

MANOR GREEN SCHOOL

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GUIDANCE NOTES FOR NEW PARENTS AND CARERS 2021-22

General Information:

Address:

Manor Green School
Elizabeth Hawkes Way
Maidenhead
Berkshire SL6 3EQ

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Tel: 01628 513800

Fax: 01628 513808

Email: office@manorgreenschool.co.uk

Website: www.manorgreenschool.co.uk

The School Day*

Nursery

09:15-11:45 Morning

12:15-14:45 Afternoon

Reception

08:55 - 15:15

Year 1 upwards

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 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.*

SCHOOL TERM DATES FOR THE ACADEMIC YEAR 2021-22

Term 1 (38 days)

Staff Training: Wednesday 1st September 2021
Term starts on: Thursday 2nd September 2021
Term ends on: Wednesday 20th October 2021
Staff Training: Thursday 21st October 2021
Staff Training: Friday 22nd October 2021

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October Holiday: Monday 25th October 2021 to Friday 29th October 2021

Term 2 (35 days)

Term starts on: Monday 1st November 2021
Term ends on: Friday 17th December 2021

Christmas Holiday: Monday 20th December 2021 to Monday 3rd January 2022

SPRING 2022

Term 3 (34 days)

Term starts on: Tuesday 4th January 2022
Term ends on: Friday 18th February 2022

February Holiday: Monday 21st February 2022 to Friday 25th February 2022

Term 4 (30 days)

Term starts on: Monday 28th February 2022
Term ends on: Friday 8th April 2022

Spring Holiday: Monday 11th April 2022 to Friday 22nd April 2022

SUMMER 2022

Term 5 (24 days)

Term starts on: Monday 25th April 2022
Bank Holiday: Monday 2nd May 2022
Term ends on: Friday 27th May 2022

May Holiday: Monday 30th May 2022 to Friday 3rd June 2022
(Bank Holiday – Monday 30th May 2022)

Term 6 (34 days)

Term starts on: Monday 6th June 2022
Official leaving date: Y11 students: Friday 24th June 2022
Staff Training: Thursday 14th July 2022
Staff Training: Friday 15th July 2022
Transition period for students: Monday 18th July to Thursday 21st July 2022
Term ends on: Thursday 21st July 2022

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
Deputy 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
Head of First School and Therapies	Shelley Thomas	E: shelley.thomas@manorgreenschool.co.uk
Early Years Leader	Rebecca Brosnan	E: rebecca.brosnan@manorgreenschool.co.uk
Head of Towards Independence (Puffin and Phoenix Clusters)	Viktoria Kincses	E: viktoria.kincses@manorgreenschool.co.uk
Head of Independence (Penguin and Oxford Clusters)	Rhiannon Rimmer	E: rhiannon.rimmer@manorgreenschool.co.uk
Head of Specialist (Usborne and Orchard Clusters)	Sarah Fraser- Thwaites	E: sarah.fraser- thwaites@manorgreenschool.co.uk
Head of the Link	Rachel Goymer	E: rachel.goymer@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	Pippa Stubbs	E: pip.stubbs@manorgreenschool.co.uk
School Nurse	Sian Lewis	E: sian.lewis@manorgreenschool.co.uk

My Ed School App

The My Ed School App provides parents and carers with useful information about their child and it can be used to send and receive FREE messages to and from school via a mobile device.

To find out more and download the App click here: <https://www.myedschoolapp.com/> .

General Information:

Attendance

If your child is unable to attend school, then please either phone 01628 513800 and press 1 or send a text message on the My Ed School App.

In order that the school is consistent and the needs of your child are met, the following guidelines for parents have been drawn up relating to acute illness.

An acute illness is an illness of recent onset and short duration with no side effects as a result of medication or diet.

1. Children with diarrhoea & vomiting: Children should not return to school until they are symptom free for 48 hours and the child feels well. Neither children nor adults should swim for two weeks after suffering with diarrhoea and vomiting.
2. Chickenpox: Children should not return to school until all the spots have crusted/scabbed over. Pregnant mothers who may have been exposed should contact their GP.
3. Conjunctivitis: Children do not need to stay away from school unless they are feeling particularly unwell. However, if there are a number of cases within school, you may be asked to keep your child at home until their infection has cleared up.
4. Slapped Cheek Syndrome: Children should not return to school until they feel better.
5. Glandular Fever: Children should not return to school until they feel better.
6. Impetigo: Children should not return to school until the lesions have dried up or treatment has been continuing for at least 48 hours.
7. Measles: Children should not return to school until 5 days after the onset of the rash and the child feels well. Pregnant mothers who may have been exposed should contact their GP.
8. Mumps: Children should not return to school until 5 days after the onset of swollen glands and the child feels well. Pregnant mothers who may have been exposed should contact their GP.
9. German Measles (Rubella): Children should not return to school until 6 days after the onset of a rash. Pregnant mothers who may have been exposed should contact their GP.
10. Scabies: Children should not return to school until after the first treatment has been completed.

Every effort is made to accommodate children with chronic illnesses in school and in order to help staff manage your child's condition please complete the management of medical conditions' form. This should be returned to school marked for the attention of the School

Office. Parents should inform the school office if any of these details change significantly during the year

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.

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Medical Information

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

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
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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

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

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 796179
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. Page | 10

- 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>