



Manor Croft Academy

A to Z Information Booklet

For Parents & Carers

September 2017

A

Academies

An academy is a school which is funded directly by the government and not through the local authority. We belong to a chain called Delta Trust Academies which gives us access to a wide range of facilities and services.

Assessment

Student work is continuously monitored and formally assessed in every subject area. On arrival at the school all Year 7 students will undertake a range of baseline tests including one to ascertain their reading age. This gives us a picture of the potential of students and helps us with group settings and interventions.

As part of the regular marking of work, students are informed about the progress they are making in relation to their targets and ways in which they can improve. We will report on this assessment to you six times per year.

Attendance

Good attendance is an essential part of success and we cannot stress highly enough the importance of coming to school every day. Research shows that there is a direct connection between poor attendance and underachievement. Perfect attendance is rewarded and patterns of absence will be investigated by our pastoral team. Any child whose attendance drops below 90% will be referred to the Student Welfare Officer via the pastoral team.

In the event of a genuine illness parents are requested to contact the school by telephone on the first day of a child's absence. If we don't hear from you the school will make contact, usually via the text messaging service but it may be a home visit. If your child is to remain off school you should keep the school informed as to the expected length of absence and date of return.

If you are requesting 'a leave of absence' for your child you must complete the relevant form (available from the academy reception) and return it to the Principal. In conjunction with our feeder primary schools and in line with government regulations parents/carers may only request a 'leave of absence' in 'exceptional circumstance.' Only up to 10 days can be requested.

We perceive 'exceptional circumstances' to be **when you do not have any choice**.

We DO NOT consider the following as exceptional circumstances; these are not however an exhaustive list:

- Parent/s work/holiday rota.
- A family holiday at a lower cost.
- Parent/s wedding of a child at the school as this can be arranged during school holidays.
- A holiday booked by a member of the extended family without your knowledge.
- Family reunions or gatherings.

Examples of what we would consider to be exceptional are:

- A serving soldier's leave.
- The funeral of a family member necessitating significant travel.

In all cases authorisation must be obtained from the Principal prior to making arrangements. Failure to do so may mean a 'Penalty Notice' is issued. Currently this is £60 per parent per child; if this is not paid within 21 days this increases to £120 per parent per child.

The fine per adult per child means:

- One adult and one child - £60
- Two adults and one child - £120
- One adult and two children - £120
- Two adults and two children - £240

If a parent takes an unauthorised leave of absence then a Penalty Notice will be issued. Please note that the academy does not receive any of the fines.

B

Behaviour

We will provide your son/daughter with a high quality education and facilities that are up-to-date, safe and secure. We will treat them with courtesy and respect at all times.

We expect that whenever your son/daughter is in the Academy they behave sensibly and appropriately and always show courtesy and consideration to other members of our community. Remember no-one has the right to interrupt the learning of others.

In Our Classrooms We Want Your Son/Daughter To

- arrive at lessons and form on time
- bring all necessary equipment in suitable bags e.g. pen, pencil, ruler, eraser, calculator, PE kit and planner
- listen to the person who should be talking
- always follow the teacher's instructions
- keep books, desks and walls free of graffiti
- work sensibly and not disturb their classmates
- adhere to Classroom Expectations
- try to see other people's point of view
- know that eating and drinking is not allowed
- only use non-toxic correction fluid

During the Day We Want Your Son/Daughter To

- move round the Academy in a quiet and orderly way
- keep to the left in corridors and on stairs
- show consideration for others in crowded areas
- hold doors open and let others pass through
- stay in the correct area at breaks and lunchtime
- only eat food in the restaurant
- put litter in the bins
- know that caffeinated drinks are not allowed and will be confiscated
- know that chewing gum is not allowed
- stay away from staff cars
- leave unnecessary equipment (e.g. iPod, MP3, mobile phone or any expensive items) at home

Use of ICT in Lessons – We Want Your Son/Daughter To

- always keep their password safe
- never reset other students' computers
- only use the internet for Academy use
- always ask for permission before using personal storage devices (e.g. USB sticks and external hard drives)

