

## Manor Field Infant and Nursery School

September 2025

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We offer a warm welcome to all our pupils, those returning for a new year and those joining us for the first time. We look forward to a fun, happy and productive year together! Manor Field school is a warm, welcoming school and we look forward to the learning journey your child will undertake during their time with us.

We welcome Miss Kemp to our staffing team. Miss Kemp will be teaching Squirrel class on Monday and Tuesday. Miss Holmes will continue to teach in Squirrel on a Wednesday, Thursday and Friday.

We are excited to welcome our Early Years children to our new Nursery and Reception unit (complete with new, very smart toilets!). Over the next few weeks, the children will be exploring their classroom areas as they engage in lots of interesting learning opportunities with friends. Our focus initially, is on becoming familiar with our routines. We will share stories, sing, use our imagination and have lots of fun together. Towards the end of the half term, we will learn about our first core story. We will share details with you about this nearer the time.

In Y1, Fox class, the children will be reading Old Bear by Jane Hissey and basing their writing on the adventures of the toys in the book. The first term of Year 1 is a wonderfully exciting time for children as they take their first steps into more structured learning. It's a term full of discovery, where children begin to build on their early experiences and develop new skills in reading, writing, and maths—all while continuing to learn through play.

Badger class, our Y2 class, will be reading The Night Gardener by the Fan brothers. The first term of Year 2 is an exciting time as children begin to take more ownership of their learning and build on the strong foundations laid in Year 1. You'll see their confidence flourish as they tackle new challenges in reading, writing, and maths, while continuing to enjoy creative and hands-on learning across the curriculum.

In all of our classes we will be placing a strong emphasis on settling the children into strong routines. Your Fox or Badger child should be able to tell you about the routines we have for moving around the classroom and getting ready for break and lunch.

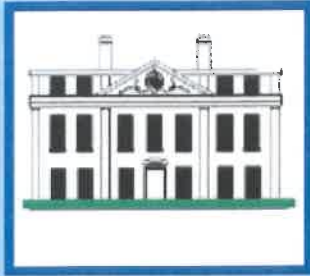
**Email:** [office@manorfield.org](mailto:office@manorfield.org) **Phone:** 01508 530356

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#### School Day

The classroom doors will open at 8.45am and close at 9.00am. If you arrive after 9.00am, you will need to bring your child to the office and complete a late arrival form.

The school day ends at 3.20pm—Reception, Years 1 & 2

3.00pm—Ladybird Nursery

Please ensure you collect your child on time. Late Nursery collections will incur a charge of £5.00 per 15 minutes. These will be added to Pupil Asset accounts.

#### Site Rules

Please do not park in the school car park. The school car park is for the use of staff only. If you bring your child to school by car please park off school grounds and show consideration to the residents on the surrounding roads.

We are a strict no smoking/vaping site and dogs are also not permitted on school grounds at anytime.

For safeguarding reasons, we ask that mobile phones are not used on the playground or in any part of the building.

Bicycles and Scooters– Please dismount before entering the school grounds and place in the shelters provided.

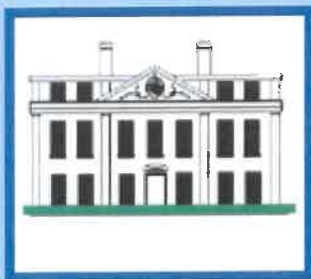
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### Term-Time Holidays

If you are planning to take your child out for a holiday during term time, you will need to complete a leave of absence form. Please be advised that the Headteacher is unable to authorise any holidays during term time unless the circumstances are considered to be exceptional. Norfolk County Council have changed the rules regarding holidays taken in term time:

Penalty Notice Fines are issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines. The first time penalty notice issued will be £160 per parent per child, paid within 28 days, reduced to £80 per parent, per child if paid within 21 days.

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions( usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The 10 school week period can span different terms or school years.

First Offence– The first time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent, per child paid within 28 days , reduced to £80 per parent , per child if paid within 21 days.

Second Offence( Within 3 years) – The Second time a Penalty Notice is issued for an authorised absence the amount will be : £160 per parent, per child paid within 28 days.

Third Offence ( Within 3 years) – The third time an offence is committed a Penalty Notice will not be issued and the case will be presented straight to the Magistrates Court. Prosecution can result in criminal records and fines up to £2,500. Cases found guilty in the Magistrates Court can show on the parents future DBS certificate due to failure to safeguard a child's education.

