**MANOR** ACADEMY  
Park Hall Road  
Mansfield Woodhouse   
Nottinghamshire  
NG19 8QA  
www.manor.ttct.co.uk  
01623 425 100

7 October 2022

Dear Families,

I wish to introduce myself to you. My name is Helen Austin, and I am the Designated Person in school with lead responsibility for promoting the educational outcomes for young people that have been adopted from care or are subject to a special guardianship order or a child arrangement order. These pupils are known as Previously Child In Care (CIC).

If this is relevant to your family, please read on.

**Pupil Premium Plus**

If your child was previously looked after by the local authority in England or Wales and is now adopted, subject to a special guardianship order or a child arrangement order, the school is able to claim £2300 each year to support the social, emotional and educational needs of this group of children.

The school can only claim this funding if you inform us before January each year. We will need to see a copy of the order or a letter from the local authority that placed the child with you. We will then complete our census which is sent to Nottinghamshire Local Authority. Please provide this information to Lisa Russell, Exams Officer.

Please be aware that this information must be declared each time your child starts a new school. Therefore, if this applies to your child, and it is your child’s first year with us, we would appreciate it if you could make contact. We are happy to discuss the use of pupil premium plus with you, you can also view our pupil premium strategy on our school website

If you have any questions about how we store this information, please don’t hesitate to make contact with me.

We understand that a young person’s early experiences may have a lasting impact and that every child is unique. We would like to work in partnership with families to ensure that each child’s educational experience is positive and that they achieve the very best that they are able to. With this in mind, I would like to encourage you to make contact with me. You can do this by email, at helen.austin@manor.ttct.co.uk

I look forward to working with you.

Text

Description automatically generated with medium confidenceYours sincerely

Helen Austin

**Teacher of Art and Design**

**Designated Person for Children In Care and Previously Children In Care**