

Headteacher's Newsletter

Important Dates:

- **22nd July - Final day before Summer**
- **1st September - Training Day**
- **2nd September - School re-opens**
- **2nd September - Coloured groups staggered starts Y1 (see Welcome to Y1 information booklet)**
- **2nd September - Reception 'Pizza and Play'**
- **3-4th September - Reception staggered starts**

It is hard to believe another school year has drawn to a close. It has been a year filled with incredible learning and memorable moments where every single child at Manor Wood has made wonderful progress. We hope by now that you have all had the opportunity to read your child's end-of-year report with them and celebrated their achievements. Mrs. Lowry and I read all of the reports and we feel incredibly proud and in awe of your children for everything they have accomplished.

This newsletter will provide some really important information as we look ahead to September 2026, particularly regarding communication as we transition away from the Seesaw App so please do read on.

Farewell to Y6

This week we say our final goodbyes to our Year 6 children - the brilliant Class of 2026. They have been an absolutely incredible bunch of children and we are going to miss every single one of them. Their performance of School of Rock was nothing short of amazing, as they took to the stage fabulously with incredible energy and talent. Yesterday, they shared a wonderful Leavers' Assembly with their families, reflecting thoughtfully on their special memories and journey at Manor Wood. The celebrations concluded on Monday evening as they dressed up and enjoyed their well-deserved Y6 Prom together!

IMPORTANT : As is tradition, we will be clapping our Year 6 children out with a Guard of Honour on Wednesday. To allow this to happen, Year 6 children will leave 5 minutes later than the rest of the school. This short delay allows all staff time to say goodbye to their own classes and gather at the office where the walk will begin. It would be lovely if Year 6 families could join us in clapping the children out by continuing the Guard of Honour from the top of the office steps.

Thank you, Year 6, for being such a joy and for leaving us with so many fantastic memories. We wish you all the very best as you take your next steps into secondary school!

Uniform and PE kits for 2026-27

Please see below (at the end of the newsletter) for a reminder of our school uniform expectations for September.

Please remember that each week your child only needs to bring their reading book and journal on their designated reading days. On days when they have extra-curricular activities, they are very welcome to bring a small, suitable bag of your choice (this does not need to be a Manor Wood branded bag).

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Owlcotes Multi-Academy Trust Newsletter

Please follow the link to read the Summer newsletter for all schools in the Owlcotes Multi-Academy Trust, including Manor Wood. [OMAT Summer Newsletter](#)

Communication update as we move away from Seesaw

We have listened to your feedback regarding communication. Many families have told us that managing multiple apps is overwhelming and that Seesaw is not always a reliable source for information sharing. Therefore, starting in the 2026-27 academic year, we are streamlining our communication to ensure it is clearer and more consistent. We are moving away from Seesaw and will be using Arbor and email as our primary communication channels. [Please ensure you download and set up the Arbor app to stay connected. Seesaw will no longer be operational from the end of this Summer Term.](#)

If you need to contact us over the Summer holiday, please send an email to the main school office: office@manorwood.owlcotesmat.org

[Face-to-face conversation remains our preferred method of communication.](#) While drop-off and pick-up times are great opportunities for quick, easily resolved messages, we kindly request that longer, more detailed conversations are requested as a meeting via email to your child's year group team. This ensures we can give your concerns the attention they deserve.

We will continue to share learning and school life updates through our newsletters, invitations to school events and via other key channels. Thank you for your continued support as we work to make our communications more effective for all.

IMPORTANT: Please read our communication information sheet found at the end of the newsletter.

Free School Meals (FSM)

From September 2026, eligibility will be expanded so that [all](#) households receiving Universal Credit will qualify for Free School Meals. This change removes the current £7,400 income cap and is expected to benefit over half a million additional pupils nationwide.

- The new eligibility criteria will apply from September 2026, meaning families receiving Universal Credit will be able to access Free School Meals from the 2026/27 school year.
- Although eligibility will be automatically available to all families receiving Universal Credit, parents and carers will still need to apply.

If you think the new criteria applies to your household and either parent/carers are in receipt of Universal Credit, [please provide school with your full name, address, date of birth, and National Insurance number in order to check eligibility. Please also provide the name and date of birth of the child/children you are enquiring about.](#) Providing this will act as consent for these details to be passed to the Welfare and Benefits Service. They will then be able to check eligibility and if confirmed, put your child's free school meal in place for September 2026.

Forest School - Update

We have been working hard this year to establish and create a wonderful and inspiring outdoor space for our children, this will continue to be developed over the coming year along with the support from the whole school community. We are thrilled to announce that from September, Manor Wood will be a fully

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accredited Forest School. Aligning with our "alfresco" golden thread, outdoor learning will now become a consistent and core part of every child's education. Exploring the natural environment offers incredible benefits to children's holistic development and overall wellbeing. Children will attend Forest School sessions throughout the year, experiencing the magic of all the changing seasons.

To ensure the children stay safe, comfortable and ready to dive into the fun, they will need appropriate outdoor clothing. We go outside in all weathers! For cold weather months think layers! Children will need a fleece, waterproof trousers, a waterproof jacket/coat, a warm hat and gloves. Thick socks are also highly recommended to keep toes warm inside their boots. Warmer months, children will still need to bring their waterproofs and boots as even when the sun is out, parts of the Forest School site can still be muddy! For the most part, outdoor clothing will stay at school and will be sent home only when it needs a good wash, this has always been practised in our Foundation Stage unit. We will also be launching a Swap Shop: if you have any outgrown waterproofs or boots please donate them.

