

JOINER HANDBOOK – SENIOR SCHOOL

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Policies

Our latest school policies including School Rules, Data Protection Policy (including social media use), Acceptable Use and Computer Technnology (incl E-Safety) and other policies please visit:

https://www.manorhouseschool.org/school-life/policies/.

OUR AIMS AND ETHOS



Welcome to Manor House School, Bookham and I am delighted that you have chosen to join our School community. This handbook is designed as a useful reference guide to provide you with the necessary information about our School.

Our vision is to ensure that pupils leave Manor House School with the confidence to pursue their dreams and ambitions, with qualities that ensure integrity and kindness and with experiences that foster a better understanding of democratic ideals and responsible citizenship.

Having celebrated 100 years in our history in 2020, our school motto – 'To Love is to Live' remains as poignant and relevant as ever in today's unprecedented times. We wish our pupils to love learning by being engaged and curious students with high hopes for their future, to love each other in order that we maintain a caring community, and to love themselves by developing positive self-esteem, confidence and responsibility. Underpinning our school motto is seven school values which form the foundations of school life:

- 1. A love of learning
- 2. Academic excellence
- 3. Unforgettable experiences
- 4. Individual challenge
- 5. Happy and healthy
- 6. Creative and collaborative
- 7. Future leaders.

We are proud of our beautiful grounds and facilities, our academic excellence, our technology to support learning and our achievements in a variety of activities and pursuits. Our staff are fully committed to supporting and stretching every girl academically, whilst ensuring that she is happy and participates and excels in a range of enrichment activities.

I hope that your daughter is looking forward to joining us at the start of her learning journey at Manor House.

If you have any questions, please email the School Office at <u>admin@manorhouseschool.org</u>

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Tracey Fantham BA MA PGCE NPQH Headteacher

STARTING SENIOR SCHOOL

When your daughter begins her Manor House journey in Seniors, she will bring her own unique combination of skills, experience and values. We recognise that the first and most important teachers in their lives are you as parents. Our role is to build upon these early experiences and to establish a partnership with you, which will last for your daughter's entire education.

Before starting school

If your daughter is starting in September 2023 at the beginning of the academic year, she will be invited to participate in some kind of transition activities in June 2023. However, her transition will be supported further at the start of the Autumn term.

If your child starts mid-term or at the start of a subsequent term, they will be welcomed into their new class and appointed a buddy, as well as a supportive friend.

New joiner parents will also be invited by the class representative/s in their daughter's year group/s to join class communications they have set up.

Website

Our website has a dedicated section of the menu devoted to 'Parent Information' at https://www.manorhouseschool.org/parent-information/ where you can find information about the school day, our term dates and school calendar, our uniform, bus routes, lunch menu, extra-curricular clubs, parents association and much more. Please take a look at this section before your daughter joins our school. We also publish a weekly newsletter every Friday during term time, with all letters and notices for that week and general news.

Once your daughter starts school

Your daughter will be allocated to one of three houses; Discovery, Endeavour or Victory. She will be given a pin badge denoting the colour and name of her house which she should wear on her blazer.

Parents will have access to a range of information, including:

- Our 'Welcome to the Academic Year' Information Event is typically held in September.
- Full progress and interim progress reports published as part of a scheduled programme across the year.
- Our weekly Manor House School e-newsletter.
- Parents' Evenings yearly to discuss your daughter's progress.
- Parent Information Evenings on a range of themes such as internet safety.
- Regular communications from school regarding events and activities.
- Coffee Mornings organised by the Friends of Manor House School.

SETTLING INTO THE SENIOR SCHOOL

We recognise that some children may be a little concerned about moving up through the school or changing school and we do our best to minimise girls' concerns.

In addition, all girls new to the Senior School have a Supportive Friend allocated to them. The Supportive Friends are girls in Years 10 and 11, of which at least two are on duty at break times to help younger girls. There are termly meetings where new girls and Supportive Friends get together. All Supportive Friends wear a badge to make it easy to identify them.

During the first weeks, Year 7 girls go into lunch first to help them get used to the routine before going onto a queuing rotation. They are also given a reduced homework timetable with just core subjects and language learning to ensure they start a good work routine before being given the full amount, 20 minutes per subject, from week 4.

