



Prospectus 2025/2026

www.manorcourtcommunityprimary.co.uk

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Dear Parent

Thank you for showing interest in Manor Court Community Primary School. We hope that the information found in this prospectus will help you get to know us better.

At Manor Court Community Primary School we continually strive for the highest possible academic, social, physical and moral standards in a happy, caring and well organised learning environment. We are proud of our reputation, successes and the hard work of each member of our school community.

Our school values underpin all that we do and are explained to our children through the acronym *Aspire* (Ambition, Sincerity, Positivity, Integrity, Respect and Empathy). At Manor Court Community Primary School we all aspire to be the best that we can be.

To discover the opportunities that Manor Court Community Primary School can offer your son or daughter, please arrange to come and visit us.

We look forward to meeting you.



Mr Luke Talmage
Headteacher



Our mission statement

To create a happy, secure, stimulating and challenging learning environment in which all members of the school community care, learn and achieve together.



The Aims of Preston Primary Academy Trust

At Preston Primary Academy Trust schools staff and governors will provide the highest academic standards in a safe and caring environment. We will develop a love of learning to last our children throughout their lives. We are committed to a strong partnership between home and school, secondary schools, the local community and industry in order to become centres of excellence.

Key values and aims:

- Ensure outstanding teaching and a culture of high expectations and attainment where all individuals reach their full potential and take pride in their achievements.
- Create a safe and stimulating environment, providing lifelong learning experiences which meet individual needs.
- Promote and develop spiritual, moral and cultural growth.
- Provide good examples that children will use as a reference for positive behaviour.
- Encourage all to care for and respect themselves, the local community and others.

Our School

Manor Court Community Primary School caters for the educational needs of children from 2 to 11 years. The main school has around 420 children in it, arranged into seven year groups with two mixed ability classes in each year group. We have a pre-school that has 29 children in attendance in each session

Our extensive and attractive school grounds are a particular feature and provide an outdoor classroom, wildlife area, vegetable patch, sports facilities and recreational areas, as well as purpose built adventure apparatus.



National Curriculum and Assessment

All Academies and maintained schools, together with a number of independent schools, participate each year in the end of key stage National Curriculum assessment arrangements. Under these arrangements, each pupil's development is assessed in relation to the National Curriculum programmes of study and a scaled score is awarded to reflect attainment.

In 2014, The National Curriculum was updated and 'levels' were removed from assessment procedures. Pupils are now expected to attain age-related expectations for each of the year groups that they move through. At the end of KS2 (Y6) pupils will sit the End of Key Stage SATs (Standard Assessment Tasks). Their results will be indicated by a 'scaled score' with 100 being the national average. Optional SATS are also administered to pupils at the end of Years 1, 2, 3, 4 and 5.

Teacher assessment is based on a teacher's knowledge of a pupil, formed over a period of time (using a variety of evidence), and covering the full programme of study in the subject. Pupil reports are supplemented by parents evenings which provide formal opportunities for discussion keeping parents up-to-date with their children's academic progress.

Pupil performance data is published each year and can be found on the school website or at

www.education.gov.uk/schools/performance/index



School Day

Our school day starts promptly with registration every morning at 8:45am and ends at 3:15pm. Children enjoy a fifteen minute break in the morning at 10:30 and have their lunch between 12:00 and 1:00pm in KS1 and 12:10 and 1:00pm in KS2. Many children will attend one of our many after school enrichment clubs. These clubs run throughout the week until 4:15pm. The school also offers a Breakfast and After School Care wrap around care provision at a competitive rate.

Class organisation

Children are taught in mixed ability classes. Placement is generally by age, although with an increasing number of children, it may be necessary to include children from more than one year group. Increasing numbers may ensure that the composition of classes may vary from year to year.

National Curriculum

Although not compulsory, children within Manor Court Community Primary School are taught within the framework of the National Curriculum. This ensures that all children follow a broadly similar path throughout their schooling. The



National Curriculum provides levels of development (attainment) against which progress is measured. Teachers regularly use a range of assessment materials to monitor development and to aid planning and future learning programmes.

In addition to a core curriculum of English, Mathematics, Science and Computing, children will also cover the 'foundation' subjects of Art, History, Geography, Music, Physical Education, Design Technology, MFL (Portuguese) and PSHE (issues relating to Personal, Social and Moral Education, Health, Equal Opportunities, Citizenship and Multi-cultural Education). Religious Education is also taught throughout the school.

