

Manorfield
Church of England
Primary School



School Handbook

Part of the Embrace Multi Academy Trust





Executive Headteacher: Miss F Clarke
Head of School: Mrs E Thompson
Assistant Headteacher: Mrs L Jones
Acting Assistant Headteacher: Mrs J Webster
Office Manager: Mrs L Roach

Chair of Governors: Mrs K Bullock

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Manorfield Church of England Primary School is distinctive, inclusive and upholds the Christian faith. The school will:

- hold Christian values at the heart of our ethos
- recognise and celebrate the unique qualities of each individual child in order for them to reach their full potential
- ensure that all children and all involved in the school feel safe and supported
- strive to achieve excellence in teaching and learning
- explore the meaning and significance of our own and other faiths
- develop effective partnerships with parents, the local churches and community, the diocese and other schools

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Term Dates – Academic Year 2023/2024

The School Day

The school day starts at 8.30am when entrance doors to the classrooms are opened. These are closed promptly at 8.40am for registration. After this time all children must be brought through the main entrance and signed in with a member of office staff. The school day ends at 3.00pm. Teachers have a responsibility for the welfare of the children in their charge from 8.30 am until 3.10 pm. School cannot take legal responsibility for children who arrive before 8.30 am.

Please do not allow children to play on the equipment, or grass mound before and after school for their own safety.

In the interests of health and safety, parents/carers are asked to allow children unobstructed access in entering and exiting the school in the morning and afternoon, in order to ensure that teachers are able to check that all children enter and leave the building safely.

During the lunch period, the children will be in the care of the lunchtime staff.

Absence

If a child is absent due to illness or for any other reason, parents/carers are required to telephone the school before 8.30 am and leave a message on the answerphone or send a message to the School Office Class Dojo account. If the school does not receive confirmation of the reason for a child's absence, it will be recorded as an unauthorised absence.

Wherever possible, please do not take children out of school for appointments which could take place outside the school day (e.g., dental check-ups). We encourage high levels of attendance, so absence for insufficient reason may also be deemed as unauthorised.

The school monitors any cases of persistent absence and may, in certain circumstances meet with parents or carers if there is a concern about a child's absence.

The School and its staff regard the regular attendance of children at school as being vital to each child's education and development. It is for this reason that nonattendances (however short or infrequent) are treated seriously.

If your child has unauthorised leave of absence, you may either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or, your case could be referred by the Local Authority directly to the Magistrates' Court for the purposes of a criminal prosecution.

For information, good attendance is 96%+ attendance with no unauthorised absences. If a child has less than 96% attendance, this does not automatically equate to irregular attendance. However, by using this threshold, we will make it clear to parents what is considered to be "regular" attendance.

Lateness

We ask parents to set good standards in arriving to school on time. Once the children have entered the school at 8.30 am, all doors to the school will be locked to ensure safety. All parents/carers and children arriving after this time should report to the school office to ensure registers and lunch arrangements are updated. If a child arrives after registration, then this lateness will be recorded. The car park gates are locked between 8.30 am – 8.50 am and 2.45 pm – 3.15 pm. The side gates open from 8.20 am – 8.50 am and 2.50 pm – 3.20 pm.

Holidays

Government guidelines prevent Headteachers from granting any leave of absence during term time, unless there are exceptional circumstances, in which case written evidence will be required. The Headteacher will confirm whether the absence is authorised. If the request is not received before the leave takes place, it will be recorded as unauthorised. All absences relating to holiday in term time, will be recorded as unauthorised and referred to the Local Authority for penalty notice if applicable.

Communications from School

The main form of communication is used via the app 'Class Dojo' which you will be asked to download and keep up to date with. You are able to communicate directly to your child's teaching staff and we ask that you review the Class Dojo Acceptable Use Policy on the school's website. Important information may also be communicated by telephone or email. Please ensure that the office has up-to-date addresses, telephone numbers and email addresses at all times, and that your communication details on ParentPay are kept up-to-date.

Class Arrangements

For the academic year 2023/24 there will be two EYFS classes, four Key Stage 1 classes and eight Key Stage 2 classes.

EYFS, KS1 and KS2 Children are based with their own class teacher.

