

**2022/2023**

**Manor Drive Secondary Academy**



**Information  
for Parents of  
New Students**

Manor Drive Secondary Academy is part of the Four Cs Multi Academy Trust



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# Welcome from the Headteacher



Welcome!

I would like to start by thanking you for choosing Manor Drive Secondary Academy as the next phase of your child's education. I also extend a very warm welcome to your child who will be making their own piece of local history as the first generation of students at our Academy. It is an exciting year ahead for yourselves, your child and the team here at Manor Drive. A brand new, beautiful school building awaits with new facilities and an abundance of space and light. Whilst we believe in following traditional curriculum subjects, your child can look forward to exciting and innovative lessons from our inspiring teaching team.

We believe education is a partnership between home and school. Over the coming months and years, I look forward to sharing the journey from now until your child successfully graduates in the summer of 2027, fully equipped with the life skills and qualifications needed for the next exciting stage of their lives.

Our motto is simple but is the foundation to all we do:

“Knowledge, Strength, Respect and Ambition”

It forms the basis of our Home Academy agreement and they are values we hope you will embrace and discuss in your family environment.

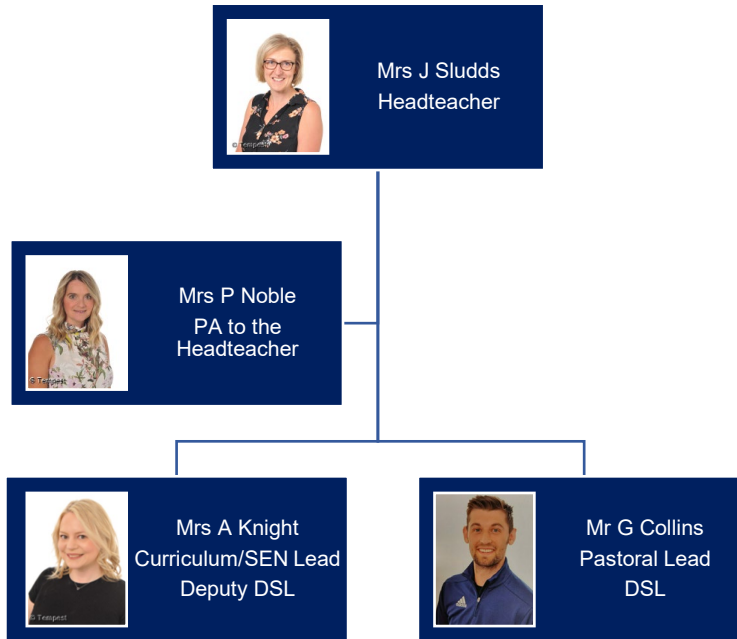
Beginning secondary school is a key milestone in your child's life and we appreciate it can be a daunting time for both parents and children. We hope that our transition plans (further information is included in this booklet) will help alleviate any fears you may have whilst giving a taste of the exciting times ahead. This booklet contains some essential information which I hope you will find helpful or if you have further questions please do not hesitate to contact us.

When I began my “Manor Drive journey” back in June 2018 I had not even considered that one day I would be writing a welcome letter to parents! Time has flown by and I now cannot wait to finally officially open the doors to your child on September 5th this year.

**Jo Sludds**  
Headteacher

# The team around your child

We feel it is important that you know who will be responsible for your child when they are attending Manor Drive Secondary Academy and who to contact should you have a question or concern.



If you need to contact the Academy, in the first instance, please email [office@manordrivesecondary.org.uk](mailto:office@manordrivesecondary.org.uk) and your query will be directed to relevant person.

