



Manor Academy

Aspire Achieve Excel

'Need to know' Information for Families September 2021

Main changes:

- Zones and who children mix with
 - 2m rule no longer exists from September
- Face masks no longer required – but can still wear if wish to
 - Strictly non-branded jogging bottoms only
- Increased selection of food including hot meals and new menu
 - Extra-curricular resumed
 - No tracking via school – only NHS, as of 19th July
 - Ball games allowed from September
- Academy has a new risk assessment to use if serious outbreak occurs

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1. Introduction

The guidance provided below is essential and must be read and understood before 1st September 2021. These are updates to some measures already in place, and some measures have been removed. We are relying on these being followed so that we may provide the best education possible while keeping safety our number one priority. The information has changed since last term so please take your time to read the information carefully and discuss it with your child.

2. Essential Guidance for Families

2.1 Before entering the academy site

- We continue to operate a cashless site. Please do not send your child in with cash to use at breakfast club, break or lunch as we cannot accept this. Our online is the school gateway (<https://login.schoolgateway.com/>) must be used to add funds to your child's account. The manual payment machines located in the café and Humanities will be out of use. If you do not currently access the school gateway, please register on this link <https://login.schoolgateway.com/0/auth/register> . Please note your email address and mobile phone number must be on our database. If you have difficulties please email enquiries@themanor.nott.sch.uk .
- Read all of the latest letters and information before returning. Please use our website and social media to keep up to date.
- Discuss your child's attitude to returning and discuss ready to learn with your child and make them aware of the academy's expectations and importance of showing respect towards others.
- Follow any guidelines carefully.

2.2 Lateral flow testing

- All students with consent will be tested for Covid-19 via Lateral Flow Device before they return to classrooms from September. The timetable for this can be found at appendix 1.
- All students will queue for a test and those who have not had consent will be sent on their way once we have checked using the database.
- Guidance for new students who did not experience the round of lateral flow testing back in March 2021 will be sent out.

2.3 Entry, exit and movement around the academy site

- Face coverings are no longer advised for students, staff or visitors. However, any member of our community can still wear one if they wish.
- There will be no drop off or pick up on site at any time. Any parents attempting to do this will be refused entry.
- Please do not park on the main road outside the school.
- Entry and exit to the school for students is via the Manor, Forest or Sports Centre Gates. Manor College students enter and exit via student office reception.
- If your child arrives on a bike, please enter through the Forest entrance and leave in the bike shed. We advise they lock your bike securely. They are to exit through the Manor entrance

- Students should be on site by 8.25am go to their designated tutor room or P1 on a Friday.
- All children and adults will be required to use antibacterial hand sanitiser in the first classroom or office space you enter.
- Parents should not drive into the school car park to drop off/pick up unless previously agreed.
- Parents should not park directly outside of the academy as this causes congestion and is a danger to our students crossing the road,
- If dropping children off, cars should park away from the site but please be considerate to our local residents.
- Parents may enter site but can only see a member of staff if by prior appointment only.

2.4 Tutor time and lessons

- Hand sanitiser will be in every classroom and at stations around the site. Students and staff will be expected to hand sanitise as they enter and exit the classroom each time.
- Students and staff will be asked to wipe down desks and equipment with antibacterial wipes before leaving a classroom.
- Students should not move around the classroom unless instructed by a teacher.
- Students will remain in year group tutor groups with a Head of Year in place.
- Students will be seated at specific desks and there will be a seating plan.

2.5 Break, lunch and catering facilities

- KS3 students will use Manor Hall. (Years 7,8 and 9)
Year 7 leave for break and lunch 20 minutes early, get food and can move through to the wooden floor gym if they want, which will be year 7 only. All other students have the Manor Hall and the stage for break/lunch. They will have the use of the large field that is Forest side and can also use the cabin outside food service booth on the Forest side (next to English/art). They will use the Manor Hall and science toilets at breaks and lunches. If it rains or during winter, we will open up the tennis courts at the back of the barn as an outdoor area, which we will open up from the Forest side to keep year groups separate.
Students bringing a packed lunch will go to the Small Hall in the Sports Centre to eat.
- KS4 in café (Years 10 and 11)
Year 10 and 11 have the use of the café, the quad and the main field behind PE. They will use the toilets in the café and in maths during breaks and lunchtimes. When it rains and in winter we will open the tennis courts behind the café.
- There will be a wide menu available from our catering facilities, including hot meal options and takeaway favourites.
- Food will also still be served at break.
- Any students using the canteen or wider serving areas must use the hand sanitiser provided.
- Students bringing a packed lunch will go to the Small Hall in the Sports Centre to eat.
- Sixth Form Students can pre-order their food and it will be available as a grab and go facility from the POD at break or lunch time.

