



The Manor
PREPARATORY SCHOOL

20 May 2010

Dear Parents

Website and Correspondence

Well, the moment has arrived! We hope that you will take a moment today to log on to The Manor's new website (www.manorprep.org - no change to the address). With the new website comes the transfer to a paperless school.

There are a few changes to the website which we hope you will enjoy.

Firstly, from tomorrow (Friday 21 May), with the exception of letters regarding PE fixtures, all correspondence will be electronic by way of the website.

All electronic letters containing tear-off slips will still need to be printed off, completed by hand and returned to Form Teachers in person.

You will have become accustomed, over the last three weeks, to our Friday afternoon email attaching the newly launched "Manor Messages" so hopefully you are already on the lookout for this email each week. "Manor Messages" will no longer be attached to the email but instead, in the body of the email, will be a direct link to the parents' page of the website. In this area you will find "Manor Messages", together with all of this week's letters, clearly marked with the relevant year groups, enabling you to view as much or as little Manor correspondence as you wish.

Using the Year Group and archive buttons to the left, you will be able to look back at earlier correspondence and "Manor Messages".

You will no longer need a password to view letters.

Whilst on the website each Friday, we hope that you will take a moment to click on "Latest News", where you will find all of the week's activities; these may be filtered by year group, enabling you to focus on your child/ren's year group/s.

Under What's On/Sports Fixture Information, you will find links to maps of schools that we have matches against over the coming weeks.

You will note the absence of children's pages. These are currently under construction and we hope to have them up and running very shortly. These pages will include the useful links to educational websites that have always been there, but with some new additions. Look out for "Teacher Feature" where teaching staff are interviewed by pupils (I have been asked to "volunteer" first!), "Fun and Games", and "Our News". "Our News" is an area specifically for Manor Pupils to broadcast their own many and varied achievements outside school.

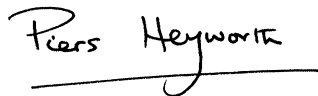
Looking back to January's snow when the website became an invaluable tool for circulating important information quickly, news of an urgent nature will be found on the home page of the new website when necessary.

For bus users, all travel information is now found on The Manor's website, so in times of emergency you will no longer need to visit Abingdon's website.

We would welcome suggestions, ideas and feedback of what works and doesn't work on the website, so please feel free to get in touch with Victoria Evans who would be delighted to hear from you.

Happy clicking and browsing.

Yours sincerely

A handwritten signature in black ink that reads "Piers Heyworth". The signature is written in a cursive style and is underlined with a single horizontal line.

Piers Heyworth
Headmaster