At Manor Croft Academy We Care For and Value Our Community

- we must always try to do our best and aim high
- we must value other people and their property
- we must show respect and care for ourselves and others
- we must always be responsible

Consequences of Behaviour

The Classroom Expectations Are:

- arrive to lessons on time and with the correct equipment
- follow instructions the first time
- listen to the person who is talking
- keep hands, feet and unkind words to yourself
- put your hand up if you want attention

The Consequences Pathway in the Classroom

- students are told 'the rule and consequences reminder' before being issued with the first consequence
- misbehaviour – C1
- further misbehaviour – C2
- further misbehaviour – C3
- final misbehaviour in the classroom – C4 and sent to the Matrix room
- all of the following will result in a consequence being given: talking out of turn, getting out of seat, playing with objects, making noises, defacing work, ignoring a reasonable request, refusing to undertake a task, answering back, swearing.
- a C4 results in the student being given a C4 detention and a sticker in their planner to inform parent/carers of the date of the detention.

Consequences C4 Other

- students are given a 'C4 other' detention for the following: lateness, uniform, out of bounds, jewellery, no planner/defacing planner, make up/nail polish, smoking by association, chewing gum (after a rule reminder), lack of correct equipment, mobile phone. This list is not exhaustive.
- a C4 other results in the student being given a C4 other detention and a letter or a sticker in their planner to inform parent/carers

Consequences C5

- students are given a C5 for the following: failure to attend C4 detention, misbehaviour in C4 detention, truancy, smoking, failure to follow a reasonable request, verbally abusive towards another student
- a C5 will result in a day in the Consequences room – parents/carers will be informed of this by telephone or a sticker in the student's planner

Consequences C6 – Fixed Term Exclusion

- students are given a C6 for: failure to attend C5 isolation, failure to behave in C5 isolation or for incidents that the Principal deems serious enough to warrant exclusion

Fixed Term Exclusions are also Given for Reasons Outlined in the Student Planner

The above lists for C4, C5 and C6 are not exhaustive, C4 detentions, C5 isolations and C6 exclusions may be given for other reasons.

It is the student's responsibility to attend the C4 detention on the correct date. Failure to attend this detention will result in a C5 day in the Consequences room followed by a one hour detention. If a student is absent on the day of the detention, they must rearrange the detention with their teacher, or the head of department, who issued the C4.

Bullying

Definition:

Bullying is "behaviour by an individual or group, usually *repeated* over time, that *intentionally* hurts another individual or group either physically or emotionally."

Manor Croft Academy will not tolerate bullying of any kind. We encourage students and parents who are concerned that bullying is an issue to contact the child's Personal Progress Tutor or Learning Manager in the first instance. The complaint will always be investigated and acted upon as quickly as possible. To ensure that everyone feels safe at Manor Croft Academy all students are asked to complete an Anti-Bullying form each week.

C

Careers Information & Guidance

It is important that all students are fully prepared for adult life when they leave Manor Croft, therefore advice and guidance will be given throughout their time at school. This will be in a variety of different ways ranging from advice on Key Stage 4 Option choices to mock interviews and careers events. We currently have a careers advisor who is part of the CareersInc team who visits the school. Advice from CareersInc is available to all students throughout their school lives and all Year 10 and 11 students receive a one-to-one scheduled interview with him.

