



## 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 Technology (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. Working together as a School and parent community will help us to achieve our aims. I therefore ask that you read this booklet carefully and ask for help if you are unsure or have further questions.

'To Love is to Live' is our School motto and this remains as poignant and relevant as ever in today's society. 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 expert staff and our achievements in a variety of activities and pursuits. Our staff are fully committed to supporting and stretching every pupil academically, whilst ensuring that they are happy. We encourage all pupils to participate in the range of enrichment activities on offer.

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 [admin@manorhouseschool.org](mailto:admin@manorhouseschool.org)

A handwritten signature in blue ink, which appears to read 'Tracey Fantham'.

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, experiences 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, at the beginning of the academic year, she will be invited to participate in Transition Day activities in June. However, her transition will be supported further at the start of the Autumn Term during the induction process.

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 from an older year group.

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 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, 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.
- Yearly Parents' Evenings to discuss your daughter's progress.
- Regular Enlightened Parent Newsletter
- 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. Students will be supported by their Tutors, Head of Year and our ELSA, Mrs Zaltsman during this transition period.

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, to ensure they start a good work routine before being given the full amount. From week four they can expect up to twenty minutes per subject, however this is at the discretion of the subject teacher so will not always be allocated.

## THE SCHOOL STRUCTURE

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

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

## STAFF LIST

Headteacher	Ms Tracey Fantham BA MA PCGE NPQH
Deputy Headteacher	Mr Simon Hillier BSc MA PGCE NPQH
Assistant Head Pastoral	Mrs Rachel Waterhouse BSc PGCE MA ED
Head of Year 8-9	Mrs Helen Jackson BA PGCE
Head of Year 7	Mr Theo Jones BA MA PGCE

**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 Year or Assistant Head Pastoral at any time via the school office. All staff can be contacted by e-mail using their first initial and surname, e.g. [asurname@manorhouseschool.org](mailto:asurname@manorhouseschool.org) when necessary.

## COMMUNICATION

Our school calendar is available via SOCS directly from our website at <https://www.manorhouseschool.org/calendar/> 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:



### **Contacting a Form Tutor**

Should you have any issues you wish to discuss, contact can be made with the Form Tutor by phone call to the office 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. They will endeavour to respond to all emails withing 48 working hours.

## **Urgent Communications – By Text Message**

For urgent communications or last-minute changes, the school will send a text message. Please ensure your mobile telephone number is up to date with the office.

## **Parent Portal**

ISAMS is the Parent Information System used at Manor House School. You can access your daughter's attendance records, timetable, reports, rewards, and all the letters sent to you via this application. There is a link on the homepage of the school website (top left 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 do not park in the spaces designated for staff, visitors, Nursery and Lower Prep. 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 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 if required.

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

## **Late arrival at School**

If your daughter arrives after registration, she will need to sign herself in as late at reception before going to her lessons. This is done using the Inventory system.

## **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 [admin@manorhouseschool.org](mailto:admin@manorhouseschool.org) copying the Form Tutor and Head of Year.

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. You will be advised by letter if your daughter's attendance drops below 95%, as per the government's guidelines to schools.

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 <https://www.manorhouseschool.org/contact/leave-of-absence-request/> 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. All medicines must be in the original packaging with the dosage as prescribed on the packaging.

### **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, please complete the 'Food Allergies and Intolerances Form' via the Virtual Joiner Page. This information will be shared with the kitchens as required. Those with food allergies will be assigned a card they must collect as they enter the dining hall and hand this into the serving staff each day to ensure their allergens are correctly accounted for.

## CORE SCHOOL DAY

The School is open 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/PSHRSE
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)

## BEFORE AND AFTER SCHOOL CARE

### Early Birds

Girls in Year 7 to 10 should go to Early Birds from 7.45am to 8.25am 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 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 £11.00 for twenty tickets. Please contact [admin@manorhouseschool.org](mailto:admin@manorhouseschool.org).

## **After School Care**

For pupils being collected from School at 4.00 pm, pupils will make their way up to the pick-up point in the car park. Parents can park and meet their children at the pick-up point or drive in the left-hand lane and collect at pick-up.

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 and 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. Year 7 to 9 Parents need to collect their daughter from the Mason Centre and not from the pick-up point for safeguarding reasons. Year 10 can walk themselves to pickup with proof of parent presence (e.g. text message).

4.00pm – 4.30pm – No Charge

4.30pm – 6.00pm – 30 mins (at any point) £5.50 or £10.00 for 30-90 mins

10 mins drops in after club – No Charge

## **ASSEMBLIES AND SERVICES**

Assemblies follow morning registration and normally include a hymn from the Manor House School Hymn Book, which is issued to all pupils 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 Monday 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 (PSHRSE) alongside Wellbeing Wednesdays.

