Welcome Booklet
2019 - 2020

www.manorprep.org

@ManorPrep
@ManorPrepSchool
@Manor_Prep_School
Welcome

Dear Parents

We would like to warmly welcome you to the new academic year ahead at The Manor. To our new parents we hope that this leaflet is useful in providing practical tips to ensure a smooth start to life at The Manor and to current parents we hope that you will be able to use this information as a point of reference, as well as enjoying learning about what the new year will bring. We wish all of the children a wonderful year.

Alastair Thomas, Headmaster

Heads of Section

If parents have a concern, their first point of contact should be the child’s key person in the Pre-Nursery or the child’s form teacher from Nursery to Year 6. The names of all of the teachers who teach your children can be found on the website. After Form Teachers, your next port of call should be the Heads of Section listed here and in the case of serious concern, you may contact the appropriate Deputy Head Academic or Pastoral or the Headmaster (via his PA, Mrs Nicole Burroughs).

Alastair Thomas  Headmaster  headspa@manorprep.org
Mrs Victoria Evans  Deputy Head Academic  vevans@manorprep.org
Mr Varun Footring  Deputy Head Pastoral  vfootring@manorprep.org
Mrs Pippa McConnell  Head of Early Years  pmcconnell@manorprep.org
Mrs Emma Gower  Head of Years 1 and 2  egower@manorprep.org
Mrs Jennifer Shaw  Head of Years 3 and 4  jshaw@manorprep.org
Mr Neil Jackson  Head of Years 5 and 6  njackson@manorprep.org

The School Day

Classrooms open across the school at 8:30am and children are expected to be in classes by 8:45am. School ends at 3:30pm for Reception to Year 2, and at 3:55pm thereafter. Please see Pre-Nursery and Nursery sections for session times.
Breakfast Club

For children aged 3 and over, Breakfast Club runs from 7:30am in the Food Technology Room. Children will be offered breakfast and at 8:00am they will be escorted to Early Birds. This service is bookable in advance either on a termly basis, or on an ad hoc basis by completing a reply forms available on the website (listed below) or by emailing our Breakfast Club Manager, Miss Tracy Heath – theath@manorprep.org any time up to 8:00pm the day before. There is a charge for this service.

https://www.manorprep.org/Breakfast-Club-One-off-bookings
https://www.manorprep.org/Breakfast-Club-Regular-Bookings

Early Birds

Early Birds enables parents to drop their children off from 8:00am. There is no charge for this service. Children must be registered on arrival with a member of duty staff. Early Birds takes place in the following venues:

- Pre-Nursery, Nursery and Reception - The Lower School Hall
- Years 1 and 2 - The Barn
- Year 3 - The Library
- Years 4, 5 and 6 - The Dining Room

Two year olds in Pre-Nursery who are considered to be settled by their Key Person may attend Early Birds by requesting attendance with Mrs Pippa McConnell - pmcconnell@manorprep.org so that the necessary staff:child ratios can be put in place.

At 8:30am younger children are escorted to their classrooms and older children are allowed to make their own way.

Children arriving on site before 8:30am for other authorised activities (learning support lessons or music lessons) must be signed in at the School Office. Children attending early morning clubs are registered directly with the relevant club leader.

Children in Years 4, 5 and 6 may be dropped at the gate by the Head’s office or the rear car park gate and walk unsupervised to their classrooms, providing it is after 8:30am when classrooms are open.
## Arrangements for Wraparound Care