Staff

Senior Leadership Team	
Miss Clarke - Executive Headteacher Mrs L Jones - Assistant Headteacher Mrs Webster - Acting Assistant Headteacher	Mrs Thompson - Head of School/SENDCo Mrs Roach - Office Manager
Teaching Staff	
Miss Rai - Class Teacher Miss Eccles - Class Teacher Mrs Hill - Class Teacher Mrs C Jones - Class Teacher Mr Kitchener - Class Teacher Mrs Maton Marshall - Class Teacher Mrs Parveen - Class Teacher Miss Robinson - Class Teacher	Mrs Wood - Class Teacher Miss Smith - Class Teacher Mrs Thomas - Class Teacher Mr Deas - Class Teacher Miss Weed - Class Teacher Mrs Berry - Class Teacher Miss Williams - Class Teacher
Support Staff	
Miss Alder - Receptionist Mrs Armston - Assistant Premises Officer Mrs Bailey - Learning Support Assistant Mrs Beeching - Cover Supervisor Mrs Bloore - Cleaner Mrs Remorini - Administrator Mrs Carman - Learning Support Assistant Mrs Chambers - Learning Support Assistant Mrs Clarke - Teaching Assistant Mrs Croucher - Learning Support Assistant Mrs Draycott - Teaching Assistant Mrs Elvidge - Teaching Assistant Mr Harriman - Lead Sports Coach	Mr Hogan - Premises Officer Mrs Hornabrook - Teaching Assistant Mrs Jackson - Senior Teaching Assistant Mrs Johnson - Senior Teaching Assistant Mrs K Jones - Teaching Assistant Miss Keable - Teaching Assistant Mrs Rogerson - Learning Support Mentor Mrs Rutter - Learning Support Assistant Mrs Sterland - Learning Support Assistant Mrs White - Learning Support Assistant Miss Tallis - Teaching Assistant

Curriculum

In EYFS classes, the curriculum is based on the areas of Learning and Development guidance in the Practice Guidance for the Early Years Foundation Stage. This includes a broad programme of practical activities, helping the children to gain the basic skills, knowledge and understanding in:

- Personal, social and emotional development (PSED)
- Communication and Language Development (CLD)
- Understanding of the world (KUW)
- Expressive Arts and Design (EAD)
- Physical development (PD)
- Literacy Development (LD)
- Maths Development (MD)

Play has an important role in the Foundation Stage Curriculum, allowing pupils to explore for themselves with the support of adults. They are able to practise and make mistakes in a non-threatening way to enable their learning to progress.

From Year 1 onwards, Children follow programmes of study in all the National Curriculum subjects:

- English
- Mathematics
- Science
- Information and Communication Technology
- Design Technology
- Geography
- History
- Art
- Physical Education
- Music
- Religious Education
- Personal, Health and Social Education and Citizenship.

In each subject, children follow schemes of work which follow guidelines set out in the National Curriculum (2014). Their social, moral, cultural and spiritual education underpins all elements of the curriculum.

Assessment

Assessment is used to monitor pupil progress, set targets and plan future teaching. Different assessment methods will be used for different purposes.

Pupils are formally assessed during the Foundation Stage and at the end of each Key Stage 2. (Year 6).

Throughout the children's time in EYFS, all EYFS staff observe them playing and working independently to collect information to complete the children's Learning Journeys and the Early Years Foundation Stage Profile. The profile is updated each term and is used to assess children's progress.

End of Key Stage Assessments - Year 6 SATs are taken in Mathematics, Reading and Spelling, Punctuation and Grammar in KS2 during the first half of the summer term. Writing is assessed based on progress and attainment throughout the year. Schools are notified if they are chosen to take Science SATs at KS2.

At Manorfield we track pupil progress throughout the year against a range of learning statements and in an end of term assessment.

Parents' Evenings / reporting

There will be one parents' consultation evening in the Autumn Term and one in the Spring Term. Teachers will discuss children's progress and parents also have the opportunity to raise any issues or concerns.

At the end of the academic year, a report documenting children's progress will be sent to parents/carers.

There are also Open Afternoons throughout the academic year, where parents can view their children's work and chat with the class teacher.

Homework

Homework tasks are set for children from the Foundation Stage until the end of Year 6. This enables pupils to practise their skills and also helps to keep parents involved and informed of their child's learning and progress. Tasks will vary in length according to the age of the pupils.

