



MANOR
CHURCH OF ENGLAND
ACADEMY

**Here's some important
information about life
at Manor.**

Key Staff:

Ms Scaum – Vice Principal: Inclusion

l.scaum@mce.hlt.academy

Mr Willoughby – Head of Year 7

m.willoughby@mce.hlt.academy

Tutor

@mce.hlt.academy

Miss Gaunt – Educational Support Worker

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Mr Reagan & Mr Godfrey – SENCO Team

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t.godfrey@mce.hlt.academy

The Curriculum:

Subject:	Periods per week:	Grouping:
English	4	Tutor Group
French	2	Tutor Group
Maths	4	Set by KS2 data
Science	3	Tutor Group
Geography	2	Tutor Group
History	2	Tutor Group
PE	2	Gender split groups
RS	2	Tutor Group
Music	1	Tutor Group
Technology, Art, Computing	2	House Group
Performing Arts	1	Tutor Group

- Subjects that are set are based on Key Stage 2 SATS.
- Groups are fluid and changes can be made throughout the year by curriculum and pastoral leaders in line with student progress and attitude to learning and needs.

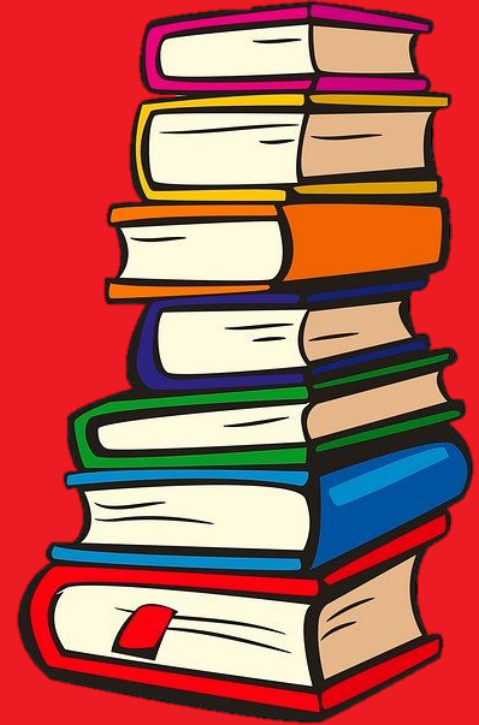
7.45am	Breakfast club opens (entrance through the Lunchbox doors)
8.35am	Main student doors open
8.40am	Student doors close
8.45am	Year group collective worship or form time
9.05am	Lesson 1
10.05am	Lesson 2
11.05am	Break
11.25am	Lesson 3
12.25pm	Lunch
1.15pm	Lesson 4
2.15pm	Lesson 5
3.15pm	School finishes

The School Day for 2025-26:

Form time:

Activities that happen in form time each week...

- Year-group collective worship.
- Administration – Rewards, attendance checks, progress chats.
- Form-based collective worship.
- Silent reading and news updates.
- Pastoral time (set by the Head of Year) tasks include challenges, quizzes and games.



Form time and collective worship:



- Form time begins at **8.45am** – students must be in their seats and ready to start. Planners and pencil cases out on the desk.
- Students are not allowed to be in anyone else's form room but can speak to friends in the corridor – just make sure you are not late to form!
- Year-group collective worship starts at **8.45am** – students need to be there for **8.40am** to line up with their form.
- Year-group collective worship will cover a wide variety of topics from teachings in the Bible, to current affairs and spirituality.



The Planner and Edulink:

- Planners and Edulink are the main forms of communication between the school and home.
- Homework, codes, merits, notification of detentions or internal exclusions and comments are recorded across both.
- Parents are asked to check planners and Edulink daily, and to use these to notify their child's tutor of any reasons for absence, or of upcoming medical appointments.
- Students must always have their planner in school. Without a planner, a student will be loaned a planner sheet on the first time each term only, with subsequent times resulting in increasing sanctions. New planners can be purchased if needed.

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Edulink:

- All parents will be given a username and password for Edulink.
- You will receive notifications about rewards and sanctions.
- You can see your child's timetable, staff contact details, reports, overall attendance, as well as other important information.
- Students also have a login to allow them to develop independence.
- Edulink is also used as a messaging system between home and school.