<table>
<thead>
<tr>
<th>Level</th>
<th>Breakout Area</th>
<th>Time</th>
<th>Staff Contact</th>
<th>Joining Details</th>
<th>Clubs</th>
<th>Homework Club</th>
<th>Extended Day to 6:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>EYFS</td>
<td>Breakfast Club</td>
<td>7:30-8:00am</td>
<td>No booking required</td>
<td>Breakfast Club</td>
<td>Lower School Hall Pippa McConnell <a href="mailto:pmcconnell@manorprep.org">pmcconnell@manorprep.org</a></td>
<td>n/a</td>
<td>3:45pm Lower School Hall Pippa McConnell <a href="mailto:pmcconnell@manorprep.org">pmcconnell@manorprep.org</a></td>
</tr>
<tr>
<td>Y1&amp;2</td>
<td>Food Tech Room</td>
<td>8:00-8:30am</td>
<td>Early Birds</td>
<td>Barn Emma Gower <a href="mailto:egower@manorprep.org">egower@manorprep.org</a></td>
<td>See Clubs timetable for times, venues and staffing <a href="mailto:ichitty@manorprep.org">ichitty@manorprep.org</a></td>
<td>n/a</td>
<td><a href="https://manorprep.org/Out-of-School-Care">https://manorprep.org/Out-of-School-Care</a></td>
</tr>
<tr>
<td>Y3</td>
<td>Library</td>
<td>3:45-4:30pm</td>
<td>Y3 Library Jen Shaw <a href="mailto:jshaw@manorprep.org">jshaw@manorprep.org</a></td>
<td>Dining Room Victoria Evans <a href="mailto:njackson@manorprep.org">njackson@manorprep.org</a></td>
<td>4:10-5:00pm See Homework Club Rota below for venues and staffing <a href="mailto:ichitty@manorprep.org">ichitty@manorprep.org</a></td>
<td>5:00pm Lower School Hall Pippa McConnell <a href="mailto:pmcconnell@manorprep.org">pmcconnell@manorprep.org</a></td>
<td></td>
</tr>
<tr>
<td>Y4</td>
<td>Dining Room Victoria Evans <a href="mailto:njackson@manorprep.org">njackson@manorprep.org</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y5&amp;6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To book Extended Day, please complete an online booking form (links below), or complete a form in the classroom. Regular arrangements can also be set up in advance. Bookings can be made by emailing the School Secretary, Mrs Sarah Horrox on schoolsecretary@manorprep.org or 01235 858458. Mrs Horrox can also make last minute/emergency arrangements for you. Please let Mrs Horrox know if you need to cancel Extended Day – thank you.

https://www.manorprep.org/Extended-Day-Regular-Bookings
https://www.manorprep.org/Breakfast-Club-One-off-bookings

Change to End of Day Arrangements

Please call the school 01235 858458 to report any changes to your normal end of day procedure. If your child is being collected by someone different to the usual designated adult, please complete a form indicating who will be collecting your child and give this to your child’s teacher on or before the date in question. This form can be found on the website http://www.manorprep.org/Forms and on noticeboards and in cloakrooms around the school.

Late Arrivals

Children arriving at school at 8:50am or later must report directly to the School Office to sign in before going to their classroom. Children arriving after 8:50am will be marked as late.

Absence

Please report absences of any kind (medical/dental appointments, illness) to the School Secretary, Sarah Horrox – schoolsecretary@manorprep.org either in advance of the appointment or as early as possible on the morning of absence. Please call the school each day your child is absent.

If your child arrives late after a medical appointment, or needs to leave early to attend one, please sign your child in or out as appropriate in the School Office.

Please try to avoid taking your child out of school unless it is absolutely necessary. A written request should be made to the Headmaster for any absence required during term time with as much notice as possible. If, however, your child is in Year 6 and needs to attend Open Days, Induction Days or Interviews at their senior school please contact form teachers.

Medical Matters
If you have found it necessary to administer Calpol or Nurofen before school, it is clear that your child is not well enough to be in school. Please consult a doctor quickly if you suspect anything infectious – some diseases are notifiable and demand an exclusion period. In the case of diarrhoea or vomiting, children must remain at home for 48 hours after the last bout.

Should medication need to be administered during the school day, please deliver this to the School Nurse in its original packaging with storage instructions, dosage instructions and expiry date clearly visible. Please complete the Request to Give Medication Form giving consent for us to give the medication [http://www.manorprep.org/Forms](http://www.manorprep.org/Forms).

If your child becomes unwell during the school day, the School Nurse will call and ask you to collect them. Please ensure that the school holds up to date contact details for all emergency contacts. You will have been asked to complete a medical form on arrival at the school, please let the School Nurse know if any changes to medical or dietary needs occur.

If you have declared that your child is asthmatic or has an allergy requiring an AAI on the medical form, your child will not be allowed to leave the school site for a trip without their inhaler/AAI.

The school keeps an emergency supply of Calpol and Piriton and parental permission will be sought should the School Nurse feel that this is the right course of action.

The School Nurse is available during the school day for consultation or advice. Please contact her at schoolnurse@manorprep.org or 01235 858473. The school also has a number of qualified first aiders.

