

# Welcome

FROM THE HEADTEACHER



I would like to warmly welcome you to Manor Way Primary Academy and I hope that the following information will give you a flavour of Manor Way. We are on an exciting journey to further improve outcomes for our children.

We are a small, friendly and welcoming school with one class per year. Staff here are friendly, committed and passionate about learning. We have strong partnerships with parents and the community and our children are fantastic.

Children can join our Manor Way Minis at 3 years old and we offer extended provision either side of the school day for all children.



We have high expectations and are committed to excellence. Our aim is for children to be the best they can be in all areas of their life. Children here experience a broad and exciting curriculum, they learn, laugh, get muddy and make friends. We expect children to leave Manor Way confident, prepared and ready to excel and succeed at secondary school.

**Lisa Buffery**

## Our Vision

**Our vision reflects a passionate commitment to learning. It is driven by our desire to offer the best possible education for our pupils in partnership with parents, the trust and the local community. Our vision is quite simply that we want our children to be the best that they can be.**

Our aims are that all children:

- achieve their full potential and develop lifelong learning behaviours
- learn together in a safe, caring environment
- make respectful, thoughtful and healthy choices
- feel valued and value others
- enjoy school

So in short our goal is that children at Manor Way Primary academy are:

### *Happy and Successful Learners*



Manor Way Primary Academy is one of a number of schools in the Windsor Academy Trust. We joined the Trust in October 2015 and we are excited about sharing best practice through genuine collaboration to develop something really special within the Trust which benefits all of the children.

# Outcomes



We are on a journey of improvement with high expectations for both attainment and progress. There is a clear and focused school improvement plan to build on previous learning and improve progress for all children.

2017	Good level of development in Early Years Foundation Stage	Children achieving expected standard in reading, writing and maths in KS2
Manor Way	74%	71%
National average for schools in England	71%	67%

**100% of children feel safe and are happy at School**

Parent Questionnaire, September 2016/2017



**“The school has a lovely community feel and staff and children alike are all welcoming. Children’s behaviour is good and my child enjoys school.”**

**“Pupils have become much more aware of the need for them to ‘do the best I can’. As a result, they strive very hard to improve and make progress in their learning and personal development.”**

Ofsted, 2014



# Teaching & Learning



**Nothing is more important than successfully meeting the needs of our children. We provide opportunities for rich and deep learning to occur, raise aspirations and challenge and stretch.**

**Our vision for Teaching and Learning is to engage, enthuse and inspire every lesson, every day. We have ten Teaching and Learning Principles which we collectively believe underpin effective Teaching and Learning. These principles provide us with a consistent and coherent approach as well as a common language to use when talking about Teaching and Learning.**

As a school, it is our strategy to zoom in on one Teaching and Learning principle for a sustained period of time. This enables us to reflect and practice embedding effective strategies into our lessons.

10. Relevance, Pace, Variety



## Pupil Leadership Opportunities

At Manor Way we promote and encourage pupils' active citizenship and positive contribution to the school and wider community. We offer lots of opportunities for pupils to take on new responsibilities and develop leadership skills in successfully supporting the life and work of the school.

These include elected representatives on our School Senate, Eco Committee, Playground Pals, Special friends and Digital leaders. Within classes children can volunteer to take on various responsibilities ranging from lunch duties, to collecting and distributing registers, to helping with the organisation of equipment in assemblies.

Older pupils can also apply and be interviewed for positions such as prefects, head girl and head boy and librarians.

Pupils tell us that they enjoy developing their leadership skills, and rise to the challenge that additional responsibility brings.

## Teaching & Learning Principles

1. Questioning by All
2. Differentiated Challenge
3. Personalised Feedback
4. Purposeful Assessment
5. Independence
6. Positive Learning Climate
7. Reviewing Learning and Progress
8. Sharing the Big Picture
9. Modelling and Scaffolding

# Starting School



Pupils start Manor Way Primary Academy in the September of the academic year in which they are five and it is a big moment for both the children and parents! Starting school is a very important time for you, your child and we are determined to make the transition as smooth as possible. Every child deserves the best possible start in life and the support that enables them to fulfil their potential.

Children develop quickly in the early years and a child's experiences between birth and age five has a major impact on their future life chances. Great parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents. The partnership we develop between home and school is vitally



important. We believe in strong effective partnership with our parents with a common goal - your child's happiness and success.

## Ensuring A Successful Start

At Manor Way we aim to help your child settle into school life as quickly and easily as possible.

