

Manor Primary School

Newsletter Autumn Term: Number 1

NEW TERM

We hope everyone had a good summer holiday. All of the children have settled really well into their new classes. We appreciate all parents and carers sending children to school in school uniform, all of the children look really smart.

STAFFING

We welcome to our school new teachers:

- Miss Bethan Ripley
- Mr Richard Brown
- Mrs Rebecca Sands
- Miss Amber Walters
- Miss Catherine Murray
- Miss Louise Webster

We also welcome to our school two new teaching assistants

- Mrs Samantha Gould
- Mr Luke Musgrove

We have an Assistant Head in each phase of our school that is responsible for the quality of teaching and learning standards and achievement.

Early Years (Nursery & Reception)	Mrs Coles
Keystage 1 (Year 1 & 2)	Miss Newell
Lower Keystage 2 (Year 3 & 4)	Mrs Wedge
Upper Keystage 2 (Year 5 & 6)	Mrs Verdi

If you need to talk to someone other than your child's class teacher regarding your child our Assistant Heads will be happy to meet with you.

START AND END OF THE DAY

As our school continues to grow with 3 form entry now up to year 2 we would like to put the following into action from tomorrow to ensure children's safety at the start and end of the day.

- When children arrive at school we would like reception, year 1, year 2 to wait on the top yard and doors will be open at 8.45 as usual.
- We would like years 3, 4, 5 and 6 to go down the ramp and wait on the bottom yard, doors will also open at 8.45a.m. and they will enter school through the new entrance.
- When collecting children at the end of the day. Reception, years 1, and 2 and 3 will exit onto the top yard as normal, however year 3, 4, 5 and 6 will exit onto the bottom yard.

- Please note the side car park will be closed at 3pm and will re-open at 4pm to ensure the safety of the children.

PARENTS/ CARERS EVENING

Parents/ Carers evening for the autumn term will be on held over two separate days on:

- Monday 16th October at 3.45p.m. until 6.00p.m.
- Thursday 19th October 4.30p.m. until 7.00p.m.

Appointments with teachers will be in the hall and children's work will be set out in their classrooms. We would appreciate it if children do not accompany parents/ carers to their appointments. If this is impossible for you your child will be asked to wait in a room where they can be supervised by staff whilst you have your appointment and look at your child's work.

DINNER MONEY THIS TERM

Dinner money continues to be £2.30 a day, £11.50 a week. Dinner money must be paid on the first day of the school week and sent into school in a labelled envelope and handed to the child's class teacher or alternatively you can pay via our online system. Children in Reception, year 1 and year 2 are entitled to a free school meal. However if you were eligible to claim for free school meals you must still do so in the same way in which you have done in previous years. This will enable your child to have free milk each term and for their free meals to continue as they go through the school as well as provide the school with additional funding for your child's education.

MILK MONEY THIS TERM

Milk money for this term continues to be £12.00 for the whole term. It still remains free for children who are under the age of 5 and for children who are eligible for free school meals. If your child is eligible for free milk at the start of the term it will be ordered automatically for them. If you need to pay for your child's milk please send £12 in a labelled envelope with your child's name on. All milk money must be paid by the 15th September.

HOLIDAYS IN TERM TIME

A reminder that school cannot legally authorise leave in term time for holidays except in exceptional circumstances (e.g. Family Bereavement). If you intend to take a holiday in term time a leave of absence form must be completed so that school knows why your child is not in school. If this request is granted as it is considered exceptional circumstances then this will be authorised. If you decide to take leave that is not authorised this may result in a fine.

MONEY

If you need to send any money into school, can you please send it in with your child to their class teacher in an envelope that is clearly marked with the amount and what the money is for. No money will be accepted at the main office (except for the purchase of school uniform.) This enables teachers to book all money into class cash books and follow procedures

laid down in our school financial audit. Please do not bring cash to the front desk, as class teachers need to record money sent into school and know what children have paid for. Staff at the front desk are not able to give change to parents and carers as cash is banked daily and there is no money kept on site. We really would appreciate your cooperation in this matter.

As previously communicated we have a new online payment system which will enable you to make payments online for Milk and Dinners.

