

Lee

Manor



Dear parents, carers, friends

Welcome to Lee Manor – Lee Manor is a well-established and popular, fully accessible, community school for children aged 3 to 11 years. We are in a partnership with our neighbouring schools Brindishe Lee and Brindishe Green. Together Lee Manor and Brindishe Schools serve a local and shared community of children and their families in Hither Green and Lee.

Each school has its own Headteacher. They are Alex Bell at Lee Manor, Diane Spalding at Brindishe Lee and Sarah Gorbitt at Brindishe Green. Together our three schools provide Lewisham's children with a rich, creative and challenging primary education. We are proud to work together in such vibrant, diverse and aspirational schools.

We hope that you will enjoy reading our prospectus and be encouraged to visit us and to join the Lee Manor and Brindishe community. We'd love to meet you.

Best wishes

Alex Bell

Headteacher

Lee Manor School

Dame Vicki Paterson DBE

Executive Headteacher

Lee Manor School

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about our school

Learning together is seen as a very important part of the education we offer.

Our values

Children, families, staff and governors at Lee Manor are drawn from a rich variety of social backgrounds, family structures, ethnic groups and religions.

We value the right of each person to respect, courtesy and the recognition of individual differences. We work actively to ensure that all adults and children are given every opportunity to achieve, to recognise their own worth and to play an important part in our community.

We expect and work towards high achievement from all pupils. Each child's contribution to the classroom and school is welcomed and valued. We work to ensure that they have the opportunity to learn to the best of their ability and to raise their individual academic achievement.

Education at Lee Manor is designed to benefit all our children and to celebrate the rich, cultural diversity of Lewisham's local community.

Your support in achieving these aims is appreciated.

Our school

Lee Manor is a community school where learning together is seen as a very important part of the education we offer. The school building is traditionally designed and dates from the turn of the century. It has been expanded to include several modern buildings on site. We have three main traditional buildings known as Manor, Central and Lee Hall.

Our Early Years Foundation Stage children (aged 3 to 5 years) are taught in a separate Nursery unit and a double Reception class unit all of which have both outdoor and indoor learning areas. We have a large community use room, a playground, multi sport court, small grassed area, gardening beds and a conservation area.

Lee Manor is called a two-form entry school, which means that we have two classes of 30 children in each year from Reception to year 6. In 2010 we welcomed an additional class of 30 Reception children as a one-off or 'bulge class' and this year group is now working its way up through the school.

Each year group of children or class has its own classroom. Most classes have very direct access to outdoors and all classes have access to shared rooms such as our resources and library/learning zone and our three large hall spaces. Children may use different spaces in the school depending on the curriculum area or the type of learning in which they are involved. Children and adults move easily around our varied and compact, fully accessible site and Lee Manor is a quiet and calm school.

We encourage a feeling of commitment and belonging in our children. They are encouraged to see themselves as part of the whole school, they get to know all members of staff and all members of staff know them. Teaching and support staff work closely together sharing responsibility for making a very organised

We believe in good teaching and boosting children's self-esteem.

and educationally stimulating environment, ensuring that resources are well looked after and available. They also help all children to behave well and become successful learners.

In Lee Manor we want to create an atmosphere in which everyone can feel confident and at ease whilst at the same time respecting that this is a school in which structure and organisation and a 'sense of place' are important. For everyone's safety and well being and because we are a school, we have agreed clear procedures and policies for every aspect of school life. These are carefully applied to ensure that all children achieve, are well supported in their learning and develop a strong sense of community and good citizenship.

Our children

Our children range in age from 3 to 11 years. They are from a very diverse range of social, ethnic, religious, faith and cultural backgrounds. In terms of academic ability, about a quarter of our children will need additional support to help them achieve the standard of which they are capable. About a quarter of our children will be in the highest range of ability.

We can cater for all of these needs and differences because we offer extra support, a differentiated curriculum and very flexible teaching and learning resources.