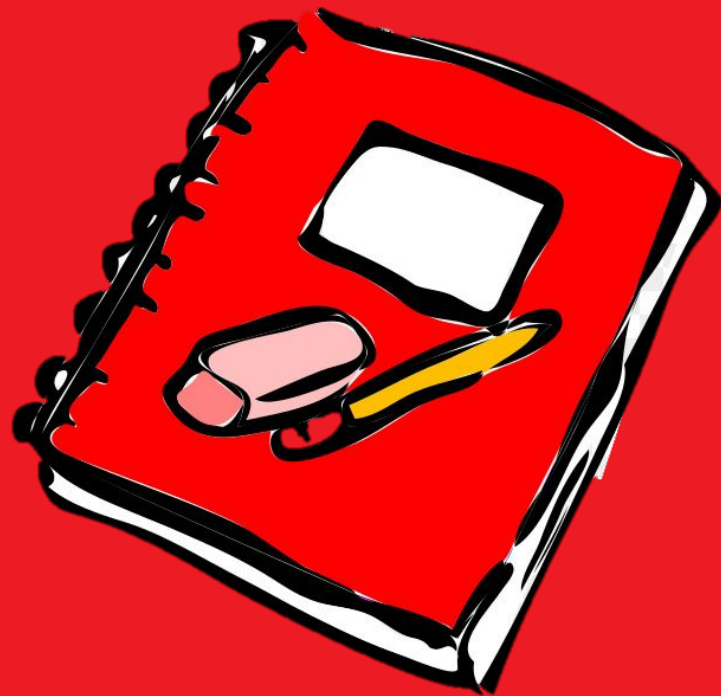
Rewards:

- In school, we have a strong focus on rewarding all the great things students do.
- Merits are given for outstanding work, resilience to challenge, great contribution, amazing work and for following the school values. Merits add up and can be cashed in at our Merit Shop.
- Manor Tickets – given once per lesson to a standout student, then placed into one of three boxes for a chance to win reward vouchers. Prize draws take place at the end of every term.
- Golden Ticket – given once per week, per member of staff, then placed into a prize draw that takes place at the end of every term. Previous prizes have included a Nintendo Switch and a family pass to Alton Towers.
- The Principal's Awards and Half Term Hero Awards, nominated by members of staff to highlight a variety of achievements, awarded with tickets and merits.
- More to come in September around rewarding for attendance.



Homework:

- Your child will receive homework on a regular basis – students will be told to record details regarding the homework in their planner, especially the date it's due in.
- Homework tasks can vary hugely, however the expectation is that a standard piece of homework in Year 7 should take between 20 to 30 minutes. If you find that on a regular basis your child is taking longer or shorter amounts of time to complete homework, please contact us.
- Subjects that have more than one hour per week will set homework more regularly. Staff will endeavour to remind students about their homework each week, thereby encouraging pupils to develop a regular routine for completing the homework.
- Subjects that have only one hour per week will set homework less often, such as music and performing arts.



Help with homework:



Homework club is in the library 3.20pm to 4.20pm, and in the Hub 12.20pm to 1.20pm – all resources are provided for students who need them.

Students are also encouraged to email or reach out to their teachers should they need help.

The First Day – 2nd September

- We operate a staggered start in September whereby Year 7 and Year 11 arrive first on Tuesday 2nd September for an 8.45am start, with all other year groups arriving on Wednesday 3rd September.
- Students will need to arrive fully equipped (pen, pencil, ruler, scientific calculator, and a PE kit) and in full uniform.
- You will enter through main reception and meet your tutor and Head of Year in the Lunch Box.
- On the Tuesday you will be given your planner and timetable and undertake some familiarisation activities – getting you ready for your Year 7 journey. **Lessons will then start on Wednesday 3rd September.**



Additional information:

- **Food and drink** – to be consumed in the Lunch Box only, apart from water.
- **Collective worship assembly** – year-group collective worship once a week.
- **Collective worship** – once a week during form time, and year-group Eucharists every term.
- **Extracurricular activities** – most lunchtimes and some after school, from sports clubs to art, drama, chess and Warhammer.
- **Cashless catering system** – ParentPay to pay for anything in school, and use of thumb print to pay for food in school.



Thank you very much!

Any questions?