<b>Teacher of Maths</b>	Miss E Ding
<b>Teacher of English</b>	Mrs A Knight
<b>Teacher of Expressive Arts &amp; Technology</b>	Mrs Z Young
<b>Teacher of Science</b>	Mrs E Benton
<b>Teacher of PE</b>	Mr G Collins
<b>Teacher of Humanities</b>	Mr T Boiling
<b>Teacher of Modern Foreign Languages</b>	Mr D Loftus

We are incredibly proud of the Manor Drive team. For further information on each member of staff please see our website: [www.manordrivesecondary.org.uk](http://www.manordrivesecondary.org.uk)

# Supporting your child

From today onwards we would strongly recommend you have regular conversations with your child about moving up to our Academy. Frequent discussions will normalise the move, allow them to ask questions and voice fears, while you can dispel any myths they may have heard about secondary school.

Use the Home Academy Agreement to talk about our core values, so they understand what each means. It will be really enjoyable to hear why they think each value is important and they may well surprise you with some of their ideas. We suggest you keep a note of their thoughts and have the same conversation when they are due to leave the Academy, the comparison will certainly be interesting.

When they receive their planners for September, take time to look at it with them particularly the information pages. From then we ask you to look at their planner on weekly using it as a basis for discussion with them, for example what their homework is or what went well in that week. It is also an opportunity to communicate with your child's form tutor.

They will also receive school maps and their first timetable on 5 September. A timetable of different teachers and different rooms is all new to them so take time to look at it with them, maybe quizzing them on how they would get from one lesson to the next using the quickest possible route.

Finally – just keep talking to them about school life. They will have so much to tell you and love that you are interested!



# The Academy day

The school day is slightly longer at Manor Drive Secondary Academy than many other schools. We have taken the important decision of making the enrichment sessions part of the school day, which will give all students the opportunity to get involved.

The Friday afternoon celebration event is a fantastic opportunity for your child to have their successes rewarded and recognised. A whole Year event that will bring the children together to reflect on the week and motivate them to achieve in the week ahead.

Children need to be on site by 8.25am ready to start their day at 8.30am.

Doors open at 8.00am.

Activity	Start (Monday – Thursday)	End (Monday – Thursday)	Start (Friday)	End (Friday)
<b>Registration and PSHE</b>	<b>8.30 am</b>	<b>9.00 am</b>	<b>8.30 am</b>	<b>9.00am</b>
Lesson 1	9.00 am	9.50 am	9.00 am	9.50 am
Lesson 2	9.50 am	10.40 am	9.50 am	10.40 am
<b>Break</b>	<b>10.40 am</b>	<b>10.55 am</b>	<b>10.40 am</b>	<b>10.55 am</b>
Lesson 3	10.55 am	11.45 am	10.55 am	11.45 am
Lesson 4	11.45 am	12.35 pm	11.45 am	12.35 pm
<b>Lunch</b>	<b>12.35 pm</b>	<b>1.25 pm</b>	<b>12.35 pm</b>	<b>1.25 pm</b>
Lesson 5	1.25pm	2.15 pm	Celebration Event	
Lesson 6	2.15 pm	3.05 pm		
Enrichment (Monday – Thursday)	3.15 pm	3.45 pm	1.25 pm	2.00 pm

# Term dates 2022/2023

## Autumn Term

<b>Training Days 1 and 2</b>	<b>Thursday 1 September and Friday 2 September 2022</b>
School opens	Monday 5 September 2022
Training Day 3	Friday 7 October 2022
Half Term	Monday 24 October to Friday 28 October 2022
School ends	Wednesday 21 December 2022

## Spring Term

<b>Training Day 4</b>	<b>Wednesday 4 January 2023</b>
School opens	Thursday 5 January 2023
School ends	Friday 10 February 2023
Half Term	Monday 13 February to Friday 17 February 2023
School opens	Monday 20 February 2023
School ends	Friday 31 March 2023

## Summer Term

<b>Training Day 5</b>	<b>Monday 17 April 2023</b>
School opens	Tuesday 18 April 2023
May Day	Monday 1 May 2023
School ends	Friday 26 May 2023
Half Term	Monday 29 May to Friday 2 June 2023
School opens	Monday 5 June 2023
School ends	Wednesday 19 July 2023



# Enrichment




Manor Drive Secondary Academy believe that the wellbeing of our students is paramount to a happy and successful education.