Pupils with Special Needs.

We aim to provide a broad and balanced curriculum for all pupils and make every effort to meet each pupil's individual needs.

Special Educational Needs

Our Special Needs Policy places emphasis on identifying and supporting pupils with particular requirements, in order to meet their needs and so enhance their learning. We aim to provide a framework to give all children access to every aspect of school life. We are an inclusive school with excellent physical access.

Pupils may be supported through individual or small group tuition to raise attainment in specific skills, through classroom support, differentiated work in a mixed ability setting, counselling and peer tutoring.

Outside agencies will also be involved in supporting pupils with special needs where appropriate. Our teachers liaise regularly with the SEN Co-ordinator who in turn liaise with outside agencies to ensure the children's needs are met sensitively.

More Able Pupils

More able pupils are identified through pupil tracking and evidence from assessments. Work is matched to the needs of more able pupils and their progress is carefully monitored.

Healthy Schools Policy

At Manorfield C E Primary School, we recognise the importance of meeting the health and wellbeing needs of children and young people, as well as the academic. Manorfield has achieved Healthy Schools Status and Enhanced Healthy Schools Status for Emotional and Mental Well-being.

There is a well-established correlation between health and educational achievement, as well as pupil behaviour. Schools play an important role in supporting the health and wellbeing of children and young people. By working with parents we can work together to raise children's awareness of the importance of good health and wellbeing and how they can achieve this by making healthier choices, ensuring they get the best start in life.

EYFS and Key Stage 1 pupils are provided with fresh fruit for mid-morning and may bring a further snack if they wish. Key Stage 2 pupils may also bring a snack. Children are strongly encouraged to bring only snacks that are healthy. All pupils are asked to bring water in a named container.

Walking to school

Parents/Carers are encouraged to bring children to school on foot whenever possible, for both health and environmental reasons. Fewer cars on the road will make the journey safer for the children as well as reducing pollution. Walking to school will provide children with exercise, social contact with other children and a greater awareness of the village they live in. If this is not possible, please park cars at St Michael's Court, or at the War Memorial Playing Fields car park and walk children from there, in order to ease congestion and ensure the safety of our children.

Lunchtime Arrangements

Children are carefully supervised in lunch sittings. The school's canteen provides a cooked meal of a main course and dessert, or children may bring their own packed lunch, which we ask to be in line with the school's healthy eating policy.

School Meals – EYFS & Key Stage 1

Universal Free School Meals

All children in Reception, Year 1 and Year 2 are entitled to a Universal Free School Meal. Evidence shows eating a healthy lunchtime meal can improve the learning and attainment of pupils. These meals are ordered on a daily basis at registration.

School Meals – Key Stage 2

Meal costs are set by the School Meals Service. Hot dinners are currently £2.40 per day and can be ordered on a daily basis at registration.

The only method of payment for school dinners is by ParentPay.

Manorfield School has adopted a strict NO DEBT policy relating to the school meal service. Children will not be provided with a school meal unless it is paid for in advance, with the exception of those entitled to free school meals.

Packed Lunches

Facilities are provided for children to bring packed lunches. Lunch boxes must be clearly marked with the child's name. We ask that parents/carers do not include sweets, chocolate, crisps or fizzy drinks as part of their lunch, in line with our Healthy Eating Policy. Children are asked to bring their own spoon for yogurts. Water is provided for all children who eat their lunch at school, but cold drinks may be brought to school in a shatterproof container.

Nut Allergies

A reaction to a nut allergy can be distressing for both the child and First Aider. Please be aware that we are a 'nut free' school as we have several children who are allergic to nuts. Please do not send your child to school with any food which may contain nuts.

Free Meals

Do I qualify to claim free school meals?

Families of children and young people in full-time education at schools in Leicestershire may be entitled to claim free school meals, providing they receive a qualifying benefit.

