

What are the times of the School Day?

School Hours

Arrival	8.15am-8.30am
Registration	8.30am
Lessons	8.50am-3.30pm
Prep/Activities	3.45pm-4.45pm
After School Club	4.45pm-6pm

Daily Timetable

Registration/Assembly	8.30am-8.50am
Lesson 1	8.50am-9.25am
Lesson 2	9.25am-10.00am
Lesson 3	10.00am-10.35am
Break	10.35am-11.00am
Lesson 4	11.00am-11.35am
Lesson 5	11.35am-12.10pm
Lunch	12.10pm-1.05pm
Registration	1.05pm-1.10pm
Lesson 6	1.10pm-1.45pm
Lesson 7	1.45pm-2.20pm
Lesson 8	2.20pm-2.55pm
Lesson 9	2.55pm-3.30pm
Prep (Optional) + Activities	3.45pm-4.45pm

You must be on time for
registration, lessons
activities and prep.

What happens at the end of the school day?

If you are staying for prep then you should go to the prep room at 3.45pm where you will be registered.

There is a board in the entrance hall that informs you which room is used for prep.

If you are being collected before 3.45pm then you may go to the car park but you should wait on the school drive.

If your parents are late then you should go to prep and your parents will collect you from there.

When prep has finished at 4.45pm, you may go to the Orangery to wait for your parents.

What happens if I am late for school?

Punctuality is an important part of self-discipline and your form tutor keeps a record of anyone who arrives after 8.30am. So hopefully you will always be on time for school. However, there may be occasions when being late is unavoidable. For example, you may have a dental appointment early in the morning. If you arrive late, you must sign in at reception immediately and go straight to your lesson or assembly. It is essential for fire regulations that we know exactly who is on the school site.

What happens if I need to leave school early?

You must never leave school without permission from a member of staff.

If you have an appointment then you should bring in a letter from your parents and hand it to your form tutor.

When it is time to leave, you must sign out at the school office.

If you later return to school, you must sign in at the school office.

What happens if I am absent from school?

Unplanned absence

- If you are ill then your parents should telephone the school as soon as possible. (01530 412932)
- When you return to school you must bring a note addressed to the form tutor indicating the reason for absence.

Planned absence

We ask your parents not to disrupt your education by taking you out of the school during the term.

In exceptional circumstances, your parents should write to the Headmaster well in advance to request leave of absence.

For short absences (such as dental appointments) your form tutor may give permission.

Who are the teachers?

Mrs P. Beach	Science
Mrs M. Bell	Science
Mrs P. Brown	English/Drama
Mrs J. Carroll	History/Geography
Mrs J. Clark	Learning Support
Mr I. Clews	Business Studies
Mr D. Collier	French
Mrs J. Foulds	English
Mr D. Hunt	Physical Education
Mr R. Jones	Maths
Mrs C. Kindon	German
Mme. M. Paumard	French
Mrs Z. Potter	Art and Design
Miss J. Russell	Religious Education
Mr J. Sanders	ICT

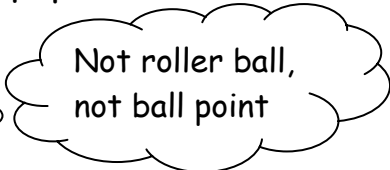
Mrs A. Scrine Geography
Mrs M. Whittaker Physical Education
Mrs L. Wordsworth Religious Education

What equipment will I need for lessons?

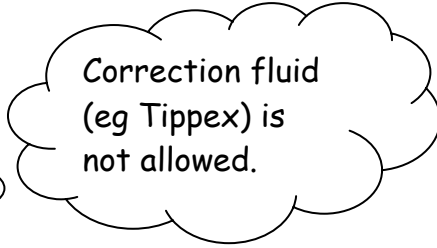
You will receive a planner at the beginning of the year and this is useful in helping you organise your work. Ask your parents to sign your planner each week before showing it to your form tutor.

You will need the following equipment for lessons:

- Pencil case
- Fountain pen
- Black ink cartridges (washable)
- Pencils
- Ruler (30cm)
- Pencil sharpener
- Rubber
- Protractor/ set square/ compass
- Calculator
- Coloured pencil crayons
- Pocket dictionary



Not roller ball,
not ball point



Correction fluid
(eg Tippex) is
not allowed.