To this end, the last lesson of the day Monday to Thursday has been dedicated to student enrichment.

This is an amazing opportunity for the students to get involved in activities that are different from the traditional curriculum.

Part of our enrichment is called Mind, Body and Goal, where every half term, your child will choose three activities that will support their physical and mental wellbeing.

One element will come with a 'Goal', a target that they will set themselves to achieve and something they will discuss with their form tutor. Examples of the activities on offer are below:

 MIND	<ul style="list-style-type: none"><li>•Yoga and meditation</li><li>•Mindfulness colouring</li><li>•Board games/chess</li><li>•Gardening</li><li>•Music appreciation</li><li>•Letter writing (Pen Pal)</li><li>•School Choir</li><li>•Debating club</li><li>•Puzzles</li><li>•Military Skills Club</li></ul>	 BODY	<ul style="list-style-type: none"><li>•Running club</li><li>•Fitness circuits</li><li>•Nutritional awareness</li><li>•5 a side football</li><li>•Hockey club</li><li>•Badminton club</li><li>•Touch rugby</li><li>•Rounders</li><li>•Aerobics/gym</li></ul>	 GOAL	<ul style="list-style-type: none"><li>•School magazine</li><li>•Eco awareness club</li><li>•Fitness challenge</li><li>•British sign language</li><li>•Decorate the school – notice boards, displays, public areas</li><li>•Tutoring with the Primary School</li><li>•Junior Medics Course</li><li>•Online IT courses</li></ul>
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Another part of our enrichment is about the wider world outside of school. There will be many opportunities for trips and visits and we will be inviting yourselves and the local community to come to our Academy and work with your children.

# What happens next for me as a parent / carer?

There are a number of aspects you should be considering now and in the lead up to the summer. Some are practical things you can do, others are ensuring your child is fully equipped for the first day and beyond. You may also want to spend some time talking with your child about the Academy and its expectations or addressing any fears or questions they may have.

## Practical Jobs or Administration

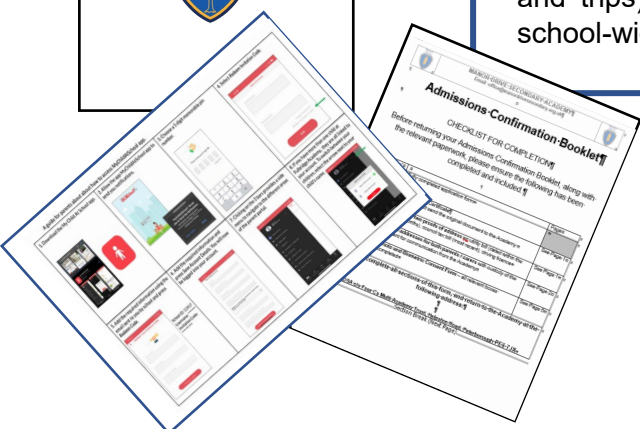
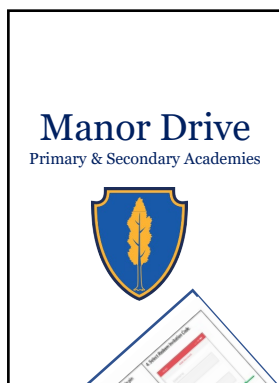
May

## Admissions Booklet

You will have received your 'Admissions Confirmation Booklet'. This needs to be completed and returned to us with a copy of your child's birth certificate and two proofs of address. If you have yet to do so, please complete this and return it to us. This may feel an onerous task, but this information is really important to us allowing your child to be added to our school systems. Of course, this is essential for our administration but it will also help your child – for example ensuring they get their timetable on the first day and that we are able to send rewards home to you when they have done well.