Qualifying benefits

The current criteria for claiming free school meals are as follows:

- Income Support OR Income-Based Job Seekers Allowance

- Child Tax Credit with an annual taxable income assessed by HMRC of less than £16,190 (if you or your partner also receive Working Tax Credit you **DO NOT** qualify for free school meals regardless of income). **NB From 1st May 2009** where a parent is entitled to Working Tax Credit during the 4-week period immediately after employment ends, or after they start to work less than 16 hours per week, they will be eligible to claim free school meals for that 4-week period.
- The Guaranteed Element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Employment and Support Allowance (**Income Related**)
- Universal Credit, with an annual income less than £7,400.

How do I apply?

- E-mail on freeschoolmeals@leics.gov.uk
- You can download the [Free School Meals Application Form](#) (Word doc, 140kb)
- Request an application form on 0116 305 5000
- Apply via telephone on 0116 305 5000

Postal address:

LTS Catering
Room G10
County Hall
Glenfield
Leicestershire
LE3 8RE

Tel: 0116 305 5000

Pupil Premium

The Government introduced The Pupil Premium in April 2011. This funding is allocated to schools for children from low-income families who are eligible for free school meals, looked after children and those from families with parents in the Armed Forces.

It is therefore important if parents qualify to claim free school meals they contact School Food Support to trigger this funding to provide additional support for their children.

- Registering your child for free school meals is confidential
- Taking up the school meal is recommended, but is not compulsory.
- Children may receive additional help as a result of being registered, for example help with the cost of swimming provision, additional teaching support, 1 free after school club or reducing the voluntary contributions towards school trips.

Behaviour Expectations

In the first instance, behavioural issues are dealt with by the classroom teacher and, if necessary, referred to the phase leader then a member of Senior Leadership and as a last resort the Headteacher. Parents/carers will be contacted where it is felt necessary. The full behaviour policy can be found on the website.

Anti-Bullying

All children at Manorfield are aware of their responsibility to speak out against bullying and incidents are rare. Parents/carers should speak with the class teacher if they feel a child is bullying or being bullied. Children involved in any incidents are given support to help them emotionally and if necessary, are involved in nurture groups to develop their self-esteem. Parents/carers are always informed of any bullying incident their child has been involved in, so that home and school can work together in solving the problem. More details can be found in the behaviour policy.

Religious Education and Collective Acts of Worship

R.E is taught to the Locally Agreed Syllabus, the Leicestershire Agreed Syllabus for Religious Education. As a Voluntary Controlled School, we also use supplementary materials provided by the Leicestershire Diocese.

Religious education is present in many ways. There are daily assemblies; these are based on our Manorfield Christian Values, Christian and other religious as well as cultural events and festivals. Children attend special services at St. Michael's Church and visiting speakers from local churches are invited to speak to the children.

Christianity is taught throughout the school. Judaism, Sikhism, Hinduism, Buddhism and Islam are studied during Key Stage 2 and children learn about festivals from other faiths in Key Stage 1. We study the beliefs, rituals and cultural effects of these religions and the many positive aspects they share with Christianity.

The Act of Worship is broadly Christian in nature. If a parent/carer wishes to exercise their right to withdraw a child from an RE lesson or Assembly, they must first make contact with the Headteacher. Following this, arrangements can be made for the child to be supervised during assembly times.

Extra-curricular Activities

There are a variety of activities available for children, either after school, or during lunchtimes. Examples of after school clubs which have run in school include; Football, Multi-Sports, Tennis, Gymnastics, Choir, Spanish and Creative Club.

If children are registered with an after school activity, please ensure that the member of staff is advised if your child is unable to attend. For safety reasons, no children who are registered with an

after school activity will be allowed to leave school before the time of the activity ending unless parents are informed.

If for any reason a club has to be cancelled, parents will be informed as soon as possible before the club is due to take place. If this is not possible, children will be supervised until the end time of the club.

Health and Safety

Smoking is not permitted anywhere on the school site. This includes E-Cigarettes and Vapes.

Dogs are not permitted anywhere on the school site, with the exception of Assistance Dogs.

If children have come to school on bikes or scooters, we ask that these are not ridden whilst on the school site.

Security

In the interests of Health and Safety and for security reasons, we ask that all parents/carers and visitors to the school report to the school office and sign in before entering. There is a controlled entrance to the school and visitors must wear badges for identification.

The school provides a safe and secure environment in which our children can learn. To ensure this, the security of the premises is reviewed during regular Health and Safety checks carried out by the Office Manager and Premises Officer. The school has burglar and fire alarm systems.