**Hot Weather Procedure**

Please apply sun cream before your child comes to school. The school holds a supply of Boots Soltan sun cream for use in emergencies but please let us know in writing if your child has an allergy to this and please send in your own named bottle. Children who are old enough to apply cream may do this themselves and we will seek your permission to apply cream to younger children.

You will be asked about sun cream permission on entry to the school, via the online admissions paperwork.

Please send children in with a named sunhat.

**Supervision on School Premises**
Please be aware that parents are responsible for the supervision of children on school site and on any play equipment, before they have been delivered to Breakfast Club, Early Birds or the classroom and as soon as they have been collected at the end of their last school activity. Children are not permitted to play in the Reception playground at any time. School rules, clearly displayed by play equipment, apply at all times and children should not be left unsupervised anywhere on the school site.

**Car Park Safety**

Please see the school's guidelines on car park safety [http://www.manorprep.org/NewParents](http://www.manorprep.org/NewParents)

**Dogs**

Dogs are not allowed anywhere on the school site.

**Lunch and Snacks**

For any children opting for lunch in the Pre-Nursery and all other children, school lunch is provided in the Dining Room. A hot meal and hot vegetarian option is provided each day, along with a selection of salad items and bread. In addition to this children are offered a dessert, fresh fruit or yoghurt. Crudités are available on the tables. Staff eat with the children to encourage good manners and healthy choices. Menus are on a three week rota and can be found on our website [http://www.manorprep.org/Lunch-Menus](http://www.manorprep.org/Lunch-Menus). On School trips children will be provided with a packed lunch.

All children will be provided with a snack at break time.

**Clubs**

We offer a variety of extra-curricular activities at The Manor encompassing sports; music groups and ensembles; ballet; judo; creative activities such as drama, art, cookery; touch typing and languages.

All activities are run with great enthusiasm by both external and internal staff, giving children the opportunity to learn new skills and have fun. There are approximately 100 extra curricular activities offered on a weekly basis which take place before school, at lunchtimes, and after school.

Clubs are booked each term. Parents are informed of the range of clubs available, together with charges where applicable, via a letter published on the weekly mailing. The timetable and information is also made available on the website [http://www.manorprep.org/Extra-Curricular](http://www.manorprep.org/Extra-Curricular).
Clubs are applied for via an electronic reply slip. Any queries should be addressed to our Extra-Curricular Co-ordinator, Director of Extra Curricular Activities, Mrs Liz Reed, Mr Jonny Chitty on jchitty.reed@manorprep.org. For after school clubs, children are expected to bring a packed tea which will be eaten under the supervision of the club leader. Clubs operate on a first-come, first-served basis but waiting lists are kept for disappointed children who will be given priority the following term.

Communication

As a general rule the school will alert parents by email each Friday afternoon, to all new correspondence that has been loaded on to the Weekly Mailing section of the website. The email simply serves as a weekly reminder to check for new information. The school also produces a weekly newsletter “Manor Messages” which incorporates a news round up as well as reminders for the forthcoming week. This holds the most up to date information regarding forthcoming and planned club cancellations, changes of timings etc and should be referred to on a weekly basis. Please therefore ensure that we hold the correct email addresses for both parents at all times – we are able to bulk send to up to 4 email addresses per family.

The School also uses ClarionCall for same day or emergency messages. These will be sent by text and a copy will be made via email. These would typically be used if a club is cancelled at short notice due to illness or if a match or trip is likely to return after the published time.

Uniform

Uniform can be purchased at:

Stevensons (open 9:00am to 5:30pm Monday to Saturday)
254 Banbury Road
Summertown
Oxford
OX2 7HN

Tel: 01865 554559
Web: www.stevensons.co.uk
Email: customerservices@stevensons.co.uk

Orders for Stevensons may be made in person, online or by telephone and Stevensons will deliver to The Manor. Stevensons offer an alteration and name-tape sewing service. They also offer personal shopper pre-booked appointments and late opening in the summer.

Some items are available in the school shop, upstairs in the Bursary.
Other items may be purchased from the School's Second Hand Uniform Shop (SHUS) which is housed on the top floor of The Manor house. It is open at various times throughout the year and dates are on the website http://www.manorprep.org/Second-Hand-Uniform-Shop.