What are our expectations concerning homework?

Our expectations are:

- Homework should be completed on time and to the best of your ability.
- If you have problems over homework then you may ask your teacher (or parents) for help, but make sure that the homework is your own work.
- Always write homework into your planner.
- Make sure that you keep copies of any coursework.

What about food?

All pupils receive a midday meal and the menus for each month are posted outside the kitchen. We are able to cater for special diets and vegetarians. Your parents should contact the Office if you have any dietary requirements.

You are expected to attend lunch in the hall at the designated time and these times are displayed in the hall. There is a rota system; each year group has the chance of going into lunch first after S5. (S5 have the privilege of always going in first)

- We expect you to eat your food sensibly, remembering your table manners.
- When you have finished, you should clear away plates, cutlery and glasses and leave the table as tidy as possible.
- You will be expected to take your turn in clearing up the dining room at the end of lunchtime.

At all times we expect you to use good manners towards the catering staff - and remember it is important to set a good example to the younger pupils.

Our expectations are really only common sense!

Sweets are not allowed in school unless permission is given by a teacher for a special occasion. Chewing gum is never allowed in school and failure to follow this will result in a demerit.

Water is available from water fountains around the school, but you may carry your own small bottles of water. We remind you that no fizzy drinks or cans are allowed on school premises.

Milk and a snack are available during morning break for a small additional cost.

Uniform

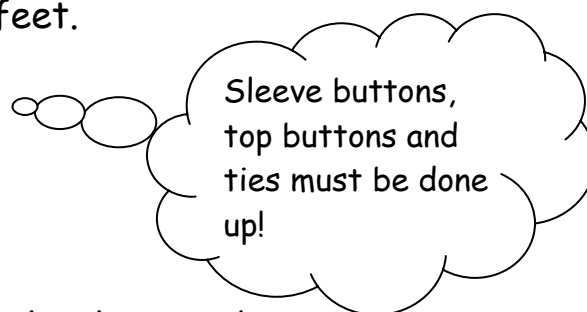
Pupils should wear their uniforms with pride and be smart at all times. A high standard of personal appearance is expected and extremes of fashion will not be allowed.

Unless directed by the teachers, pupils should arrive at and leave school in full school uniform. See the regulations for a list of full school uniform.

For boys - white shirt, school tie, suit (S4 & S5) or trousers and school blazer (S1, S2 & S3). School pullover optional.

For girls - white blouse, school tie, knee length skirt and school blazer (S1, S2 & S3) or suit (S4 & S5). School pullover optional. Tights must be natural in colour, but in the winter thick tights may be grey or black.

Remember that you are going to be walking to the Hood building in all weathers - make sure that you have sensible black shoes that will protect your feet.



Every item of clothing needs to be clearly named.

Jewellery

Girls with pierced ears may wear plain metallic studs (one pair only in the lobes). Although a plain wristwatch may be worn, jewellery should not be worn. Body piercing and nail extensions are not permitted for safety reasons. Tattoos are illegal until the age of 18.

Hair

Hair must be clean, tidy, neatly cut and must appear to be its natural colour. Long hair should be tied back for safety. Girls may use red, white or black hair ribbons, hair slides or headbands to keep their hair in place. Hairstyles must be reasonable, very short 'skin-head' cuts or boys having long hair

in ponytails are not acceptable. Boys should have hair off the collar and out of eyes and must be clean shaven. Hair gel and wax may only be used in moderation. The Head and the Deputy Head will be the final arbiters of what is or is not acceptable.

Make-up

Make-up should not be worn by pupils in S1, S2 or S3 when in uniform. Subtle foundation and eye make-up may be worn by S4 & S5 pupils but it should be light enough so that it is hardly noticeable. The Head, the Deputy and the form tutor will be the arbiters as to what is 'light make-up'.

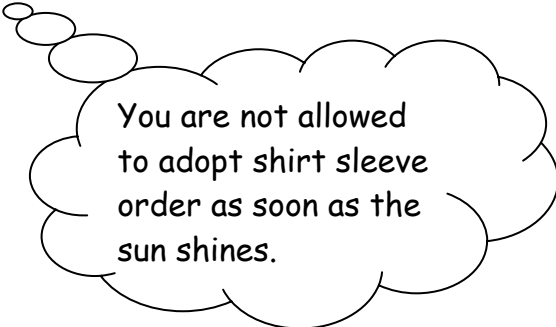
Aerosols must not be brought into school as some children suffer allergic reactions from their use.