ATTENDANCE

Last year our levels of attendance were above national figures and we would like this improvement to continue and your support is essential. If your child is absent for any reason please telephone the school office on the first morning of absence or call into school to leave a message telling us the reason for absence. If we do not hear from you, you will receive a phone call from the school or Educational Social Worker asking why your child is not in school. The Educational Social Worker has to chase up any un-authorized absences for the local Education Authority. From September any child not achieving 90% attendance will be referred to the Educational Social Worker. Regular attendance is crucial if children are to make good progress. Wolverhampton Local Education Authority is taking appropriate action where attendance falls below 90% at our school. Good attendance levels are deemed by the local authority and OFSTED to be 96% and above.

APPOINTMENTS IN SCHOOL TIME

We are continuing to use a pass-out system for children who have medical appointments in school time. If your child has a medical appointment etc. we would like you to come to main reception to inform the school, show evidence of the appointment and a pass-out card will be given to you. If you are then stopped by truancy patrol you have this card to justify your child being out and about in school time. This is a measure they are continuing to use to further combat truancy and unauthorised absences from schools, as it is an ongoing concern. A full days absence cannot be authorised for a medical appointment and so we would appreciate parents and carers getting children in to school prior to their appointment or bringing them in after their appointment.

POP & JUICE

Children can buy a carton of fruit juice at 30p, cartons of fresh milk for 10p or bottled water at 30p daily at lunchtimes. They are also provided with tap water. We would appreciate it if families would buy pop from school and not send it into school in lunchboxes. Last term we had several cartons leak and spoil many children's lunches. We have also had other instances of inappropriate drinks bottles being sent in lunches and children knocking them over at lunchtime and again spoiling several other children's lunches. Your support in this matter is appreciated.

P.E KITS & PUMPS

Can we remind you that it is essential your child has their P.E kit in school so that they can take part in their P.E lessons which is an essential part of the curriculum.

JEWELLERY

Can we remind you for safety reasons children should not wear jewellery to school. It can be caught whilst your child is playing or working and hurt your child or be broken. It can also be easily lost. If your child has pierced ears then we would appreciate you ensuring they wear stud earrings.

HARVEST

This year for harvest we would like to collect donations of food (tins, packets, jars etc.) for The Good Shepherd who provide a food bank for people in our local community. We would like to collect food week beginning Monday 18th September for a week. Key stage 2 children (Year 3,4,5 & 6) will perform a Harvest Assembly on Tuesday 26th September at 9.05 a.m. in the school hall (Keystage 1 will perform for Diwali). All Children will work on the celebration of harvest through the curriculum the week of our assembly.

DIWALI

Our Diwali assembly this year will be on Tuesday 17th October at 9.05 and will be performed by Keystage 1 children in the school hall (Year 1 and 2). All Children will work on the festival of Diwali through the curriculum the week of our assembly.

CLASS ASSEMBLIES THIS TERM

All classes will take part in two class assemblies throughout the school year. The following assemblies will take place this term and they will all be held in our school hall at **9.05a.m.**

- Friday 29th September 6AV (Year 6 Mrs Verdi's class) at 9.05a.m.
- Tuesday 3rd October 6CH (Year 6 Miss Hampshire's class) at 9.05 a.m.
- Friday 6th October 6BR (Year 6 Miss Ripley's class) at 9.05 a.m.
- Tuesday 10th October 5CG (Year 5 Miss Glazzard's class) at 9.05 a.m.
- Friday 13th October 5RB (Year 5 Mr Brown's class) at 9.05 a.m.
- Tuesday 7th November 4MB (Year 4 Mr Brewerton's class) at 9.05 a.m.
- Friday 10th November 4LW (Year 4 Miss Webster's class) at 9.05 a.m.
- Tuesday 21st November 3LW (Year 3 Mrs Wedge's class) at 9.05 a.m.
- Friday 24th November 3KM (Year 3 Mrs Mill's class) at 9.05 a.m.
- Tuesday 28th November 2JN (Year 2 Miss Newell's class) at 9.05 a.m.
- Friday 1st December 2JS (Year 2 Miss Sahota's class) at 9.05 a.m.
- Tuesday 5th December 2SS (Year 2 Miss Smith's class) at 9.05 a.m.