## **A TYPICAL YEAR IN SENIOR SCHOOL**

The list below outlines the main events and opportunities likely to be on offer, although these can vary each year and are subject to change with each academic year. Check the SOCS calendar for event dates and times.

### **September:**

Year 7 Welcome to the Academic Year Information Evening  
Year 10 and Year 11 Study Skills and Learning Workshops  
Year 7 High Ashurst 2 Day 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 11 Expected Grades issued

### **December:**

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

**January:**

Senior Production rehearsals begin

Year 10 Study Skills workshop

Year 9 Options Booklets published

Year 9 Options Evening for girls and parents

Year 10 and Year 11 Drama GCSE Theatre Trip

Year 10 Duke of Edinburgh Navigation Day

**February:**

Year 10 Art GCSE Gallery Trip

**March:**

Senior Production

Easter Eucharist Service

House Hockey Competition

Year 11 Pre-Public Examinations in core subjects

Year 7 Study Skills Day

**April:**

GCSE Examination period starts

Year 8 HPV Vaccinations

Year 8 Art Trip

Year 10 Duke of Edinburgh weekend practice

Prefect Process Introduction

**May:**

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

Senior Examination fortnight (2 weeks before half term)

**June:**

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

Transition Day for new Year 7 pupils

**July:**

Year 11 Trip  
Year 11 Leaver's Service  
Year 11 Prom  
House Rounders  
Junior Production  
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 <https://www.manorhouseschool.org/school-life/extra-curricular/> for information. They will be bookable via our SOCS portal. Most of these activities are free except for some tuition-based clubs, for example, 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.

## **HOMEWORK**

Homework increases in length from Year 7 – Year 11. Homework is uploaded by teachers on our School's parent online portal, 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**

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 as stickers to put in the House Points book, which they keep in their blazer pockets. Form tutors will upload these to School's online portal and pupils can collect rewards throughout the year when they reach certain milestones. At the end of the Year the top six students in each year group will be invited to join the Rewards Trip. The total points then appear on school reports.

In some cases, members of staff reward good work, attendance 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 the School's online portal for you to view and you will be alerted by email.

<b>Reason for Detention</b>	<b>Type of Detention</b>
Missing equipment, incorrect uniform	Short Break with member of staff or form teacher
Poor behaviour (rudeness, for example) Late or incomplete work	Short Break with member of staff or form teacher
2 Short Break detentions	Long Break with Head of Key Stage or Head of Year
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 <https://www.manorhouseschool.org/school-life/policies/> 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 in the Summer Term, 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 to the Headteacher. The candidates for the positions of Head Girl, Deputy Head Girl and Senior Prefects are then shortlisted and candidates are interviewed by the Headteacher and Deputy Headteacher. Candidates present a speech 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 other positions available include House Captains, Sports Prefects, Academic, Science 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 end of the Spring 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 five minutes. Year 10 and Year 11 have two evenings. Girls are expected to attend. In Years 7 – 9 this is optional.

### **Open Morning**

There are three Open Mornings each year. In the Autumn Term, this is on a Saturday morning in early October and all children from Reception upwards are expected to attend. In the Spring and Summer Terms these are mid-week.

### **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 are celebratory 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 named water bottle to school each day. Your child may also bring a small, healthy snack to have at break time. 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 student 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 fully charged iPad. For a full, comprehensive list of equipment that is required, please refer to our Uniform and Equipment Guide of the Joiner pack that you have been sent (also on our website).

## 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 iPad OS 16.0 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 iPad OS 16.0 or later, this can be used in school (iPads running earlier versions of iPad OS will not support some of the Apps and updates we use).
3. You could purchase an iPad directly from an Apple retailer e.g. (<http://store.apple.com/uk/ipad>).

If you have any queries concerning iPads at Manor House School please contact the Deputy Headteacher, Mr Simon Hillier at [shillier@manorhouseschool.org](mailto:shillier@manorhouseschool.org) or Mr Russell Knowles, ICT Technician at [rknowles@manorhouseschool.org](mailto:rknowles@manorhouseschool.org) 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 <https://www.schoolblazer.com/> 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 <https://www.schoolblazer.com/>. Schoolblazer also usually provide an excellent name labelling service for all school uniform.

We also have a second-hand uniform facility run by parent volunteers. Full information on this can be found at <https://www.manorhouseschool.org/parent-info/school-uniform/>.

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 is not permitted. Please see our Uniform and Equipment Guide for further details. Heavy fake tan, false nails and eyelashes are also not permitted.

All Senior pupils are required to have a small combination padlock for sports bags.

## **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 [friends@manorhouseschool.org](mailto:friends@manorhouseschool.org).

## **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 Director of Finance 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 Mrs Minikin at [c.minikin@effinghamschools.org](mailto:c.minikin@effinghamschools.org)

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