



AND RESOURCED PROVISION FOR  
HEARING IMPAIRED CHILDREN  
Headteacher: Mrs C Findlay

4<sup>th</sup> September 2025

Dear Parents/Carers

Welcome to Manor Junior School! We hope your child has enjoyed their first day with us.

Please find the enclosed forms that we would like you to complete for our records. Please return to the school office via your child's class teacher.

**HOME SCHOOL AGREEMENT – to be signed by all parents / carers and pupils**

Please could you read through the agreement with your child and then sign and return it to school. The agreement explains how we will support your child in school and how we would like you to support us, as parents and carers. It also outlines what we expect from your child.

**FOOD ACTIVITIES / MEDICAL CONDITIONS**

If your child has been prescribed any medication by the doctor and they need to take this in school it must be in the original box with the pharmacy label clearly visible otherwise we cannot accept it. There will also be a form that will need to be completed. Asthma pumps are kept in the classroom in a designated box and all other medicines are kept in the school office.

Children are likely to undertake various food preparation / making / tasting activities throughout the year. Please sign the general consent form attached to this letter to allow your child to participate in such activities. Please indicate clearly any allergies or medical conditions using the attached form.

**LOCAL TRIPS**

Throughout the year we will be organising a number of field trips within the local community; for example - walks to St John's Church and visits to local secondary schools. Rather than constantly requesting permission slips we would like you to complete the general consent form attached to this letter. Please note that you will be informed by letter or email of all trips being undertaken. Outings involving a cost or coach transportation will require additional individual permission slips.

**ANIMALS IN SCHOOL**

There may be opportunities in the future for the children to handle animals but we clearly need to be aware if there are any pupils who have allergies or if there are any other concerns parents may have about their child coming into contact with animals.

Please can you complete the slip below to indicate if your child has any allergies to animals and return it to the school office. Please note that we will not be able to let your child handle any animals in school without the completed permission slip below – thank you.

**USE OF PG CERTIFIED FILMS IN SCHOOL**

As part of the junior school curriculum there are times when we wish to show film clips or entire films linked to topics or literacy units to support and enhance learning. In fact, it is a

requirement in some literacy units of work for children to compare film content with the original text.

In order to do this we are seeking your approval for your child to watch PG (Parental Guidance) films at school. Hampshire County Council guidelines are that we may show U certificate films but should seek additional approval from parents for PG films.

If you are happy for your child to view carefully selected PG Films at school, please sign and return the form below. This will be kept on file until your child leaves Manor Junior School or you revoke the permission in writing.

### **PE KIT and school uniform – information for all families**

Your child may wear their PE kit to school on the days they have PE / Games. Please ensure on these days that the children wear the appropriate joggers/hoodies dependant on the weather. They will need to participate in the lessons even if it is cold outside.

Please see below a list of the days each year group has PE and therefore when your child will need to attend school in their PE kit.

Year 3 – Tuesday and Thursday

Year 4 – Tuesday and Thursday

Year 5 – Monday and Wednesday

Year 6 – Wednesday and Friday

On all other days please could you ensure that your child is in full school uniform.

### **Coats and Hats**

Please could you ensure that your child comes prepared for the Great British weather – sunhats or warm waterproof coats as appropriate! We have many outdoor learning opportunities and need the pupils to be comfortable for these sessions. As the phrase goes, there is no such thing as bad weather – just poor clothing!

Please do not hesitate to contact the school if you have any questions concerning the above items.

Yours sincerely



Mrs C Findlay  
Headteacher

## **MANOR JUNIOR HOME/SCHOOL AGREEMENT 2025-26**

### **Aims**

At Manor Junior School we aim for our pupils to become healthy, independent and responsible citizens. We encourage them to understand their rights and responsibilities as well as to be respectful human beings. Through clear expectations we strive to help develop the pupils' sense of self-worth, their aspirations both now and for the future, and for them to achieve as closely to their full potential as is possible.

### **Key principles**

At Manor Junior School every child should feel safe, cared for and know that they belong. Strong, kind relationships between staff, pupils and families are essential and central to everything we do. We recognise and celebrate the fact that children are all different in their characters, personalities and abilities and we have high expectations for all. Self-regulation is learned and, like any other skill, is developed more quickly within some pupils than others. Pupils struggling to self-regulate are supported by staff to learn new ways to deal with uncomfortable feelings that do not interfere with the safety and learning of other pupils. Equally, pupils demonstrating skill in self-regulation, kindness and empathy for others are recognised and valued for their important contribution to the Manor School community.