THE SCHOOL STRUCTURE

Although we are very much an all-through school, the Senior School is divided into two Key Stages:

Senior School	Year 7	Age 11-12	
	Year 8	Age 12-13	Key Stage 3
	Year 9	Age 13-14	
	Year 10	Age 14-15	
	Year 11	Age 15-16	Key Stage 4

STAFF LIST

Headteacher	Ms Tracey Fantham BA MA PGCE NPQH
Deputy Headteacher	Mr Simon Hillier BSc PGCE NPQH
Head of Key Stage 4	Mrs Teresa Williams BA (Hons), PGCE
Head of Key Stage 3	Mrs R Waterhouse BSc (Hons), PGCE, MA ED

For a list of all senior school staff please go to our regularly updated web page at https://www.manorhouseschool.org/about-us/our-staff-and-governors/
Your first point of contact should be your daughter's form tutor.
Appointments can be made to see the Head of Key Stage 3 or Head of Key Stage 4 at any time via the school office. All staff can be contacted by e-mail using their first initial and surname, e.g. aname@manorhouseschool.org when necessary.

COMMUNICATION

Our school calendar is available via SOCS directly from our website at <u>https://www.manorhouseschool.org/calendar/</u> and additional dates or new activities will be communicated via the weekly newsletter which is e-mailed to you.

Please connect with us on social media for useful information and updates:



Parent Events

As well as the 'Welcome to the Academic Year' Information Event, you will receive progress reports across the year, interlinked with Parents' Evenings the dates and timings of which will be published at the start of the academic year.

Contacting a Form Tutor

Should you have any issues you wish to discuss, contact can be made with the Form Tutor via the homework diary, by letter or by e-mail. Form teachers, subject teachers and Heads of Department are always available by appointment. Where possible always contact the Form Tutor and they will be able to pass on your enquiry to relevant staff. This allows the form teacher to have a strong overview of your daughter's school life.

Urgent Communications – By Clarion Call

For urgent communications or last minute changes, the school uses the Clarion Call text messaging service. Please ensure your mobile telephone number and e-mail address is up to date with the school office.

Parent Portal

SchoolBase is the Parent Information System used at Manor House School. You can access your daughter's attendance records, timetable, reports, rewards, homework and all the letters sent to you via this application. There is a link on the homepage of the school website (top right corner) and you will be given a username and password when your daughter joins the school which is sent to you via email from our ICT Support Office.

When on School Grounds/Safeguarding

Once on the school grounds, please drive slowly and park considerately, the speed limit on site is 5 mph. Please avoid parking in the Headteacher's Visitor spaces unless you have an appointment with Ms Fantham.

Manor House School is committed to the safeguarding and promotion of welfare of children. Visitors, including parents, should always report to the School Office on arrival. Please come straight to Reception in the Main House and speak to the Receptionist, who will take any items which need dropping off to your child, or sign you in and authorise a member of staff to accompany you to another building.

At no point during the school day should any parents wander around the property or go to drop anything off to their child.

Late arrival at School

If your daughter arrives after registration, she will need to be signed in as late at the School Office.

Absence from School

If your daughter is absent from school, please inform the office as soon as possible by telephoning 01372 458538 (Option 2) or by emailing <u>admin@manorhouseschool.org</u> copying the form tutor and Head of Key Stage.

Should your daughter become ill during the day, she will be cared for by our school nurse or first aider and you will be contacted.

Requesting Absence

Please avoid taking your daughter away from school or on holiday during term time as this causes considerable disruption to her education. We aim for childrens' attendance to be above 95% and as close to 100% as possible. Anything below has a negative impact on learning.

Leave of absence must be recorded as 'authorised' or 'unauthorised'. Leave is authorised at the discretion of the Headteacher and is not an automatic right of parents. Parents should write to or e-mail the Headteacher via the online form at <u>https://www.manorhouseschool.org/contact/leave-of-absence-request/</u> to request this, as far in advance as possible. Some reasons for request of absence are authorised such as medical appointments, interviews and external examinations. Specific family reasons will be considered seriously as we wish to support any exceptional circumstances beyond the family's control.