You should also download the 'MyChildAtSchool' application as soon as possible. The instructions came with your 'Admissions Confirmation Booklet' and this will allow you to set up your payment system (for things such as school meals and trips) plus the Academy will then be able to send out school-wide communications to you.



# Uniform







May -  
July

A really important aspect is uniform and we are pleased to be working in partnership with Total Clothing to provide a stylish, smart, good quality and value offer. Your child has chosen to be part of Manor Drive Secondary Academy and they should be proud to wear the correct uniform at all times.





## TOTAL CLOTHING

No9 Botolph Trading Estate, Oundle Road, Peterborough, PE2 9QP ( Tel 01733 394758)

Ordering online is available: [www.totalclothing.co.uk](http://www.totalclothing.co.uk)

Garment	Colour	Information	Picture
Jumper/Cardigan	Royal Blue	With Academy crest	
Academy Tie	Navy Blue	With Academy crest and appropriate house colour	
 <b>The <u>above</u> items must be bought from TOTAL CLOTHING</b> 			
Shirt / Blouse	White	Formal and plain (short or long sleeved is acceptable) Must have a hard collar to enable a tie to be worn.	
Trousers	Navy Blue	Must be a traditional formal 'suit' style trouser and must be full length (non jeans style) No casual or 'skinny type' trousers acceptable.	
Skirt	Navy Blue	Charleston style skirt. It has a back zip, deep yoke and all round knife pleats.	
 <b>The <u>above</u> items are available from TOTAL CLOTHING</b>  <b>but can be purchased elsewhere if the style meets the uniform requirements.</b>			

Garment	Colour	Information
Tights	Black, navy or neutral	Plain no patterns
Socks	Black, navy or white	
Footwear	Plain, dark colour	Traditional / formal style in leather or leather style – heels must not exceed 6cm. No trainers / canvas style shoes will be acceptable. Shoes manufactured by trainer companies, with logos or badges will be viewed as trainers.

PE UNIFORM		
Compulsory	Information	Picture
Polo Shirt	With Academy crest	
Zip Training Top	With Academy crest	
 <b>The <u>above</u> items must be bought from TOTAL CLOTHING</b> 		
Navy tracksuit bottoms	Can be purchased anywhere	
Navy shorts	Can be purchased anywhere	
White sports socks and navy football socks	Both girls and boys. Can be purchased anywhere	
Shin pads, Gum shield	For hockey and football. Gum shield must be worn for hockey and rugby	

# Equipment

May -  
July

Ensuring that your child is suitably equipped for all their lessons will aid their success. The first step is purchasing these (it's much better fun if you take them shopping with you!) and then encouraging to pack their bag every evening with all that is needed for the following day.

Compulsory	Optional	Not allowed
<ul style="list-style-type: none"> <li>✓ A bag</li> <li>✓ Pens</li> <li>✓ Pencils</li> <li>✓ Pencil case</li> <li>✓ Ruler (15 cm)</li> <li>✓ Coloured Pencils</li> <li>✓ Eraser</li> <li>✓ Pencil Case</li> <li>✓ Protractor</li> <li>✓ Calculator</li> <li>✓ Compass</li> <li>✓ Planner (provided by the Academy)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Dictionary</li> <li>✓ Felt tip pens</li> <li>✓ Set squares</li> </ul>	<ul style="list-style-type: none"> <li>X Tippex</li> <li>X Aerosols</li> <li>X Mobile phones</li> <li>X Anything of high value</li> <li>X Money</li> </ul>

**My Shopping List**

- Total Clothing Uniform
- Generic Uniform
- Shoes and trainers
- Coat
- Bag
- Stationery
- PE Bag
- Lunch box (if needed)
- Water bottle

May -  
July

# Chromebooks



At Manor Drive Secondary Academy we feel it is important that **all students** have access to up to date technology. To this end, we have teamed up with Dataspire and Edde to offer an affordable way of providing your child with an excellent product. We realise that starting Secondary School is an expensive time for parents and have worked hard to find a durable, cost effective Chromebook with a support package and insurance. The Chromebook we have selected is designed specifically for educational use and comes with an 'inking device'.