Child Protection

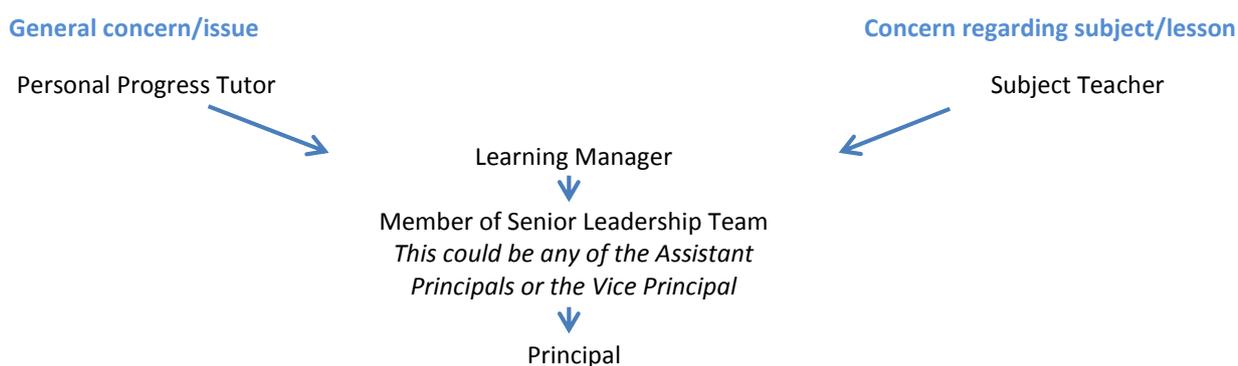
It may be helpful for parents/carers to be aware that all schools are required by the Local Authority to report any obvious or suspected cases of child abuse. This includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. The procedure is intended to protect children and schools are encouraged to adopt the attitude that it is better to be 'safe than sorry'. School does not wish to risk upsetting parents/carers by reporting a case which may prove to be unfounded. It is hoped, in these circumstances, parents/carers will appreciate how difficult it is to carry out such a delicate responsibility and accept that the school acts in what it believes to be the best interests of the child.

Clubs

There are a wealth of clubs, teams and enrichment activities for young people to join outside of lesson time. These may involve sport, performing and creative arts, crafts or subject based activities. Information regarding the activity will always be supplied in advance and students should always inform parents if they are going to be late home from school for any reason and inform reception that they are attending a club.

Complaints & Concerns

If, at any point you are concerned about a matter at school please contact school so that we can try and resolve it as soon as possible. Please be aware that in a large school there are several members of staff that you can speak to. The following diagram will show you the best path to raise concerns to ensure a quick response:



Communication and Contact Us

We use a variety of methods of communication including letters, text messages, email and via the website (www.manorcroft.org.uk). Please ensure that you keep us informed of any changes to your address or phone number(s) so that we can amend our records. The school contact details are:

Telephone: 01924 325230

Email: info@manorcroft.org.uk

Curriculum

We believe that there are many different aspects to your child's education at Manor Croft Academy including the formal taught subjects, extra-curricular activities and opportunities which enhance social, moral, emotional and spiritual development and their understanding of British Values. These all help your child to develop into a mature, responsible, independent adult.

We offer a broad and balanced curriculum mixing traditional academic subject with more vocational courses. The curriculum is regularly reviewed to ensure it fits the needs of our students whilst meeting all statutory requirements. Sometimes changes can be imposed upon a school with relatively short notice and the school must then make the necessary changes to ensure that all students are meeting the required measures to go onto to post-16 courses. These changes are always communicated to parents/carers and we value your support in meeting these demands.

In Key Stage 3 (Years 7 and 8) your child will study: English, Maths, Science, Creative Arts, History, Geography, ICT, French, RE, PE and Technology.

In Key Stage 4 (Years 9, 10 and 11) your child will study English, Maths, Science, RE, PSHCE and core PE. They will also have the opportunity to make a 'guided choice' for their 'option' subjects.

D

Damage to School Property

Students will be required to pay for the cost of replacing any item of school property or equipment which has been lost, damaged or broken in non-accidental circumstances.

Day to Day Information

Our school website (www.manorcroft.org.uk) allows you to keep up to date with what is happening on a daily basis and we will always inform you by letter of anything that you need to know from dates of examinations, to trips and special events. There is also a Principal's blog to inform you of significant events and issues.

E

E-safety

In an increasingly technological world we all have to be more vigilant regarding e-safety and therefore we teach this as part of our ICT curriculum. However, we ask parents to be watchful of student use of social networks and other electronic media. If you are concerned that your child may be placed at risk as a result of use of the internet within school please let us know. If you have concerns relating to electronic safety out of school we would ask you to involve the appropriate authorities e.g. CEOP, relevant social media sites and/or the police. We respectfully ask both students and parents/carers not to use social media in a way that is derogatory or inflammatory.

