

## Welcome to Manor Primary School

Thank you for requesting a copy of our prospectus, which we hope will give you a good overview of our school and how we operate.



Manor Primary School was built in 1973 and is situated in the heart of Ivybridge. We benefit from spacious, modern buildings and a beautiful and varied outdoor environment, including a heated outdoor swimming pool, covered play area, a gardening area with a fire pit, and a wildlife garden complete with a pond. These facilities support the provision of a rich and varied curriculum.

We pride ourselves on our warm and welcoming atmosphere and our absolute commitment to meeting the needs of every child. Our aim is to know our children as individuals, and to personalise learning so that all are enabled to succeed to their fullest potential, regardless of background, ability or need. Our motto – ‘Learning Together, Achieving Our Best’ – lies at the heart of all we do.

Our senior leaders, teachers and support staff are fully committed to ensuring the highest quality learning environment and experiences for our children. I hope that this prospectus will give you a flavour of what Manor School can offer and would be delighted for you to visit us in order to find out more.



Mrs K Dixon (Headteacher)

# Current Term Dates

## Spring Term 2024

<b>Wednesday 3rd January</b>	<b>First Day of Half Term - Pupils Return</b>
<b>Friday 9th February</b>	<b>Last Day of Half Term</b>
Monday 12th - Friday 16th February	Half Term Holiday
Monday 19th February	Non-Pupil Day
<b>Tuesday 20th February</b>	<b>First Day of Half Term - Pupils Return</b>
<b>Thursday 28th March</b>	<b>Last Day of Half Term</b>

## Summer Term 2024

<b>Monday 15th April</b>	<b>First Day of Half term - Pupils Return</b>
Monday 6th May	Bank Holiday
<b>Friday 24th May</b>	<b>Last Day of Half Term</b>
Monday 27th - Friday 31st May	Half Term Holiday
<b>Monday 3rd June</b>	<b>First Day of Half Term - Pupils Return</b>
<b>Monday 19th July</b>	<b>Last Day of Half Term</b>

## Autumn Term 2024

Monday 2nd September	Non Pupil Day
Tuesday 3rd September	Non Pupil Day
<b>Wednesday 4th September</b>	<b>First Day of Half Term - Pupils Return</b>
<b>Friday 25th October</b>	<b>Last Day of Half Term</b>
Monday 28th October - Friday 1st November	Half Term Holiday
<b>Monday 4th November</b>	<b>First Day of Half Term - Pupils Return</b>
<b>Friday 20th December</b>	<b>Last Day of Half Term</b>
Monday 2nd September	Non Pupil Day



**STRONGER TOGETHER... EVERY CHILD IN A GREAT SCHOOL**

Westcountry Schools Trust. Registered address: Herford Road, Ivybridge, Devon PL21 0JA.  
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## School Times

8.30am	Children arrive on site
8.35am	Class doors open for entry
8.40am	Registration
10am – 11.15am	Break time (FS 10-10.15; KS1 10.15-10.30; Y5/6 10.45-11; Y3/4 11-11.15)
	Lessons
11.30am – 1.30pm	Lunchtime KS1 – from 11.30am KS2 – from 12.15pm
	Lessons
3.10pm	End of School day

## Class Structure and Staffing

We have 240 children on role, in 10 mainstream classes and a CAIRB (Communication and Interaction Resource Base), which provides eight places for children with Autistic Spectrum conditions. All classes benefit from the support of teaching assistants.

Foundation Stage	Mrs Strawford
Year 1 / 2	Mrs Jones Mrs Russell Mrs Gerrard
Year 3 / 4	Mrs Babb Mrs Loveday Mrs Gerrard
Year 5 / 6	Mrs Willmott Mr Howes Mr Phillips Mrs Moffatt
Mixed age CAIRB	Mrs Ellison Mrs Tomlinson

## School Routines

Children may arrive at school from 8.30am and should be in class by 8.40am, ready for registration. Children enter via the side gate where a member of staff is on duty, and go straight to their classroom. At the end of the day, Foundation Stage children leave via the gate at the end of the car park, while the other children leave through the side gates and main hall. Staff are on duty to ensure that Foundation and KS1 children are delivered safely to their identified adult.

Playtime supervision is carried out by teachers and teaching assistants at break times, and by mealtime assistants and play-leaders at lunchtime.

Parents who need to come into school are asked to report to main reception where they sign in and receive a Visitors badge, which must be worn at all times during your visit. We value the assistance that a number of parents give us with classroom activities within school and with visits when needed. Extra pairs of hands and ears are always welcomed! If you can contribute in this way, please contact your child's teacher or the school office so that appropriate arrangements can be made.

Unfortunately, our car parking facilities are extremely limited and parents are not able to use the school car park unless prior arrangements have been made. The driveway is completely closed to traffic between 8.30am-8.45am and 2.55pm-3.10pm in order to allow safe pedestrian access.