MEDICAL

Medication

Parents should indicate which medicines that they do and do not wish their child to take via the Medicine Consent Form as part of the medical forms completed on admission. Medication prescribed by a doctor will only be given with the written authority of the parent. Parents must complete and sign the relevant form 'Medication to be Administered in School' which can be obtained from the main office.

Illness During the School Day

If a pupil feels unwell during the school day, then they should report to their subject teacher first. The subject teacher must assess the urgency and whether to send the child to the school office and/or nurse. Pupils should be encouraged to see the nurse at break times where appropriate. It is preferable that pupils do not leave lessons unless necessary.

The first aider/ school nurse will assess the pupil's condition and give appropriate treatment. The nurse or first aider may need to contact the parent to discuss certain treatments or medications.

Where possible the pupil will be encouraged to return to lessons following a short period of rest in the medical room, if necessary.

Pupils are not permitted to phone/ text/ email their parents directly to ask to be taken home because they feel unwell. Parents will be contacted by the school office or nurse if the pupil feels too unwell to remain in school, if they have vomiting or diarrhoea, or if there is suspicion of an infectious illness. For vomiting or diarrhoea, a pupil must remain off school for 48 hours following the last episode.

Food Allergies and Intolerances

If your child has a food allergy or food intolerances, they should please complete the 'Food Allergies and Intolerances Form' via the Virtual Joiner Page.

CORE SCHOOL DAY

The school day runs from 7.45am to 6.00pm. The core school day runs from 8.30am to 4.00pm. Girls arriving from 7:45am onwards should go to 'Early Birds' in EGH which is free for children to attend.

Senior Department			
08:30	Registration		
	Assembly/Church/Form Time		
09:00	Lesson 1		
09:55	Lesson 2		
10:50	Short Break		
11:15	Lesson 3		
12:10	Lesson 4		
13:05	Lunch		
13:35	Long Break		
14:05	Lesson 5		
15:00	Lesson 6		
15:55	Registration/Form Time		
16:00	End of school day (before Extra-Curricular Activities)		

ASSEMBLIES AND SERVICES

Assemblies follow morning registration and normally include a hymn from the Manor House Hymn Book, which is issued to all girls in Year 2 and above, and a prayer. The themes support our school ethos and social, moral, spiritual and citizenship themes.

Whole School Assemblies are usually held on Mondays and Friday with Key Stages making use of All Saints' Church on a rotation. The Prep School and Senior School also have a separate assembly usually on a weekly basis. Form time is also used as part of the provision for Personal, Social, Health and Economic education (PSHE) alongside Wellbeing Wednesdays.

A TYPICAL YEAR IN SENIOR SCHOOL

The list below outlines the main events and opportunities on offer, although these can vary each year and are subject to change in 2022-2023.

September:

Year 7 Welcome to the Academic Year Information Evening Year 10 and Year 11 Study Skills and Learning Workshops Year 7 Swanage 3 Day Residential Year 8 PGL Residential Individual and Sibling School Photographs MacMillan 'Big Fundraising Breakfast'

October:

Year 8 HPV Vaccinations Prize Giving Saturday Open Morning (full attendance expected) Year 10 Geography Field Trip Founders' Day Senior Prefect Trip to Queen Mother's Clothing Guild at St. James' Palace

November:

Year 11 Study Skills Workshop House Arts – Led by Year 10 and involving Year 3 – Year 6 Year 8 British Museum Trip Year 9 Art Gallery Trip Soloist Music Recitals Christmas Fayre House Arts Competition (Year 10 lead)

Year 9 Options Booklets published

December:

Year 11 Trial Examinations in all subjects Drama Club evening Year 7 Science Museum Trip Carol Service House Netball Competition Christmas Lunch

January:

Senior Production rehearsals begin Year 9 – Year 11 Tutor reviews Year 10 Study Skills workshop Year 9 Options Evening for girls and parents Year 10 and Year 11 Drama GCSE Theatre Trip Year 11 Expected Grades issued

February:

Year 10 Art GCSE Gallery Trip Year 10 Duke of Edinburgh Navigation Day Ski Trip

March:

Senior Production Easter Eucharist Service House Hockey Competition Year 11 Pre-Public Examinations in core subjects

April:

GCSE Examination period starts Year 8 HPV Vaccinations Year 8 Art Trip Year 10 Duke of Edinburgh weekend practice Prefect Process Introduction