Our School Rules are:

**Ready, Respectful, Safe, Kind**

#### **Adults in School will:**

- Be emotionally consistent
- Show interest in pupils as individuals to build strong relationships
- Celebrate and recognise pupils making good choices and going 'above and beyond'
- Privately (whenever possible) redirect pupils who are not following the school rules

#### **Parents and Carers will:**

- Celebrate and recognise when their child has made good choices and gone 'above and beyond'
- Show interest in their child's schooling
- Respect decisions made by the school with regard to behaviour management
- Share any concerns privately with staff members so they can be dealt with in school

#### **Pupils will:**

- Follow the school rules
- Celebrate and recognise other children who have made good choices and have gone 'above and beyond'
- Share any concerns or worries with adults in school or at home
- Be proud of their achievements

## **HOME/SCHOOL AGREEMENT**

**2025-26**

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Signed: Child \_\_\_\_\_

Signed: Parent/Carer \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Signed: Class Teacher \_\_\_\_\_ *on return of form*

Date: \_\_\_\_\_

*Please return to Manor Junior School - thank you.*

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### **LOCAL VISITS**

I give my child permission to participate in field trips within the immediate locality and at local schools. I acknowledge that these activities will be on foot and notification will be given through letters / emails. I understand that trips further afield involving transportation and/or cost will require additional consent.

### **FOOD ACTIVITIES**

I give permission for my child to participate in all food making / tasting activities.

Please be aware of the following food allergies:

Signed: Parent/Carer \_\_\_\_\_

Please Print Name: \_\_\_\_\_

*Please return to Manor Junior School - thank you.*

## **MEDICAL CONDITIONS**

Child's Name: \_\_\_\_\_

Please indicate below if your child has particular conditions that all staff need to be aware of:

**N.B. Conditions requiring medicines or specific treatments must be discussed with the school office in accordance with school policy.**

Signed (Parent/Carer): \_\_\_\_\_

I confirm that the school has been made aware of this condition.

Signed (Headteacher): \_\_\_\_\_ *on return of form*

Date: \_\_\_\_\_

*Please return to Manor Junior School if you think there are medical conditions that we need to be aware of - thank you.*

## **REQUEST TO ADMINISTER NON-PRESCRIBED PARACETAMOL AND ANTI-HISTAMINE**

We need to have permission from you if you'd like us to give your child the occasional dose of paracetamol/anti-histamine under limited circumstances (if they get a headache/hayfever, or any other type of mild to moderate pain). We will stick to the direction on the pack which tells us the correct dose to give. We would ***always*** contact you for your permission before we administer this.

Obviously we wouldn't keep your child in school unnecessarily if they were very poorly and we'd contact you if needed.

With the above in mind, can you complete the following and return this page to us. If we do not hear from you, we will assume that you do not want us to give your child paracetamol/anti-histamine in school. Thank you for your cooperation with this.

I am happy for you to give my child paracetamol/anti-histamine and I am confirming that:

- they have had paracetamol/anti-histamine before and they didn't have an allergic reaction to it;
- they are not currently taking any medicines that would interact with paracetamol/anti-histamine;
- I will inform the school if they start any medicines which would interact with paracetamol/anti-histamine.

*Please note, we will only administer a couple of calpol meltlets, thereafter if it is an ongoing issue we would ask you to provide a pack of these to the school – thank you.*

Parents/Carers signature: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Name of child: \_\_\_\_\_ Date of birth \_\_/\_\_/\_\_

Date signed: \_\_/\_\_/\_\_

*Please return to Manor Junior School - thank you.*

## **USE OF PG CERTIFIED FILMS IN SCHOOL**

As part of the junior school curriculum there are times when we wish to show film clips or entire films linked to topics or literacy units to support and enhance learning. In fact, it is a requirement in some literacy units of work for children to compare film treatment of a book with the original text.

In order to do this we are seeking your approval for your child to watch PG (Parental Guidance) films at school. Hampshire County Council guidelines are that we may show U certificate films but should seek additional approval from parents for PG films.

If you are happy for your child to view carefully selected PG Films at school, please sign and return the form below. This will be kept on file until your child leaves Manor Junior School or you revoke the permission in writing.

Are you happy for your child to watch selected PG certified films **Yes / No?**

Parent's or carer's  
signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (in block capitals): \_\_\_\_\_

**Name of Child:**

**Class:**

*Please return to Manor Junior School - thank you.*

## **ANIMALS IN SCHOOL**

There may be opportunities in the future for the children to handle animals but we clearly need to be aware if there are any pupils who have allergies or if there are any other concerns parents may have about their child coming into contact animals.

Please can you complete the slip below to indicate if your child has any allergies to animals and return it to the school office. Please note that we will not be able to let your child handle any animals in school without the completed permission slip below – thank you.

### **PERMISSION TO HANDLE ANIMALS IN SCHOOL**

Child's name ..... Class .....

Please tick as appropriate:

☐

My child has no known allergies to animals and I am happy to let them handle animals if there is an opportunity.

☐

My child has an allergy to the following animals but they are allowed to handle all others if there is an opportunity.

.....(Please name animals)

☐

I do not wish my child to handle any animals in school.

Signed: .....

Parent/Carer