## Lunch and Break

Our catering service is run by Norse Catering - meals are cooked on site and we are proud of their nutritional value and excellent quality. The children sit in the same place each day with a group of friends, combining school dinners and packed lunches. We encourage this to be a sociable and enjoyable occasion whilst also placing a strong emphasis on the importance of good table manners.



All children in Foundation and Key Stage 1 are eligible for a free school meal. These need to be ordered in advance via the School Gateway website or App. For children in KS2, lunches are paid for and ordered in advance, via the School Gateway website or App. Lunches are £2.41 per day.

If you would prefer your child to have a packed lunch, please send this in a lunchbox which is clearly labelled with their name. Please ensure that the container is easily managed by your child and that the drink is in a leak-proof container. Please note, we promote healthy

eating and do not allow fizzy drinks, sweets or chocolate bars. *Please do not send in any nut based products as we have children in school with severe nut allergies.*

Children in KS1 are provided with a piece of fruit each morning and have a snack break in class. You do not, therefore, need to send in any additional snacks at this age. Children in KS2 may bring a piece of fruit to eat at break time. Children are eligible for free milk until their 5<sup>th</sup> birthday, after which this can be paid for if you choose to do so.



## Attendance

Regular and punctual attendance is crucial to each child's educational development. Our aim is for all children to have attendance of at least 95% to enable them to make the most of their learning opportunities.

If your child is ill, we ask you to ring school on the first day of absence before 9.00am, giving an explanation for the absence.

We are unable to authorise any other absence from school except under exceptional circumstances, which does not normally include family holidays. If you wish to apply for an absence, please request a form from the office well in advance so that this can be given due consideration. Where a pupil's absence is unexplained, we are obliged to investigate this and the absence may be recorded as 'unauthorised'. We are also obliged to monitor and report late attendance at school.

## Curriculum

Our curriculum is broad, balanced and relevant. It is the basis for a wide and varied learning experience which prepares children for their life ahead. It meets the needs of all children whatever their ability or background and promotes a love of learning, exploration and discovery. Our curriculum meets all statutory requirements and uses The National Curriculum (2014) as its starting point. Our aims are:

- To promote the highest level of achievement for all individual pupils, across all subjects, regardless of age, gender, background or ability.
- To provide a progressive curriculum which enables pupils to develop the tools for success – knowledge, skills, a growing understanding of the world in which they live, and a passion for learning.
- To teach, support and embed a 'growth mindset' for all children - a 'can-do' attitude which recognises that motivation, hard work and resilience are the tools for success, and that challenge should be welcomed and mistakes valued for the contribution that they make towards learning.
- To ensure that all learning is secured according to the principles of 'mastery' – i.e. ensuring that knowledge and skills, and the ability to use and apply these, are securely and firmly in place before the next steps of learning take place.

- To teach, promote and support sustainably healthy lifestyles, both physically and emotionally, healthy relationships, and long-term economic wellbeing.
- To teach, promote and support social, moral, spiritual and cultural awareness so that children are well equipped to be active, respectful and responsible citizens.
- To provide children with knowledge and understanding of British Values and their social heritage, and to celebrate the diversity of communities within the UK.
- To regularly take learning beyond the classroom through utilising the outdoor environment, local area and opportunities further afield.
- To regularly review our curriculum provision in order to ensure that this responds to the circumstances of the world around us and continues to promote excellence.

## Trips and Residentials

Our curriculum is enhanced through a wide variety of school trips and residential visits which give children a broader perspective and some wonderful memories! As well as regular opportunities for local walks and visits, most children will enjoy a school trip further afield each term to support the topic that they are studying in class – for example, when studying The Jurassic Coast, children visit the fossil beaches of Dorset. We currently run an overnight residential trip for children in both Year 4 and Year 5, and a week's residential for children when they are in Year 6.

## Keeping in Touch

It is essential that we maintain effective links with parents, as this is the best way of ensuring the best possible care and education for your child.

- Parents receive a weekly newsletter via email, including information and diary dates. These are also available on the website.
- If you would like to speak to your child's teacher, please speak to reception who will arrange a phone call or a meeting if required.
- There is at least one formal feedback opportunity each half-term, including reports, parent's evenings and open afternoons.
- When your child receives a Gold Certificate for achieving 100 house points, you will be invited in to our assembly to see them receive it.
- We have regular opportunities for parents to enjoy events in school together with the children, including class assemblies, productions and performances, charity fundraising events and our summer sports day.
- Parents are informed early on if their child is making insufficient progress and requires intervention or additional support.
- Our website is updated regularly. This includes information about activities in school, photographs, a calendar and copies of newsletters and letters that have been sent home.



- Please “like & follow” our Facebook and Instagram pages, we update this as often as we can with school news.

