

# MANORSIDE PRIMARY SCHOOL & NURSERY

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Dear Parents and Carers,

*Welcome to Manorside School.*

This brochure will provide you with information about the school, its aims, curriculum and activities, as well as how it is organised.

Manorside School is a one form entry County school with a Nursery attached. It is situated in the central part of Finchley, close to the North Circular Road and within walking distance of Finchley Central underground station. The school was built at the turn of the century and is fronted by attractive, mature gardens.

Manorside is a caring school which has a strong tradition of teachers and governors working hard in partnership with parents and children to achieve the highest standards of work and behaviour.

We are committed to providing a safe and stimulating environment within which children can grow, develop and learn. We have a challenging curriculum which offers learning opportunities to all children.

We believe children learn best when they are actively involved and enjoying school. We aim to bring out the best in every child and will work hard with you to achieve that aim.

We hope this information will help you in choosing Manorside and look forward to working with you to achieve the very best for your child.

Yours sincerely

Steve Hilborne  
Head teacher

Julia Hughes  
Chair of Governors



INVESTOR IN PEOPLE



## THE AIMS OF OUR SCHOOL

*We aim to develop attitudes of mutual respect, understanding and awareness of others and their needs. We are committed to teach against racism and prejudice ensuring that all children have appropriate access to the curriculum helping them to achieve their full potential.*

At Manorside, we aim to:

- provide the best possible standards of teaching and learning for every child.
- do our best for every child, whatever his or her ability, and to provide equal opportunities for each one to fulfil his or her potential.
- help children develop lively and enquiring minds.
- assist the children in acquiring knowledge and developing skills relevant to their present and future needs.
- give the children independence, self esteem and self-confidence in all they do.
- provide a broad and balanced curriculum with special emphasis on English, Maths, Science and I CT.
- develop attitudes of mutual understanding and respect and an awareness of the needs of others.
- ensure that no bullying, prejudice or racism is tolerated and that any incident is dealt with promptly and fairly.
- help children to respect the world in which they live and appreciate its beauty.

*At Manorside we believe that all pupils, whatever their colour, religion, gender or ability, are of equal value. We are committed to providing a balanced curriculum and achieving the highest possible standards of teaching and learning.*

At school we use many different ways to teach so that every child can do their best, including whole class lessons, group work and individual teaching. The emphasis is on traditional teaching that we know brings success. Teachers plan and prepare thoroughly to ensure that all subjects of the National Curriculum are taught, with particular emphasis on the four core subjects of Maths, English, Science and ICT. Much of the children's work is of a practical investigative nature and takes place both in and outside the classroom.

## ENGLISH

Language plays a central role in the curriculum because it is through language that children formulate and express their ideas, organise their thinking, and attempt to make sense of the world. At Manorside the children spend at least an hour each day on Literacy skills.

Speaking and listening play an important part in reading and writing. Listening to and talking about stories, poems and experiences help the children to understand the structure of writing and different styles of language.

Teaching the children to read remains a priority at Manorside. We teach reading using phonic sounds and word families and try and develop a real love of books. Children read from a variety of materials, and, to encourage an interest in reading, they are able to choose from a wide selection of books which they may take home to share with their families. At Manorside, we also use several reading schemes which provide a structured and graded approach to learning to read. The younger children also have the opportunity to share reading books with our older children and several adult volunteer readers.

The children write for many purposes and for different audiences. (Story writing, reporting, letter writing etc.) We teach the children to draft their work and to use clear and well formed handwriting. They are taught to spell accurately and to present their work neatly.

## MATHEMATICS

In the early stages, mathematics is taught in a very practical way. Mathematical experiences are related to real life, and in the nursery and reception classes, play situations give them meaning. As the children progress, structured apparatus is introduced and formal recording is practised.

Mathematics is also a priority and at Manorside at least one hour each day is spent on Numeracy.

Mathematics is taught and carefully planned by the teacher, sometimes as part of topic work as well as more formal work. Throughout the school we want the children to develop a positive attitude towards mathematics with the ability to think clearly and logically. We teach number, shape and space, algebra and data handling. We also help the children to recognise mathematical relationships, use mental arithmetic and record systematically, accurately and neatly.

## SCIENCE

At Manorside there is an emphasis on investigations and practical work where the children can ask questions and devise solutions. Discussions, fair testing and discovering things for themselves are important ways that the children can acquire scientific knowledge.

By observing, exploring, collecting, ordering, experimenting and recording, the children will be taught to develop skills that will lead to a greater understanding of the world.

## TECHNOLOGY

Throughout the school children are given the opportunity to work with various materials and tools in order to design and make products. We encourage the children to work together to find solutions to problems.

## INFORMATION TECHNOLOGY (ICT)

Information & Communication Technology, or using computers, is taught to be used effectively to analyse, process and present information across the curriculum using a variety of computer systems and software packages to support learning in several subjects. We have a modern computer room equipped with Pentium PC's, scanners and laser printers. All classrooms have networked PC's and fully Interactive Whiteboards. The school is connected to the Internet via Broadband.

