



Welcome to Manor Croft Academy. Our Academy opened in September 2013 and we are part of the School Partnership Trust group of academies.

Whatever the reason for your visit, it is important that you are aware of some of the systems and procedures we have in place to help us to ensure the safety and well-being of our students and staff. Please take a moment to read the information in this leaflet and follow the procedures detailed within. If you are unsure of anything please ask our Receptionist.

We hope that during your visit to our Academy you will feel you have been treated with both courtesy and respect by everyone and we would ask for you to behave in the same way to the staff and students that you meet.

Please be aware that Manor Croft Academy is a smoke free campus and therefore smoking is not allowed anywhere on site.

Manor Croft Academy
Old Bank Road
Dewsbury
WF12 7DW
Tel: 01924 325230
Email: admin@manorcroft.org.uk
Website: www.manorcroftacademy.org.uk

If you wish to speak to a member of staff we always ask, where possible, that you make an appointment. If, in the case of an emergency you are happy to wait we will endeavour to get the appropriate member of staff to speak to you as soon as possible. Please be patient as the member of staff may be teaching or have a pre-arranged meeting. The receptionist will advise you of the waiting time.

At Manor Croft we have a range of staff working with our students. If you are a parent and wish to discuss your child's lessons it is best to speak to their subject teacher or the Subject Leader. If it is a personal matter or one relating to a wider issue we would ask you to speak to their personal progress tutor. Other people who might be able to help are shown below:

Learning Managers:

- Mrs Julie Robinson Years 7/8
- Mrs Julie Robinson/
Mrs Sue Frizzel Year 9
- Mrs Sue Frizzel Year 10/11
- Miss Jenny Haney

Special Needs and Student Support:

- Mrs Hayley Hinton SENCo
- Mrs Suzanne Simpson Inclusion Manager
- Miss Lauren Remington Student Welfare Officer

The Senior Leadership Team:

Assistant Principals

- Mr Kyle Audsley Personal Development, Behaviour & Welfare
- Miss Rachael Dodds Teaching & Learning
- Mr Kion Nikoumaram Maths & Science
- Mr Matt Ryder Community & Transition

Vice Principal

- Mr David Hewitt Standards & Achievement

Principal

- Mr Andy Barnett

Signing in on arrival to Manor Croft Academy:

All visitors to the Academy must sign in at the reception on arrival. As a visitor you will be issued with a visitor's badge. Please wear this at all times during your visit. When you leave the building please ensure you leave via reception, sign out and return your badge.

All visitors will be met and returned to reception by a member of staff. If you are issued with a **red** badge you must remain with a member of staff at all times during your visit.

Fire Procedures:

In the unlikely event of a fire alarm you will hear a continuous siren. At this point you must leave the building at the nearest exit or as directed by fire wardens.

Please assemble on the Academy's playground (to the right of the building – when facing reception) and make yourself known to the reception staff so they can complete the fire safety check.

Child Protection and Safeguarding:

Manor Croft Academy is committed to keeping its students safe. In the event that you have any concerns relating to child protection or the safety of our students please report it immediately to our Designated Senior Person for Child Protection, **Miss Lauren Remington** (Student Welfare Officer). In her absence please speak to: **Mr Andy Barnett** (Principal and Deputy DSP).

The Academy Day:

8.25 a.m. - 9.25 a.m.	Lesson 1
9.25 a.m. - 10.25 a.m.	Lesson 2
10.25 a.m. - 10.45 a.m.	Registration/Assembly
10.45 a.m. - 11.00 a.m.	Break
11.00 a.m. - 12.00 p.m.	Lesson 3
12.00 p.m. - 1.30 p.m.	30 mins Lunch or Lesson 4
1.30 p.m. - 2.30 p.m.	Lesson 5
2.30 p.m.	School day ends – Various extra-curricular activities take place.

First Aid:

Please note if you require First Aid assistance during your visit to Manor Croft Academy please notify the Reception staff.



Latest Update – September 2016