

MANOR GREEN SCHOOL

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GUIDANCE NOTES FOR NEW PARENTS AND CARERS 2023-24

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*

09:00	11:45	Nursery morning session
12:15	13:15	Nursery afternoon session
09:00	14:45	Reception day
09:00		Students collected from school transport
09:10		Students collected from parents
09:30		Link students collected
Collection - 09:30		Registration and Lesson 1
14:30		Link students taken to parents and transport
14:50		Students on school transport taken to vehicles
15:00		Students taken to parents

SCHOOL TERM DATES FOR THE ACADEMIC YEAR 2023-24

Term 1 (35 days)

Staff Training: Monday 4th September 2023
Staff Training: Tuesday 5th September 2023
Term starts on: Wednesday 6th September 2023
Term ends on: Friday 20th October 2023

October Holiday: Monday 23rd October 2022 to Friday 27th October 2023

Term 2 (35 days)

Term starts on: Monday 30th October 2023
Term ends on: Friday 15th December 2023
Christmas Holiday: Monday 18th December 2023 to Tuesday 2nd January 2024

Term 3 (28 days)

Staff Training: Wednesday 3rd January 2024
Term starts on: Thursday 4th January 2024
Term ends on: Friday 09th February 2024
February Holiday: Monday 12th February 2024 to Friday 16th February 2024

Term 4 (29 days)

Term starts on: Monday 19^h February 2024
Term ends on: Thursday 28th March 2024
Spring Holiday: (Good Friday – 29th March; Easter Monday – 01st April)

Term 5 (29 days)

Term starts on: Monday 15th April 2024
Bank Holiday: Monday 06th May 2024
Term ends on: Friday 24th May 2024
May Holiday: Monday 27th May 2024 to Friday 31st May 2024

Term 6 (39 days)

Term starts on: Monday 3rd June 2024
Official leaving date: Y11 students: Friday 28th June 2024
Staff Training: Friday 19th July 2024
Staff Training: Monday 22nd July 2024
Transition period for students: Tuesday 23rd July to Thursday 25th July 2024
Term ends on: Thursday 25th July 2024

KEY CONTACTS

School telephone number: 01628 513800

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Headteacher	Joolz Scarlett	E: head@manorgreenschool.co.uk
Headteacher's PA Clerk to the Governors	Sharon Glover	E: sharon.glover@manorgreenschool.co.uk
Associate Headteacher	Helen Hannam	E: helen.hannam@manorgreenschool.co.uk
Chair of Governors	Richard Pelly	E: Richard.pelly@manorgreenschool.co.uk Tel: 07876 032251
Head of HR Strategy and Development	Helen Reeves	E: helen.reeves@manorgreenschool.co.uk
Head of Wellbeing and Safeguarding	Warren Griffiths	E: warren.griffiths@manorgreenschool.co.uk
Head of Operations	Tanya Marley	E: Tanya.marley@manorgreenschool.co.uk
Head of Finance	Didem Allen	E: didem.allen@manorgreenschool.co.uk
Assistant Headteacher- Therapies & the HIVE	Shelley Thomas	E: shelley.thomas@manorgreenschool.co.uk
Assistant Headteacher First School	Rebecca Brosnan (maternity leave) Josie Glover (maternity cover)	E: rebecca.brosnan@manorgreenschool.co.uk (maternity leave) Josie.glover@manorgreenschool.co.uk (maternity cover)
Assistant Headteacher Towards Independence	Viktoria Kincses	E: viktoria.kincses@manorgreenschool.co.uk
Assistant Headteacher - Head of Specialist Provision Educational Visits Co- ordinator	Sarah Fraser- Thwaites	E: sarah.fraser- thwaites@manorgreenschool.co.uk
Head of the Link	Rachel Goymer	E: rachel.goymer@manorgreenschool.co.uk
Head of The Link – operational & Wellbeing	Mary Keenan	E: mary.keenan@manorgreenschool.co.uk
Nurture Leader	Amelia King	E: amelia.king@manorgreenschool.co.uk
Family Adviser	Sharon Carrigan	E: sharon.carrigan@manorgreenschool.co.uk
School Data Manager	Nicola Camano	E: nicola.camano@manorgreenschool.co.uk
EHCP Manager	Pip Stubbs	E: pip.stubbs@manorgreenschool.co.uk

Arbor

We use Arbor to communicate with parents/carers so we kindly ask that you log into the parent portal to register your parent account. Please register using the link Clare Davies sends or follow these steps:

1. Click on this URL: <https://manor-green.uk.arbor.sc/>
2. Select '*First time User*'
3. Follow the steps to log in

After you have registered then please download the app.

General Information:**Attendance**

If your child is unable to attend school, then please either send a message on the Arbor app (free to send) or phone 01628 513800 and press 1.

Please click here for illness guidelines: [Illness Guidelines | Manor Green School](#)

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.

PHSE

Within PHSE lessons, relationships and sex education will be taught as part of the curriculum. You will be given details of these lessons prior to teaching.

