MANORCROFT PRIMARY SCHOOL

Joining Manorcroft Primary School - Important Information

The School Day

- The school gates are open daily from 8.35 - 8.45am, allowing a 10 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 8.35am.
- Morning registration is at 8.45am 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 12.05pm for lunch and the afternoon session starts promptly at 1.00pm.
- 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. 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 Attendance Service (SAS) 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.
- Every Friday we send home the Weekly Bulletin; our monthly communications include the most recent 'Diary Dates' and an online safety update covering pertinent topics of interest.
- 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 Instagram - we regularly post photos and updates.

Online Payments

- We no longer accept cash or cheque payments.
- All payments for school activities and visits are made online via Scopay.
- 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 linked so you will only need to login once for all your children.

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School Meals

- Children have the choice of bringing in a packed lunch from home each day or having a hot school meal option.
- The school catering company is The Pantry - all school meals must be booked and paid for in advance.
- The cost of a meal is currently £2.90 per day / £14.50 per week (from September 2026).
- All YR-Y2 are currently offered a free meal every day, as part of the government's Universal Infant Free School Meal (UNIFSM) arrangement. If you would like to take the offer up, you still need to select a meal choice online.

Free School Meals

- Universal Infant Free School Meals (UIFSM) should not be confused with Free School Meal (FSM) eligibility.
- FSM eligibility is based on your family's income levels. Please contact the Admin Team (in confidence) to find out further information.

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, bagels, yoghurt and milk.
- Once breakfast has been eaten, a range of games and activities are available such as Lego, board games, puzzles and drawing.
- 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.

Security

- All visitors to the school must report to the school office, sign in and wear an ID lanyard for the duration of their stay.
- For the safety of all children and staff, **parents are not allowed to drive onto the school site at any time**, unless it is before 8am (early Breakfast Club drop-off), after 5pm (late XT Club pick-up) or there is an emergency.
- **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
Website: www.manorcroftschool.co.uk