The Chromebook will be used in most lessons, daily and your child would be expected to bring their device with them to school every day.

There will be charging facilities available at the Academy. The shop portal is available on the link below:

<https://manordrive.parentportal.biz> then enter the school shop code: MDA1-1

Please see the additional leaflet enclosed with this booklet for further information.

## How much will the device cost?

- The cheapest monthly instalment option is £14.82 (over 36 months). There are other payment options available such as £21.39 (over 24 months) or you can pay in one lump sum if you prefer.

## My child already has a laptop, do I need to purchase this?

- We understand that many children may already own a device at home. The device we are proposing is specifically designed for educational use. It is important that all of the children have the same device to ensure compatibility with lesson resources and communication with their teachers.

## What if the device goes wrong?

- The device is not provided by the Academy. In the event of a repair being required please contact Dataspire. The Academy has a number of spare devices to use in the meantime.

Portal opens 1 June 2022

Portal closes 10 July 2022

First instalment 1 September 2022

If you choose to pay in one lump sum the payment will be taken at the time of ordering

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[www.manordrivesecondary.org.uk](http://www.manordrivesecondary.org.uk)



manordriveacademies

# What happens next for my child?

The next months will be filled with excitement as they begin to learn more about their new school; teachers and friends. As we are a brand new school, they also have their very first tour to look forward to! It is also common to be nervous about this big change, so we have developed a transition plan that will support all.

May  
and  
June

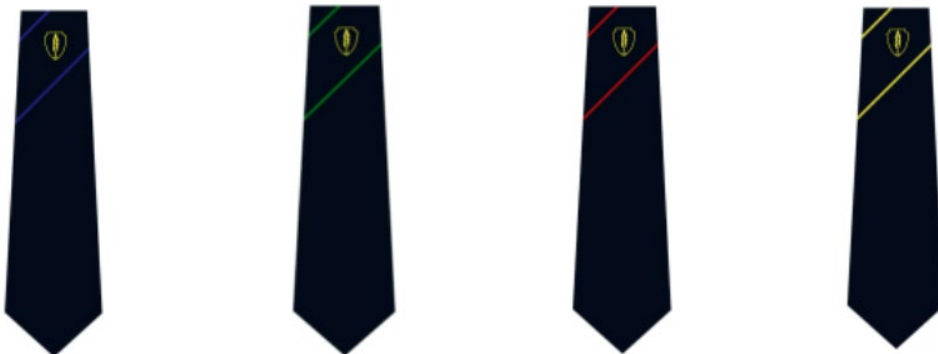
## Primary Visits

Over the coming weeks member of our senior team will be coming to visit your child in their primary school. This gives us an opportunity to tell them more about our school and the year ahead and a chance for them to ask questions. We will also spend time with their class teacher to find out more about your child as we feel it is important to know about them as an individual before they even enter the building.

July

## Primary Transition Day

The 6 July is Primary Transition Day, where all students in Peterborough spend a day in their new Secondary School. We are delighted to be able to hold this event in our brand new school and cannot wait to see your child's excitement as they take their first tour of the building. The day is an opportunity for them to meet their form tutor and the other students in that group and take part in fun, team building activities. We will be holding a 'Time Capsule Ceremony' ( you will also be invited to this part of the day) and asking students to contribute to our wellbeing garden or help name our classrooms. It is also the day they learn which 'house' they are in and are presented with the gift of their first school tie in those house colours. Please keep the tie safe until September! If it's lost you will need to purchase one from Total Clothing.



FREE  
GIFT!