Behaviour and relationships throughout the school are very good and we are

successful in developing in children a strong sense of self-discipline and shared responsibility. As a local, community primary school, we concentrate our efforts on good teaching and learning. We believe in good teaching, boosting children's self-esteem and in giving children responsibility and respect. Our calm, praising atmosphere and strong teamwork enables us to make sure that any disruptive or challenging behaviour is well managed and causes minimum disruption within this school.

Our staff

There is an executive headteacher who has overall responsibility for Brindishe Lee, Brindishe Green and Lee Manor Schools. Each school also has a headteacher who is responsible for its day-to-day leadership and management. Lee Manor also has a deputy headteacher who supports and works alongside the headteacher.

There is the equivalent of a full time teacher for every class and some classes have two teachers who work part of the week each and share responsibility for the class. Teachers are flexible and will sometimes work with different age groups to share their skills and broaden their experience. All teachers have time 'out of the classroom'. This is known as PPA time (time for planning, preparation and assessment). It is used to prepare plans and resources, to assess children's learning, attend training and to support curriculum and staff development. Our teachers are all fully qualified and often work with teachers from other schools,

especially our partner schools. When one of our class teachers is out of class, we are usually able to ask one of our own 'in-house' teachers to work with the class. This means that the children are taught by a member of staff who knows them and the way things work at Lee Manor.

We have a number of classroom/teaching assistants in school to support children with their learning. They are usually attached to a particular class and work alongside the class teacher. They may be supporting individual children or they may work with groups of children or provide general help in classrooms and around the school. Classroom/teaching assistants are seen as equal members of staff, receive training and are consulted in all matters of school policy and practice. We also work with a range of specialist teachers and coaches who offer expertise in specific areas of the curriculum, for example, sport and music.

Our administrative staff in the school office deal with a broad range of tasks including supporting admissions to the school, managing the wide range of clubs and extra-curricular activities that we offer children, administering children's lunchtime arrangements and dealing with all financial matters.

The school has a school business manager who administers the school budget and ensures that all financial matters follow local and national audit requirements.

Our governing body

There is one governing body for Lee Manor School.

Our governing body is led by a very experienced and well-established chair of governors.

Our governing body includes:

- governors appointed by Lewisham council
- the executive headteacher and/or headteacher
- teacher/support staff governors
- community or co-opted governors
- parent governors

Parent governors are elected by parents and normally serve for four years.

Co-opted governors are invited onto the governing body, by the governing body to add areas of expertise and to represent the local community.

The governing body is responsible for many important decisions in the running of the school. These include:

- appointing the head and the teaching staff
- agreeing the aims of the school curriculum and ensuring the national curriculum is implemented
- determining how the school's budget is to be used each year
- deciding how sex and relationships education and religious education should be taught in the school
- producing the school prospectus

- deciding what charges should be made for activities outside normal school hours
- dealing with official complaints and exclusions

The governors keep in regular contact with parents' views through visiting the school, by reading and contributing to newsletters and by organising and attending school functions and events.

A full list of governors is available from the school office. You can contact the governing body by writing to the chair of governors via the school office. Our parent governors are pleased to hear your views and ideas about the school and can also be contacted via the school office or through our website.

Full governing body meetings are held once a term in the evening. The agenda for the meeting includes items from the local authority, directives and initiatives from the Government and school-based matters. Parents and carers are openly invited to attend our governing body meetings as observers.

The dates of full governing body meetings and information about the work of the governing body are published in the weekly newsletter. Minutes of the meetings are available for public inspection.

Involving parents and carers

At Lee Manor we try to build a strong partnership between staff and parents/carers because we know this is important in helping children to achieve and to enjoy learning.

We aim to keep you well informed about the school and your children's education.

How do we do this?

Newsletter

Every Friday, the headteacher sends home a newsletter with each child to tell you about special events, school activities, and news and to give you information on day-to-day school life. It is also published on our school website each week.

