

20 June 2017

Dear Parent/Carer

On 10th July, for the final two weeks of 2016/17, we will once again be starting the new school year. Students across the academy will begin their studies for the 2017/18 curriculum and Year 6 will be in school as our Year 7 students.

For the start of the new school year, we are making some minor changes to the academy day which will impact upon lunchtime. All students will have their lunch time between 12:15pm and 1:15pm; there will be a 15-minute Registration/Aspire session at the start or the end of the lunch time (depending upon your child's year group). Can I once again stress to parents that students from Manor Community Academy ARE NOT permitted to leave the school site at lunch time unless they have authorisation from their parent.

If you do authorise your child to leave the academy at lunch time, this means that they must:

- Go to your home or a relative's home at lunch time
- Not return to the academy until the end of the lunch time and be punctual for the start of afternoon sessions
- Not bring food or drink from lunch time into the academy
- Not go to the local shops for their lunch

If you do want your child to go home or to a relative's home for their lunch, please contact the academy for an authorisation letter. This will be posted to you and a pass will be issued to your child. If you do want your child to leave the site during the lunch hour, then the academy cannot accept responsibility for their safety and wellbeing during this time; we strongly advocate that all students remain on site at lunch time. Passes from 2016/17 will not be valid.

Uniform for 2017/18 will remain as is and students are expected to wear their full uniform at all times. There are no changes to our uniform and you can order uniform from TAG who will be based at Manor on the following dates:

- 28th June 3.00 p.m. to 8.00 p.m. **Year 6 only**
- 5th July 3.00 p.m. to 6.00 p.m.
- 12th July 3.00 p.m. to 6.00 p.m.
- 19th July 3.00 p.m. to 6.00 p.m.
- 26th July 3.00 p.m. to 6.00 p.m.
- 2nd August 3.00 p.m. to 6.00 p.m.

- 9th August 3.00 p.m. to 6.00 p.m.
- 16th August 3.00 p.m. to 6.00 p.m.
- 23rd August 3.00 p.m. to 6.00 p.m.
- 30th August 3.00 p.m. to 6.00 p.m. **Pick up only**

Full details of our uniform can be found on our website.

Can I please remind you that students are not allowed to wear trainers, boots or canvas shoes; footwear should be a plain black school shoe and we do not allow trainer style shoes. A full footwear catalogue is available from Wynsors Shoes and they can advise you on appropriate styles.

Our uniform policy also states that students are not allowed extreme hairstyles; this includes shaved styles, patterns shaved into the hair, Mohican style cuts and extreme hair colours. Extreme hair colours are any bright colours which can not be considered to be a natural hair colour. Should you have any questions about hairstyles or hair colours, please contact us before your child makes any changes. Can I also remind you that the only jewellery students are allowed to wear is a wrist watch. Other jewellery will be confiscated.

Attendance to school is extremely important and all instances of student absence will be followed up by our Attendance Team. No holidays during term time will be authorised except in exceptional circumstances and holidays in Year 11 or during the first half term will not be authorised. Please contact the Attendance Team to discuss any pre-planned student absence. If a student's attendance falls below 96%, their place on school visits or trips could be jeopardised.

To keep up to date with all events at Manor Community Academy, please access our website or follow us on Facebook or Twitter. There are many opportunities available to students at Manor and we want your child to make the most of them all.

We look forward to working with you in the coming year, should you have any questions regarding the content of this letter, please do not hesitate in contacting your child's Achievement Leader.

Yours faithfully

Anne Malcolm
Principal