### *Nursery Visits*

Before your child begins at Manor Way, we like to arrange Nursery visits so that we can introduce ourselves to your child.



### *Induction Days*

During the term before your child starts school, you are invited to visit school. You will have the opportunity to meet the Headteacher and class teacher. You will be given an introduction to the curriculum, discuss routines for the day and we will also give ideas on how to help your child at home. At this meeting there will be the opportunity to meet other adults who will be involved in your child's school life.

### *Meet and Greet*

It is important for your child to settle into Reception quickly and as smoothly as possible. Before your child starts at Manor Way, parents and carers are invited to a 'Meet and Greet' session with the class teacher to discuss needs particular to your child. On their first day children come for the morning. On the second day they come for the morning and lunch and then it is full days from the third day onwards.

### *Remember:*

- Starting school is an important step for both

children and parents and carers and there are always lots of questions.

- Staff are ready to listen to your questions and concerns and will be glad to discuss these at the end of the school day. Please do not hesitate to come into

school if you have any questions.

- The class teacher will meet with both you and your child to have a one to one meeting to discuss starting school and making a smooth transition.

# Every Lesson Counts



**At Manor Way we aim to excite and enthuse children every day and for children to engage in their learning. To do this and for children to make excellent progress we expect children to attend school every day. We expect all parents to support our attendance policy and ensure your children attend school every day (unless of course they are sick).**

## Holidays during term time

Unfortunately, a small number of our parents still take their children out of school for holidays during term time, this absence is not authorised and these children fall behind and miss valuable learning.

From 1 September 2013 new DfE regulations came into force regarding leave of absence for children from school. The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave. The School's Attendance Policy is available to download on our website. We expect parents, who accept a place at Manor Way to not take their child out during term time for extended leave or family holidays.

## Attendance

If your child's attendance falls below 96% we will contact you. If your child is having problems at school, please either speak to your child's teacher in the first instance or arrange to meet with Mrs Williams or Miss Buffery. We will do everything that we can to help.

To encourage high levels of attendance, certificates are awarded to children at the end of the Autumn, Spring and Summer term for 100% attendance.

## Sickness & Illness

If your child is unable to attend school or e-mail the Pre-school for any reason please telephone or

school office to let us know. If your child has sickness or diarrhoea, we ask that he/she does not return to school for 48 hours as this type of illness can be very infectious.

## Punctuality

The school doors open at 8.45am and the register is taken at 8.50am, we ask that children arrive promptly to ensure a positive start to their learning. Please ensure your child is not late for school. Children who arrive late are asked to report to the school office on arrival. Any late attendance is recorded on the end of year school Annual Report to parents.

## Times of the school day

Children should not arrive unaccompanied before 8.30 am when the school gates are unlocked. Football and other games are not allowed before school because of younger children and adults' presence on the playground at this time. All children should enter the school at 8.45am when the doors open. Registrations and learning starts at 8.50am. The school gates are locked at 9.00 am and reopened at 3.00 pm. Pre-school children should be collected from the school Reception entrance for those attending morning sessions.

Pre-School	8:50 - 11:50am	12:30 - 3:30pm
Reception	8:50 - 12:00pm	1:00 - 3:20pm
KS1	8:50 - 12:00pm	1:00 - 3:30pm
KS2	8:50 - 12:25pm	1:15 - 3:30pm

# Our Curriculum



**Our exciting and memorable curriculum is being further developed to link to our ASPIRE learning values. It is constantly evolving to develop the skills needed for children to become successful learners, help prepare them for life in modern Britain and empower them to achieve success in the future. Our aim is to provide an exciting, memorable and innovative curriculum that challenges and inspires children to become successful and confident learners, achieving their best.**

## Our Curriculum

### PE and Sport

We are superstars at sport! We employ a full-time qualified sports coach to provide high quality instruction during PE lessons and run sporting activities at lunchtimes. Children in Years 3, 4 and 5 benefit from swimming lessons for a term at a local indoor pool. We also have specialist sports coaches running lunchtime clubs.

Our children regularly compete in competitions and our PE leaders are committed to all of the children being active and involved with sport. We have teams for football, netball, rugby, gymnastics and many more.

### School Visits

We regularly visit a variety of local venues, museums and places of interest to support the children's learning and as a stimulus for work across the curriculum. At the moment year 4 are about to go to Bodenham arboretum to build nests for their dragon as part of their 'How to Train a dragon' topic.