May:

Year 7 Study Skills Day Year 10 Study Skills Prefect voting and election Year 7 – Year 10 Revision guides issued Sixth Form Exhibition (every two years) or Sixth Form Information Evening Soloist Music Recitals Year 7 Art Trip Exam week Year 7 and 8

June:

Exam week for girls in Year 9 and 10 Summer Music Concert/ Rock & Pop Evening GCSE Art Exhibition Year 10 Duke of Edinburgh Assessment weekend Year 11 Work Experience Year 10 Mock Interviews for Post 16

July:

Year 11 Trip Year 11 Activity Day Year 11 Leaver's Service Year 11 Prom House Rounders Junior Production – Senior Orchestra in band Sports Day Swimming Gala Theme Week

EXTRA CURRICULAR AND CO-CURRICULAR ACTIVITIES

A host of clubs and activities are run before, during and after school. Please go to <u>https://www.manorhouseschool.org/school-life/extra-curricular/</u> for information. They will be bookable via our SOCS portal. Most of these activities are free except for some tuition-based clubs. E.g. our Tennis Academy.

Additional Music Lessons and LAMDA Lessons

We offer a wide variety of additional music lessons and LAMDA (London Academy of Music and Dramatic Art) lessons throughout the Senior School. Many of the girls choose to take these co-curricular options and more information is circulated in our extra-curricular booklet or can be obtained via admissions.

SCHOOL COUNCIL

A representative is elected from each form in Seniors to sit on School Council and Food Committee. Girls' ideas are then discussed with the Headteacher following each meeting.

BEFORE AND AFTER SCHOOL CARE

Early Birds

Girls can go to Early Birds from 7:45am in the Elizabeth Green Hall, you do not need to pre book and there is no charge for attending Early Birds. This before school club is supervised by our staff. Girls in Years 10 and Year 11 may go to their classrooms instead of Early Birds.

Tea After School

From 4:00 pm Senior School girls can go to Tea in the dining room and can purchase snacks including sandwiches, fruit, cookies, cakes and yoghurts for a nominal amount. We sell tea vouchers for £10 for 20 tickets. Please contact <u>lhall@manorhouseschool.org</u>.

After School Care

We offer an after-school care facility until 6:00pm every day. From 4:15pm girls can go to Supervised Prep. This is held in the Mason Centre, ICT Suite where girls can complete homework tasks, research topics for class work or wait until they are collected.

Supervised Prep does not need to be booked in advance. Girls sign in upon arrival and are signed out when they leave. Parents need to collect their daughter from the Mason Centre and not from the pick-up point for safeguarding reasons.

HOMEWORK

Homework increases in length from Year 7 – Year 11. When girls join in Year 7 they are given a reduced homework timetable, only including core subjects and language vocabulary learning. After the first 4 weeks, a normal homework routine is in place. Homework is uploaded by teachers on our parent portal, Schoolbase, as well as your daughter writing it in her homework diary.

Homework Expectations

Year 7	20 minutes per subject
Year 8	30 minutes per subject
Year 9	40 minutes per subject
Year 10	40 minutes per subject
Year 11	40 minutes per subject

Girls are expected to complete homework neatly and hand it in on time. If this is not achieved, then girls will incur subject detentions. (See Behaviour, Rewards and Sanctions). If there is a genuine reason why your daughter was unable to complete her homework, a note of explanation should be given to her teacher. The expectation is that homework will be completed and handed in on time.

SCHOOL TRADITIONS

Those arriving at Manor House School will soon realise how many unusual customs we have including the 'Golden Toast' which is awarded to the best form captains each term in Preps and Seniors. The form, whose captain is selected, is then granted a mufti day.

On Founder's Day (normally celebrated on the last day before October half term) girls have iced buns and form captains place flowers on Miss Green and Miss Wheeler's graves by All Saints' Church.

Being a good friend is highly praised at Manor House School and girls can nominate their friends to be commended and given a friendship badge in assembly.

The Christmas Fayre is a popular event in the school calendar and essential to our charitable and school fund-raising. All families are encouraged to take part in some way.