What happens if the weather is very hot?

If the weather is really hot, we have what is called SHIRT SLEEVE ORDER. This means:

- You need not wear your blazer (except to assembly)
- Long sleeves on your shirt may be neatly rolled up.
- Ties may be removed and your top button may be undone.
- Shoes and all other items of clothing must conform to normal uniform regulations.

The decision for Shirt Sleeve Order will be made by the Deputy. She will inform your form tutor and a notice will be placed in the entrance hall.



You are not allowed to adopt shirt sleeve order as soon as the sun shines.

A teacher may give you permission to undo your top button during a lesson if the room is uncomfortably warm, but you should leave the lesson in full uniform. Blazers/jackets must be worn for assemblies.

Research has shown that excessive sun exposure can be a major risk factor for skin cancer later in life so pupils are advised to take precautions in hot weather. Pupils may wear a school sun cap, plastic UV protective sunglasses and should apply a sunscreen with SPF of 15+.

Dress code violations

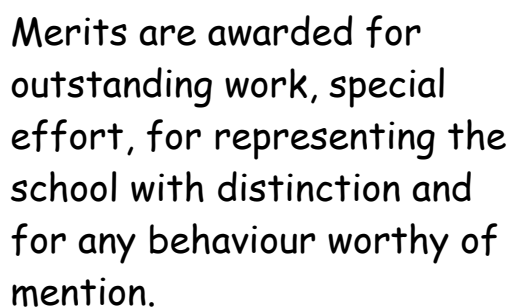
The following procedure will be used for any pupil who fails to follow the dress code with reference to hair or make-up:

First offence	Warning by teacher to adhere to dress code within 3 days
Second offence	Detention Parents contacted.
Third offence	Demerit Parents contacted
Subsequent offences	Discussion with parents. Suspension for 2 days

What are the rules about behaviour?

We believe in developing a culture of co-operation and consideration. The special atmosphere at Manor House School has been created through combination of high expectations and encouragement so that staff and pupils can work together in a positive environment.

We celebrate achievements and every opportunity is taken to reward pupils' achievements. This may be through praise from a subject teacher or recognition in an assembly. A merit scheme operates throughout the school.



Merits are awarded for outstanding work, special effort, for representing the school with distinction and for any behaviour worthy of mention.

When things go wrong

We have a strategy for dealing with discipline problems. Initially, a problem is dealt with by the form tutor and this may be followed up by the Head of the Senior School. If the situation is regarded as more serious then it will be referred to the Deputy Head. Appropriate action will be taken and your parents will be informed if necessary.

This action may involve:

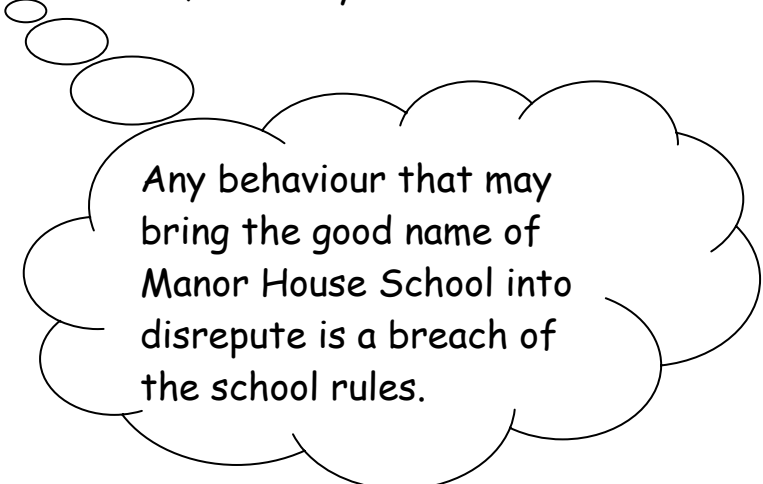
- Being given a detention during break, lunchtime or after school.
- Being placed on report with specific targets.
- Being given a demerit. (Suspension considered after 3 demerits in a 3 month period)
- Working in isolation.