Parent/Teacher meetings

In the autumn term parents/carers will be invited to make an appointment to meet the teacher who will be taking your child for the year. No work will be available at this meeting as it is very early in the term. During this first meeting each year we also carry out a data check to make sure we have the most up-to-date information about your child. We will also discuss and agree targets (or next steps) for your child's learning.

Parents' meeting

Mid-way through the school year, there will be invitations for all parents/carers to come into school to discuss their child's progress and set targets for the rest of

the academic year. Your child's work will be available for you to see and discuss with their teacher.

End of year summary

In July, your child will bring home their end of year report. Parents/carers can make an appointment to discuss the report with their child's teacher if they wish. Parents/carers' written responses to the report forms part of their child's records.

Curriculum evenings and open learning days

These are occasions when parents/carers come into school to find out about children's learning and how they're being taught at Lee Manor or just to know more about key events or aspects of school life. For example, we hold sessions on maths, reading, school journey and secondary transfer. Sometimes a guest speaker will be invited and sometimes children and staff give demonstration sessions or illustrated talks. These opportunities provide staff and parents/carers time to share ideas and information on important education issues.

Consultation

As school policies are being developed, parents/carers are formally invited to give their views particularly on draft and final policy documents.

Each year parents/carers are asked to consider and review our school development plans and to make

suggestions about future targets and areas for development.

Sometimes a policy is not subject to consultation at school level and parents/carers are then informed of how to make their views known at local and national government level. This would apply, for example, to the Local Authority's admissions policy and government regulations and requirements.

Copies of school policy documents are freely available from the school office or email (info@leemanor.lewisham.sch.uk) for an electronic version.

Talking to the teacher or a member of staff

If we have any concerns about your child's progress, happiness and well-being or behaviour, the teacher will contact you straight away to discuss this with you.

If you have any concerns that you want to discuss with us then please contact us or come and see us as soon as possible. If you want to talk to a member of staff, then it is a good idea to telephone, send a note or email to request a mutually convenient time. The most difficult time for teachers to talk to parents/carers is at the beginning of the school day. It is important for teachers to give their attention to welcoming and settling in all the children in the class, so please try to help us by leaving discussions until the end of the day.

If you cannot come to school, or do not want to arrange an appointment, you can write, email or telephone us instead.

You really help us when you support your child in coming to school on time, ready to learn each day.

To email a member of staff please use the following format:

Their initial and surname followed by @leemanor.lewisham.sch.uk

eg kmargetts@leemanor.lewisham.sch.uk

If you are not sure how to spell a member of staff's name please send the email instead to:

info@leemanor.lewisham.sch.uk and we will forward your email on.

Please note that teachers cannot answer emails or phone calls during the day because they are teaching. Emails are usually answered within two or three days.

Parents or carers with a serious worry or complaint should arrange to talk this over with the deputy or headteacher. We hope that most problems or worries can be sorted out quickly in this way. If you do not feel that the discussion has resolved the concern then you can make a formal complaint. There is a formal procedure for making serious complaints and copies of the procedure are available from the school office.

How can parents and carers get involved at Lee Manor?

There are many ways in which parents/carers can support the work of the school. Most importantly you really help us when you support your child in coming to school on time, ready to learn each day. You help when you discuss with your child the work that they are involved in and when you follow it up at home. Research shows that children learn more

successfully when their parents/carers are interested in what they learn at school.

We realise that children are not always willing to tell you what they have been doing at school each day. You can find out more by asking the class teacher or the headteacher for any of the following documents:

- a copy of your child's weekly timetable
- a copy of your child's class teacher's half termly plans
- more information about what learning is planned for the class – and your child

You are very welcome to come into the classroom after school to see your child's learning.

There is always lots of learning that you can do at home to help children – reading to them; hearing them read, discussing books; taking them to the local library; helping them to learn their tables, to understand money and giving change; telling the time; cooking, visiting places such as museums and the library; playing educational games such as Scrabble or encouraging them to use internet sites such as: www.bbc.co.uk/bitesize.