The manner in which the curriculum is taught will reflect the needs of our children. There is a need for flexibility in the organisation of teaching groups and the approaches used by teachers. Children are regularly taught as a whole class or through booster and intervention groups when and if necessary. Opportunities are also provided to learn in year groups and as a whole school when appropriate.

Some subjects are taught separately, although several different areas may be combined to form a project which is developed over a half term or longer. Projects are carefully planned to enable children to acquire knowledge, develop understanding and improve their skills in a realistic and relevant way. A summary of topics can be found on our website and will be given to parents at the start of each term.



Safeguarding

Manor Court is committed to safeguarding and promoting welfare of children and expects all staff and volunteers to share its commitment.

All staff and governors complete regular safeguarding training on an on-going basis and all staff recruitment panels include at least one person who has completed appropriate 'Safer Recruitment in Education' training.

The Designated Safeguarding Lead is Mr Clode (Deputy Head and Inclusion leader) and the Designated Safeguarding Deputy is Miss Gregory our EIO (Early Intervention Officer).



Religious Education

The school's Religious Education policy has been drawn up in accordance with the LEA's non-denominational Agreed Syllabus.

Each class has at least an hours Religious Education teaching a week as part of the week.

Manor Court Community Primary School is proud of its positive relationship with Chard Churches together and the local vicar and wider community of St. Mary's Church, Chard.

Pupils attend services at St Mary's at Christmas and Easter and members of the church also take assemblies that build on Christian values.



Sex and Relationships education

Manor Court Community Primary School closely follows the government guidelines for Sex and Relationships Education. As children progress through the school they move from discussing feelings to thinking about changes before being taught about the emotional and physical aspects of sex and reproduction.

Personal, Social, Moral and Health Education

We aim to educate children for every aspect of life and enable each child to become a sensitive and responsible member of society.

Music and Drama

In addition to class music lessons, taught by our music teacher, children may learn to play a range of musical instruments. Tuition for brass, woodwind, string and percussion instruments is provided by external music teachers. Private piano and keyboard lessons can also be arranged. It is expected that parents cover the full cost of instrumental lessons.

Opportunities to become more confident and fluent speakers is provided through drama lessons.



We run a weekly after school drama club offering extra opportunities for children with a particular interest in drama.

Special Educational Needs

Manor Court Community Primary is inclusive in its policies, practices and outlook. We pride ourselves on the excellent provision that we offer for children with special educational needs and are committed to providing high quality support for all children with extra needs.

Our Deputy Head Teacher and Inclusion Leader, organises programmes of support for children with SEN in line with the SEN Code of Practice. Teachers work with parents to produce IEPs (Individual Education Plans) for children who require extra help. This ensures that work is planned to meet their needs and provides full access to the curriculum. Plans are

reviewed termly and are always shared with parents .

Children who receive a Statement of Special Educational Need are supported by many different professionals, directed by our experienced Inclusion leader to further enhance their education.

School Uniform

At Manor Court Community Primary uniform is compulsory for all children as we believe it encourages a sense of pride, loyalty and a sense of belonging. It also avoids discrimination between children and prevents arguments at home about what is suitable to wear to school. All items of clothing should be clearly named. The school cannot accept responsibility for any lost items.

All children from Foundation to Year 6 should choose from:-

- Navy blue V-necked sweatshirt or cardigan with the school logo.
- School ties
- Grey or black trousers/shorts/skirts/skorts. Skirts to be worn at knee length
- White shirt
- Optional blue gingham summer dress
- Black sensible shoes. Trainers are not to be worn to school.



PE Kit

All children from Foundation to Year 6 should have

- Navy Blue T-shirt with Manor Court logo
- Black shorts and/or jogging bottoms
- Grey tunic, skirt or trousers
- Plimsolls/trainers
- Optional Manor Court PE hoodie



Jewellery, Hairstyles etc

Children should not wear any jewellery other than one stud earring per ear and a watch. For the safety of the children, they should not wear any jewellery during any PE lessons.

Please ensure that your child has a sensible haircut at all times.

For the safety of all children long hair should be tied back at all times

Children are not allowed to wear nail polish or make-up to school unless as part of a celebration day or costume in which case you will be informed in advance.