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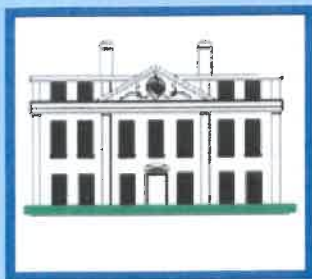
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### Squirrel Class

#### Absence

If your child is unable to attend school due to illness or any other unforeseen circumstances, please remember to call or email the school office before 9.00am . (contact details at the end of page). You can also Dojo your child's class teacher. Please remember to keep us updated of your child is going to be off for more than one day.

#### Medical Appointments

If your child has a medical appointment that is during the school day and therefore requires a late arrival or early pick up, you will need to complete a medical absence form from the school office. This enables us to keep the school registers up to date, ensure lunch is ordered (if required) and make sure your child is ready for collection. We will ask to see evidence of the appointment for our attendance records. For emergency medical appointments, please inform the school as soon as possible.

#### Snack Money

We offer all children in school a piece of fruit at snack time. We ask that sweets, chocolate and crisps are not brought into school for this purpose. We are also a nut free school. A voluntary contribution of £18.00 per school year is requested for each child. This enables the fruit to be supplemented with other snacks e.g cheese and biscuits. Payment to be made via your Pupil Asset account.

#### Pupil Asset

New parents will have received an email invitation from Pupil Asset to create an account. It is very important that each child has a Pupil Asset Parent account . This is used to make snack money payments and school trip payments. For Ladybird Nursery, extra session charges and lunches will be need to be paid for via your child's Pupil Asset account. If you haven't received an email invite, please let the school office know.

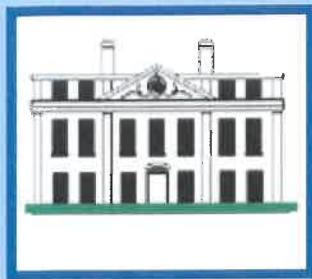
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### Attendance

Attendance is monitored and reviewed every 6 weeks. Parents will receive a letter if your child's attendance is below our expected level.

It is very important that there is someone available to collect your child during the school day within a reasonable time frame (30 minutes). This could be for a number of reasons– illness, injury or accident , emergency school closures or behaviour/exclusions.

Data collection sheets will be sent home within the next couple of weeks, Please make sure all contact details are correct . Please include any people who you would like adding to your child's emergency contact list and the order of priority. Older siblings must be 14 years or older in order to collect younger siblings.

### Uniform

Please make sure to label all school uniform with your child's full name. This includes wellies and water bottles. Please only send plastic water bottles into school and fill with water only not juice or squash.

### School Photographs

AJS Photography will be in school on Monday 15th September to take the individual school photographs. Please make sure your child is in full school uniform on this day. Children will bring home a slip with all order details the same day.

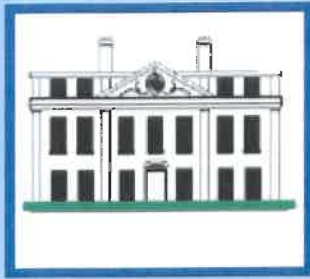
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## **New Academic Year—Term Dates 2025-2026**

### **Autumn term**

- **Wednesday 3 September - Friday 24 October 2025**
- **Half-term holiday: Monday 27 - Friday 31 October 2025**
- **Monday 3 November - Friday 19 December 2025**
- Christmas holiday: Monday 22 December - Monday 5 January 2026**

### **Spring term**

- **Tuesday 6 January - Friday 13 February 2026**
- **Half-term holiday: Monday 16 - Friday 20 February 2026**
- **Monday 23 February - Friday 27 March 2026**
- Easter holiday: Monday 30 March - Monday 13 April 2026**

### **Summer term**

- **Tuesday 14 April - Friday 22 May 2026 (Monday 4 May is a bank holiday)**
- **Half-term holiday: Monday 25 - Friday 29 May 2026**
- **Monday 1 June - Friday 17 July 2026**

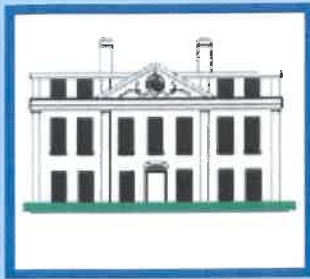
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### Save the date!

September 2025	
Monday 15th	Individual School Photographs
October 2025	
Thursday 23rd	Reception - Hearing and Vision Screening
Friday 24th	Last day of the half term
November 2025	
Monday 3rd	School Re-opens
Thursday 13th	Flu Immunisations –Reception/Year 1 /Year 2

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