Helping in school

We welcome parental help in school but we ask that you commit yourself to a regular time slot so that we can plan for and rely upon your coming. Parents/carers can help in classrooms in many ways including reading with children, working with them on their

We plan opportunities to cater for different learning styles.

writing or providing extra adult support. You may also be able to share a special interest or skill with us during the school day – helping children with pottery, computing, sewing or sports coaching, for example.

Please let us know if you would like to help us. Under safer recruitment and safeguarding procedures, all adults who regularly work in school are subject to full police and Disclosure and Barring checks. We can organise this for you.

Outings and educational visits

When we take children out of school on an educational visit, we need to increase the number of adults going with them. If you can come along when a class is going on an outing, please let the class teacher or school office know.

Please note that if you are going along as a named and counted volunteer helper for the visit you cannot also bring along your baby or toddler.

Parent Association

Our home school association is called PSFA (Parents Staff Friends Association).

There are two main aims of PSFA:

- to raise funds to benefit Lee Manor children
- to make friends and contacts with other parents and carers in our community

Meetings are held very regularly. Notice of the times and dates of meetings, plus information about events, are in the

Friday newsletter. If you have any ideas or offers of help but cannot come to meetings, you can email PSFA direct on leemanorpsfa@gmail.com or leave a note with the office staff who will pass it to a PSFA representative.

Learning at Lee Manor

Lee Manor does not select according to ability and therefore the children within each class will be of mixed ability. We recognise that children are better or more confident in some areas or subjects than others and they learn and develop at their own pace and in their own way and so we use a mixture of teaching methods and plan opportunities to cater for these different learning styles. This way we ensure that all children are able to succeed. We also look for creative ways to introduce and link areas of learning.

If you'd like to know more about learning at Lee Manor please talk to our headteacher Alex Bell, appointments are easily made through the school office, or send him an email on: headteacher@leemanor.lewisham.sch.uk

The curriculum

First of all what is a 'curriculum'?

The curriculum includes the subjects which children study, the content of those individual subjects, how they are taught (there are several different approaches, for example, to the teaching of reading), how they relate to each other (or how they are integrated) and lastly,



how teachers organise children’s learning over a half term, a term and the whole school year.

The curriculum at Lee Manor is designed to develop in all pupils:

- high standards of literacy, mathematics and ICT (Information and Communication Technology)
- the ability to discover facts accurately and use them critically
- the ability to identify and solve problems creatively, as individuals and in co-operation with others
- the ability to express themselves through the arts and to appreciate the art and creativity of others
- the ability to work well with others showing social skills of co-operation and leadership, mutual respect, understanding and support
- the motivation and ability to build on strengths and to learn from mistakes
- the ability to understand how to keep themselves as safe, fit and healthy as possible
- an understanding of the local, wider and global communities

Nursery and Reception

In Nursery and Reception classes, the children follow the Early Years Foundation Stage curriculum. This is organised into seven areas of learning. There are three prime areas – communication and language; physical development and personal, social and emotional development; and four specific areas – literacy; mathematics, understanding

the world and expressive arts and design.

Each of these areas has its own learning goals. By the end of Reception, most children should have made significant progress towards achieving these goals.

Years 1 to 6

In years 1 to 6 we follow the national curriculum. Our curriculum includes all of the traditional subjects – English (literacy), maths (numeracy), ICT, science and design technology, music, art, RE (religious education), history, geography, PSHME (personal, social, health and moral education) and PE (physical education) including dance. We also teach a modern foreign language and currently this is French.

These subjects are combined into six key areas of learning, as shown to left.

Spiritual understanding

At Lee Manor we teach RE (religious education) or as we prefer to call it ‘spiritual understanding’. Learning is based on the locally agreed syllabus. This ensures that children learn about the six major faiths of Christianity, Islam, Buddhism, Judaism, Sikhism and Hinduism.

We take care not to indoctrinate children in any way and views on all religious matters are expressed in a balanced way. Our emphasis is on giving children a framework of moral understanding as well as knowledge of faiths, beliefs and practices to enable them to become caring members of society and form their own religious views.

