

**2023/2024**

**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 that very special step up to secondary education. 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 5 years time, 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.

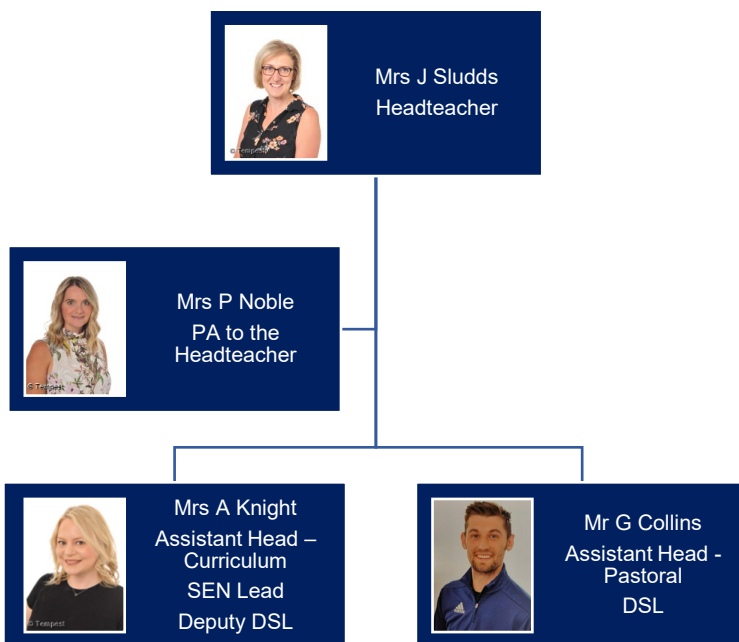
Beginning secondary school is a key milestone in your child's life and we appreciate it can be a daunting time for both parents and children. We hope that our transition plans (further information is included in this booklet) will help alleviate any fears you may have whilst giving a taste of the exciting 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.

My team and I are very much looking forward to welcoming your child in September 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 Mrs A Pantling Miss P Tee
<b>Teacher of Drama</b>	Mrs Z Young
<b>Teacher of Technology</b>	Mrs J Hartley
<b>Teacher of Science</b>	Mrs T Haynes Mrs E Benton
<b>Teacher of PE</b>	Mr G Collins
<b>Teacher of Geography</b>	Mr T Boiling
<b>Teacher of History</b>	Mr G Sewell
<b>Teacher of Modern Foreign Languages</b>	Mr D Loftus Dr C Walker
<b>Teacher of Computing</b>	Mr M Hearn

# 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 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 their first timetable on their first day in 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)	3.05 pm	3.35 pm	1.25 pm	2.00 pm

# Enrichment

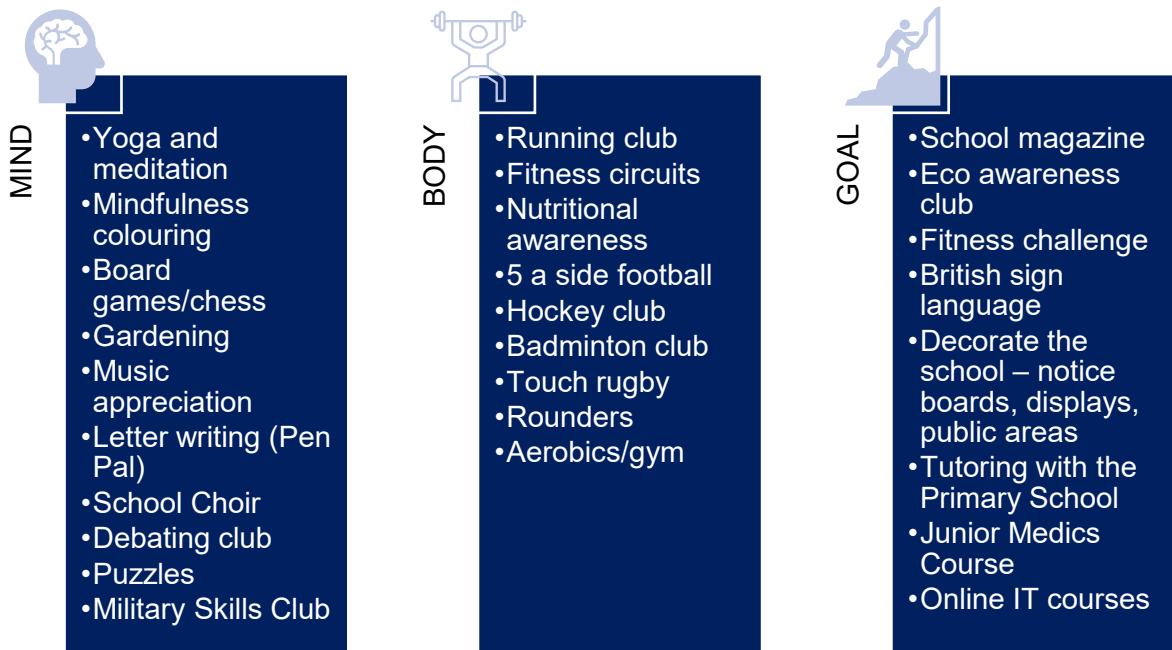
Manor Drive Secondary Academy believe that the wellbeing of our students is paramount to a happy and successful education.