Up to date uniform lists for each area of the school can be found on the website http://www.manorprep.org/Uniform.

Please help us by ensuring that children only wear items on the uniform list. Please buy sensible shoes and adhere to rules surrounding socks and hair ties. Please name all items clearly.

All children should have a named coat in school at all times, whatever the weather!

Jewellery is not permitted in school, though emblems of religious significance may be worn on a neck chain inside the uniform. Only ear-piercing is permitted and in this case children may only wear plain gold or silver studs. Studs must be removed for swimming and all sporting activities. Nail varnish is not permitted. Watches are permitted but must be named.

Ballet uniform is ordered via the ballet teacher, Miss Nattrass and the order form is available on the website http://www.manorprep.org/Clubs-and-Activities.

Lost Property

Please ensure that everything brought into school is named. If you purchase uniform from the Second-Hand Uniform Shop, please remove any former labelling. Lost property boxes (separated into named and unnamed kit) can be found behind the Science and Design Technology block on the way to the back car park and in the cloakrooms across the Early Years Department.

Please note that uncollected items are either disposed of or taken to charity during the holidays.

Manor Rules

Expectations across the school for behaviour are high and are firmly based on our school rules which are:

- Be gentle
- Be kind and helpful
- Work hard
- Look after property
- Listen to people
● Be honest

Our full school rules can be found here http://www.manorprep.org/NewParents.

House System

From Year 1 children are allocated to one of the four houses:

- Eagles – Blue
- Falcons - Green
- Kestrels – Yellow
- Hawks - Red

Siblings will be placed in the same house. Children will need a house t shirt in their house colour for house events. Children can obtain merits for a variety of achievements within school and these are counted up weekly, the winning house enjoying a “treat” at the end of each term.

Parents’ Evenings and Reports

Reports are sent to parents electronically on the last day of the relevant term.

<table>
<thead>
<tr>
<th>Year</th>
<th>Parents’ Evenings</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Nursery</td>
<td>Autumn and Spring Terms</td>
<td>Progress Summary Summer Term (leavers only)</td>
</tr>
<tr>
<td>Nursery</td>
<td>Autumn and Spring Terms</td>
<td>Autumn and Summer Terms</td>
</tr>
<tr>
<td>Reception</td>
<td>Autumn and Spring Terms</td>
<td>Autumn and Summer Terms</td>
</tr>
<tr>
<td>Year 1</td>
<td>Autumn and Spring Terms</td>
<td>Autumn and Summer Terms</td>
</tr>
<tr>
<td>Year 2</td>
<td>Autumn and Spring Terms</td>
<td>Autumn and Summer Terms</td>
</tr>
<tr>
<td>Year 3</td>
<td>Autumn and Spring Terms</td>
<td>Autumn and Summer Terms</td>
</tr>
<tr>
<td>Year 4</td>
<td>Autumn and Spring Terms</td>
<td>Autumn and Summer Terms</td>
</tr>
<tr>
<td>Year 5</td>
<td>Autumn and Summer Term</td>
<td>Spring and Summer Terms</td>
</tr>
<tr>
<td>Year 6</td>
<td>Autumn Term</td>
<td>Autumn and Summer Terms</td>
</tr>
</tbody>
</table>

Class Moves

We reserve the right to shuffle classes at the end of every academic year.

Transport

The Manor offers transport in Manor minibuses (available from Reception age) or a wider network of school buses via the Joint Bus Service (a service available through St Helen’s and Abingdon Schools) from Year 3.

Policies
You are invited to view all the policies and information listed below on our website http://www.manorprep.org/Policies. If you do not have access to the internet, please let us know and we would be delighted to send you paper copies of any of the policies listed here, or you can ask in the School Office where you will be provided with a hard copy.

Please find details of our Academic Achievements and Results on the website: http://www.manorprep.org/Academic-Achievement-and-Results.

You will also find our privacy notice for parents and pupils on the website.

Classlist

Regular communication between parents is important in helping us build a supportive and welcoming school community. The Manor uses an app called Classlist to help enable parents to find and contact each other securely, whilst giving each parent complete control over what data is shared.

Aside from being an online address book, using Classlist you can set up events; form special interest groups; discuss arrangements for parties or liftshares; find a home for old bicycles or school blazers, and volunteer. Please download the app or visit Classlist.com to sign up and select The Manor Preparatory School.