Spiritual understanding is sometimes taught as a separate subject and sometimes as part of a theme. Parents/carers have the right to withdraw their child from these lessons and from daily acts of collective worship. Please discuss the matter with the headteacher if you wish to withdraw your child.

Physical well-being, health and lifestyles

This area includes health education, promoting good behaviour and developing children's awareness of themselves and others in the community. Learning is often incidental but always essential. It involves children learning to keep themselves fit and healthy and develop a set of values and beliefs, including respect for themselves, for others and for the environment.

We include drug education, aimed at encouraging children to recognise the dangers of drugs and alcohol and how to assert themselves against negative influences and pressures. We teach children how to recognise and avoid addictive or harmful substances and practices and how to keep themselves fit, safe and healthy.

We will also develop children's knowledge and understanding of their roles and responsibilities and how to make a positive contribution to their community. They will learn about democracy and how local and national government works.

We take time to develop children's ability to listen to others, to express their views, and to discuss and debate current ideas and issues.

Sex and relationships education

Schools are able to decide whether or not to teach sex education and we include sex education as part of our curriculum. Before a class studies sex and relationships education formally and as part of a series of dedicated lessons, parents and carers are informed and are invited to view the materials which will be used by the class. At other times if children ask teachers questions relating to sex or sexuality, it is our policy to answer their questions honestly and with regard for our equality policies. We will always try to inform you about the kind of questions your child is asking so that you may also respond to them.

Parents/carers are entitled to withdraw their child from formal sex and relationships education if they so wish, but we cannot withdraw a child from playground chatter, so we do hope that as many children as possible are able to take part in the lessons. We have a published policy for sex and relationships education. Please ask if you would like a copy.

School journey

In KS2, usually in year 6, children take part in a residential school journey to support areas of learning such as geography and PE (outdoor pursuits is part of the PE national curriculum).

Assemblies

Assemblies happen daily and reflect the multi cultural community of Lee Manor. Assemblies are broadly Christian, exploring themes such as friendship, perseverance and tolerance. We learn about famous people through stories and traditions from around the world. In our assemblies, we celebrate the achievements of those within our community and our wider community. Each week we have a special assembly in which we praise nominated children and share our learning and success.

Extra-curricular activities, clubs, tuition and enrichment

As well as the learning that we organise during the day, we also offer a range of out of school and after school clubs and activities. These are offered to different age groups at different times throughout the year. They include such areas as gymnastics, dance, choir, football, basketball, netball, chess, art, environmental learning and multi-sports. We offer instrumental tuition during the school day, at lunchtimes and after school. Children can learn to play an instrument such as violin, recorder or brass. Many clubs are free. There is a small charge for instrumental tuition and extra sports coaching.

Additional educational needs

Lee Manor School operates a policy of equality of opportunity and equality of access and inclusion. We operate the

Our most able and talented children work with their peers and specialist teachers.

Local Authority's admission criteria and special needs policy under which provision is made to ensure that all children are enabled to take a full and active part in a school which is able to meet the child's needs and which supports parental preference.

We recognise that many children have special or additional needs, that these may be short or long term and that there is a wide definition of the term 'special needs'. In Lee Manor we prefer the term 'children who need additional support'. In meeting children's needs, the school follows the nationally described code of practice.

If, after discussion with parents/carers, a child is considered to require more specific or urgent help, the school can refer to various support services, which are organised through the Local Authority.

In Lee Manor, we know that around 20 – 25% of our children are of the highest ability and many will have special gifts and talents. This may include a gift for maths or language or be a talent in swimming, sport or music for example.

We plan for differentiated and personalised learning so that these gifts, talents and strengths are nurtured in our school. We work closely with local primary and secondary schools and groups so that our more able and very talented children can work with their peers and access specialist teaching and coaching opportunities.

We encourage flexibility in how we group children and we promote cross-age learning so that all children will have opportunities to learn from each other and from those who are more able.