Sport

Manor Court Community Primary School employs its own PE coach and we place a great importance on sport and physical fitness. We aim to:

- Promote enjoyment in sports
- Develop skills and fitness
- Teach children that sport contributes towards good health and physical development
- Develop an understanding of safe practice
- Provide opportunities for children to participate in a range of games
- Develop a sense of fair play and team spirit
- Provide opportunities for many children to represent the school in one of our sports teams or one of the four sporting houses for inter-house sporting competitions.

In addition to timetabled lessons, the school offers a wide range of extra curricular sports clubs.



Homework

Children are regularly expected to complete a range of activities which will support their school work. Each week this will include a piece of Literacy and Numeracy work, spellings and multiplications to learn. The role of parents in promoting effective learning must never be underestimated. The following suggestions will help to enrich your child's education:

1. Read regularly to your child throughout the primary years.
2. Listen to your child read. It is our expectation that every child should be heard at least four times a week and a comment should be written in their reading diary
3. Help your child to learn their weekly spellings and multiplication tables
4. Develop your knowledge of our teaching methods by attending parents' meetings
5. Praise your child for his/her efforts
6. Be positive and support the school

Equal opportunities

Manor Court Community Primary School is committed to ensuring that all children have equal access to the whole range of opportunities offered by the school. In promoting this entitlement, the School helps to create a community free from stereotyping and all forms of discrimination. We have developed guidelines on race equality and details are available to parents on request.



Rewarding Achievement

Central to the School's philosophy is the belief that it is important to reward effort. It is our policy to:

- Praise children for their efforts.
- Establish simple and appropriate reward systems.
- Recognise achievements (Weekly achievement Assembly and annual Cups Assembly).
- Inform parents of their child's successes.

School trips and residential visits

From time to time (usually at least once a term), we take children on educational visits in connection with school work. Parents are always informed in advance of any excursions and must give their approval for their child to participate. Please note that local trips, that do not involve transport, are normally covered by a general parents consent form.

Children from Year 4, 5 and 6 are offered opportunities to attend residential visits to various parts of the country. Although these visits are both enjoyable and extremely popular, they are not holidays. Children develop self-reliance and social awareness, in addition to acquiring specific skills and knowledge. These residential trips are heavily subsidised for each child but will require financial contribution towards the cost.



Discipline and behaviour

We try to establish positive and purposeful relationships with all children, based on mutual trust and respect. This is achieved by encouraging good attitudes and behaviour through rewards and praise.

Our schools rules are very simple. We expect children to:

1. Respect each other's right to learn and do their best.
2. Show care for each other and our school.
3. Move about the school quietly and safely.
4. Always listen and respond politely.
5. Be kind and treat others as they would like to be treated.

When children break school rules, sanctions are used. These range from a verbal reprimand to, in extreme cases, suspension or permanent exclusion. If we are generally concerned about a child's behaviour, we will involve parents as early as possible so that we can work together to solve the problem before any extreme action becomes necessary.

Absence and punctuality

If your child is absent through illness etc., please let us know before 9:00am. If a child is absent and the reason is unknown, a member of staff will contact the parents. This is done in the interests of safety and to establish the whereabouts of all children not reporting to school.

When the absence is expected to be lengthy, but the child is well enough to complete some work, arrangements will be made to be sent home.

Our expectation is 100% attendance for all children. We write to those parents whose child's attendance falls below 95% or more than 6 absences in the last 12 weeks, regardless of whether absence is due to holiday, illness or any other reason and whether the absence is authorised or unauthorised. If attendance does not improve, a second letter is sent to each parent inviting them to school for a meeting in order to resolve the problem. Absence will be authorised for sickness, medical appointments or family bereavement, however there is no entitlement to leave for a holiday, long weekends, shopping trips or half days such as family celebrations etc.

We expect children to arrive to school punctually at the start of the school day. If children are persistently late we will arrange a meeting with parents.

Admissions

The school currently has the capacity to admit 60 pupils each year. There are currently around 420 children on roll, with 60 in our Early Years Centre which is governed and led by the school.

Parents and Carers of pre-school children will be contacted by County Hall to register their child prior to the child starting. Our main annual intake is in September for children who will be 5 years of age in the following academic year.