Each Reception class will perform the Nativity (Date to follow)

Christmas carol concerts this year will be at St Mary's Church date and more details to follow.

EXTRA CURRICULAR CLUBS

A full programme of extracurricular clubs will be sent to all families this week. These clubs will commence week beginning Monday 18th September. **There are no clubs in the first two weeks of term**

DATES

Autumn Term 2017

Tuesday 5 September 2017 – Friday 20 October 2017

(Half Term: Monday 23 October – Friday 27 October)

Tuesday 31 October 2017 – Wednesday 20 December 2017 (Monday 30 October Teacher Day)

Spring Term 2018

Thursday 4 January 2018 – Friday 16 February 2018 (2 and 3 January Teacher Days)

(Half Term: Monday 19 February – Friday 23 February)

Monday 26 February 2018 – Thursday 29 March 2018

Summer Term 2018

Monday 16 April 2018 – Friday 25 May 2018

(Half Term: Monday 28 May – Friday 1 June)

Monday 4 June 2018 – Friday 20 July 2018

1 more teacher days to be organised academic year 2017-2018

Autumn Term 2018

Tuesday 4 September 2018 – Friday 26 October 2018 (Monday 3 Sept Teachers Day)

(Half Term: Monday 29 October – Friday 2 November)

Monday 5 November 2017 – Friday 21 December 2018

Spring Term 2019

Monday 7 January 2019 – Friday 15 February 2019

(Half Term: Monday 18 February – Friday 22 February)

Monday 25 February 2019 – Friday 12 April 2019

Summer Term 2019

Monday 29 April 2019 – Friday 24 May 2019

(Half Term: Monday 27 May – Friday 31 May)

Monday 3 June 2019 – Friday 19 July 2019 (Monday 22nd July Teacher Day)

3 more teacher days to be organised academic year 2018-2019

Finally if you have any queries or concerns or need to come into school and inform us of anything, please do not hesitate to get in touch, we will be happy to see you.

Manor Primary School Admissions Policy 2018-2019

Manor Primary School is an Academy and the Governing Body is its own admission authority. The Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend the school. This school will comply with the provisions within the Schools Admissions Code and the School Appeals Code available at <https://www.gov.uk/guidance/academy-admissions>

Manor Primary School is an inclusive school that welcomes children from all backgrounds and abilities. The only restrictions we place on entry is number. If the number of children applying exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have the place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

Manor Primary School has a published admission number (PAN) of **60** in Years 4-6 for 2018/2019

Manor Primary School has a published admission number (PAN) of **90** in Reception and Years 1-3 for 2018/2019 and the years thereafter.

How parents can apply to be admitted to Manor Primary School

Reception Admissions

The admissions arrangements outline in this section apply to children starting Reception for the first time in 2018/2019. The PAN for this year is year group is 90. The Local Authority will co-ordinate Admissions on behalf of Manor Primary and will follow Wolverhampton City Councils co-ordinated primary admissions scheme available from www.wolverhampton.gov.uk/admissions

All applicants must:

1. Complete the Common Application Form available from and returnable to their home local authority:
2. In addition, applicants applying under oversubscribed criteria relating to **Children whose parent/carer is a member of staff employed at the school** must complete the Supplementary Information Form and return it direct to the School Admissions Team, City of Wolverhampton Council

Parents who would like their child to be admitted to this school during the year their child is five should ensure they complete all the necessary application forms. Admission to nursery does not mean automatic entry to the Primary school and a separate application must be made.

In-Year Admissions

The admissions arrangements outline in this section apply to in-year admissions to Wolverhampton City Council this and subsequent academic years.

An In-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons. Requests for places in Reception after the normal round of admissions or request for places in other Year Groups should be made directly to Wolverhampton City Council (At this time, Manor Primary School receives services from Wolverhampton City Council)

With the exception of a child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), all applications must be considered under the City of Wolverhampton Council's admission schemes.