Additional Information for Pre-Nursery

Key Person

On joining your child will be assigned a key person who will become your first point of contact.

Session Times and Alterations to Sessions

Morning sessions run to 12 noon or to 1:00pm if you have booked lunch. Full days end at 3:30pm. Changes to sessions are considered at the start of each term, space permitting. Please contact Mrs Karen Copson (admissions@manorprep.org or 01235 858462) to make changes.

Collection
Please wait in the cloakroom for your child where you may collect your child’s work from the tray as well as picking up your home-school link book and checking your parent information folder.

**Belongings from home**

Of course children may wish to bring a cuddly toy from home as a comforter, particularly in their early days with us but please ensure that these are named and that you take them home at the end of each day. The school is not responsible for missing items.

**Two Year Old Checks**

You will be invited by your child’s key person to attend an informal discussion regarding your child’s key areas of development.

**Nappies**

Please bring in nappies, wipes and cream for your child, together with written instructions. If you prefer to use school products, there will be a charge for this.

**Transition to Nursery**

Children will begin 30 minute weekly visits to Nursery, the term before they move up to help familiarise them with their new classroom and to start to form relationships with the Nursery team.

**Sleep**

Children who stay for full days have a rest or sleep after lunch. A quiet room is made available for this.

**Change of Clothes**

Please ensure that a change of clothes is left in the Pre-Nursery each day.

---

**Additional Information for Nursery**

**‘Ask Me About’**

We have a whiteboard in the cloakroom, highlighting the activities and events of the session that will also be tweeted. This helps stimulate conversations at home.
Session Times and Alterations to Sessions

Morning sessions run to 1:00pm including lunch. Full days end at 3:30pm. Changes to sessions are considered at the start of each term, space permitting. Please contact Mrs Karen Copson (admissions@manorprep.org or 01235 858462) to make changes. For ad hoc additional sessions, please contact your child’s teacher.

Collection

Please wait in the cloakroom for your child where you may collect your child’s work from the tray as well as checking your child’s letter hook.

Belongings from home

Of course children may wish to bring a cuddly toy from home as a comforter, particularly in their early days with us but please ensure that these are named and that you take them home at the end of each day. The school is not responsible for missing items.

Cozy Time

Children who stay for full days have a rest or sleep after lunch during the Autumn and Spring Terms. In the Summer Term, the children have a quiet time to share a story or talk about topic related themes.

Change of Clothes

Please ensure that a change of clothes is left in the Nursery each day.

Forest School

Children will attend Forest School once each week. You will be informed of your child’s sessions at the start of term.

Additional Information for Reception

Dropping off

Although of course you are welcome to spend a few minutes in the classroom settling your child, in Reception we try to encourage a speedy drop off in the mornings.
**Change of Clothes**

Please ensure that a change of underwear (socks, pants, tights) is left each day.

**Homework**

Children will have a book bag containing a phonics/tricky word book as well as reading material/books. We encourage this to be shared daily, just for a few minutes.

**School Bag**

It is essential that children have a proper Manor rucksack in Reception and these are available from the school shop in the Bursary of the Manor house or from the second-hand uniform shop.

**Footwear**

Please ensure that trainers and Wellies are in school each day.

**Water Bottle**

Please send in a named water bottle, refreshed daily.

---

**Additional Information for Year 1**

**Homework**

The pattern of a small but regular amount of daily reading, weekly spelling and mathematics homework continues.

---

**Additional Information for Year 2**

**Individual Music Lessons**

It is recommended that children begin private music lessons (individual instruments) in Year 3. However, some children may be mature enough to begin these in Year 2 after consultation with parents, form teachers and the music teachers.
Homework

Daily reading and regular spelling and Maths homework continues. In the Summer Term an additional piece of homework is set weekly in order to prepare the children for entering Prep. Children are encouraged to take responsibility for completing their homework, as much as possible, independently.

Additional Information for Year 3

Equipment

Children should bring a named pencil case containing the following:

- 6 HB pencils
- 1 eraser
- 1 pencil sharpener
- 1 small set of colouring pencils
- 3 highlighters
- 1 pair of scissors
- 1 glue stick
- 15cm transparent ruler

It is essential that all equipment is clearly named. Pencil cases should be of sensible dimensions to fit into their lift up lid desks. Novelty items such as scented stationery, electric erasers etc. should be kept at home as they are not suitable for school.