The school operates a warm and welcoming induction programme for all Foundation Stage Children. This includes activities for both parents and pupils. Parents and Carers are free to visit the school at any time. You can meet the Headteacher, Deputy Headteacher or Assistant Headteacher and have a tour of the school. There will also be a programme of school visits in which parents can meet with Early Years teachers.

For children who transfer to our school after the age of 5 a similar induction programme is put in place. On a visit to the school you will always be made welcome and in all meetings you will be treated with courtesy, honesty and respect. We would ask you all to treat us in the same way.

Transfer to Secondary Education

At the age of eleven, most children who live in the catchment area transfer to Holyrood Academy. As a school we have good links with each of our secondary partners.

School Meals/Snacks/Drinks

Hot school meals are available to all children and are made by our own onsite production kitchen. These must be ordered and paid for two weeks in advance. All children in Key Stage 1 and families receiving Income Support are entitled to school meals paid for by the Government. Full details are available from the school office.

Alternatively, parents may send children to school with packed lunches. Please provide drinks in plastic containers. It is the policy of the school to encourage healthy eating and parents are requested to provide a balanced meal in a lunch box. Fizzy drinks and sweets should not be brought to school and chocolate should be minimal and we are a nut-free school to keep each of our children safe.

A mid-morning healthy snack may be provided. This should ideally only be fresh or dried fruit or other healthy snacks. Crisps or chocolate bars are strongly discouraged as break-time/playground snacks, in part, to reduce litter in the school grounds.

We encourage children to drink water throughout the school day and children have access to fresh water in their classrooms.



Parents are always welcome

Once children have started at the School, we maintain close contact with parents and carers through regular reports, sharing assemblies and planned parent/teacher meetings twice yearly. Problems and progress can be discussed at any time with the class teacher by appointment made through the school office.

Friends of Manor Court - FMCA

The Friends of Manor Court (FMCA) has for many years, provided valuable financial support. The FMCA is evolving and will provide closer links between the school and parents, helping to arrange a program of educational and social events.

A committee is elected at the Annual General Meeting in the Autumn Term and, thereafter, meets each month to consider the needs of the school. If you are interested in becoming a member of the FMCA, please speak to the office or contact the FMCA through their Facebook page or via email.



Medical

Medical checks may be completed in school and parents will always be informed of these arrangements.

If your child has an accident or is ill, we will contact you as quickly as possible. Please ensure you have provided us with an up-to-date emergency contact number.



Please inform us if there is anything that we should know about your child's health. Staff should also be informed if medication is to be administered in school. All bottles etc. must be clearly marked with your child's name and the recommended dosage and be given to the office staff. Generally, only the required medication for each day should be sent to school. Please note that before medication can be administered, parents must give their written consent by using the relevant medical forms. These forms are available through the school office or can be downloaded from the school website.

Charging Policy

The Education Reform Act introduced regulations for charging for school activities. Legislation ensures that education provided wholly or mainly during school hours should be free of charge. There are three possible exceptions to the rule:-

1. Parents may be charged for ingredients or materials in practical subject, if they have indicated that they wish to keep the finished product
2. Parents may be charged for instrumental music tuition (unless it is part of a prescribed examination or the National Curriculum)
3. Parents may be charged for board and lodging as part of a residential activity

Pupils will not be treated differently according to whether or not their parents have made a contribution.

Some activities may only be possible if parents make a voluntary contribution and requests for such support may come in the following ways:

- By inviting specific contributions for each activity as it takes place.
- By inviting a general contribution for a range of activities notified to parents at the beginning of each term or year.
- By receiving contributions from the FMCA and local charities to subsidise activities.

If we request a contribution:

- We will notify parents before the activity takes place.
- Parents will be informed that the contribution is voluntary and that there is no legal obligation to pay.
- Parents will be informed that the activity may not take place if insufficient funds are raised.

How to make a complaint

We hope that any complaint that a parent may have can be resolved by the School. Therefore in the first instance, if you feel that your concerns have not been responded to by the class teacher, then your child's Phase Leader and finally, the Head Teacher should be contacted. However, if a satisfactory conclusion cannot be reached, our complaints procedures should be followed. Full details are available from the school and on the school website.

Availability of Information

Parents and the public have the right of access to certain information regarding curriculum policy, schemes of work, reports, procedures etc. The relevant documents are available from the School.

The School also holds copies of the prospectus which are available free to parents and was correct at time of publication. Parents will be notified of any changes.