For more serious offences:

- A pupil may be suspended from school by the Headmaster for a fixed period
- A pupil may be required by the Headmaster to leave the school.

What are the school rules?

All organisations require some rules. The rules at Manor House School follow the principle that living in a community like ours requires common sense, courtesy and consideration for others.



Any behaviour that may bring the good name of Manor House School into disrepute is a breach of the school rules.

The following are not allowed:

- Bullying (including cyber bullying)
- Possession of medicines or drugs without permission
- Consumption of alcohol
- Possession or smoking of cigarettes
- Possession of any offensive weapon
- Gambling
- Inappropriate public displays of affection
- Sexual misconduct
- Damage to property
- Chewing gum
- Mobile phones (unless placed in the Office during school hours)
- MP3/4 players and other electronic equipment (unless placed in the Office)
- Laptops without permission
- Unauthorised access to the Internet

Bullying

It is important that all pupils feel safe and secure in the school community and do not fear being bullied. Bullying is any unprovoked behaviour that causes physical or psychological harm and which continues over a period of time. Anyone who is concerned about bullying should report it to a member of staff. Incidents will be investigated, parents will be informed and the school will keep records. Appropriate action will be taken.

Drugs and Substance Abuse

The school provides a drugs education programme providing pupils with information about drugs and their effects. The school believes that the use of illegal drugs damages health and exposes other pupils to risks. If drug use is suspected the school may require the pupil to take a drugs test. If the evidence suggests that a pupil has been using, possessing or trading in illegal substances suspension will result pending enquiries.

Alcohol

As the pupils at Manor House School are under the age of 18 years, consumption or possession of alcohol by pupils is not permitted in school or on any school trip.

If any pupil is found to have consumed alcohol, the following procedure will be:

First offence	Pupil suspended from the school for two days. Discussion with parents. Demerit issued.
Second offence	Longer period of suspension. Discussion with parents. Pupil counselled by a member of staff.
Third offence	Longer period of suspension. Pupil may be asked to leave the school, with a loss of fees already paid.

Anyone found in the company of drinkers will be treated as a drinker. If a pupil drinks to excess so that their behaviour becomes a danger to themselves or others then this may result in permanent suspension.

Smoking

We consider smoking to be a risk to health and the school seeks to deter pupils from smoking through PHSE and Science lessons. Smoking is not permitted in school, on school trips or at any time when in school uniform.

Action will be taken if any pupil is seen smoking or in possession of cigarettes.

First Offence	Parents informed. Student placed on report for one week. Demerit issued.
Second Offence	Suspension for 2 days. After school detention. Discussion with parents.
Subsequent Offences	Suspension for two days. Requirement to leave school with loss of fees already paid.

Immediate suspension may result if a pupil smoking results in a risk of fire.

Those found in the company of smokers will be treated as smokers and so will be dealt with in the same way.

Mobile phones

We do not consider that there is a need for mobile phones in school as pupils are allowed to use the Office phone in cases of emergency. However, we recognise that there are occasions when older pupils may wish to be able to contact a parent if travelling home alone. We do not wish mobile phones to cause a disturbance during the day so we expect any pupil with a mobile phone to hand it into the Office on arrival. It may be collected at the end of the day. Failure to follow this procedure will result in a demerit and permission to bring a mobile phone to school may be withdrawn for a period of time.

What if I am worried about something?

If you have a problem then you should seek the advice of your form tutor first. However, there are others who are always willing to listen. The school has an Independent Listener, John Williams (01530 413759). Prefects are available should you wish to talk matters over with other pupils. If you have a more

serious concern then you should talk to Mr Clews (Child Protection Officer), Mrs M-P (Children's Officer), Mr Jones (Head of Senior School) or Mrs Scrine (Deputy Head).

What if I am feeling unwell?

Whilst there is no practice nurse on site, there is emergency first aid available in the school office and pupils should not hesitate to contact either a prefect or a member of staff if they feel in need of medical attention. All staff (teaching and non-teaching) have received First Aid training.

How can I express my views?

The School Council includes representatives from across the age range. Pupils are chosen by their peers and encouraged to submit items for the agenda. The School Council is organised by Mrs M-P and minutes are passed to the Head.

A summary of Key Stage 4 Curriculum

Pupils follow core subjects and additional GCSE option subjects.