Educational Visits

Manor Croft Academy is committed to offering students as many opportunities as possible to enhance their learning outside the classroom. In their 5 years with us your child will enjoy a variety of experiences designed to aid overall social development. No charge is made for visits directly related to the school curriculum e.g. geography fieldwork.

Emergency Closure

We try to keep the school open at all times but unfortunately from time to time adverse weather conditions or other unexpected events can lead to unforeseen emergency closure. Details will be found on the Kirklees schools closures website (www.kirklees.gov.uk) and our own academy website (www.manorcroft.org.uk). In addition BBC radio Leeds will give out information about emergency school closures due to snow. We will never send a child home without contacting you first.

Equality

Manor Croft is committed to ensuring that all who study and work within our school are treated with respect and dignity. We strive to ensure that all members of our school and wider community, regardless of age, ability, gender, colour or belief, are treated with the utmost respect, tolerance and consideration. Those with special educational needs are supported so that they can access the full curriculum and all facilities alongside their classmates.

Equipment

It is important that children come to school ready equipped for all lessons. Whilst all planners, exercise and text books will be provided by the school, students will be expected to bring a pencil case containing a pen, pencil, ruler, rubber and pencil sharpeners. Coloured pencils and scientific calculators are also very useful items. We expect students to bring a bag big enough to carry these items. For P.E. lessons students will be expected to change into their P.E. kit (see uniform section).

If students lose or damage their books or planners they will be expected to pay for a replacement.

Examinations

Examinations are an important part of life in high schools and whilst external examinations are usually taken at the end of Key Stage 4, students will sit other examinations to provide their teachers with ongoing analysis of their progress and ensure they are fully prepared for the more formal experience.

Students who are sitting formal exams will always be supplied with examination timetables several weeks in advance which outline exactly where and when they need to attend. It is important that students attend these as they are not given an alternative time to sit them. Any genuine illnesses will only be considered by the examination board if a doctor's note is supplied. If a student misses an examination without a genuine reason, which is not communicated to the school in advance, the parents will be charged for the cost of the examination.

There are very strict regulations surrounding examinations and students are expected to adhere to these. Any misbehaviour during an exam is taken very seriously and communicated to the parents. It may result in them being disqualified completely from the exam.

F

Form Groups & Personal Progress Tutors

All students are allocated to a mixed ability form group with a Personal Progress Tutor (PPT) at the beginning of Year 7. If you have any concerns regarding your child you should, in the first instance, contact your child's PPT. This is the member of staff who has the overview of your child's progress and general wellbeing in school. In most cases your child will keep the same form group for the full five years that they are with us.

Students remain in form groups for some lessons but others are taught in sets ensuring that everyone is given the opportunity to reach his or her potential.

G

Governors

In Manor Croft this body is called the Educational Advisory Board (EAB). The EAB are a group of people who have been appointed to make all the decisions which affect the school. They meet on a regular basis and are in permanent consultation with the Principal and Senior Leadership Team with whom they work hand in hand. Significant changes cannot be made or actions put into place without the approval of the governing body. The Chair of the governing body at Manor Croft Academy is Mrs Kath Turner. She can be contacted via the school email or by letter care of the school address.

H

Haircuts and Styles

Extreme haircuts (including patterns and tramlines shaved into the scalp) and non-natural hair colours (e.g. blue, purple or pink) are not permitted in school. If your child's hair style is considered inappropriate you will be asked to have it modified. If it is not possible to have it modified your child may be taught in isolation until it grows out.

Holidays

School holidays are published annually and can be found on our school website (www.manorcroft.org.uk) or on the Kirklees website (www.kirklees.gov.org). We will not grant leave of absence for family holidays (please see section on Attendance).

Homework

Extended Learning Goals

The importance of encouraging students to get involved with study outside the classroom has been of prime importance to the Homework Steering Group. This group have developed a system which fosters extended learning opportunities for all subject areas.

Students will be able to choose from a range of Extended Learning Goals (ELGs) which will be provided by their teacher. These tasks are hierarchical and points are awarded for bronze, silver, gold and platinum tasks.

