

General Information

Address:

Manor Green School
Elizabeth Hawkes Way
Maidenhead
Berkshire SL6 3EQ
Tel: 01628 513800
Fax: 01628 513808
Email: office@manorgreenschool.co.uk
Website: www.manorgreenschool.co.uk

The School Day*

08:55	-	09:30	Registration and Lesson 1
09:30	-	10:00	Lesson 2
10:00	-	10:30/10:45	Lesson 3
10:30/10:45	-	11:00	Break
11:00	-	12:00	Lesson 4
12:00	-	13:00/13:30	Lunch/Play
13:00/13:30	-	14:00	Lesson 5
14:00	-	15:00	Lesson 6
15:00	-	15:15(1445 First School)	Registration

** Please note that the timing of lessons is notional and that the day is often seamless with the cross-curricular themed delivery planned in a flexible way by the teaching, support and therapeutic team.*

Jewellery

Students are not encouraged to wear jewellery, but may wear a watch, one pair of stud earrings and any items relating to their religion e.g. a cross and chain, metal Kara etc. Students will be required to remove body piercing items (other than stud earrings) during PE, as they can cause injury in rough games.

Medical Information

Regular medical examinations and appointments are arranged by the School Nurse and Paediatrician at the Child Health Centre at St Mark's Hospital. Any medication needed for your child must be accompanied by a request for medication form.

Online Payments

We now operate an online payment system for school meals. Instructions on how to create an account to use for online payments will be sent to you shortly after your child's admission date. You can use this same account for any children you may have at this school. If you do not have a bank account or internet access or if you have any queries, please contact the Finance Officer, on 01628 513800 Ext 2608.

Personal Belongings

Valuable items such as personal music systems and mobile phones should not be brought into school. All personal belongings should be marked with the owner's name. The school cannot accept liability for loss or damage of any possession brought into school or any item confiscated from a student.

School Closures – Sometimes we have to close the school due to bad weather conditions. If this is the case information will be given on our website and to the following radio stations:

BBC Radio Berkshire	95.4 FM	Time FM	101.6 FM
	94.6 FM		
	104.1 FM	Radio 210 FM	97 FM
	104.4 FM		102.9 FM

School Meals

The cost of a school meal is currently £2.30 for primary and secondary aged students. Arrangements can be made for students requiring a special diet for health or religious reasons. Vegetarian meals are always available. If preferred, pupils may bring a packed lunch, which will be eaten in the appropriate dining area. Students with an entitlement to free school meals should secure this arrangement with the Finance Officer.

School Uniform all available from Goyals School Uniform Supplier

Primary

Jade sweatshirt with logo	House colour tee-shirts
Jade sweatshirt cardigan with logo	Black shorts or skirts
White polo shirt (with optional logo)	Black jogging bottoms
Black/grey trousers/skirt	Trainers or plimsolls
Sensible dark shoes	Swimming trunks/costume

Primary PE Kit

Secondary

Black sweatshirt with logo	House colour tee-shirts
Black sweatshirt cardigan with logo	Black shorts or skirts
White polo shirt (with optional logo)	Black jogging bottoms
Black/grey trousers/skirt	Trainers or plimsolls
Sensible dark shoes	Swimming trunks/costume

Secondary PE Kit

Transport Arrangements

Free transport is available for all students through your Local Authority and will usually be in the form of a minibus with driver and escort. In some cases taxis will be used although these will not always include an escort unless specifically needed. It is always the parent's responsibility to deliver the student to the vehicle. It is not the escort's duty to knock on the door and collect children. Parents and staff should do everything possible to ensure punctuality to avoid any unnecessary delays. From time to time the transport may unavoidably run late due to local weather or traffic conditions.

Students are expected to conform to the reasonable direction of drivers and escorts who, in turn, are expected to give their instructions in a reasonable manner. The management of behaviour of children on the bus or taxi is the responsibility of the escorts; however there may be persistent problems of misbehaviour by some students which make a journey unsafe or unpleasant to others. Such instances should be reported to the school and to the relevant Passenger Transport Unit.

Escorts should not be used to convey verbal messages from parents. This should be done via the student's communication book. Smoking is not permitted by drivers or escorts either on the transport or in the school grounds

The Passenger Transport Unit is responsible for the planning and organisation of school transport for all our students. If you have any questions regarding school transport services, you can ring the Passenger Transport Unit for your relevant local authority:

Local Authority

Windsor & Maidenhead
Bracknell Forest
Slough
Reading
Wokingham
West Berks
Bucks

Contact Name

Lynne Penn
Carol Watkins
Frank Gibson
Anne Tarrant
Manjit Preece
Barbara Parker
James Howell

Telephone No.

01628 796179
01344 355228
01753 477240
0118 939 0542
0118 974 6280
01635 519306
01296 383782

If any parent wishes to make temporary arrangements for their child to be transported to another address, this will have to be agreed by the Local Authority and the transport company. It will also be necessary to inform the school in writing.

Sensible and responsible behaviour is expected of all pupils at all times on all transport. Eating on the transport is not permitted.

Students will not be allowed to travel by bicycle unless under agreed circumstances and even then only if they are holders of a cycling proficiency award and provided that they wear an appropriate cyclist's helmet.