Safeguarding and Child Protection

The Leicestershire Area Child Protection Committee has laid down the procedures we follow. More information regarding this is available on the 'Safeguarding' board in reception and the Safeguarding policy.

In view of the day to day contact with individual children, school staff have an important role to play in recognising cases of suspected child abuse. All school staff, both teaching and non-teaching are obliged to report any suspicions and disclosures to a Designated Safe-guarding Lead. The DSL reviews the case and discusses it with another DSL before deciding any action. This may include alerting the Social Services Department and informing parents/carers.

Our first concern is for children's welfare and therefore there may be occasions when we must consult other agencies even before we contact parents/carers. Should this be necessary, we want to reassure parents/carers that any concerns we have about a child will be discussed with them, following advice from the relevant agency.

Parents or carers are permitted to take photographs of their own children during a school production or event. However, School protocol requires that if there are other children or staff on these photos they are not published on social networking sites, such as Facebook.

Photographs

On some occasions, the school will invite the local media into school to take photographs or film footage of events. At other times the staff will take photographs or video of pupils taking part in school activities. These photographs/video may be used in the local media or in materials distributed by the school (e.g. the school prospectus, newsletters, website etc.). We may share photos via class dojo for the school community. If you do not wish for photographs/video of your child to be used in this way, please make your child's class teacher aware. A copy of our policy regarding our use of photographs in school is available on our website.

Charging for School Activities

The Governors have adopted the LA policy and support the principle of free education for all. However, voluntary contributions will continue to be requested for activities, which could not otherwise take place.

In practice, this means that for educational activities which fall within the National Curriculum, there will be no *obligatory* charge. However, an activity may sometimes involve the school in additional expenditure. Such activities could be a visit to a museum or bringing in additional teachers with particular expertise or groups offering performances to pupils in order to enhance learning. In these cases, the school may ask parents/carers for a *voluntary* contribution to offset these costs. The amount of money requested through voluntary contributions will never be greater than the cost of the activity. Any shortfall in money collected is met by the school, not by contributions from other parents. Therefore, trips may be cancelled if the school does not receive enough voluntary contributions.

Smiles Children's Club

The Smiles Children's Club provides childcare facilities before and after the school day. Further details can be obtained by contacting them directly at debbie@smileschildrensclub.co.uk or 07872 325266.

Personal Property

Children should not bring in personal property such as stationary, toys or any other items not required for the school day. The school will not take responsibility for the loss or damage of personal belongings. We don't advise that children bring phones into school however, we appreciate that children in Years 5 and 6 may bring them to school if walking to and from school without an adult. These are not to be kept in bags during the school day. They should be clearly named, turned off and handed to their class teacher at the beginning of each day.

Money in School

Please do not send children into school with money unless requested. If it is necessary to bring money into school to pay for a particular activity, please send it in an envelope marked with the child's name and reason for payment.

Medical Information

The nurse and other health professionals are available to call into the school. They will see your child from time to time to carry out routine health screening checks. Your permission is requested for health screening to take place. Should the nurse find anything that may require further investigations, they will contact parents/carers to discuss it. If parents/carers wish to be present when the nurse examines a child, they should inform the school.

Medicine in School

Legal responsibility for the administration of medicines to children rests with the parents. School will not generally administer any medicines apart from children who have a long-term medical condition for which medication is required, in which case parents must sign a form of indemnity (a 'Request for Administration of Medicines' form).

For safety reasons, children must not carry any medicines around school. Any medication to be taken should be kept with the school office. Asthma inhalers can be self-administered, and in normal circumstances will remain with the child. A form must still be completed and updated annually.

Swimming

Children in Year 5 swim as part of their PE provision.

Swimming lessons are taken at Enderby Leisure Centre. Children will travel to and from the leisure centre in their classes via a contracted coach company. Parents are requested to make a voluntary contribution towards the cost of swimming provision.

Serious Accident or Illness

Should a child become ill or have an accident in school, contact will be made with parents/carers as soon as possible. We therefore need up-to-date- information about contact numbers. The school has a number of staff who are qualified to deal with children who may require First Aid.