Rewards are linked to ELGs and stamps are awarded for students who amass 20 points per subject or more in a half term.

ELG tasks can range from:

- Research tasks
- Interviews
- Song writing
- Model making
- Revision resources
- Question sheets
- Comprehension exercises

The library will also stock a range of ELG materials and resources for students to use after school.

I

Illness

If your child falls ill during the school day we will not allow her/him to go home early unless s/he is collected by a parent or carer. Students who feel ill in lessons or who have an accident will be directed to the medical room where first aid will be given as appropriate. In cases of serious illnesses a parent/carer will be expected to collect their child from school. We will not allow your child to leave the school unaccompanied. If you send an adult representative in your place you must inform the school who this will be and they will be asked to show proof of identification.

J

Jewellery

Students are allowed to wear a watch only. **No facial jewellery, body piercing**, necklaces, bracelets, badges/broaches, large decorated belts or accessories of any sort are allowed. They must have no other facial, tongue/body piercing; if they do they will be expected to remove them immediately. Hair bands and bobbles should be plain, black and of a sensible size. Tattoos are not permitted.

K

Key Staff

During their school life your child will meet and work with a variety of different staff, but in their first year there are several key staff that they need to know and can go to if they have a problem. These include:

- Principal Mr Andy Barnett
- Vice Principal Mr David Hewitt
- Assistant Principal Mr Jonathan Hodgson
- Assistant Principal Mr Kion Nikoumaram
- SENCo Mrs Hayley Hinton
- Key Stage 3 Learning Manager Mrs Julie Robinson
- Key Stage 4 Learning Manager Mrs Sue Frizzel
- Learning Manager Miss Jenny Haney
- Personal Progress Tutor Your child will have one of the team of PPTs
- Student Welfare Officer Miss Lauren Remington
- Reception & First Aid Miss Rachel Lockwood

Kit (PE)

Girls PE Kit:

- A long sleeved and short sleeved PE shirt (with Delta logo – available from school supplier)
- A pair of shorts (black – available from school supplier)
- Plain black knee length socks – (available from school supplier)
- Plain navy blue tracksuit pants (no leggings) – (optional item, plain navy blue – available from school supplier)
- Trainers

Boys PE Kit:

- A long sleeved and short sleeved PE shirt (with Delta logo – available from school supplier)
- A pair of shorts (black – available from school supplier)
- Plain black knee length socks – (available from school supplier)
- Plain blue tracksuit pants (no leggings) – (optional item, plain blue – available from school supplier)
- Trainers
- Football boots

All parents/carers are encouraged to provide their children with shin guards and gum shields to prevent injuries in Rugby, Football and Hockey.

L

Lates

Students arriving after 8.25 a.m. when lessons start will be given a late mark in the register. Late comers must report to main reception as part of health and safety regulations. Students arriving late will be expected to make up the time at the end of the school day in a detention. Persistent late comers will be referred to the welfare team as this is considered an absence from school.

Letters Home

Whenever we have important information to impart to large numbers of parents or carers we will contact you by letter and may also use text messaging to warn you that a letter has been handed to your child. It is the child's responsibility to give you these letters but we would advise parents to check their bags in case they forget! Some letters will be sent by post.

Lost Property

A large number of items are lost and misplaced every day. We would therefore ask you to ensure that all personal items are properly labelled with your child's name. Any items which are found on school premises are taken to main reception which should be the first port of call for anyone looking for a lost or misplaced item. After a period of time any lost property is given to charity.

Library

The school Library is open every day from 8.10 a.m. until 4.00 p.m. (3.30 p.m. on Fridays) and can be used by students at break time and after school. As well as books, students have computer access and have the opportunity to complete their homework here. All students have the opportunity to borrow books from the library and these must be returned by the date given. Students will be expected to replace the cost of any books that have been lost or damaged.