### Forest School

Forest Schools is a Scandinavian initiative designed to encourage and inspire individuals of any age through an innovative, long term, educational approach to outdoor play and learning in a woodland environment. As a school we are very fortunate in having our own woodland area and a teacher trained to deliver the Forest Schools programme.

Forest Schools is planned into the curriculum for all our children during the school year. Sessions are

designed around a theme, themes are sometimes subtle such as evolving or exploring the site or more obvious such as butterflies, fairies or nature investigators. Many areas of the National Curriculum are intrinsically covered. Teamwork skills are developed through games and activities. Individual skills and self-esteem are heightened throughout activities such as hide and seek, shelter building, tool skills, lighting fires or environmental art, and more!

## Cultural Capital

### Extra Curricular Clubs

Extra curricular clubs are many and varied. In-school and after-school clubs vary according to the time of year. They include sports activities, art and design activities, gymnastics, dance, computers, hockey, French, netball, dodgeball, running club, maths club and drama, to name a few. The list for the current term is available on the school website.

### Assemblies

A rounded programme of daily assemblies helps to promote pupils' spiritual, moral, social and cultural development, and provide clear guidance on what is right and what is wrong. Children take part in whole school assemblies, key stage assemblies and also our weekly Praise Assembly. It is wholly, or mainly of

a broadly Christian character, though not distinctive of any particular Christian denomination.

# Home Learning



**Home learning can make an important contribution to a child's progress at school. As well as reinforcing learning in the classroom, home learning helps children to develop the skills and attitudes they will need for successful independent lifelong learning.**

Home learning is set weekly, with tasks planned to appropriately challenge pupils. Each child has their own home learning journal in which they complete activities which alternate weekly between core skills activities ie Maths and English and our 'home learning grid'. Home learning grids have a range of activities based on physical, musical, verbal, visual, interpersonal and mathematical from which the children choose one activity each week. This provides an opportunity for children to think creatively and produce their own form of response for example a model or piece of artwork, a challenge, an IT presentation, a recount following a family visit or a cooking activity. Home learning at Manor Way is fantastic and we regularly display children's' home learning in praise assembly.

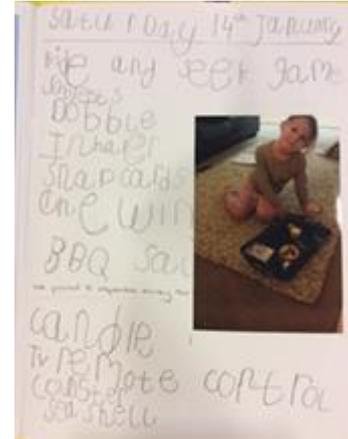
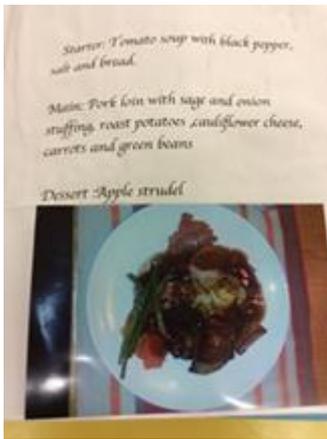
Have a look at an example of a home learning grid from Reception:

<b>Home Learning Grid</b>	<b>Year: Reception</b>	<b>Summer 2017</b>
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These activities are either linked to your topic or give you the opportunity to do things that really matter with family and friends at home, whether it be having fun or being responsible in your house. You may present your information in any creative way that you choose. These tasks need to be completed to the best of your ability. Please read the home learning guidelines at the front of your home learning journal to ensure you know what to do and how to present it. Remember also to **1. Read each night and record it in your diary. 2. Practise any of the sounds you are learning. 3. Practice and learn your number targets.** If you have any questions, please ask your teacher. Have fun! **Remember every homework is worth 2 Dojos towards your next Dojo reward band.**

<b>Eight ways to be smart</b>	<b>Bloom's Taxonomy - levels of thinking</b>	
	<b>Knowing</b> What do I know and understand?	<b>Understanding</b> Can I apply and show what I know?
<b>Verbal</b> I enjoy reading, writing and speaking.	<b>*Lovely Library*</b> Visit your local library and enjoy some quiet time with someone you love. Tell me about the story you read or even better... bring it into school and share it with us!	<b>*Tech Time*</b> Write a list or take pictures of you using technology at home. This can be an iPad, games console, phone, radio, TV buttons, DVD player...anything you feel you can confidently use independently (and enjoy using!)