# Your child's first day

Sept

The first day of the academic year and our official opening is 5 September. Your child's day will start at 8.30am with a welcome assembly from the Headteacher and other staff. We are suspending our 'normal timetable' for that day so we can focus on your child familiarising themselves with their form tutor, peers, the building and our Academy expectations. From the 6 September, they will be following their timetable, something very new to them. They should be reassured that it is new to every child in the school and all the staff will help them understand it.

As a welcome to our very first cohort of students, we have made the decision to offer an Activity Day on 13 September. Normally this would be an activity that we would ask for a small contribution from parents / carers. As this is a special year, we are funding this Activity Day. **You will not be asked for any financial contribution.**

The company we have chosen to provide this amazing opportunity is "The Problem Solving Company" for a fun day of activities. This will be another opportunity to build on their team-working skills and further develop relationships with their peers and form tutor. You will be provided with more information nearer the time.



FREE





# Behaviour expectations

## Behaviour and Discipline

Students, staff, parents / carers and Governors should work together to achieve the following:



## General Guidelines

It is essential to create a safe, happy and controlled atmosphere so the educational function of the Academy can be provided successfully. Students have an entitlement to be educated and also to spend their school years in a well managed, secure and ordered environment.

We have a very simple belief that every child has the right to learn and every teacher has the right to teach.

The guidelines on the following page will be displayed in all classrooms and the consequences of not meeting the guidelines will be discussed with them.

It is important that parents / carers support the school with any sanctions as this makes boundaries clear to the students.





# OUR POSITIVE LEARNING ENVIRONMENT

## OUR LEARNING PRINCIPLES

- Every student has a right to learn
- Every teacher has a right to teach
- All students and staff have a right to feel safe



## OUR CLASSROOM EXPECTATIONS

- ✓ Arrive on time
- ✓ Stand/sit quietly
- ✓ Listen to instructions
- ✓ Be equipped for lessons
- ✓ Complete work and homework to the best of your ability



## CONSEQUENCES IF YOU DO NOT MEET EXPECTATIONS:

### REMINDER

Your teacher will issue a reminder and state the reason. You must not question this reminder or argue with your teacher.

### CHOICE

At this point, your teacher will give you a verbal choice to either correct your behaviour or to be exited from the class if poor behaviour continues. If you continue to fail to meet the expectations, you will be sent to work elsewhere.

### LEAVE

You will be collected by a member of the Senior Team or sent to isolation. If you still fail to meet expectations your teacher will call your parents to discuss your behaviour and a sanction.

# Free school meals

Cambridgeshire County Council, Education Welfare Benefits Service are the free school meal (FSM) entitlement provider for the Academy.

If you feel that you may be eligible, we would be grateful if you could complete a FSM application. Please complete an online application if you are claiming any of the following:

- Income support; or
- Income Based Job Seekers Allowance; or
- Income Related Employment and Support Allowance or
- Child Tax Credit, as long as you do not get Working Tax Credit and whose annual income (as assessed by HM Revenue & Customs) does not exceed £16190; or
- Support under part V1 of the Immigration & Asylum Act 1999; or
- Guarantee element of State Pension Credit
- Universal Credit (with an annual take home pay of no more than £7400 as assessed by earnings from up to three of your most recent assessment periods)

Making an application is quick and simple to do using the online application form at: [www.cambridgeshire.gov.uk/freeschoolmeals](http://www.cambridgeshire.gov.uk/freeschoolmeals) selecting "no" when asked if you have had a previous claim.

- Online application form offers a faster, easier and more convenient application process
- Instant result upon submission of online form
- No need to create an online account
- Reduces application errors through computer assisted form validation
- Enables applications to be made in private via PC, tablet, or mobile phone.
- Paper/telephone application available for those with no Internet access.
- No need for any further applications throughout child's school years (unless the child moves to another county) as all previously rejected applicants are regularly re-checked for eligibility.