If a First Aider or senior staff feel that hospital treatment may be necessary, every effort will be made to contact parents/carers. An ambulance will be summoned to the school if parents/carers cannot be contacted, or in an emergency situation. No member of staff will be allowed to take a child to hospital in a car.

Parents and Volunteers in School

Parents and volunteers are sometimes present in the school to support a number of activities in the classroom. All volunteers undergo a DBS check before working with children. Copies of the school's policies relating to volunteers are available from the Office.

PTFA

All parents are invited to become involved in Manorfield PTFA. The PTFA holds a variety of functions and fund-raising events throughout the school year. Meetings are held regularly throughout the year, with all parents and staff welcome. Please contact Claire Cockerill, Chair of the PTFA via manorfieldptfa@gmail.com

Transition

Manorfield School is close in location to a number of high schools. Year 6 teachers maintain links with Year 7 tutors and SEN Co-ordinators of each high school to ensure transition is as smooth as possible. High schools organise visits to Manorfield in May/June to speak with Year 6 children and children take part in 1-2 transition days in July.

School Policies

Copies of school policies are available on the school's website. These include various curriculum policies and those relating to our ethos as a Christian school.

Complaints Procedure

Any concerns about your child's education will be dealt with initially within the school. Further formal complaints will be dealt with firstly by the Governors of the school. If the matter is unresolved, it is passed to the LA and ultimately to the Department for Education. A full copy of the Complaints Procedure is available on the website.

School Website

Further details and the full school handbook can be accessed through the school website: www.manorfield.leics.sch.uk

Governing Body

The Local Governing Board plays a key role in setting the school's overall direction.

An overview of what the LGB does for the schools:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the schools and their pupils, and the performance management of staff
- Overseeing the financial performance of each school and making sure its money is well spent.

How the Local Governing Board is formed:

As federated schools, Manorfield CE Primary School and Croft CE Primary School, share a Local Governing Board. This is made up of two elected parent governors, two staff governors, representatives of the local community (co-opted governors) and, as both are Church of England primary schools, there are also two Foundation (Church) Governors (one of whom may be the parish Priest). The aim is that each school will be equally represented on the board – however the board itself is collectively responsible for both schools and although a governor may initially represent one or other, their role will cover both.

Kathryn Bullock	Co Opted Chair
Felicity Clarke (Executive Headteacher)	Co Opted
Jennie Foster	Co Opted
Yvette Goward	Co Opted
Leanne Jones	Staff
Alison Macklin	Ex-officio Foundation
Jenny Rouse	Parent
Nicola Stratford	Co Opted
Oscar Wightman	Parent

The school's governing body works in partnership with the Headteacher and staff in managing the school's curriculum and finances, staff appointments and maintenance of the buildings. Members represent and are appointed by the Local Authority, parents, the Church and the wider community.

School Dress Code and Appearance

It is our policy at Manorfield that all children should wear a school uniform when attending school, or when participating in a school-organised event. We believe that a school dress code is important to foster an ethos, because it:

- promotes a sense of pride in the school.
- fosters a feeling of community and belonging.
- is practical and smart.
- identifies the children with the school.

- is not distracting in class (as fashion clothes might be).
- makes children feel equal to their peers in terms of appearance.
- is regarded as suitable, and good value for money, by most parents.
- has been designed with health and safety in mind.

UNIFORM

Whilst items of uniform with embroidered logo are available through Swifts in Hinckley the school does recognise that parents/guardians may wish to purchase unmarked items elsewhere which conform to the school dress code policy. Logo patches are available from Bibs Hardware in Stoney Stanton to sew onto unmarked items if desired. Asda stocks small quantities of the blue colour uniform items recommended (Cobalt Blue). We would ask that for school outings and educational visits children wear at least one piece of marked uniform to aid identification. Uniform worn to school should be weather appropriate to ensure the comfort and safety of the child both indoors and outside.