BEHAVIOUR, REWARDS AND SANCTIONS

Kind and courteous behaviour is expected at all times from all pupils. Discipline at school is based on a mixture of social responsibility, courtesy and respect between girls and staff, and between the girls themselves. We expect this courtesy and consideration to be extended to all visitors at the school.

All children respond well to praise and good behaviour is rewarded whenever there is an opportunity and girls receive house points. These are awarded on Schoolbase. These can be exchanged for house tokens periodically to fill the House tubes in Reception. Students are awarded badges in assembly for achieving a certain number of House Points. The total points then appear on school reports.

In some cases, members of staff reward good work and attitude by sending postcards home.

Detentions are given for poor behaviour or for work not completed or handed in. If your daughter receives a detention this is also entered onto Schoolbase for you to view and you will be alerted by email.

Reason for Detention	Type of Detention
Poor behaviour (rudeness, for	Short Break with member of staff or
example)	form teacher
Late or incomplete work	
2 Short Break detentions	Long Break with Head of Key Stage
3 Long Break detentions	After School with Deputy Headteacher

More serious behaviour is very rare but for more information, please see the school website at <u>https://www.manorhouseschool.org/school-life/policies/</u> where you will find policies regarding anti-bullying and behaviour.

Rewards

Girls are awarded badges and certificates on a termly basis following excellent effort or commendable achievement. Badges (to be worn on the lapels of blazers) and certificates are given out in assembly by the Headteacher.

PREFECT BODY

Every year, Year 10 girls have the opportunity to apply to be a member of the Senior Prefect Team at Manor House during their final year in Year 11. The application involves writing a letter and, for the top positions. The candidates for the top positions are then shortlisted and candidates are interviewed by the Headteacher and Deputy Headteacher. Candidates present in an assembly and there is a whole School vote. Those applying to be a Prep Prefect or Prep Leader also undertake a trial in the Prep School.

The positions available include Head Girl, Deputy Head Girl, House Captains, Sports Prefects, Academic, STEM and Events Prefects along with various other key roles. A full list of roles and descriptions of what they involve is given out at the start of the Summer term when the process of application begins.

PARENTAL INVOLVEMENT

There is a formal parents' consultation evening once a year where you can speak to each of your daughter's teachers for 5 minutes. In Year 10 and Year 11 girls are expected to attend.

Open Morning

There are three Open Mornings each year. In the Autumn term, this is on a Saturday morning in early October and all girls from Reception upwards are expected to attend. In the Spring and Summer terms these are mid-week. You are invited to join us and tour the school.

Prize Giving

In the Autumn term we hold our annual Senior Prize Giving Evening. Prizes are awarded to girls from Year 8 upwards. All girls from Year 7 upwards are expected to attend our Prize Giving Evening to share in celebrating everyone's successes. GCSE certificates are awarded at this event too. All parents are invited to come and celebrate with us. There is pre-reception drinks for Year 11 Leavers and parents and a post Prize Giving reception for all attendees.

EQUIPMENT, SNACKS AND WATER BOTTLES

Happy and Healthy is one of our seven school values. All girls are encouraged to bring a <u>named</u> water bottle to school each day. Your child may also bring a small, healthy snack to have at break time. We are a no nut School. We strongly encourage fresh fruit or raw vegetable sticks that help to keep pupils hydrated and provide easily digested, natural carbohydrates and sugars. Please do not send foods that are high in fat, salt or sugar as these inhibit learning and make it difficult for children to maintain concentration. We do make an exception for birthday cake! All snacks must be nut free.

Each girl should come to school prepared for the school day. It is important to remember to bring in all books and equipment. This should include a black pen and pencil, calculator, headphones and iPad. For a full, comprehensive list of equipment that is required, please refer to our Uniform and Equipment Guide on the joiner page.

iPADS

iPads are used in the Senior School as part of the learning experience. With the iPad now an integral part of the Manor House School curriculum, it has become an essential part of the learning tools that pupils use to support learning.

It is compulsory for all pupils starting in the Senior School to have an Apple iPad that must be able to run iOS 14 or higher and be 64GB capacity or higher. You will be informed of the starting specification of iPads as their models change regularly, but we would suggest that all purchases should be the latest models to future-proof your investment as much as possible.

