

Welcome to Manor Park

We would like to warmly welcome you to Manor Park Primary School. We are incredibly proud of our school, which has been well established in the local community for the last 70 years!

Our core mission is to offer our wonderful children outstanding teaching and learning experiences in and beyond the classroom.



Our Daily Routine

Gates Open: 8:30am

School Start Time: 8:45am

Break/Snacktime: Mid-Morning

Lunch: 12:00am

School End Time: 3:30pm

Arrivals and Departures

All children will enter school from the paved area outside their classrooms. We encourage the children to enter the cloakrooms independently and ask parents to support us with this. This is in order to prevent unnecessary congestion in the cloakroom areas.

The school day finishes at 3.30 p.m. The gates are opened from 3.25 p.m. for parents to come round into the paved area outside the classrooms. We do not allow the children out of the door until we are sure you are there. Would you make sure that your child understands that he/she must remain in the classroom until you are there to receive them. Please ensure staff are aware of any changes to the usual person who picks your child up as in line with school policy. Children will not be allowed to go with any other person than those staff have been told about.

Manor Park Primary School



School Uniform

Our uniform consists of:

- Grey or black trousers/shorts/skirt/pinafore dress
- Plain white long or short sleeved shirt
- Green and gold striped tie
- Green school V neck sweatshirt/jumper or cardigan - purchased or knitted
- Green/white gingham "summer" dress
- Sensible black school shoes or black school boots (no fashion boots, pumps, trainers or high heels). Other style boots may be worn to and from school but children will need to change into shoes or pumps at school.
- Dark green fleece (optional)
- Green, white, grey and black socks or tights
- Wellington boots are also necessary so that children can access all the outdoor areas.

The occasional toilet accident may occur and it would help if you could send a spare set of clothing to keep in their pump bags for such an eventuality.

Each child will need to change for PE and movement lessons. A pair of elasticated pumps (no laces please!), a pair of black shorts and a green Manor Park PE t-shirt are needed. This kit will need to be kept in a draw-string bag so that it can hang on your child's peg. Please name each article of clothing clearly and also name the pump bag. Long hair must be tied back for PE so please ensure your child has a suitable band for this purpose, we do however recommend that long hair

Our School Uniform Supplier:

Andy Blair Sports & Schoolwear

88-90 Barker's Butts Lane, Coventry CV6 1DY

024 7659 8080



is tied back each day. No jewellery is to be worn on PE days, this includes stud earrings. During the first half term we will not be getting the children changed for PE and they will just be taking their shoes and socks off. They will all need a PE kit in school after October half term.

Each child will need a book bag, these can be purchased from our school uniform supplier. They will need to bring these in every day.

Lunchtimes

The school provides a free school meal for every child in Reception, Year 1 and Year 2. We will presume every child will have a free school meal unless we are informed otherwise. Our school meals are offered by Alliance In Partnership and cooked and prepared onsite. Children will have a choice of a healthy hot or cold meal, plus drink and dessert. Menus run on a 3 weekly rotation and are changed every term. Current menus can be found on our website.

“Manor Park helps me be the best I can be”

Milk and Fruit

The school is part of the free fruit and milk for schools initiative. Through this scheme all children in Reception are provided with a free piece of fruit for a snack-time and then milk at the end of the day during story time. If you do not wish your child to participate in this scheme please let your child's class teacher know.

Parental Involvement

We are committed to forging good relationships between home and school and to keep you informed of what's happening at school. A whole school newsletter is emailed out every Friday and also a more specific Reception newsletter is uploaded to our website every week.

Our first parents evening will be held in the Autumn term and will enable you to have a confidential meeting with your child's teacher,

however, there will always be plenty of opportunity to discuss any issues or concerns with your child's teacher if required.

Before & After School

Provision

We have an exceptional before and after school provision which we call CHAMPS. This provision is onsite and can accommodate children for breakfast from 7:45am and then after school until 6.00pm. Prices start from £4.50. Please contact: k_buckley@manorpark.coventry.sch.uk

Attendance & Punctuality

Regular attendance and punctuality is an important factor in raising the achievements of pupils. Even short absences have a detrimental impact on children's learning and late arrivals can be disruptive and affect the learning of others. We expect all children to be in school every day that school is open as long as they are fit to do so.

If your child is going to be absent from school, please inform us as soon as possible on 02476 501736. If we have not been informed by 9.20am a call will be made to the parents/carers.



SIMS Pay

There may be certain times when you are required to make payments to the school for activities such as trips and school clubs. As a school we operate a cashless system and all

payments are made to us via an online portal called SIMS Pay. Once your child has started with us, you will receive a registration email from SIMS Pay with instructions on how to use the system. The school office will be able to support you with this if you have any queries.



Preparing Your Child

If your child is joining our Reception, here are a few things that you can do at home to prepare them for starting school.

- Help them to recognise and write their own name
- Show them how to hold a pencil and draw a picture
- Read books with them and encourage them to hold the book and talk about the story
- Sing some nursery rhymes together
- Teach them to count up to ten and recognise the numbers
- Teach them how to use children's scissors
- Encourage them to eat independently and clear their own plate
- Make sure that they can go to the toilet independently and wash their hands
- Show them how to put their own coat on and do up the buttons or zip
- Teach them how to get changed for PE - this includes taking off their uniform and putting it back on