<p><b>Mathematical</b></p> <p>I enjoy thinking logically - working with numbers, computers and being scientific.</p>	<p><b>*Time Challenge*</b></p> <p>Ask someone at home to time you doing 5 different jobs. They could count to time you in seconds use a time on their phone or use watch. You could be timed running up and down your garden, putting your toys away, brushing your teeth...there's lots of opportunities. Write down what you did and how long it took.</p>	<p><b>*Shape hunt*</b></p> <p>We're going on a shape hunt, we're going to find lots of them!</p> <p>Have a look around your house and spot as many different shapes as you can. Are they 2d or 3d? How many sides do they have? How many corners? Take pictures/draw them...let me know.</p>
<p><b>Visual</b></p> <p>I enjoy painting, drawing and visualising.</p>	<p><b>*Traditional Tales*</b></p> <p>Read a traditional tale, eg - Jack and the Beanstalk, 3 Little Pigs, Billy Goats Gruff... Create a picture of your favourite character and tell me why you liked them so much!</p>	<p><b>*Twisted Tales*</b></p> <p>Create a new character for one of the traditional tales you have read. Maybe it's the, 'small, nice, wolf' in the 3 little pigs or 'Naughtylocks' in the 3 bears story - think about what they look and what their job might be in the story.</p>
<p><b>Kinaesthetic</b></p> <p>I enjoy being active and hands on.</p>	<p><b>*Sporty Spice*</b></p> <p>Go out into the garden and show off your counting skills. Count as you do your chosen exercise; cartwheels, star jumps, kick ups, you choose! Take a picture and/or write a sentence about what you did.</p>	<p><b>*Go geocaching (Miss Buffery loves this!)*</b></p> <p>Can you find one? Download the geocache app and start hunting around the area with an adult. The Clent hills are a great starting point!</p>
<p><b>Musical</b></p> <p>I enjoy listening and making music.</p>	<p><b>*Musical Madness*</b></p> <p>Create your own musical instrument using resources you can find at home. Bring it into school and show us how to use it and we can put it on our home learning display.</p>	<p><b>*Chart Topper*</b></p> <p>Listen to a song that is currently in the top 10 - can you learn a few lines from the song and perform it to the rest of the class? Or you could be recorded and send it via the class email!</p>
<p><b>Interpersonal</b></p> <p>I enjoy working with others.</p>	<p><b>*Random act of kindness*</b></p> <p>Think about what you could do to show kindness to someone living at home. You could... make Mum breakfast in bed, help Dad with the gardening, help your sister/brother tidy up their toys... let me know what you chose to do.</p>	<p><b>*Great British Bake Off*</b></p> <p>We all LOVED trying the different cakes/biscuits made at home, so we would LOVE to try them again - this time write some instructions for me to follow, so I can make them at home!</p>



# Early Years Foundation Stage



**The Early Years Foundation Stage (EYFS) Framework, sets out the standards for development, learning and care of children from birth to five. It is important that all children are given the opportunity to experience the best possible start to their education.**

In our Reception class, learning experiences of the highest quality are planned, considering children's needs and their interests. Well-planned play is a key way in which children learn with enjoyment and challenge, both within the indoor and outdoor learning environments. The Foundation Stage prepares children for learning in Key Stage 1.

In Manor Way Minis and the Reception Year, the curriculum is planned and resourced to take children's learning forward.

The curriculum for the Foundation Stage is designed to ignite children's curiosity and enthusiasm for learning, and to build their capacity to learn, form relationships and flourish. The curriculum is planned in seven areas of learning and development; all areas are important and inter-connected.

There are three prime areas which are:

- Communication and Language Development
- Physical Development
- Personal, Social and Emotional Development

There are four specific areas through which the three prime areas are strengthened and applied. These



specific areas are:

- Literacy Development
- Mathematics
- Understanding the World
- Expressive Arts and Design

The children build up a Learning Journey showing some examples of their work and photographs of some of their other activities, which contribute to the

teachers' assessments of each child. At all times through the year parents are invited to contribute to, share and ask about their child's Learning Journey.

# Behaviour



All staff at Manor Way have very high expectations of behaviour. We believe that good behaviour is at the heart of a successful school. Children are taught how to manage their behaviour from an early age so that they can make the right choices. We adopt a zero tolerance approach to bullying.

## School Rules for Conduct

All the children at Manor Way are taught and follow our simple school rules for conduct:

### 'The Manor Way'.

Children are aware of the consequences if they break them.