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:



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

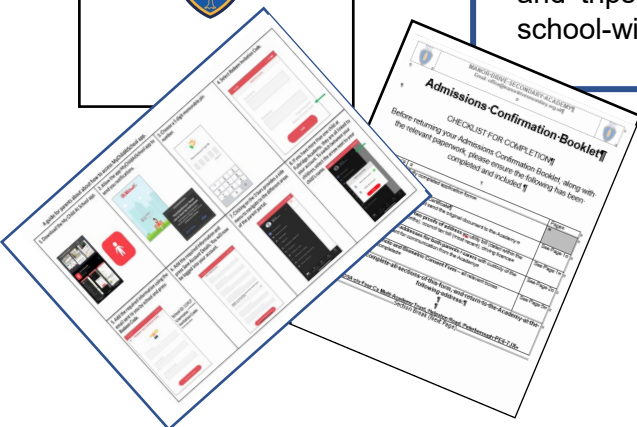
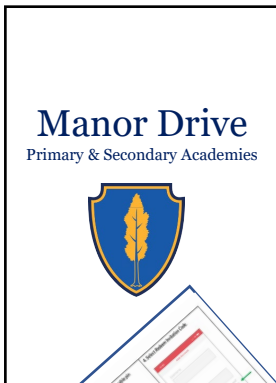
April/  
May

## 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 system. 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

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	
<div>  <b>The <u>above</u> items must be bought from TOTAL CLOTHING</b>  </div>			
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.	
<div>  <b>The <u>above</u> items are available from TOTAL CLOTHING but can be purchased elsewhere if the style meets the uniform requirements.</b>  </div>			

The tie will be available via the MCAS app once your child has been allocated a 'House'. Each tie has a coloured stripe in the House colour. Once purchased on line, the tie will be given to your child at school.



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	
<div>  <b>The <u>above</u> items must be bought from TOTAL CLOTHING</b>  </div>		
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 (this will be available to purchase from our school shop during the first term)</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 a stylus, 3 years insurance, 1 year warranty and a case. Further information on the device strategy can be found on our website [www.manordrivesecondary.org.uk](http://www.manordrivesecondary.org.uk)

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. The shop portal is available on the link below:

<https://manordrive.parentportal.biz> then enter the school shop code: MDA3-3

## How much will the device cost?

- The cheapest monthly instalment option is £15.05 (over 36 months). There are other payment options available such as £21.40 (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. We have IT assistance on site who may be able to help however if the device is broken or damaged you may need request a repair through the insurance included in the device plan. The Academy has a number of spare devices to use in the meantime.

**Portal opens 1 June 2023**

**Portal closes 7 July 2023**

**First instalment 1 September 2023**

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

# 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. It is 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 Pastoral Team will be coming to visit your child in their primary school, via Teams or by a visit to the school by your child. 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.

May  
and  
June

## Other Transition Events

For children with additional needs or if your child is the only one coming to Manor Drive from their primary school, we will be running additional transition events to make the move to secondary school less daunting. We will be in contact shortly to arrange these dates.

July

## Primary Transition Day

The 5 July is Primary Move Up Day, where all students in Peterborough spend a day in their new Secondary School. 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. It is also the day they learn which 'house' and class they are in.

# 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 behaviour guidelines 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.



# 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 may be eligible for Free School Meals. Below is an example of a menu that may be available in the refectory. Every child is entitled to a free porridge breakfast.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Main Meal</b>	Cottage pie topped with sliced sweet potato	Chicken & sweetcorn meatballs with tomato sauce & pasta	Thyme roast chicken breast with roast potatoes & gravy	Beef burger in a bun	Fish fingers with oven baked chips
<b>Vegan Meal</b>	Macaroni & Cheese	Vegetable Jambalaya	Roasted ratatouille with crumble	Homemade vegan burger in a bun	BBQ vegetable quesidillas
<b>Jacket / Pasta</b>	Jacket potato with baked beans	Jacket potato with salmon mayonnaise	Wholegrain pasta with cheese sauce	Jacket potato with baked beans	Pasta with tomato sauce
<b>Sides</b>	Peas & carrots	Cauliflower & Broccoli	Seasonal greens & mashed swede	Sweetcorn & coleslaw	Peas & baked beans
<b>Dessert</b>	Sticky banana bread	Chocolate Shortbread	Mandarin Jelly	Jammy bread & butter pudding with custard	Chocolate mousse
<b>Also available</b>	Fruit platter Choice of breads	Homemade fruit yoghurt, fruit platter Choice of breads	Fruit platter Choice of breads	Homemade fruit yoghurt, fruit platter Choice of breads	Homemade fruit yoghurt, fruit platter Choice of breads

All food is freshly prepared using seasonal produce from local suppliers

We avoid single use plastics and our cooking oil is turned into biodiesel and used for fuel

The food choices promote healthy eating and encourage you to experience a wide range of tastes and flavours

# 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.

## 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 visit our Pastoral Team. Please support the school with this policy by not texting / contacting your child via their mobile phone during the day. Please contact our Main Reception on 01733 598002 with any urgent messages for your child.

# Additional Music Opportunities

Manor Drive Secondary Academy is excited to be partnered 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 are available on the website below.

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 tuition please contact [hello@noisetuition.com](mailto:hello@noisetuition.com) or call 08443 573470.

NOISE TUITION