## Clubs

We run a range of lunchtime and after-school clubs for children – this changes on a termly basis. Clubs that often run include:

- Football (different age groupings)
- Netball
- Tag Rugby
- Athletics
- Gardening
- Craft
- Choir
- Lego construction



## Uniform

- Bottle green sweatshirt, cardigan or hoody with school logo (available to purchase from Lawsons)
- White shirt or polo shirt
- Grey shorts, trousers, skirt or pinafore / Green checked dress (warm weather)
- Socks or tights in green / black / grey or white.
- Black shoes (no boots or trainers.) White/navy sandals are permitted in warm weather



## PE Kit



- PE shirt in appropriate house colour (available to purchase from Lawsons – please do not buy coloured t-shirts from elsewhere as they will not be uniform in colour and style)
- Black shorts
- Trainers with short socks
- Optional – black or navy tracksuit
- Swimming trunks (no shorts) / swimming costume and hat during summer
- Children in Foundation Stage also need wellies and waterproofs.

*Please note, children must not wear jewellery to school except for plain gold or silver studs if they have pierced ears. Long hair should be tied back using plain, dark-coloured hair bands. Decorative hair accessories and nail varnish are not allowed.*

## Safeguarding Children

We take safeguarding extremely seriously and the school is fully committed to ensuring the safety of its pupils. In cases where we have reason to be concerned about a child's safety or welfare, we will follow Child Protection procedures and, where necessary, inform the relevant services. Our Safeguarding Policy can be found on our website.

For the safety of our children, we would like to draw parents' attention to the following points:

- The entire school premises are designated as 'no smoking or vaping' at all times.
- We operate a 'no dogs' policy and would ask that you do not bring dogs onto the premises or tie them unaccompanied to the school fencing.
- Children must not go on the grassed areas at the front of school, and bikes and scooters should be pushed, not ridden, whilst in the school grounds.





## Medical Matters

The school has a number of qualified First Aiders (trained in First Aid at Work, Emergency First Aid or Paediatric First Aid) and, in the case of your child becoming ill or having an accident they will be cared for appropriately. We will contact you immediately and ask parents to provide us with emergency contact numbers so that they can be notified. Please inform school if contact numbers or names change.

If your child is ill, please keep them at home until they are well again, or their doctor says they can return to school. This is particularly important in the case of tummy bugs and infectious diseases.

All medicines should be administered at home wherever possible. Prescribed medicines must be labelled accurately as such. For any medicines to be administered, a consent form must be completed and signed in line with our Medication in School Policy. Likewise, a consent form must be submitted if your child is to use an asthma inhaler. Inhalers are stored safely and children are supervised when using them.

## Friends of Manor

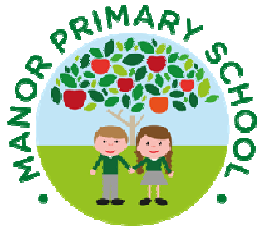
Every parent or carer automatically becomes a member of the Friends of Manor whilst their children are at the school. Each parent's level of involvement is entirely up to them, but taking an active part is a great way to get to know other parents, the teachers and the school. Everyone's contributions and comments are valued and everyone is welcome to come to the meetings or help out with activities and events.

The aims of the Friends of Manor are:

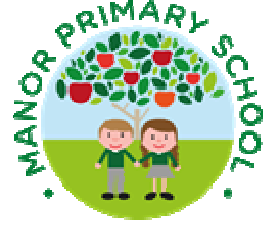
- To be efficient and effective
- To ensure demands made on members, parents and staff are reasonable
  - To raise as much money as possible for reasonable effort
- To constantly explore methods of raising much needed funds for the school with minimal effort
  - To share the workload in fund raising events and work as a team
    - To support and promote the values of the school
    - To put health and safety first
    - To provide a wide variety of experiences
  - To ensure everyone's contribution is valued

A number of successful events are run each year, which include:

- Christmas Fair
- Summer Fair
- Easter Tea
- Film Night



# Mission Statement



## **We will enable children to be happy by:**

- Providing a welcoming, safe and inclusive environment where all children know that they are truly valued.
- Knowing and nurturing each child as an individual, understanding what they need in order to enjoy their learning and achieve their best.
- Allowing all children to experience a wide range of exciting and enriching learning experiences every day, both within and beyond the classroom.

## **We will enable children to be confident by:**

- Enabling them to succeed at their own individual level.
- Challenging them to do their very best and praising them when they do so.
- Encouraging an understanding that we learn from our mistakes.
- Working in partnership with their parents and families.

## **We will enable children to be responsible by:**

- Providing a disciplined learning environment where the concepts of 'right and wrong' are clearly understood by all.
- Encouraging and rewarding good behaviour, hard work, consideration towards others and respect for everyone.
- Encouraging children to reflect upon and take responsibility for their own learning and their own actions.

## **We will enable children to achieve to their fullest potential by:**

- Having very high expectations of adults and children alike and striving for the best possible standards of teaching and learning.
- Motivating and encouraging children through recognition and celebration of their successes and achievements.
- Closely tracking the progress of every child and providing support at the point of need so no-one slips through the net.