Great behaviour is promoted with dojo points, Dojo bands, rewards, postcards, extra play, class celebrations, certificates and other incentives. ***Pre School will continue to collect their "pom poms" in their jar of "fantasticness"!***

## Dojos!

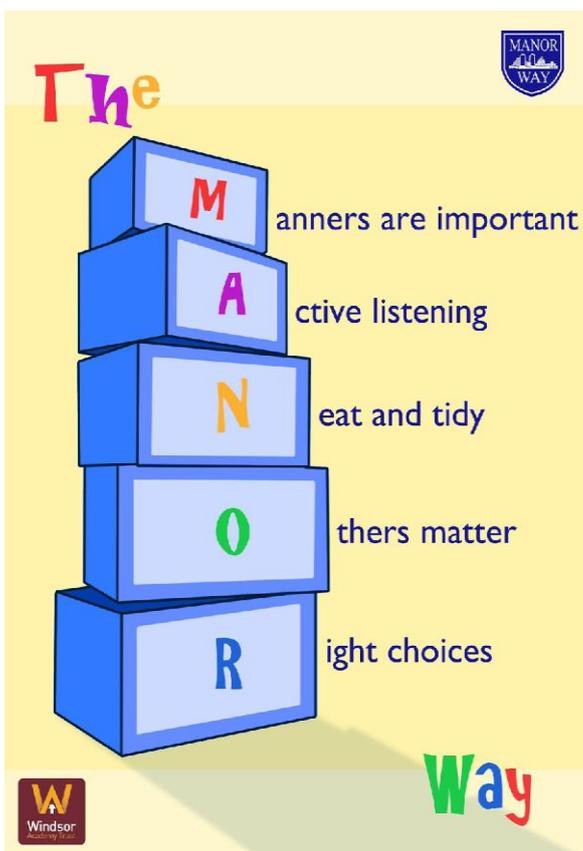
Dojos are little monsters and every child has their own and they collect points which add up to earn different coloured reward bands. The class will also add up Dojo points to earn a class celebration when they reach 1000 points. In

will go  
house



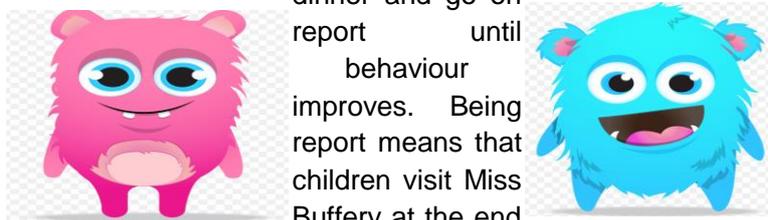
addition, the Dojo points towards their school team when these are introduced.

the 'I am ready to learn' section of the Dojo chart.



- As they work hard and demonstrate ASPIRE values and 'The Manor Way' they will move up the chart and collect Dojo points.
- The expectation is that children will end the day at the top of the board being the best that they can be.
- If a child forgets how to behave they will be moved down to 'think again and make better choices' and expected to move back up quickly as soon as the teacher sees them trying hard and improving their behaviour.
- If an inappropriate behaviour happens again then children will move down onto a yellow card, have a conversation with Mrs Williams and miss one play. During that play children will discuss and decide on what they did and decide what they will do next time. Mrs Williams or the class teacher will discuss this with parents.

- If another inappropriate behaviour happens then children will move down the chart to a red card and see Miss Buffery, miss play at play and dinner and go on report until behaviour improves. Being report means that children visit Miss Buffery at the end of every learning session to share their learning and behaviour. As soon as children improve their behaviour they will come off report.



## Classroom Behaviour Chart

Our behaviour system looks like this on the walls in all the classrooms:

- First thing every morning all children will all start on

**I am being  
the best  
that I can  
be.**



**I am  
making  
great  
choices.**



**I am  
ready to  
learn.**

**I must think  
again and  
make better  
choices.**

**Yellow card**

Visit Mrs Williams  
Miss 1 playtime  
Parents informed



**Red card**

Meeting with Miss  
Buffery and  
parents  
miss play and  
dinner  
On report



# Rewards

We firmly believe in praising children as often as possible for as much as possible. There a range of rewards at Manor Way:

## Dojo bands

Children earn their first reward band at 50 Dojos and it is a white one. Children wear their bands at school. Bands continue up to 1000 with bronze, silver and gold awarded for higher Dojo points. Each school year children will start again from zero. If children have reached bronze, silver or gold at the end of July they will be awarded badges to sew on their jumpers for the following school year to celebrate their efforts and success.

