.
- Computers are for homework and revision only. Playing games and browsing the internet for leisure are not permitted.

Study Skills and more

- As it is an area for study, eating and drinking in the Study Centre is not permitted.
- Our Study Centre is a place for quiet work so we ask that you do not use the Study Centre as a short cut to get around school.
- You will be able to access study skill sessions, which will run on a regular basis, please contact our Study Centre Manager for further details.
- The Study Centre is open from 7.30am until 5.30pm for quiet study.

Don't forget, if you need help to find a book or have any problems, please see the Study Centre Manager.

Planning for Tests and Exams

Plan your revision

- Start doing your revision early – go over your notes regularly, highlighting or rewriting all the key phrases and bits of information.
- Make sure you know which topics you need to revise for each subject. Use your exam board specifications as a revision list.
- Use past exams papers and revision guides. These will help you work out what kind of things you need to learn.
- Find out the dates and times of your exams and note them in your planner.
- Screen time should be limited to daylight hours to ensure a good night's sleep.
- Take short breaks or give yourself rewards while studying.
- Make a revision timetable – and stick to it.
- If you have any questions or areas you'd like to clarify, ask your teacher.

Before the exam

- The night before your exam read through all your notes just before you go to sleep and ensure you get a good night's sleep.
- Ensure you have a good breakfast/lunch on the day of an exam/test.
- Make sure you have all the equipment you will need, plus spares.
- Arrive in good time before the exam starts – you do not want to be rushing around.

In the exam

- Read the instructions carefully and listen to what you are told.
- Read through the questions before you start writing – highlight or circle the key parts of the question.
- Answer the questions you are confident with first and go back to the more difficult questions.
- Check the number of marks linked to the questions; don't write an essay on a one-point question and don't give a one-word answer to a five-point question.
- Where questions have several parts or sub-sections, check that you have answered all the parts.
- Briefly plan out essay type questions noting the key points.
- If you finish before the end of the exam, read through your exam paper and double check your answers, making sure you have answered the questions on every page.

After the exam

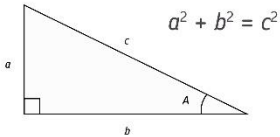
- Don't worry about how you did in the exam you have just taken, or if others put different answers. Concentrate on any other exams you have coming up.
- Relax, spend time with friends and do something fun.

GCSE Maths Formulae

Students are expected to know the following formulae included in the subject content; they will not be given in the GCSE exam.

Pythagoras' theorem

In any right-angled triangle where a , b and c are the length of the sides and c is the hypotenuse:



Trigonometry formulae

In any right-angled triangle ABC where a , b and c are the length of the sides and c is the hypotenuse:

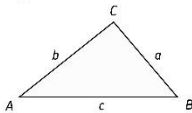
$$\sin A = \frac{a}{c} \quad \cos A = \frac{b}{c} \quad \tan A = \frac{a}{b}$$

In any triangle ABC where a , b and c are the length of the sides:

$$\text{sine rule: } \frac{a}{\sin A} = \frac{b}{\sin B} = \frac{c}{\sin C}$$

$$\text{cosine rule: } a^2 = b^2 + c^2 - 2bc \cos A$$

$$\text{Area} = \frac{1}{2} ab \sin C$$



The quadratic formula

The solutions of $ax^2 + bx + c = 0$ where $a \neq 0$

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

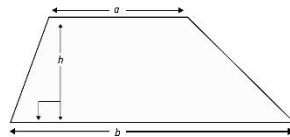
Circumference and area of a circle

Where r is the radius and d is the diameter:

$$\text{Circumference of a circle} = 2\pi r = \pi d$$

$$\text{Area of a circle} = \pi r^2$$

Perimeter, area, surface area and volume formulae



Where a and b are the lengths of the parallel sides and h is their perpendicular separation:

$$\text{Area of a trapezium} = \frac{1}{2} (a + b) h$$

$$\text{Volume of a prism} = \text{area of cross section} \times \text{length}$$

Compound interest

Where P is the principal amount, r is the interest rate over a given period and n is the number of times that the interest is compounded:

$$\text{Total accrued} = P \left(1 + \frac{r}{100} \right)^n$$

Probability

Where $P(A)$ is the probability of outcome A and $P(B)$ is the probability of outcome B :

$$P(A \text{ or } B) = P(A) + P(B) - P(A \text{ and } B)$$

$$P(A \text{ and } B) = P(A \text{ given } B) P(B)$$

GCSE Physics Equations

In solving quantitative problems, students should be able to recall and apply the following equations, using standard SI units.

Equations required for Higher Tier papers only are indicated by HT in the left-hand column.