Lunch

We operate a cafeteria style restaurant which offers a choice of tasty, healthy food ranging from traditional meat and vegetables through to pizza, pasta and salad with vegetarian and halal choices being available every day. Our cashless system works on *biometric thumbprint recognition with students being able to 'top up' their account balances at appropriate times throughout the day. Those students who are eligible for free meals will have their account automatically credited with the appropriate amount daily (from September 2017 this will be £2.10).

A selection of drinks are also sold in the dining room and a fresh water fountain allows students to top up their own bottles free of charge. Fizzy, high energy drinks are not allowed in school at any time. If they prefer, students can bring packed lunches from home but these must also be eaten in the dining room.

Lunch time is from 12 noon until 1.30 p.m. During this time period all students have a lunch break of 30 minutes and a lesson of 1 hour.

**The biometric system will be fully explained to all Year 7 students on arrival in September.*

M

Make Up

Make up, including nail varnish and false nails are not permitted.

Medical Issues

If your child has a medical issue of any kind this must be notified on the appropriate information sheet that is completed at the start of the academic year. Medical issues (including allergies) must be notified to the SENCo and pastoral team so that medical care plans can be drawn up if necessary and adequate support can be provided.

Medicines

School is not allowed to supply any child with any type of medicine, including pain killers such as paracetamol. If your son or daughter needs to take any of the following:

- Inhalers
- Medicines that may be required in emergency situations
- Medicines which have been prescribed by a doctor.

These must be left at the main reception desk, properly labelled where one of our team of first aiders will ensure that your child takes it correctly at the right times. In addition, parents will be required to complete relevant documentation to confirm their approval of use. At the end of their use all empty packets and bottles will be returned home.

Medical Appointments

We would ask that all non-emergency medical and dental appointments should be arranged outside of school time. However, if your child is required to attend a hospital appointment please let us know, in advance, by ringing the school or by writing a note in your child's planner which should be shown in the first instance to the Personal Progress Tutor (PPT). As above, no child will be allowed to leave school for these appointments unless they have been picked up by a parent/carer. Upon return to school, students should be brought to main reception to sign back in.

Mobile Phones

Academy policy on mobile phones and other electronic equipment/accessories e.g. i-pods, cameras, earphones, portable music devices is that they are not allowed in school. However, we do appreciate that parents feel that a mobile phone gives their child added security when travelling to and from school. However, they must be kept switched off and out of sight during the school day at ALL times. If any of these items are seen or heard at any time during the school day on the school site, including the playground and field, it will be confiscated and kept in a secure place and home will be contacted for parent/carer or a responsible adult to collect from school.* If, in the event of an emergency, parents need to get in contact with their child we ask them to ring school reception. At no time must students use their mobile phones to record videos or take pictures of other people in school.

**please note that the school does not accept liability for the loss or damage to any items confiscated because students have breached the school policy.*

N

O

Options

At the end of Year 8 students will be given a 'guided choice' as to which subjects they would like to study the following year. All students have to study English, Maths, Science, RE, PSHCE and core PE but do have a certain amount of choice regarding other subjects. Parents will be invited to attend a meeting to discuss this at the appropriate time.

P

Parents'/Carers' Consultation Evenings

There are three whole school parents'/carers' evenings held every year. Specific parents will be invited to attend the event to see subject teachers. However, all parents will have the opportunity to request a consultation with subject teachers. Year 7 have an addition 'settling in' evening in October where you can meet your child's personal progress tutor and review how they have settled in during the first few weeks.

Parking

Parking within the school grounds is limited and the school drive is narrow. We ask parents who are dropping off their children in the morning or picking them up in the afternoon to do so outside the grounds either at the Old Bank Road gate or the Canterbury Road gate. In such an event please take into consideration the local residents and do not block their driveways or cause an obstruction. If you have an appointment to see a member of staff you are of course welcome to park in our car park.

Planner

Every student is issued with a planner. These should be used in the following ways:

- As a weekly diary
- To record homework
- As a way of communication between Home and School
- As a reminder of school rules, the codes of conduct and policies
- As a reminder of ways in which to stay safe
- To record termly grades and targets
- As a useful research resources (maps, charts etc.)