## Stickers and Stars

As small and as simple as these might seem, the children love them to bits. It is a quick and simple way of saying well done – but means so much more than words. They may be stuck in the book or stuck on the child!

## Pen License

These are awarded to those pupils whose handwriting has reached a good standard.

## Postcards home

These are sent from the Headteacher for a special 'well done'.

## Certificates

Praise certificates are awarded for good work, good presentation, extra effort, great behaviour, being a great role model etc. They are awarded at the weekly Praise Assembly, and the child is called to the front of the assembly to receive their certificate.

## Attendance Rewards

100% attendance is rewarded every term with a certificate for each pupil in Praise assembly. Every week the class with the highest attendance gets extra playtime.

# Reporting to Parents



## *How do I find out about my child's progress at school?*

**Targets** - Children will bring their termly targets home for maths, writing and reading.

**Parents evening** – There is a parents evening termly.

**Open day** - There is an open day towards the end of the Summer term where you can spend time in class with your child looking at their books and the progress they have made.

**End of term Learning Reviews** - These give a summary of attainment, progress, behaviour, effort and attendance are discussed at parents evening.

**End of Year Reports** - You will receive an end of year report on your child's progress.

**Informal Meetings with your child's class teacher** - Please remember that if you have any questions don't wait until Parents' Evening to talk to a member of staff. There is always the opportunity for you to make an appointment to discuss any concerns you have about your child's progress or behaviour.

**Standard Attainment Tests (SATs)** - Children are assessed in Year 2 and Year 6 in maths, English and reading. In year 1 they take a phonic screening check. There are meetings and workshops to support you with understanding what these tests are and how we can work in partnership to support the children to achieve the best outcome.

September 15th	Autumn term targets sent home.
October 16th	Parents' evening with brief overview of attainment, progress, attendance, behaviour and effort.
December 18th	End of term Learning Review with overview of attainment, progress, attendance, behaviour and effort. This will include Spring term targets.
February	Parents' Evening
April	End of term Learning Review with overview of attainment, progress, attendance, behaviour and effort. This will include Summer term targets.
June	Parents' Evening
July	July end of year report. A summary of progress and attainment, successes and achievements over the year.



We believe that if children look smart, they think smart. Every child at Manor Way is expected to wear school uniform and take a pride in their appearance. Our school uniform is currently under review and all members of the school community are voting on our new uniform. We are very excited!

## Autumn, Winter and Spring

- Grey trousers (long or short), grey skirt/trousers/culottes/pinafore
- White shirt
- Clip on school tie, bright blue double striped.
- Manor Way sweatshirt/sweat cardigan with embroidered logo
- Brown or black shoes (low heeled/not trainers) suitable for school
- White or grey socks or plain grey tights

## Summer

As above or school polo shirts instead of white shirt or summer dress (blue and white check). Summer caps are available to buy from the school office.

### Physical Education

- Manor Way T-shirt with squad number
- Navy skirt, shorts or leggings
- KS1 black pumps. KS2 black pumps for indoors and trainers for outdoors
- Manor Way hoody and tracksuit trousers for KS2 (for outdoor games)
- Manor Way Forest school waterproof set (optional)

## Physical Education

### Physical Education

- Manor Way T-shirt with squad number
- Navy skirt, shorts or leggings
- KS1 black pumps. KS2 black pumps for indoors and trainers for outdoors
- Manor Way hoody and tracksuit trousers for KS2 (for outdoor games)
- Manor Way Forest school waterproof set (optional)

## Wellingtons

Children in Preschool and Reception classes are asked to keep a pair of wellingtons in school for outdoor activities.

## Please remember...

- A named pump bag is essential. Plastic bags break easily and kit is lost.
- All kit, including swimming kit, should be clearly marked with the child's name.
- Should any item become mislaid, please inform school immediately.
- Nail Varnish is not part of the school uniform.
- Jewellery should not be worn except for stud earrings or a watch. These must be removed for PE. If you are thinking about getting your child's ears pierced – please do so at the start of the school holidays.

**No compensation can be made for lost, damaged or stolen property.**

# Parents & School Partnership



**We welcome parents and carers into Manor Way in order to build a strong and effective partnership and we make every effort to involve parents in the learning and development of their child. There are many opportunities for parents to become involved in the life of the school. Parents' support and expertise can be used in many ways and is greatly valued. Police checks and DBS checks are carried out on all adults working in school including regular volunteers.**

## Communication Is Key!

Communication is key to successful relationships and we take this very seriously. We communicate with families in various ways, for example through our weekly newsletters, questionnaires, parent mail, workshops and the website. We hold a termly open Parent Forum meeting with the Headteacher where parents can ask questions and feedback on their children's learning experiences.