Arrangements for pupils with disabilities

The Disability and Discrimination Act 2005 (DDA) defines a disabled person as someone with 'a physical or mental impairment, which has a substantial or long term adverse effect on his or her ability to carry out normal day-to-day activities'. Our practices are developed to make sure that children with disabilities are welcomed, included and well supported at Lee Manor. We will do all we can to remove barriers to access and to learning for children with disabilities. Provision made for children with disabilities at Lee Manor includes:

- experienced teaching and support staff
- additional adult support
- differentiated teaching and learning
- specific learning resources and materials
- minor building adaptations and design

Parents/carers with a child who has a disability or special needs should in the first instance apply to the school using the standard Lewisham, Children and Young People's Services Application for Admission to Primary School. Please include information about your child's needs. If possible the application form should be accompanied by professional documents.

Monitoring children's progress

Teachers keep records of the progress of each child and their levels of achievement.

On entry into Nursery and/or Reception, and at the end of Reception class, children are assessed in seven main areas of learning.

Teachers assess children's learning in a number of ways: through observation, discussion, questioning, assessing children's written work and through formal testing. Children are also encouraged to respond to their own and other's learning.

At the end of each year you will be given a report on the progress your child has made. There will also be comments on general attitude, attendance and behaviour within school.

Attendance and punctuality

Parents have a legal responsibility to make sure their child is in school every day and arrives on time. Children who arrive late miss the sense of belonging that comes with being part of the routines at the start of the day. Children who are collected late are usually upset or disappointed so please try to be here on time at the end of the day and always let us know by phone or a message if you are running late.

If a child is absent please inform the school on the first day of absence.

You will be asked to give a reason for their absence. We consider absences to be authorised if your child is sick. However absences for birthdays or shopping trips will be recorded as unauthorised. The school is obliged to keep a record of absences and these are recorded on your child's report. Unauthorised absence and persistent lateness will be reported to the Local Authority's Attendance and Welfare Officer.

Parents are requested not to organise holidays during term time, as it disrupts your child's learning. Children attend school for only 190 days a year and the rest of the year is available for holidays. In very exceptional circumstances the headteacher may authorise a limited absence. Parents should request this in writing, at least two weeks in advance, explaining why the holiday can only take place in term time. No flights or travel arrangements should be booked until the absence has been authorised. Under current legislation parent/carers found guilty of taking their child on an unauthorised holiday in term time could be subject to a fixed penalty fine.

If a child is absent for more than 10 days without authorisation the child's name will be removed from the register and their place given to another child.

Medical matters

Qualified first-aiders in school will treat minor accidents such as grazes, bumps and small cuts. In more serious cases, we will call an ambulance and a member of staff will accompany your child to the hospital. In such situations, we will inform you immediately. Please note we always record the time we call you and the response received. It is important that the school has a contact number for parents or carers in case we need to contact you. We ask that you inform the school of changes to your address as well as changes to your home and mobile phone numbers. If you can provide the number of an alternative adult for contacting in an emergency, please give the details to the school office.

If your child needs to take medication during the day, please contact the school office to ensure we are able to accept this responsibility. You will need to complete an administering medicine request and instruction form. Without this, school staff cannot administer any kind of medication to your child.

Children who use an asthma inhaler are expected to be able to learn to administer it themselves with supervision. Inhalers will be kept in class and need to be clearly labelled with the child's name. Parents should make sure that inhalers are in date and still have medication left in them. Please check your child's inhaler regularly.

**your
questions**

What is a typical school day?

School begins at 9.00 am and ends at 3.15 pm every day.

Nursery

Nursery children attend up to 6 two and half hour sessions each week. Children attend from:

Morning session: 9:00 am to 11:30 am.

Afternoon session: 12:45 pm to 3:15 pm.

In the first 15 minutes of each session, staff are available to meet and greet each child and their carer.

In the Early Years Foundation Stage (Nursery and Reception) children learn through play and focused adult-led activities. They will spend an equal amount of time learning outside as well as inside the classroom.