Pupil Premium

The school can claim Pupil Premium for many children in the school; this includes the children in receipt of the Universal Infant Meal The government pays schools a Pupil Premium for each child eligible. This could be used for additional support in your child's classroom, or help with school trips. Please click here and complete the form, then return to the school office: <https://www.manorgreenschool.co.uk/MainFolder/sbs/documents/Jan-2016-App-for-PP-Pupils.pdf>

Please visit www.manorgreenschool.co.uk and click on FOR PARENTS and then CATERING AND FREE SCHOOL MEALS and click here for an electronic leaflet: <https://www.manorgreenschool.co.uk/MainFolder/Parents/2018-2019/PP-leaflet-2017.pdf>

Schools in England can now receive Pupil Premium funding for children adopted from care, or who left care under a Special Guardianship Order or those who left care under a Residence Order. The Pupil Premium is to help schools raise the attainment of disadvantaged pupils and close the gap with their peers. It is paid to schools in respect of disadvantaged pupils in Reception to Year 11. The Government has extended the coverage of the Pupil Premium in recognition of the traumatic experiences many adopted children may have endured in their early lives and a realisation that their needs do not change overnight. To enable your child's school to claim the Pupil Premium, please contact the school who will ask you to provide supporting evidence of the adoption. You will need to self-declare before the end of December for the school to include the information in the January School Census. This will then trigger the Pupil Premium payment into the school's budget the following April.

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 and 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.

*For further information on how to apply for free school meals please visit www.manorgreenschool.co.uk and click on FOR PARENTS and then CATERING AND FREE SCHOOL MEALS. Then under the Free School Meal Leaflet section, click on the word **here**. This*

will take you to an online application form. Once completed your eligibility status will appear on screen within minutes. The school is notified of the outcome directly.

School Uniform

All available from Goyals School Uniform Supplier: <https://goyalsmaidenhead.co.uk/>
28 Bridge Street, Maidenhead, Berkshire, SL6 8BJ Tel: 01628 639724

First School – Up to Year 3

PE Kit

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

Middle and Upper Year 4 Up

PE Kit

Black sweatshirt/Jumper 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 (or Suit)	Trainers or plimsolls
Sensible dark shoes	Swimming trunks/costume

Transport Arrangements:

Free transport maybe available 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 Telephone Numbers:

Windsor & Maidenhead	01628 683800
Bracknell Forest	01344 355228
Slough	01753 477240
Reading	0118 939 0542
Wokingham	0118 974 6280
West Berks	01635 519306
Bucks	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.

Further Information

ICT Rules for Staff and Students

The school computer system provides Internet access to students and staff. This Responsible Internet Use statement will help protect students, staff and the school by clearly stating what is acceptable and what is not.

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- Users are responsible for e-mail they send and for contacts made.
- E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
- Anonymous messages and chain letters must not be sent.
- The use of public chat rooms is not allowed.
- The school ICT systems may not be used for private purposes, unless the headteacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Irresponsible use may result in the loss of Internet access.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Privacy Notice

Manor Green School (MGS) is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

The categories of student information that we process include:

- ❑ personal identifiers and contacts (such as name, unique student number, contact details and address)
- ❑ characteristics (such as ethnicity, language, and free school meal eligibility)
- ❑ safeguarding information (such as court orders and professional involvement)
- ❑ special educational needs (including the needs and ranking)
- ❑ medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements) including Care Plans, Manual Handling Plans & Risk Assessments
- ❑ attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- ❑ assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- ❑ behavioural information (such as exclusions and any relevant alternative provision put in place) including Behaviour Plans
- ❑ EHCPs (Educational Health Care Plan)
- ❑ PEEPs+ (Personal Emergency Evacuation Plan)

Why we collect and use student information

MGS holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the Department of Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- ❑ Article 6 and Article 9 of the GDPR
- ❑ Education Act 1996
- ❑ Section 3 of The Education (Information About Individual Students) (England) Regulations 2013

We collect and use student information, for the following purposes:

- a) to support student learning
- b) to monitor and report on student attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections

How we collect student information

We collect student information via Data Collection Sheets at the start of the school year or secure file transfer from previous school.

Student data is essential for the schools' operational use. Whilst the majority of student information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain student information to us or if you have a choice in this.

How we store student data

Personal data relating to students at MGS and their families is stored in line with the school's Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share student information with

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

Organisations we share student information with include:

- ☐ schools that the students attend after leaving us
- ☐ our local authority
- ☐ youth support services (students aged 13+)
- ☐ the Department for Education (DfE)
- ☐ Therapy team (NHS)
- ☐ Exam Boards
- ☐ ASDAN

Youth support services

Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- ☐ youth support services
- ☐ careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / student once they reach the age 16.

Students aged 16+

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- ☐ post-16 education and training providers
- ☐ youth support services
- ☐ careers advisers

For more information about services for young people, please visit our local authority website.

[Requesting access to your personal data](#)

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact the DPO.

You also have the right to:

- ☐ object to processing of personal data that is likely to cause, or is causing, damage or distress
- ☐ prevent processing for the purpose of direct marketing

- ☐ object to decisions being taken by automated means
- ☐ in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- ☐ a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: Sharon Glover on 01628 513800 or sharon.glover@manorgreenschool.co.uk.

How the Government uses your data

The student data that we lawfully share with the DfE through data collections:

- ☐ underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- ☐ informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Student Progress measures).
- ☐ supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Student Database (NPD)

Much of the data about students in England goes on to be held in the National Student Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>

Sharing by the Department

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The law allows the Department to share students' personal data with certain third parties, including:

- ☐ schools
- ☐ local authorities
- ☐ researchers
- ☐ organisations connected with promoting the education or wellbeing of children in England
- ☐ other government departments and agencies
- ☐ organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 students per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided student information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>