## **HISTORY AND GEOGRAPHY**

Manorside reflects a rich cultural diversity which provides an exciting environment for learning about our history. Children are given the opportunity to develop an awareness of the past within a chronological framework.

In geography children are given the opportunity to investigate places and to develop geographical skills. Here, the experiences of many of our children benefit the learning of all.

## **MUSIC**

All of our children enjoy music and from the nursery upwards have the opportunity to sing and play musical instruments. Listening to the music of past and present composers from a variety of cultures is also part of our music curriculum.

There are opportunities for children to learn to play instruments. (e.g. steel pans, recorders, keyboards, violins and woodwind). Details of lessons are available on request.

## **ART**

Our children have the opportunity to express themselves in many different ways using paint, collage and modelling materials.

Children are taught to understand and enjoy many aspects of Art and Craft throughout the world and study the work of artists from many cultures. They have the opportunity to use a variety of materials to create their own pictures, sculptures and masterpieces.

## **PHYSICAL EDUCATION**

At Manorside we are able to offer athletics, gymnastics, games, swimming, dance and drama.

Physical Education is important because it provides opportunities to learn, practise and use a wide variety of skills that challenge and extend the children's physical and mental development.

All children should be provided with a full kit of shorts/skirt, T-shirt, socks and plimsolls. Manorside offers several extra curricular sporting activities including

football, netball, dance, cricket and rugby. We also take school teams to play other local schools.

## **RELIGIOUS EDUCATION/ASSEMBLY**

There is an assembly every day where children have an opportunity to reflect on many different moral issues concerning us all today. Tolerance and a caring attitude toward others are stressed and valued.

Each class produces assemblies each term to which parents are invited. Festivals, celebrations, stories and customs of all religions are included in assemblies and also within class teaching. Children will also have the opportunity to visit places of worship of the major religions.

Parents are entitled to withdraw their children from RE and Collective Worship by prior arrangement with the Head teacher.

## **HEALTH AND SEX EDUCATION**

The children learn about personal hygiene, nutrition and the human body through their usual studies. Sex Education is taught to children in Years 5 and 6. It is approached in a family orientated and sensitive way and the teaching materials used and the school's policy are both available for parents to see. The issues around drug and solvent abuse are also part of the upper juniors studies and a copy of our policy is available on request.

We are also a member school of Barnet's Health Initiative and are fully involved in promoting a healthy lifestyle for our children.

## **SPECIAL EDUCATIONAL NEEDS**

We can usually identify a child's special needs at an early stage. We are then able to design an individual work plan for the child. Records of the child's progress are kept and used to plan further targets. The school often works in partnership with specialists from other services. The school complies with the national Code of Practice and parents are welcome to see our full policy on request.

## SCHOOL ORGANIZATION

### Nursery

We have an expanding nursery where all children can experience an exciting pre school learning environment. Children in the Nursery attend for either the morning session or the afternoon session.

There is also an opportunity for parents whose child has been offered a place, to attend our Parent and Toddler group in the nursery every Friday between 9.00 and 10.00 am or 1.00 and 2.00 pm. This is an opportunity for parents and toddlers to experience some of the exciting activities that our nursery can offer.

For any further information please see the Nursery Booklet.

### The School

The school is organised into classes of mixed ability children according to age.

### School Times

|             |   |
|-------------|---|
| Nursery     | 9.00am - 11.30am (Morning session)<br>1.00pm - 3.30pm (Afternoon session) |
| Main School | 8.50am - 12.05pm<br>1.15pm - 3.30pm                                       |

Children who do not attend the Breakfast Club should not arrive at school until 8.30am at the earliest and must be collected promptly at the end of school at 3.30pm (unless taking part in an after-school activity).

### Admissions Policy

Children will be admitted at the start of the term following their third birthday. Although the nursery is part of the school, a child is not automatically allocated a place in a Reception class.

Home visits by our Nursery & Reception staff are arranged before a child is admitted into the class. Entry into Reception is staggered to help the children settle into a new environment. Meetings with new parents are arranged in the term before the children start school.

If the school is oversubscribed, places will be allocated according to the Local Education Authority's criteria.

These are:

- children who have a statement of special educational needs and Manorside is a named school
- children who have a brother or sister at the school or has previously been at the school
- children of teachers at the school
- any remaining places are offered on a geographical basis

If the school is oversubscribed then children will be put on a waiting list and contacted when a vacancy arises. Parents are reminded that transition from Nursery to Reception is NOT automatic and parents must apply for a place.

### PARENTS AND SCHOOL

Parents have a very important role to play in the education of their children and are always encouraged to come into school. At Manorside we want to work in partnership with all parents in as many ways as possible. Parents are always welcome to attend class assemblies, school concerts and festivals and are often asked to accompany children on school trips.

Consultation afternoons and evenings are held each term and special curriculum meetings are also held to which all parents are invited. In addition, parents are welcome to talk to teachers at any time by appointment. Parents are welcome to help in school in a variety of ways such as hearing children read and generally assisting with a host of various school activities.