Parents are regularly invited to assemblies and we run workshops for each year group to enable parents and carers to come and learn about how we teach maths and English. Every year parents are invited to attend our annual Open Day and Sports Day as well as class assemblies, Easter parades and Home learning exhibitions.

Teachers keep parents informed of the progress their child is making in class, with termly progress updates and an annual written report. We also hold parents evenings several times a year, so that you can meet your child's teacher to discuss their progress. The School's website has a wealth of information including our weekly newsletters, class pages, copies of key policies and curriculum information.

Staff are always happy to meet with parents and carers to talk through any concerns.

## Friends of Manor Way

Our PTA exists to support the life and work of the school. All parents are automatically members of our Parents' Association and can get involved with helping to plan a number of fundraising events throughout the year.

The Association provides invaluable support to the school through organising many social and fundraising events involving parents and the wider local community. Money raised provides extra facilities and equipment for the pupils. The group holds regular meetings in school, with dates and details published in the the school's newsletter. The PTA identifies long and short-term projects for its fundraising; which enables us to buy 'special' extras to enhance pupils' school experience. Currently they are working to further develop the school grounds as a leisure, recreational and learning resource.

The Friends of Manor Way needs the support of parents to ensure it is able to continue their great work. As a new member of our school community we hope you will be able join Friends of Manor Way.

## Voluntary Helpers

We value any extra help volunteers can give us, particularly when it involves working in classrooms or the library during the school day.

Present and former parents, sixth form students, governors, prospective teachers and other interested adults give additional help. All have criminal clearance and help in classrooms, the library and with extra-curricular activities, reducing the pupil/teacher ratio and adding their individual talents and expertise.

If you are able to spare any time during the school week on a regular basis please see Mrs Williams (Deputy Headteacher) for clearance forms and further information.

**Manor Way is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. Staff work hard to create a safe environment. In our recent parent questionnaire 100% of children said they felt safe and 100% said they were happy at school. The curriculum is designed to ensure opportunities for children to develop the skills they need to recognise and stay safe. Children know that they can approach any of the adults in school if they are worried and that they will receive a consistent supportive response.**

In recognising our responsibilities for Safeguarding and Child Protection, as a school we:

- Have clear staff recruitment, selection and training procedures,
- Have a designated safeguarding lead
- Aim to raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Establish a safe and nurturing environment free from discrimination or bullying where children can learn and develop happily.
- Develop and implement procedures for identifying and reporting cases, or suspected cases of abuse.
- Identify and provide targeted early help and support.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. This means that we consider, at all times, what is in the best interests of the child.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

## Keeping Your Child Safe

Please help in the following ways to make the arrival and leaving times of each school day as safe as possible for your child.

- ALL children should enter and leave the school buildings from the KS1 playground area. In the mornings the children line up and are escorted in by a member of staff.
- Please ensure you park your car in an appropriate spot.
- Please do not obstruct neighbours drives.
- Please refrain from parking on the school carpark, unless you are disabled.

## Respect for All

We have a zero tolerance policy for abuse – either verbal or physical. Parents or Carers being abusive towards members of our school community will be banned from entering the playground.

## Dogs

For health and safety reasons, dogs are not allowed past the school gates and onto the playground or school field. They must not be left unattended.

## Building Security

To keep children safe, we ask parents to enter the school building by the main front entrance and speak to a member of the office staff. If remaining in school to help in a classroom or to keep an appointment with a member of staff, parents will be asked to sign in and wear a lanyard.

# Equality and Inclusion



**At Manor Way Primary Academy, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those involved with the school feel proud of their identity and able to participate fully in school life.**

## Equality

The school recognises it has to make special efforts to ensure that all groups prosper including:

- Boys and girls, men and women
- All minority ethnic groups including travellers, refugees and asylum seekers
- Pupils or families with different religions or beliefs
- Pupils and others with special educational needs
- Pupils and others with a range of disabilities
- Children who are looked after and their carers
- Children or staff who are gay or lesbian
- Pupils or staff who are pregnant or have just given birth
- Pupils or staff undergoing gender reassignment

The achievement of pupils is monitored by race, gender and disability and we use this data to support pupils, raise standards and ensure inclusive teaching. We tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. As a school we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit us.