***Please note – Year 7 students will not be able to purchase food until they have their fingerprints taken for the cashless system that we operate on site on Thursday. However the caterers, Mellors will be providing a free meal to all Year 7 starters pm Wednesday 1st September. NO cash can be used on the academy site.**

2.6 Hygiene

- When students use the toilet they should wash their hands for a minimum of 20 seconds afterwards and dry their hands.
- We follow the 'Catch it, bin it, kill it' technique. Students should have a tissue on them and use it if required.
- Double cleaning of frequently touched zones will continue.
- Since we returned to school we have been teaching with windows and doors open (where possible) in order to allow as much fresh air into the room to encourage natural ventilation and therefore reduce the risk of Covid-19 to staff and students. This is in keeping with government guidance which states that we should 'keep occupied spaces well ventilated'- every classroom **MUST** have ventilation in and a window open and this is directly from the government guidance.

2.7 Behaviour and attendance

- Normal attendance policy and procedures apply and all students are expected to attend school.
- If your child displays the symptoms of covid-19 **PLEASE KEEP THEM AT HOME** and follow the government guidance, informing us via the attendance telephone line.
- From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. They will need to stay off school while they wait for the result. If negative, they can return if they are well. Please advise us via the attendance telephone line if this occurs.
- If your child has a positive Covid-19 test, **PLEASE KEEP THEM AT HOME** and make us aware via the attendance telephone line.
- It is a parents/carers responsibility to contact the health/medical services if you are concerned or you recognise any covid-19 symptoms.

2.8 Uniform

- Normal uniform rules apply and all students are expected to attend in full uniform every day
- When PE is timetabled they will now change into and out of their PE kit in the lesson.
- For PE, students must wear the logoed school PE kit or plain navy unbranded jogging bottoms or leggings. Please be aware that any alternative will be seen as a breach of our uniform policy and this policy will be strictly applied.
- **No hoodies or tracksuit tops are allowed to be worn on site.** The only hoodie which may be worn is the navy plain or academy branded PE one which is only for PE lessons. If hoodies or tracksuit tops are worn out of PE they will be confiscated.
- As the weather begins to turn more wintery, we understand the need to balance increased ventilation with maintaining a comfortable temperature. Therefore, to ensure students feel warm, we encourage students to layer up clothing under their uniforms.
- We will not be allowing students to wear coats within lessons as these will trap and circulate cold air, but students should focus on dressing with layers each morning such as plain vests under shirts and thermal leggings under school trousers or PE tracksuit bottoms – layers which cannot be seen and are worn underneath the normal school uniform.

2.9 Trips and before and after school clubs

- Trips and visits can resume, and details of these will be announced as and when they are planned for the academic year.

- Extra-curricular clubs will resume, and there will be a programme available during the first few weeks of term.
- Breakfast club will be operating from 07.45 – 08:25, with a choice of breakfast items from Monday 6th September. Reminder – no cash on site. All money should be uploaded via the gateway system. Children in receipt of free school meals will receive this as normal with a daily limit of £2.30. Parents/Carers can add top up money onto their account via the gateway if required. The quad will be open for students to wait if early to school.

3. Stepping measures up or down

- We have a new Risk Assessment in place to work concurrently with our control measures.
- We will follow advice of our local health protection team and directors of public health as to any response to an outbreak as defined by PHE.

4. Remote education

- Our remote education policy remains in place and you can find a copy of this on our website.
 - As we should no longer need to send bubbles home, all remote learning will be independent self-isolation work.
 - The content of all remote learning has been closely matched to our curriculum and what students would be learning in school, to ensure as little disruption to your child's education as possible
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- Contact information: In the first instance, please see our website and latest correspondence for information.
 - For general enquiries please email enquiries@themanor.notts.sch.uk
 - If you wish to inform us of any medical issues or long term illnesses please contact their Head of Year
 - Year 7 – Miss Rawson rawsone@themanor.notts.sch.uk
 - Year 8 – Mr Tallett tallettj@themanor.notts.sch.uk
 - Year 9 – Mr Waterhouse waterhoused@themanor.notts.sch.uk
 - Year 10 – Mrs Redfern – redfernj@themanor.notts.sch.uk
 - Year 11 – Mr Crow – crowg@themanor.notts.sch.uk
 - If you are experiencing issues with the school gateway online, please contact enquiries@themanor.notts.sch.uk.

5. Appendix 1 – testing schedule

TESTING SCHEDULE				
TUES	31 AUG	YEAR 7 and 11	TEST and GO	
WEDS	1 st SEPT	YEAR 10 and 9	Year 10 and 9 Test and leave after Assembly	YEAR 7 START
THURS	2 nd SEPT	YEAR 8 YEAR /12/13	Year 8 Test and leave after assembly Y12/13 INDUCTION	
FRIDAY	3 rd SEPT	YEAR 7 and YEAR 11	Year 11 Tutor Groups Test and leave after assembly Year 7 Tutor Groups	
Sat	4 th SEPT			
Sun	5 th SEPT			
Mon	6 th SEPT	Year 9 and 10	ALL STUDENTS IN SCHOOL Year 9 and 10 in tutor groups	
Tues	7 th SEPT	YEAR 8 YEAR 12 and 13	Year 8 in tutor group Year 12/13 timed	

More details of the timings will be sent out in the near future.