We ask that parents and Personal Progress Tutors (PPT) check and sign the child's planner once a week. The planner is considered a vital part of a student's day to day equipment which must be kept on her or his person at all times and placed on desks during lesson times. The planner must be kept neat and tidy and if one is lost or defaced the student will be expected to purchase a new one.

Q

R

Reports

Students will be issued with a school report 6 times per year showing predicted grade and effort. Under-achievement will be followed up by subject teachers and the year team and positive effort and achievement will be rewarded throughout the year.

Rewards

We actively promote a praise culture in the Academy. Good behaviour and positive attitudes are rewarded by:

- Stamps in planners
- Good comments in planners
- Prizes in lessons
- Postcards, letters and phone calls home
- Good attendance certificates
- Form attendance rewards
- Outings
- Reward activities
- Annual awards evening.

The school is always looking to review the rewards system to ensure they are current and informed by student voice, which provides an opportunity for students to contribute to decisions made in school.

S

Safety

The safety of your child is our number one priority and we would like to assure you that we take every step possible to ensure the well-being of every member of the school community.

- Our outside doors automatically lock whilst school is in session so that the only access is through the main reception. All gates, other than the one which gives access to our main reception desk are locked manually by our caretaker and students **MUST NOT** leave the school site at any point during the school day (including break and lunch time) unless they have been granted permission by the school.
- All staff and visitors to the school who have contact with the students are required to have a Disclosure and Barring Service (DBS) check (previously CRB check). Without this they will not be allowed unsupervised access.
- Our school code of conduct ensures that we are able to work in a safe environment and any student whose behaviour is considered unsafe will be subject to sanctions.

Sanctions

We expect high standards of behaviour from all students. The vast majority of our young people always behave very well, however, when behaviour does not meet our required standards we implement a range of sanctions. Usually, in-class sanctions such as a quiet word or a change of seat will be sufficient but more serious types of inappropriate behaviour, poor attitudes to work or frequent lateness may be dealt with in the following ways:

- Referral to subject leader or year leader
- Phone calls or letters home
- Placement on report
- Notes in planner
- Subject to pastoral detentions
- Parents invited in to discuss students attitudes or progress
- In school isolation at MCA or another Delta academy (for more serious offences)
- Exclusion (for the most serious offences) see below

We ask all parents to support the school in implementing its behaviour policy and ensuring that their child completes the sanction given.

Exclusion

- Exclusion from school is a punishment reserved for only the most serious of offences, if a student's behaviour gives serious cause for concern s/he may be excluded from school for a number of days, depending on the seriousness of the offence and will only be re-admitted after parents have had a formal meeting with a senior member of staff.
- Some exclusions can be internal, meaning that the student spends a day in isolation. For the most extreme offences permanent exclusion can ensue which means that the child will not be allowed back into school at all.
- Exclusion is rare and the vast majority of young people go through five years of education without ever being excluded.

SEN

Our Special Educational Needs department helps to ensure that every child, regardless of ability is able to meet his or her academic and personal potential. Our SENCo is Mrs Hayley Hinton. We offer programmes which support learning, social and emotional development and assist students who experience physical challenges and for whom English is an additional language. Our support includes:

- In-class support for a range of needs across the curriculum.
- One-to-one withdrawal support where appropriate for literacy, numeracy, communications, emotional or social needs.
- Access and nurture groups.
- Breakfast club.
- Quiet spaces for lunch and break time.
- Homework club.

The department liaises extensively with a wide range of external agencies which can be brought in to provide specialist support as required.

Smoking

It is against the law to smoke on school grounds for everybody, including members of staff. None of our students are old enough to smoke and should not; under any circumstances bring cigarettes into school. Any student who is seen smoking within school ground, or who is observed standing with a group of smokers will be given an instant sanction and may be required to follow a health education programme. This will also be the case if seen smoking at any time whilst wearing our school uniform e.g. travelling to and from school. These rules apply to all other smoking related products such as e-cigarettes.