Our experience to date has shown that it is best for pupils to own the iPads themselves with four options open to parents:

- 1. You may purchase one directly from the school (at cost, including education discount and the option to spread payments).
- 2. If your daughter already has an iPad, running IOS 14.0 or later, this can be used in school (iPads running earlier versions of IOS will not support some of the Apps and updates we use).
- 3. You could purchase an iPad directly from an Apple retailer e.g. (<u>http://store.apple.com/uk/ipad</u>).

If you have any queries concerning iPads at Manor House School please contact the Deputy Headteacher, Mr Simon Hillier at <u>shillier@manorhouseschool.org</u> or Mr Russell Knowles, ICT Technician at <u>rknowles@manorhouseschool.org</u> if your queries are of a technical nature. We urge you to hand iPads in for configuration as early as possible, to ensure pupils have them to use as early as possible in September.

UNIFORM - NEW AND SECOND-HAND

Our uniform is supplied by Schoolblazer. Please create your account and/or log in at <u>https://www.schoolblazer.com/</u> to order the school uniform. Our Uniform and Equipment Guide details the optional and compulsory items of the uniform and PE kit list.

All pricing is listed on the schoolblazer website at <u>https://www.schoolblazer.com/</u>. Schoolblazer also usually provide an excellent name labelling service for all school uniform although this may be under review due to COVID-19 handling restrictions.

A second-hand uniform shop is run by the Friends of Manor House School and this opens every Wednesday morning at 8.15-8.45 am during term-time and is based in Meadow Cottage, adjacent to the car park.

We pride ourselves on our smart appearance and all pupils are expected to wear their uniform with pride and adhere to the uniform regulations. Uniform must always be worn on school trips unless otherwise stated. It should be clean and tidy. Shoes should be sensible and provide adequate support. Trainer socks are not allowed to be worn with the summer uniform.

Hair should be tied back if it is shoulder length or longer, hair ties should be blue, black or natural in colour. Buns can be worn at the back of the head but top knots are not allowed. Hair should be natural in colour.

Nail varnish and make-up (unless Year 11) is not permitted. Please see our Uniform and Equipment Guide for further details. False nails and eyelashes are also not permitted.

LOST PROPERTY

When girls lose items, it is very easy to return it to them via the School Office if their items are named. Unnamed items for PE are usually found in a lost property bin in the changing rooms at the back of Elizabeth Green Hall.

THE FRIENDS OF MANOR HOUSE SCHOOL (FoMHS)

FoMHS is a committee of parents and staff who organise social events and fundraising activities throughout the school year. They are a registered charity and have successfully raised funds for Manor House School and charities within our local community. The Friends can be contacted at <u>friends@manorhouseschool.org.</u>

CLASS REPRESENTATIVES

Each class has at least one parent representative assigned to it at the beginning of the year. These parents organise events, circulate contact details and communicate important reminders to other parents in the class. There is also a Parent Association Group, who meet termly with the Deputy Headteacher to give feedback on a range of issues.

SCHOLARSHIPS

Girls in Year 6 may have applied for Academic, Sport and/or Creative and Expressive Arts (Art, Drama and Music) Scholarships which are valid from the start of Year 7 of our Senior School.

These scholarships are closely monitored and reviewed, and girls are expected to maintain a high level of commitment and achievement in their scholarship area.

BURSARIES

In line with the government's aspiration to ensure that all charities provide public benefit, we have means tested bursaries that can cover a percentage of the annual fees and which you are required to re-apply for every year.

Who is eligible for a Bursary?

You are eligible to apply for a bursary for your daughter if you are considering sending your daughter to the school. You will also be eligible if your daughter is already at the school, but your family circumstances have changed, and you find the fees are no longer affordable.

How do I apply for a Bursary?

You can download an application form from the school website. This application should reach our Bursar by 31 October for the academic year starting the following September. Applicants are usually notified in January.

How do you determine who is offered a Bursary?

We have a two-part assessment of bursaries. The first is based on the financial information supplied in the form and takes into consideration income and assets. You will be contacted by an independent company, Bursary Administration Limited. We also consider the potential your daughter has shown to contribute to the life of the school, academically or through Music, Sports or Arts.

If any parent would like to donate to our Bursary fund, please contact Mr Andy Ellison at <u>bursar@manorhouseschool.org</u>

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