Homework

Any set homework should take approximately 20 minutes. Children are expected to read with an adult at least 4 times each week and parents are asked to sign the Reading Diary. There is usually a more creative/research based homework at the weekends.

Sets

Whilst children remain in mixed ability classes, ability driven sets are formed for mathematics, spelling and group reading, mixing children across the year group to form the groups.

Individual Music Lessons

Learning an instrument is encouraged from Year 3.
Additional Information for Year 4

Equipment

Children should bring a named pencil case containing the following:

- 6 HB pencils
- 1 eraser
- 1 pencil sharpener
- 1 small set of colouring pencils
- 3 highlighters
- 1 pair of scissors
- 1 glue stick
- 15cm transparent ruler

It is essential that all equipment is clearly named. Pencil cases should be of sensible dimensions to fit into their lift up lid desks. Novelty items such as scented stationery, electric erasers etc. should be kept at home as they are not suitable for school.

Year 4 use a handwriting pen – a Nexus Handwriter Pen – as recommended by the National Handwriting Association. A pen will be given to your child to use in school and an additional pen will be given for your child to keep at home for homework. The cost will be added to your end of term account.

Homework

This will be 20 minutes each evening. Children are expected to read with an adult at least 4 times each week and parents are asked to sign the Reading Diary. There is usually a more creative/research based homework at the weekends.

Sets

Whilst children remain in mixed ability classes, ability driven sets are formed for mathematics, spelling and group reading, mixing children across the year group to form the groups.

Residential Trip

There is a one night residential trip to the Ridgeway in the Summer Term. Full details are sent home by letter, together with the appropriate permission request.
Additional Information for Year 5

Equipment

Children should have the following items with them:

- Sharp pencils
- An eraser
- Pencil sharpener
- Small set of colouring pencils
- Large Pritt stick
- Pair of scissors
- A highlighter pen
- A geometry set
- A 30cm transparent ruler
- A 15cm transparent ruler
- A sturdy pair of compasses
- A transparent protractor
- A fountain pen with blue cartridges (we recommend Parker Victor pens – these and cartridges are available from the school shop in the Bursary)
- Black, blue, green and red fine liner pens
- A basic calculator with only simple mathematical functions

It is essential that all equipment is clearly named. Pencil cases should be of sensible dimensions. Novelty items such as scented stationery, electric erasers etc. should be kept at home as they are not suitable for school.

Teaching Style

From Year 5, The Manor operates a more senior school style of learning where the skills of independence are refined. Children are expected to move rooms for lessons and are taught by specialists in each of their subjects. This also means that the children are carrying around a fair amount of books etc and a sensible, sturdy school bag is advisable.

Sets

Whilst children remain in mixed ability classes, ability driven sets are formed for mathematics.

Homework
Homework should be 30 minutes each evening and children are provided with a Homework Diary.

**Residential Trip**

There is a two night residential trip to Osmington Bay in the Summer Term. Full details are sent home by letter, together with the appropriate permission request.

---

**Additional Information for Year 6**

**Equipment**

Children should have the following items with them:

- Sharp pencils
- An eraser
- Pencil sharpener
- Small set of colouring pencils
- Large Pritt stick
- Pair of scissors
- A highlighter pen
- A geometry set
- A 30cm transparent ruler
- A 15cm transparent ruler
- A sturdy pair of compasses
- A transparent protractor
- A fountain pen with blue cartridges (we recommend Parker Victor pens – these and cartridges are available from the school shop in the Bursary)
- Black, blue, green and red fine liner pens
- A basic calculator with only simple mathematical functions
- A sensible, sturdy school bag

It is essential that all equipment is clearly named. Pencil cases should be of sensible dimensions. Novelty items such as scented stationery, electric erasers etc. should be kept at home as they are not suitable for school.

**Homework**

Homework should be 40 minutes each evening and children are provided with a Homework Diary.
Residential Trip

There is a four night residential trip to France in the Summer Term. Full details are sent home by letter, together with the appropriate permission request.

Senior School

If you would like to discuss any aspect of the transition to or registration at senior schools, please contact the Head’s PA, Mrs Nicole Burroughs on 01235 858479 or headspa@manorprep.org to make an appointment.