- Plain royal blue fleece, with or without the Manorfield CE Primary School logo (no hoodies).
- Plain royal blue jumper, with or without the Manorfield CE Primary School logo (no hoodies).
- Plain royal blue cardigan, with or without the Manorfield CE Primary School logo (no hoodies).
- Plain royal blue or white polo shirt, with or without the Manorfield CE Primary School logo.
- Plain mid-grey or black classic school style trousers (no cords or denim).
- Plain mid-grey or black skirt or pinafore dress (knee length).
- Plain ankle length black leggings underneath a skirt or pinafore (leggings may NOT be worn alone as an alternative to trousers or skirt/pinafore). Plain black or grey tights may also be worn under skirts/dresses.
- Grey or black school-style shorts or culottes.
- Blue / white gingham style school dress or skirt and blouse with short white leggings underneath if desired.
- Shoes and boots should be plain black and of a sensible design. The maximum overall permitted height for shoe heels is 2.5cm. No fashion style boots
e.g. UGGs. No trainers of any colour may be worn other than for PE.
- Plain school-style summer shoes. Health and Safety regulations advise that no open toes, crocs, flip flops or open backed shoes/sandals should be worn.
- Showerproof coat or jacket to enable child to take part in outdoor activities safely and comfortably.
- Hat for protection from the elements both hot and cold.

Swimming

- Swimming shorts or trunks above the knee.
- Modest **one-piece** swimming costume (no bikinis or tankinis).
- Towel.
- Waterproof bag.

P.E.

- Printed Manorfield logo P.E. T-shirt or Plain white T-shirt, without any logo or writing.
- Plain dark blue / black or grey PE shorts.
- Trainers or black plimsolls.
- Plain dark blue / black or grey track suit top and bottoms.
- Suitable bag to keep kit securely on peg in cloakroom.

Parents should label ALL items of uniform clearly with their child's name.

Jewellery

For health and safety reasons, the only jewellery allowed is

- An item of religious significance.
- An item of jewellery necessary for a medical condition.
- An inexpensive watch.
- Small plain gold or silver **stud** earrings.

In all cases Health and Safety regulations advise that **all** jewellery must be removed during physical activity or when necessary for certain classroom activities to prevent children from injury. **A child will not be permitted to take part in swimming or P.E. if they are unable to remove items of jewellery.**

Make-Up

No make-up or nail varnish (on toes or fingers) should be worn at any time. False nails or eyelashes are not appropriate in school as they may compromise health and safety.

Extreme Haircuts

The school does not permit children to have haircuts/hair colour that could serve as a distraction to other children. Hair should be neat and tidy and of a natural colour, tied back for physical and practical activities as required. Hair ties should be provided by parents/guardians. Parents/guardians should also be aware that tattoos, either temporary or permanent are not permitted.

MANORFIELD VALUES CHARTER

Thankfulness 	By: <ul style="list-style-type: none"> Noticing the actions of others and being thankful Trying to understand that not everyone has what we consider basic needs/rights and be thankful for what we have and experience Showing my Manorfield manners, being polite and saying please and thank you
Forgiveness 	By: <ul style="list-style-type: none"> Understanding that each day is a fresh start Accepting apologies and not bearing grudges Working together to find a resolution
Trust 	By: <ul style="list-style-type: none"> Being honest at all times even if you are in the wrong Saying what you have seen or heard and not just repeating what other people have told you Feeling confident to confide in staff and friends and vice versa Being a good friend and knowing when to keep someone's confidence
Respect 	For other people: By: <ul style="list-style-type: none"> Treating others how I would like to be treated Appreciating and valuing that we all have different beliefs and opinions Being polite and friendly to each other Using a respectful tone of voice Listening carefully to other pupils and all members of staff Speaking politely to all – not answering any adults back and not shouting out For property and belongings: By: <ul style="list-style-type: none"> Taking care of the classroom environment and equipment Looking after equipment in school Only using my own equipment and not taking anyone else's
Compassion 	By: <ul style="list-style-type: none"> Being polite and friendly to each other Taking care of one another Including everyone and not leaving anyone out Not spreading rumours about people Understanding each other's feelings, experiences and opinions
Endurance 	By: <ul style="list-style-type: none"> Keep trying and thinking positively even if something is tough – stickability! Understanding that I can learn from making mistakes Exploring different ways to overcome challenges Accepting when I am wrong and apologising if necessary
Wisdom 	By: <ul style="list-style-type: none"> Respecting each other's beliefs, cultures and differences Remembering past experiences and learning from them Making the right choices, even in challenging situations Knowing right from wrong Not being influenced by my peers Trying to be the best version of myself