If you do not have Internet access you can give the team a call on 01733 703200 and they can send you a form to complete by post. Paper forms should be returned to;

**Education Welfare Benefits Team (Free School Meals)**  
**Cambridgeshire County Council**  
**OCT 1222, Shire Hall**  
**Cambridge**  
**CB3 0AP**

# Other important information

## Student Absence

If your child is absent, please contact the Academy via the dedicated student absence email address:

[absence@manordrivesecondary.org.uk](mailto:absence@manordrivesecondary.org.uk)

In all cases of absence, parents / carers are required to notify the Academy daily. If the absence is likely to exceed one week, the Academy should be informed of the nature of the illness as soon as possible. Please view our Attendance Policy on the Academy website for further information.

## Parental Holidays in Term Time

In accordance with Government guidelines, to support our Attendance Policy and student learning we will not be authorising holidays of any length taken during term time. Applications will be considered in exceptional circumstances by the Headteacher.

This does not affect leave of absence for special events such as competing in a national sporting event or in a theatrical production.

## Dental Appointments and Medical Treatment

Absence for dental appointments and medical treatment is permissible providing the Form Tutor is shown the appointment letter beforehand and there is an appropriate note from the parent / carer inside their student planner.

## School Meals

A lunchtime meal may be purchased in our refectory or your child can bring a packed lunch. All food should be eaten during break or lunchtime and only in designated areas. We operate a cashless catering system therefore students will not have to carry money around the Academy. Families who claim Income Support and / or are on a low income are eligible for Free School Meals. Please make an application through the link on the 'School Meals' page of the Academy website. You will need to do this even if your child had Free School Meals in Primary School.

## Mobile Phone Restrictions

Students are not permitted to use their phones whilst at Manor Drive Secondary Academy. We run a 'door-to-door' policy which means that when the students are on the Academy grounds or in the building, they are not permitted to use their phones.

Students are reminded that their phones will be confiscated should they be seen in use.

Full details on this and all other school policies are available on the website:

[www.manordrivesecondary.org.uk](http://www.manordrivesecondary.org.uk)

Students bring their mobile phone to school at their own risk. We understand that there may be exceptional circumstances where phones may need to be used at some point in the day. Should this need arise, your child should contact Main Reception.

# Visit us

There will be a number of opportunities between now and Christmas for you to visit us:

**6 July** – Time Capsule Celebration  
Year 6 Move Up Day



**1 September** – Information Evening  
for Parents



**17 October** - Meet the Tutor Day



**7 December** – Celebration Evening

You will be notified by email to advise details of each event nearer the time.

Parent and community involvement is important to us at Manor Drive. If you have any questions regarding being involved in ways such as parent / teacher association, or as a Parent Governor, please email: [office@manordrivesecondary.org.uk](mailto:office@manordrivesecondary.org.uk)

# Additional music opportunities

Manor Drive Secondary Academy is excited to be partnering with Noise Tuiton to provide additional music lessons within the school.

Noise Tuiton take your child on a music journey, be that going through the grades, learning songs they like or simply encouraging their musical development.

Noise tuiton will offer the following at Manor Drive Secondary Academy:

Piano – classical and modern  
Guitar – Acoustic, electric and bass  
Drums  
Vocals / singing

The charges will be £13 for a 20 minute individual lesson or £19 for 30 minutes.

How do I book my child's lessons?

There is no letter to return or money to school, simply visit:

[www.noisetuition.com](http://www.noisetuition.com) and select "Get Lessons" and you will be booked up before you know it! You will receive email updates after each lesson so you will always be in the loop.

If you have any questions regarding additional music tuiton please contact [hello@noisetuition.com](mailto:hello@noisetuition.com) or call 08443 573470.

NOISE TUITON



# Checklist

- Return my completed admissions forms
- Buy uniform, shoes and bag
- Sign up for a Chromebook
- Buy stationery
- Download MCAS app
- Apply for Free School meals if required