



## Joining Manorcroft Primary School - Important Information

### The School Day

- The school gates are open daily from 8.40 - 8.55am, allowing a 15 minute window to drop-off in the morning.
- YR, Y1, Y2 & Y4 access the site via the main pedestrian gate (by Manorcroft Nursery) and Y3, Y5 & Y6 access the site via the small pedestrian gate (by the Bowls Club).
- All children walk independently into school and make their own way to the classroom, where early morning work is available daily from 8.40am.
- Morning registration is at 8.55am prompt - if your child arrives after this time, then they will be marked in as late.
- All latecomers must report to the main school office, where they will be signed in before going to their classroom.
- The morning session ends at 12.15pm for lunch and the afternoon session starts promptly at 1.15pm.
- The school day finishes at 3.15pm.

### Attendance

We expect that all children will:

- attend school 100%, unless there is a genuine reason for absence
- arrive at school punctually
- attend school appropriately prepared for the day

### Absence

- If your child is unwell and unable to attend school, please report the absence each day via email - [absence@manorcroft.surrey.sch.uk](mailto:absence@manorcroft.surrey.sch.uk). Please note, we require an explanation for the absence.
- If your child needs to be collected early during the day (eg. for a medical/dental appointment), then you'll need to provide proof of the appointment, ideally in advance. Where possible, all appointments should be made outside of school time. Please report to the school office, where you'll be asked to sign your child out.
- No parent/carer can demand leave of absence during term-time for their child as a right and authorisation cannot be given retrospectively. Permission for absence during term time is at the school's discretion and will only be granted in exceptional circumstances. If a family needs to request absence in term-time then an 'Application for Leave of Absence' form should be obtained from the Admin Team or school website, completed and submitted to the Headteacher.
- The Surrey Inclusion Service, acting on behalf of Surrey County Council, may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence of 5 days or more from school.
- Please read our Attendance Policy for full details, which is available on the school website.

### Contact Details

- Please notify the school immediately of any change of address, phone number or emergency contact.
- **It is essential that we have the phone number of at least 3 people locally** (ie. within 15 minutes of the school) whom we can contact in an emergency during the school day.

### Communication

- We communicate regularly via email. This allows us to share news and information in an efficient and timely manner. Sometimes we send out communications to the whole school, other times they are class/year group specific.
- Regular communications include a weekly 'Awards' letter on a Friday and monthly Newsletters, 'Diary Dates' and online safety updates.
- Copies of most publications can be found on the school website.
- The website calendar is a useful place to start if you're looking for a whole school overview of events.
- One of the best ways to stay up-to-date is to follow us on Twitter - we regularly post photos, updates, flyers and links.

### Online Payments

- We no longer accept cash or cheque payments.
- All payments for school meals, activities and visits are made online via [Scopay](#).
- All details for registering with Scopay can be obtained from the Admin Team.
- If you have more than one child at the school, the accounts can be merged so you will only need to login once for all your children.



## School Meals

- All school meals must be booked and paid for in advance online via Scopay.
- Please see the school website for full details, or speak to a member of the Admin Team for assistance. The cost of a meal is currently £2.70 per day (from September 2023).
- All YR-Y2 are currently offered a free meal every day, as part of the government Universal Infant Free School Meal (UNIFSM) arrangement. If you would like to take the offer up, you still need to book the meal choice online.
- If your child has any specific dietary requirements for medical reasons, please complete a 'Special Diet Request' form via the school office.

## Uniform

- School uniform is available from School Uniform Direct, 23 High Street, Staines, TW18 4QY, or can be ordered [online](#).
- Full details and the overview for each key stage is available on the school website.
- **Please ensure that all uniform, lunch boxes, school bags and book bags are clearly named.**

## Breakfast Club

- At Manorcroft we offer a daily Breakfast Club from 7.30am - 8.40am, at the cost of £7 per day.
- Children are offered a range of breakfast options such as cereal, toast, croissants, juice and milk, and have time to play quiet games with their friends, before being escorted to class in time for morning registration.
- All places must be pre-booked and paid for via Scopay.
- Please note, we accept childcare vouchers as payment - please contact the Admin Team for further information.

## XT Club

- XT Club offer daily wrap-around after school provision, from 3.15pm - 6pm.
- This is held on the school site and primarily uses the Harvard room, Hall and outside areas.
- All places must be pre-booked and paid for directly with the XT Club (childcare vouchers are accepted).
- Further details can be found on the school website.

## Pupil Premium

- Universal Infant Free School Meals (UIFSM) should not be confused with Free School Meal (FSM) eligibility.
- Every school receives an allocation of funding based upon the number of children who are eligible for FSM.
- The Pupil Premium funding is carefully targeted to enhance teaching and learning opportunities for all children across the school.
- If your child does not receive Free School Meals, but may be eligible because of your family's income levels, please contact the Admin Team (in confidence) to register them. Even if you do not wish to take up the offer of the free meal provision, the school may be able to claim Pupil Premium funding that could then be used to support the school.

## Security

- All visitors to the school must report to the school office, sign in and wear a badge for the duration of their stay.
- For the safety of all children and staff, the vehicle gates will be closed during the school day.
- **There is no parking on site for parents.**

## PTA

- All parents are automatically members of the PTA.
- The PTA supports the school in many ways by fundraising for extra items of equipment and organising social events throughout the year.
- They warmly welcome any offers of help and hold their AGM in the Autumn Term, which you are invited to attend.
- Further details can be found on the school website.

## Manorcroft Admin Team

Tel: 01784 432155  
Email: [info@manorcroft.surrey.sch.uk](mailto:info@manorcroft.surrey.sch.uk)  
Website: [www.manorcroftschool.co.uk](http://www.manorcroftschool.co.uk)