



# 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 hopefully get to meet them then. Some tutor groups may have two tutors, when staff members work part-time. 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 those who join midway through the year. Due to our tutor system, we find that all our new students settle in very quickly and make new friendships. Our older students are always happy to share their experiences with you and reassure you- everyone has been in your situation before.
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. 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. We have student ambassadors around to help you find your way. 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. When you start you will be given a lanyard. If you require a replacement, you can buy a lanyard on Arbor, which is our online payment system:  
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.  
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 behaviour standards built around our core values. Those who fall short of these standards will face sanctions in line with the seriousness of the issue and within the school's behaviour policy.



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## 6. When do I get my ecard 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.

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 in your lanyard. 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 Arbor and collected from reception.

The only way to top-up the card is via Arbor. Arbor 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 an Arbor account. This can be done via the Arbor app. 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. It is hoped that they become your trusted adult. 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 Assistant Pastoral Leader. They are available throughout the day as they don't teach lessons. Sometimes, depending on what you are worried about, the other children in your tutor group may be able to help too.

## 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 available to you and we are always available to help. 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 halal options too. Just ask



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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 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.

## 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
  - Geography
  - Computer Science
  - Art
  - Maths
  - History
  - Music
  - Technology
  - Science
  - French
  - Drama
  - Food
  - PE
  - RE
  - PHSE

Homework is set using ClassCharts. 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. 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! You can bring spare bits to change into in case you get really dirty or wet in PE lessons.

## 13. 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, students should attend First Aid during break and lunch to minimise lost learning time.



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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.

14. 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.

15. 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 randomly to ensure we are being fair to all.

16. 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.