Years 1 to 6

While the school day may vary according to your child's age and events in school, this is a typical day for a child in years 1 to 6.

The day begins with registration.

Sometimes music may be playing as children enter the classroom, to set mood or tone. The teacher will introduce the programme for or 'shape' of the day. The learning will be organised in sessions, which may focus on a particular area of learning such as literacy or may be cross curricular such as history and art. The teacher will make sure that all children understand the learning objectives

behind each activity and during the day will discuss the key areas to be learned and what might be achieved.

During the school day, children will do some maths and literacy learning. This is linked to other subjects wherever possible, so children might do a piece of writing from research they have done on Vikings, for example. After a 15-minute playtime, they will move onto a new area of learning, sometimes in the same group, sometimes with a new group of children. They usually learn alongside children of the same age range, but we also encourage cross age activities, as we know children learn so much from each other. After a lunch break with time in the playground, learning continues in the afternoon. The children usually attend an assembly or a whole school singing session during each school day.

Will my child get homework?

Class teachers send out information about what children are learning in class on a regular basis with suggestions for home learning.

In Lee Manor we see home learning as a way of further developing the partnership between home and school. We encourage children to take responsibility for their learning both in and out of school.

How do you encourage good relationships between children?

In Lee Manor, we place great emphasis on self-discipline and praise. We encourage children to understand why certain kinds of behaviour are much more acceptable than others, and we encourage self-respect, respect for other people and our environment. We also encourage parents and carers to work with us to support children's good behaviour so that home and school are consistent in what they expect of each child.

So how do you deal with bullying?

Bullying is not tolerated in Lee Manor. We have a strong anti-bullying policy, which is part of our good relationships and behaviour policy. We have a number of ways of ensuring that children are able to report problems of bullying and of making sure children know we will take action. We always respond to complaints about bullying and we work in partnership with parents to make sure our school is a bully-free zone.

Please ask for a copy of our policy at the school office or download a copy from our website.

Is there a uniform at Lee Manor?

We have discussed the issue of school uniform many times and recognise that there are contrasting views about the

place of a uniform in school. In Lee Manor, we do have a school uniform, which children can wear if parents and carers so wish. As we want to nurture children's individuality and respect difference, we are equally happy if you wish your child to wear their own choice of clothes.

We do point out that certain types of clothing and footwear are not permitted in school; these include sleeveless tops (such as summer vests) and tops that expose the child's middle. Shoes such as clogs, backless shoes and sandals or high heels are not permitted as they present a risk to the safety of pupils.

We do not allow jewellery in school apart from religious items such as a crucifix or Kara, and only close fitting stud earrings – for safety reasons.

All jewellery (apart from stud earrings) must be removed for PE and games lessons.

We ask that children bring a change of clothes for PE. Shorts and a T-shirt are acceptable clothing. Tracksuits may be worn for outdoor PE lessons. Each child should bring a pair of plimsolls or trainers with them. Please put your child's PE kit in a bag clearly marked with their name.

Please ask in the school office for details of how and when to buy our school uniform and Lee Manor bags.

It is unfortunate that sometimes losses occur within school. We take every effort to find missing items. You can help us by labelling all items of clothing and footwear.

What happens at lunchtime?

Children from Reception to year 6 can stay for a school meal or bring a packed lunch or go home for the lunchtime period. Nursery places are all part time and therefore we do not provide lunches for nursery children.

Our school dinners are cooked on the premises. A four-week menu is displayed in school and a copy is sent home. We provide a choice of meals and a vegetarian option is always available. Payment for dinners should be sent to school on Mondays only please, in an envelope clearly marked with the amount, your child's name and class. Cheques should be made payable to Lee Manor School. You can pay online via our website on www.leemanor.lewisham.sch.uk

If you have any queries related to online payment please e-mail our school business manager: sbm@leemanor.lewisham.sch.uk

If you think you may be entitled to free school meals, please make enquiries at the school office or look on our website.