### **HOMEWORK**

Homework is set in accordance with the latest guidelines from the DCSF. Parents are expected to help their children with homework. The amount of homework given will increase as your child progresses through the school.

Reading - All children are expected to take books home from school regularly. So much can be achieved by parents setting aside a special time to hear their children read. Sharing a book at home can be a real joy for a child, and parents are asked to

keep a record of this in the reading record book provided.

**Spellings-** Children in the juniors, and some older infants, are expected to take home spellings each week to learn at home. Parents can help by spending a little time with their children doing this.

**Tables/Mental Arithmetic-** Children in the juniors are expected to take home either tables to be learned or some mental arithmetic to practice each week.

**Finishing Work-** Children may be asked to finish some work at home.

Further details of homework can be found in the school's Homework Policy.

## HEALTH AND WELFARE

There are several members of staff at school who are fully trained in First Aid. Should a child have a more serious accident or fall ill at school, parents and the emergency services will be contacted immediately. *All parents are asked to provide us with current contact telephone numbers.* In the event of a child needing to have prescription medicines administered at school, a written consent form must be filled in and the medicine clearly labelled. Please contact a member of the Welfare staff for further guidance.

A child who needs to attend a doctors or hospital appointment must send an appointment card or note. No child will be allowed to leave school without permission.

We also have a policy of no sweets in school and we have several children who suffer from severe NUT allergies. *We therefore ask that NUTS are not sent into school.*

## LATENESS AND ABSENCE

If a child is absent, a written explanation should be sent to the teacher as soon as possible. Frequent or long term absence or lateness will be referred to the Educational Social Worker.

## LUNCHTIME AND BREAK TIMES

Children can bring a packed lunch or have school dinners. We ask parents to give at least two weeks notice of any changes. Dinner money must be brought into school

each **MONDAY** morning in a bag or envelope marked with the child's name and class. Payment may also be made on a monthly or termly basis.

Packed lunches must be brought in a rigid container marked with the child's name and class. Water is provided for dinner children whilst packed lunch children may bring their own drink in a suitable container; no cans or bottles please. Water is always available at break times and children may bring in a piece of fruit or vegetable to eat at morning play. **We do not allow sweets, nuts, crisps or fizzy drinks in school.**

Children in the Nursery and Reception classes are provided with free milk each day and all children in the Infants are given free fruit every morning.

## **BREAKFAST CLUB**

The Breakfast Club is open every day from 7.45 am and the charge is 50p a day. We offer cereals, toast and a variety of spreads with tea or fruit juices.

## **SCHOOL UNIFORM**

There is an official school uniform at Manorside. Red sweatshirts, red fleeces, tee shirts and baseball caps are available from the school office. Navy blue or grey trousers and skirts should be worn with sensible shoes. No trainers please.

Parents are also asked to purchase book bags and PE kit bags from the school and make sure that all clothing and belongings are clearly labelled.

Jewellery should not be worn. However, ear studs and jewellery of a religious nature is permitted.

## **SCHOOL COUNCIL**

There is a school council which meets each half term. A boy and a girl from each year group in the school meet with the Headteacher or Deputy Head to discuss school issues and suggest improvements.

## **NEWSLETTER**

A school newsletter is produced each half term to keep parents informed of events and activities. Children, staff, parents and governors are welcome to contribute.

## **FRIENDS OF MANORSIDE PA**

There is a thriving Parents' Association which works hard to organise social and fund raising events for the school. All parents are automatically members and are encouraged to help in many ways to raise money for extra equipment and resources. Over the recent years the PA have provided such equipment as playground benches, printers and sports equipment. Several social events for both parents and children are also regularly organised.

## CHARGING FOR SCHOOL ACTIVITIES

The school Policy is to ask parents to make voluntary contributions towards costs for those activities where a direct charge is not permitted. Children will not be excluded from activities because their parents cannot or will not contribute but an activity may have to be cancelled if insufficient voluntary contributions are collected.

Direct charges can be made for:

- board and lodging on residential visits
- musical instrument tuition
- activities which take place mainly outside of school time
- wilful loss or damage to school property
- some ingredients and craft materials

## SCHOOL JOURNEYS AND TRIPS

We appreciate the value of children *experiencing* the curriculum and so organise a full range of exciting educational day trips to museums, galleries and other places of interest. Many visits around our immediate locality are also of great benefit to the children. An annual extended residential school journey offers our older children the chance to experience being away from home and to develop independence, social skills and have a really GREAT time!

## COMPLAINTS PROCEDURE

If you have any concerns about your child, the first person to contact should be the class teacher. However, if a problem cannot be resolved, it should be raised with the Head teacher. Should you have further cause for concern, the matter can be raised with the Chair of Governors.

We hope that you have enjoyed reading our school brochure. We trust that it has given you the information that you need to help you choose a school for your child.

So, if you haven't yet visited us, please phone or call in to make an appointment. We look forward to meeting you.

Thank you.