Applications should be made via Wolverhampton City Council at www.wolverhampton.gov.uk/admissions following Wolverhampton City Councils local co-ordinated in-year admissions in conjunction with Manor Primary Schools Admission Policy

All applicants must:

1. Complete the Common Application Form available from and returnable to their home local authority:
2. In addition, applicants applying under oversubscribed criteria relating to **Children whose parent/carer is a member of staff employed at the school** must complete the Supplementary Information Form and return it direct to the School Admissions Team, Wolverhampton City Council

Admission Criteria for Manor Primary School for Reception and In-year admissions

A child with an Educational Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the school will be admitted.

Where there are less applicants than the PAN, all children will be admitted unless they are offered their first preference. In the event the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority

1. Looked After Children and all previously Looked After Children

A 'Looked After Child' is a child who is in (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);

2. Children with a sibling already attending the school at the time of admission.

For admission purposes, a sibling is a child who resides permanently at the same address as the child for whom a place is being requested, and is one of the following:-

- brother/sister
- half brother/sister (i.e. share one common parent)
- or stepbrother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order).

The sibling connection only applies where the child concerned has a sibling attending the school at the time of the application as well as at the time of admission, (i.e. for normal year of entry applications siblings are expected to be attending the same school in September 2017). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

3. **Children whose parent/carer is a member of staff employed at the school**
for two or more years at the point at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage evidence by completing the Supplementary Information Form
4. **Children who live closest to Manor Primary School**
The distance from the applicant's home and school is taken in a straight line between Manor Primary School and the child's home address. The distance is measured using the Local Authority's software, with those living closest to the school receiving the highest priority.

Admission Appeals

In the event that an applicant is denied a place at the school, the parent/carer will have the right to appeal to an Independent appeal panel. Information relating to this can be found at www.wolverhampton.gov.uk/admissions.

Withdrawing Offer Places

Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Manor Primary School has been advised by City of Wolverhampton Council to ask parent/carer to provide proof of residence (for example utility bill) before admitting a child. A child's home address is defined as the address at which a child normally resides or, where the child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear parents will be required to provide documentary proof of the child's residence.

Multiple Births

We understand that parent/carers would like to keep twins, triples and other children of multiple births together. In the event that there is an insufficient number of places to allocate to twins, triplets, etc. all children will be allocated together.

Response to Allocation

Parents/Carers must respond to an allocation of a school place within 2 weeks of the notification of the availability of a school place. Response should be made to Manor Primary School. In the absence of a response, the offer may be revoked and the place may be allocated to someone else

Start Date

There is a legal requirement that all children be in full time education by the beginning of the term following their 5th birthday. Once a place has been allocated parent/carers can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1st April and 31st August not beyond the beginning of the final term of the school year for which the offer was made. Deferred entry should be arranged directly with Manor Primary School. If the child does not start at the agreed date, the place may be revoked and may be reallocated to someone else

Waiting Lists

If a place cannot be offered at the time of application, the child’s name will be placed on a waiting list at the parent’s request. Those on the waiting list and late applicants will be treated equally and placed on the same waiting list. Waiting lists will be held in order of the published admission criteria.

Parents and carers will be asked to confirm on a termly basis their wish for their child to remain on the waiting list in order for the list to be kept up to date.

Only complete this form if you are:

A member of staff employed by the school for two or more years at the time at which the application for admission to the school is made or a member of staff for or where the member of staff is recruited to fill a vacant post for which there is a shortage for which there is a demonstrable shortage.

SUPPLEMENTARY INFORMATION FORM 2018/2019

Please note this is a supplementary form for administration purposes only and is not an application form. It will be used to rank a submitted application according to the published admission criteria.

Only complete this form if you are:

- a) **A member of staff employed by the school for two or more years at the time at which the application for admission to the school is made;**
- b) **A member of staff for or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.**

If you are applying under a) or b) above, complete this form and return it to School Admissions Team, Wolverhampton City Council

To be completed by the parent/carer

Full Name of the Child:	Date of Birth:
Name of the member of staff employed by the school:	
Name of the School:	
Name of the Parent/Carer:	Relation to child:
Signature:	Date:

Data Protection
 All information supplied will be processed and held by Wolverhampton City Council. Information may be shared with other admission authorities and Government Departments where there is a Legal Requirement to do so.