Core subjects are English Language, English Literature, Mathematics, Science (Double Award) and Physical Education (non GCSE). Pupils select four further GCSE options from French, German, History, Geography, Business Studies, Art, Drama and ICT.

It is normal for pupils to take nine GCSE subjects but additional GCSE subjects of Music and Religious Studies are offered during prep time.

Pupils requiring additional Literacy and Numeracy support receive specialist tuition and may be withdrawn from one lesson per week.

How will I manage coursework?

Most of your GCSE subjects require you to produce coursework in S4 and S5. It is important that you give your best effort to this work as it can affect your final examination grade. You will be given a calendar of coursework assignments and dates so that your coursework can be spaced out. Your teachers will give you guidance notes and a copy of the marking criteria to help you. You should listen carefully when the teacher explains the task and you should ask for help if you do not fully understand. Do not leave your coursework until the last minute or several subjects will pile up!

Classroom expectations.

- Arrive punctually
- Enter the classroom in a sensible manner and sit where the teacher indicates
- Make sure you have the correct equipment for the lesson
- Raise your hand if you wish to speak to the teacher. Do not interrupt when the teacher is talking.
- Listen carefully when other pupils make contributions to the lesson.
- Work conscientiously
- Show respect to the teacher and other pupils
- Do not leave your seat without permission
- Respect school property and equipment
- Make sure that the classroom is tidy before you leave

Why do we have assessments?

- To give information to the teacher so that the teacher can identify any problems and help you improve.
- To recognise achievement and motivate you.
- To inform your parents about your progress.

How will you be assessed?

Formative assessments will enable the teacher to identify areas for development and show you how to improve. There will be a range of assessment opportunities, such as essays, written answers, tests, orals and practical work. In addition, there will be summative assessments so that your attainment can be recorded. School examinations take place twice in the year (January and June) and some subjects have end-of-topic tests.

Education goes beyond the classroom.

Each term a list of extra-curricular activities is produced and this gives you the opportunity to widen your experience and develop your interests.

Pupils can have instrumental music lessons for which there is an extra charge. The School Band rehearses on Friday morning in the Hall from 8.00-8.30am. This offers pupils the opportunity for instrumentalists to perform. The choir meets to rehearse each Tuesday morning at 8.20am.

During the year there are events for you to attend that may be outside school hours. These include the Christmas Carol Service, Open Days, Garden Fete, Concerts and Plays. If you are given a role to play, you must attend.

The school has a reputation of presenting high quality music and drama productions. There are opportunities for you to become involved with Drama. There is a Drama Club after school and they stage a production each summer term. The school produces a play in the Spring Term and a concert later in the year. Drama is an option subject in the GCSE curriculum.

Pupils in the Junior department of the school have had the opportunity to develop their public speaking at the Rotary Junior Speak held each year in Ashby. Pupils in the Senior school are able to participate in a public speaking competition

organised by Rotary and may even go on to represent the county in a national competition. Pupils who have taken the English Speaking Board examinations have achieved excellent results.

A work experience programme is offered to S4 pupils in order for you to experience the world of work.

Prefects

Pupils with a sense of responsibility and commitment to all aspects of school life are chosen to develop their leadership skills when they reach KS4. It is regarded as an honour to be appointed a prefect and as such the prefects set the standards for the rest of the school. The Senior Management Team, following a letter of application, will interview pupils who wish to be considered for this important role. Successful applicants will be provided with a set of guidelines and training to help them. Regular meeting with the Deputy Head will be held to assist the prefects.

The Prom

Traditionally, S5 have organised and financed a school prom in their final year. The class of 2008 displayed their talents when they organised an Oscars Evening for the senior pupils.

Manor House School has an enviable reputation for its high standards and this booklet serves to reinforce the quality of behaviour expected of you.

Have a successful and enjoyable year!

This form must be signed by the pupil and both parents. It should then be returned to school for your child's personal file. The booklet should be kept for future reference.

I have read the 'Handbook for Seniors' and I agree to follow the guidelines.

Name: _____ Form: _____

Signature: _____ Date: _____

I have read the 'Handbook for Seniors' and I support the school's guidelines. I will encourage my child take an active part in all school activities.

Name of Parent/Guardian: _____

Signature: _____ Date: _____

Name of Parent/Guardian: _____

Signature: _____ Date: _____