As a school we try to ensure that disabled pupils can play as full a part as possible in school life. We implement accessibility plans, which are aimed at:

- Increasing the extent to which disabled pupils can participate in the curriculum.
- Improving the physical environment of the school to enable disabled pupils to take
- better advantage of education, benefits, facilities and services provided.
- Improving the availability of accessible information to disabled pupils and their families.

## Inclusion

At Manor Way Primary Academy we believe that

every child is unique and special, and we aim to provide a broad and balanced curriculum for all. We are committed to developing cultures, policies and practices that are inclusive.

We have systems to identify when children have barriers affecting their learning and tailor specific interventions to enable pupils to overcome their barriers. This practice of personalising learning applies to all pupils including pupils who are identified as academically more able.

Where children are identified as needing additional learning or behavioural support, the school adheres to the 2014 SEND Code of Practice. We ensure that each child's needs are individually and appropriately catered for, and that any relevant outside agencies are involved in providing guidance and support.

Through assessments and/or observations a teacher may feel a child needs to be placed on the Special Needs Register. With support from the Special Educational Needs Co-ordinator (SENCO), provision is carefully planned. Strategies to help support the child's learning and development is discussed with parents.

The SENCO is responsible for supporting, planning and monitoring interventions. This monitoring is used to ensure systems are effective and impact positively on pupil progress.

Following discussions with parents and carers, pupils may be placed onto the SEN Register at some point in their school career. For many, this

involves a short burst of targeted intervention which may lead to them being removed again, while for others the support process is a longer one. In all cases our aim is to provide the very best education for pupils, allowing all children to fully achieve their potential.

Our Policy for Inclusion and Special Educational Needs and Disability can be accessed via the school's website. Our Senco can be contacted via the school office.

# Useful Information



## Medical and Other Issues

When children start school parents are asked to complete a form outlining any medical history including any allergies suffered, that we should be aware of. It is important that this record including contact details is kept up-to-date.

### *First Aid*

Basic first aid is given at school when necessary by qualified First Aiders. If an accident needs hospital attention we will make every effort to contact parents. We ask parents to ensure all contact details are kept up-to-date so that we can make contact in an emergency. All injuries are recorded.

### *Medicines*

The school has responsibility for the safety and welfare of pupils and regularly reviews arrangements to ensure that the medical needs of the pupils are met at school.

There may be times when children attending school need to take medication. Any such medicines needed by a child during the school day should be brought to school in the smallest practicable amount by the parent/carer, not the pupil, and be delivered personally to the Receptionist.

These medicines must be in the original bottle/packaging in which prescribed, clearly labelled with the:

- Pupil's name
- Contents
- Dosage
- Date

Parents will be asked to complete a written request for the school to administer medication. Medicines in school are kept in a locked cupboard or in a refrigerator, away from the pupils. A record is kept of all medicines administered.

Asthma inhalers are prescribed medication and parents are asked to complete a Parent Request Form on their child's entry into school.

As children may need immediate access to their inhaler (Blue Relievers) they are kept on the child's person or in a safe and readily accessible place.

Inhalers should be taken to sporting events and used prior to or during exercise if an episode of asthma occurs.

# Useful Information (cont...)



## Safe In The Sun

During warm summer months all children should have a named sun hat in school which they will be encouraged to wear when playing outside. School hats are available to purchase from the office or you may provide your own.

School staff are not permitted to apply sunscreen to children, but we would ask that you apply a long lasting sunscreen before school in sunny weather.

Children may reapply their own sun cream which must be provided in a clearly named container.

## Smoking

We operate a no-smoking policy - smoking is not permitted anywhere within the school or grounds.

## Money

Please ensure that all monies sent to school are in a sealed envelope marked with your child's name, amount and the purpose of the money. All monies should be given to the receptionist or the teacher.

## Family support

Please contact our Deputy Head, Ruth Williams via the school office if you would like some advice on any aspect of parenting or child care. We work closely with the school nurse and the Sycamore Centre. Both provide family support and can make a referral for families if they wish.

## Complaints

Any complaints about school matters should first be discussed with class teachers or brought to the attention of the Headteacher. If the complaint is not resolved, a formal complaint may be made firstly to the Governing Body and secondly to the Trust. The complaints policy can be found on the website.



## Admissions

For information on Admissions, please visit:

[www.dudley.gov.uk/admissions](http://www.dudley.gov.uk/admissions)

or call 01384 817816