You may prefer for your child to bring a packed lunch. We teach and encourage children to eat healthily and this is followed up in the dining hall. We ask that parents and carers support the school by providing healthy packed lunches. We ask that you don't send in sweets, chocolate, fizzy drinks, glass bottles or cans.

Children in reception classes have access to their own outdoor play area throughout the day. They play separately from the rest of the school, although they do join them, from time to time, accompanied by their teacher, nursery nurse or classroom assistant.

At playtime, Year 1 use their own outdoor area in the autumn term to gain confidence before using the main playground, the rest of the children go outside to the play areas. If it is raining, children stay in the classrooms and are encouraged to read, draw or play board games.

If your child has a medical condition which prevents them going out to play, they can stay in the school hall. Please ask the class teacher or deputy headteacher if you think your child needs to stay in at playtime so that supervision may be arranged.

During very cold or very hot weather children may be brought in early from lunchtime play. They will either play quietly in their classrooms or watch a DVD.

Children aged 3–7 years are offered a piece of fresh fruit every morning playtime. This is part of a government-sponsored scheme. Children in Key Stage 2 may bring their own fruit to eat at playtime.

What about before and after-school child care facilities?

We have a breakfast club, which takes place in the community room from 8 am every school day. A simple breakfast is provided by staff who supervise the children until the start of the school day at 9.00 am. The after-school club runs from the end of the school day, 3.15 pm until 6 pm Monday to Friday. It provides supervised play opportunities in a safe, supportive and friendly environment on the school site. Both breakfast club and after-school club cater for children who are in Reception to year 6. There is a charge for before and after school child care. Please ask at the school office for information.

How do you keep the school secure?

Once school has started each morning the gates are locked and entry to the school can only be obtained through a video-controlled entry system. The main entrance to the school building is again entry controlled. Visitors to the school must sign in at the school office and they will be issued with a visitor's badge. We do not allow free access to the classrooms or other areas of the school building without prior arrangement and the permission of the headteacher.

Children are not allowed to leave the school grounds during the day, unless an adult collects them. Parents and carers

deliver children to and collect children from classrooms at the beginning and end of the school day. Although some children in key stage 2 (years 3 to 6) walk to and from school by themselves, younger children are only collected by a known adult. Children cannot be collected by an adult other than their known and named parent or carer without the school being informed in advance.

All staff employed at the school, plus voluntary helpers, including parents, are subject to rigorous vetting procedures including Disclosure and Barring checks. We retain close links with the police and our local community and any concerns relating to safety and security are always reported and promptly acted upon.

If you would like further information, you are welcome to ask to see a copy of our safeguarding policy.

How do I apply for a place at Lee Manor?

There are a number of criteria for admission and this information is published in our admissions policy available from the school office or www.lewisham.gov.uk

Nursery admissions

If you wish your child to be admitted to our Nursery, you need to collect and complete an application form and this is available from the school office. The completed form must be returned to the school office. Children are usually offered

a Nursery place the term after their third birthday. The place will be part time – either a morning or an afternoon. Children, who are not offered a place immediately, will be put on a waiting list at your request. Should a place become available we will contact you.

Reception and in year admissions

If you wish your child to join Lee Manor then a common application form (CAF) must be completed. This form is available from: The Admissions Team, Laurence House, Catford or you can download a copy from the Lewisham local authority website.

And finally...

We hope that this has given you the information that you need about our school.

If there are areas or aspects of the school about which you would like to know more, please do ask. We welcome your interest, questions and comments. We look forward to meeting you and to working with you, to benefit all of the children at Lee Manor and Brindishe schools. Welcome to our partnership.



Lee Manor School

Leahurst Road, Lewisham SE13 5LS

Tel: 020 8852 0852

info@leemanor.lewisham.sch.uk

www.leemanor.lewisham.sch.uk

Alex Bell

Headteacher

Dame Vicki Paterson DBE

Executive Headteacher

Spyros Elia

Chair of Governors