T

Target Grades

Students are given target grades at the beginning of every year in every subject which tells them the level they should achieve by the end of Year 11 (the results they will leave school with). Progress should be made throughout the year and levels and grades are monitored closely so that any under-performing student can

be identified in order to ensure that they are given appropriate support and guidance. Targets are based on prior attainment at Key Stage 2 and based on the new 1 – 9 GCSE grading system.

Term Dates 2017-18

Autumn Term:

Academy re-opens to all students on Tuesday 5th September 2017
October Half Term - break up Friday 20th October return Monday 30th October 2017
Staff INSET day Friday 24th November 2017
Christmas – break up Friday 22nd December 2017

Spring Term:

Academy re-opens on Monday 8th January 2018
Staff INSET day Friday 16th February 2017 and February Half Term – break up Thursday 15th February return Monday 26th February 2018
Easter - break up on Thursday 29th March 2018

Summer Term:

Academy re-opens on Monday 16th April 2018
May Day Bank Holiday – Monday 7th May 2018
Spring Half Term – break up Friday 25th May return Monday 4th June 2018
Break up for summer Friday 20th July 2018

Times of School Day

8.25 a.m.	to	9.25 a.m.	Lesson 1
9.25 a.m.	to	10.25 a.m.	Lesson 2
10.25 a.m.	to	10.45 a.m.	Registration/Assembly
10.45 a.m.	to	11.00 a.m.	Break
11.00 a.m.	to	12.00 p.m.	Lesson 3
12.00 p.m.	to	1.30 p.m.	Lunch (30 mins)/Lesson 4 (1 hour)
1.30 p.m.	to	2.30 p.m.	Lesson 5

Students need to arrive at school **before** 8.25 a.m. when the bell will sound. All students need to enter the building at the doors situated off Canterbury Road. Students are not allowed to enter or leave via the main entrance at the beginning and end of the school day unless they arrive late. Those who arrive after 8.25 a.m. will receive a late mark (see above section).

U

Uniform

At Manor Croft Academy, we aim to achieve standards of excellence in all areas of school life including appearance. We believe, when worn correctly, the uniform represents the standards that the school expects to achieve. It says to the local and wider community that Manor Croft Academy is a high achieving school whose students understand the difference between the expectations of the world of work and how they dress for their social life out of school. We also feel very strongly that it represents equality for all students.

Wearing smart uniform, including P.E. kits, is an important factor in encouraging a disciplined, positive ethos at Manor Croft Academy. It is the policy of the school, therefore, that students should wear school uniform as outlined below; please note that fashion items are not permitted. Students are expected to be dressed correctly on their journey to and from school, as well as in school. Parents'/Carers' support in this matter is expected and appreciated.

Girls

- Blazer (with blue lining and Delta logo – available from school supplier)
- White school shirt with collar (not polo shirts)
- Black school skirt with Delta logo (**MUST be worn knee length** – available from school supplier) or black school trousers with Delta logo (also available from school supplier)
- School clip on tie (available from school supplier or school reception)
- School jumper (optional item, with Delta logo – available from school supplier)
- Plain black traditional school shoes (no pumps or trainer style shoes, no patterns or logos)
- Plain black/grey socks or plain black tights

Boys

- Blazer (with blue lining and Delta logo – available from school supplier)
- White school shirt with collar (not polo shirts)
- Black school trousers with Delta logo (available from school supplier)
- School clip on tie (available from school supplier or school reception)
- School jumper (optional item, with Delta logo – available from school supplier)
- Plain black traditional school shoes (no pumps or trainer style shoes, no patterns or logos)
- Plain black/grey socks

Outdoor Coat

These should be of subdued colour and plain material. Given that students walk to and from school in all weathers a coat that is both warm and shower proof is a good idea. Sweatshirts, hooded tops, sportswear, cardigans or jumpers are not allowed and will be confiscated and put in a secure place.

If a student infringes the uniform policy and a personal item is confiscated the school cannot accept responsibility for loss or damage to any item.

Make up

Make up, including nail varnish and false nails are not permitted.

V

Visitors

To ensure the safety of our students all visitors to school are asked to report to the main reception. You will then be asked to 'sign in' and wear the appropriate badge at all times during your visit.

W

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Y

Z