	Word equation	Symbol equation
1	weight = mass × gravitational field strength (g)	$W = m g$
2	work done = force × distance (along the line of action of the force)	$W = F s$
3	force applied to a spring = spring constant × extension	$F = k e$
4	distance travelled = speed × time	$s = v t$
5	acceleration = $\frac{\text{change in velocity}}{\text{time taken}}$	$a = \frac{\Delta v}{t}$
6	resultant force = mass × acceleration	$F = m a$
7 HT	momentum = mass × velocity	$p = m v$
8	kinetic energy = $0.5 \times \text{mass} \times (\text{speed})^2$	$E_k = \frac{1}{2} m v^2$
9	gravitational potential energy = mass × gravitational field strength g × height	$E_p = m g h$
10	power = $\frac{\text{energy transferred}}{\text{time}}$	$P = \frac{E}{t}$
11	power = $\frac{\text{work done}}{\text{time}}$	$P = \frac{W}{t}$
12	efficiency = $\frac{\text{useful output energy transfer}}{\text{total input energy transfer}}$	
13	efficiency = $\frac{\text{useful power output}}{\text{total power input}}$	
14	wave speed = frequency × wavelength	$v = f \lambda$
15	charge flow = current × time	$Q = I t$
16	potential difference = current × resistance	$V = I R$
17	power = potential difference × current	$P = V I$

	Word equation	Symbol equation
18	power = current ² × resistance	$P = I^2 R$
19	energy transferred = power × time	$E = P t$
20	energy transferred = charge flow × potential difference	$E = Q V$
21	density = $\frac{\text{mass}}{\text{volume}}$	$\rho = \frac{m}{v}$

Students should be able to select and apply the following equations from the Physics equation sheet.

Equations required for higher tier papers only are indicated by HT in the left-hand column.

	Word equation	Symbol equation
1	(final velocity) ² – (initial velocity) ² = 2 × acceleration × distance	$v^2 - u^2 = 2 a s$
2	elastic potential energy = 0.5 × spring constant × (extension) ²	$E_e = \frac{1}{2} k e^2$
3	change in thermal energy = mass × specific heat capacity × temperature change	$\Delta E = m c \Delta \theta$
4	period = $\frac{1}{\text{frequency}}$	
5 HT	force on a conductor (at right angles to a magnetic field) carrying a current = magnetic flux density × current × length	$F = B I l$
6	thermal energy for a change of state = mass × specific latent heat	$E = m L$
7 HT	potential difference across primary coil × current in primary coil = potential difference across secondary coil × current in secondary coil	$V_s I_s = V_p I_p$

Good Practice and Safe Use of ICT Agreement

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

The rules below are good advice, if you follow them at home and at school you will keep yourself 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 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. 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.
- If you discover any offensive material whilst you are using the system, you should note the location and report 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 networking 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.
- You agree to respect the reputation and integrity of the school in any online posting or messages.
- You will demonstrate courtesy and respect for staff, other parents and pupils when comments are placed on social networking sites.
- Use appropriate language when discussing the school.
- Any issues or concerns regarding school, will be addressed directly with a member of staff, the Headteacher or governors rather than posting them on social media.

If you are not sure about any of this, please speak to 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>



Online Learning Agreement

At Manor High School we recognise that online based learning will support the progress of your child during the school year. There may be times when periods of remote learning will be used on a small or larger group basis.

Our staff are committed to ensuring that all learners have a quality, safe experience during these sessions and understand that all stakeholders; students, teachers and parents play a pivotal role in achieving this.

To help facilitate the success of these sessions, we expect all of those taking part to follow a set of supportive guidelines.

- All online based learning received which involves direct interaction with teachers and students should be conducted in a populated place within your home such as a sitting room or kitchen, i.e. not a bedroom.
- Students and parents agree to check their child's school-based email on a regular basis to ensure that they are aware of when online based learning is being conducted.
- Students during the session will have their microphones off unless directed by a teacher. This will support the flow of the lesson and reduce technical issues.
- Parents are aware that when microphones are used, other participants within the session may hear what is being said. Careful consideration must be given in regards to the subject of conversations taking place within the family home during these online sessions.
- Unless directed by the teacher, all webcams will be off during the course of the session. If webcams are to be used, we ask that students and teachers use the blur function on their webcam to remove the background.
- All members of the teaching staff and student household will be appropriately dressed during these sessions.

- In order to record a lesson, direct permission must be given by all parents of students taking part, prior to the start of the lesson.
- Parents are to be aware of lessons taking place and agree to support the school in the logistics involved within the family home. This will include ensuring students are ready for learning and appropriately equipped at the appropriate time.
- Parents will support teachers by ensuring students are aware of the need to behave appropriately in a session delivered online in the same way as if they were present in school.
- Use appropriate language (this includes others in the household) and maintain the standard of behaviour expected in school.

Students not using devices or software as intended will be disciplined in line with our Behaviour Policy.

Mobile Phones and Other Devices Agreement

- At Manor High, we expect all mobile phones and other devices to be turned off at all times during the school day and while on school premises.
- We expect phones, other devices and phone accessories (ear phones, AirPods) to not be visible while students are on school premises.
- Devices may on occasion be used for educational purposes at the discretion of Manor High staff.
- If phones or other devices are seen or heard during the school day, they will be confiscated. They will be returned to the student at the end of the school day or we will request the item to be collected by parents. This will be at the discretion of Manor High staff.
- If students need to contact home during the school day, they should go to reception or the Business Support office.
- If parents need to contact their child urgently, they will do so via the main switchboard number.

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
- GCSE exam providers and organisers
- the Department for Education (DfE)

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 wellbeing 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;
- 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



Manor High School

Excellence - Inspiration - Resilience - Respect

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facebook: @ManorHighSchoolOadby

Proud to be part of the Oak Multi Academy Trust