Forest School sessions will take place on Mondays, Tuesdays, or Wednesdays. Children will attend in small groups of 16, participating once a week for a 6-week block. To ensure everyone gets to experience the outdoors at different times of the year, each year group will complete two blocks across different seasons. Exact days will be shared by class teachers in September.

Term	Year groups attending
Autumn 1	Year 1 and Year 2
Autumn 2	Year 3 and Year 6
Spring 1	Year 4 and Year 5
Spring 2	Year 1 and Year 2
Summer 1	Year 3 and Year 4
Summer 2	Year 5 and Year 6

RSE Policy consultation

We have recently updated our RSE Policy to ensure it aligns with current statutory guidance and meets the needs of our children. This short survey is designed to gather your feedback, insights and suggestions regarding our policy and curriculum content. Your voice is incredibly important to us as we shape this program together.

[Consultation Form](#)

and

[RSE Policy](#)

Staffing for 2026-2027

Please see attached a staffing list for the 2026-2027 academic year.

Wishing all of our families a restful, sun-filled summer break! We look forward to welcoming everyone back refreshed and ready for a wonderful new school year in September.

Kate Humphries – Headteacher

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Uniform and PE kit expectations for Y1-6

School Uniform

- Mid-grey plain trousers, shorts, pinafore dress or skirt
- White shirt, blouse OR white polo shirt (with collar)
- **Manor Wood** official school sweatshirt or cardigan
- White, grey or black tights, leggings or socks
- **Green** gingham summer dresses
- Sensible, dark coloured outdoor shoes
- A pair of black pumps for indoor use

Please ensure the clothing is named clearly as we have a terrible problem with unnamed lost property which is never reunited with its owner!

PE Kit

Indoor kit: white t-shirt and plain dark (black or navy) coloured shorts

Outdoor kit: white t-shirt, plain dark (black or navy) coloured tracksuit with full length trousers and jumper/hoody and trainers

We continue to ask that you send your children in to school in their PE kit on the days they have PE.

Book bags

Please ensure that your child has a Manor Wood school book bag or document case. They can be purchased from The Uniform Shop in Meanwood or via this link : [Uniform Shop](#)

Hair

Please ensure that long hair is tied back using a small bobble or plain ribbon. **Hair should not be dyed and should not be decked with huge bows or decorative head bands.**

Jewellery

Children can wear small plain studs if they have pierced ears and inexpensive watches if parents are in agreement. No bangles / necklaces etc. unless they are of religious significance.



Manor Wood
Primary

Communication at Manor Wood

As we streamline our communication systems within school, this document will inform you of the correct email address to contact if you would like to get in touch with someone in school.

Face-to-face conversation remains our preferred method of communication.

While drop-off and pick-up times are great opportunities for quick, easily resolved messages, we kindly request that longer, more detailed conversations are requested as a meeting via email to your child's year group team. This ensures we can give your concerns the attention they deserve.

We use two apps across our 0-11 site; Family and Arbor.

- The **Famly App** is used across our 0-5 and Extended Services provision (Baby Nest, 2 Year Old provision, Foundation Stage Unit and Before and After School Club) as the primary method of communication, bookings and payments and sharing learning.
- The **Arbor App** is used across main school for administrative and whole-school communication purposes.

This includes:

- Permissions (eg. trips, social media consent etc)
- Pupil and Family information and contact details
- Whole school emails and announcements



It is absolutely essential that all families download the appropriate app for the age range of your children. *Foundation Stage Unit families will need both the Famly and Arbor app.*

Who do I and contact and how?

Office

If you have administrative questions or queries such as:

- The school day, school timings or routines
- Payments
- Passing on information regarding who is collecting your child
- School lunches
- School trips
- Leave of absence or holiday leave
- Formal complaints

Please contact the main school office:

Telephone number: 0113 2689160

Email : office@manorwood.owlcotesmat.org

For specific queries relating to children in our 0-5 settings or Extended Services please contact our 0-5 office :

Telephone number: 0113 2693515

Email : cc@manorwood.owlcotesmat.org

Class Teachers

If you would like to talk to your child's class teacher regarding areas such as:

- Learning and the curriculum
- A well-being concern
- Arranging a meeting

Each year group has their own email inbox. Please email the year group your child is in. This will ensure your response will be timely and from the appropriate person. Please contact your child's class teacher via the year group email address below.

If your question or concern requires a further conversation, a member of the year group team will get back to you to arrange an appropriate time for a meeting or phone call.

If your child is in Baby Nest, The Two's, Nursery or Reception, please continue to use the Famly App for communication with their key workers or a member of the SLT.

Contact Information

Contact us:

yearone@manorwood.owlcotesmat.org

yeartwo@manorwood.owlcotesmat.org

yearthree@manorwood.owlcotesmat.org

yearfour@manorwood.owlcotesmat.org

yearfive@manorwood.owlcotesmat.org

yearsix@manorwood.owlcotesmat.org

All teachers in each year group will have access to this email address, as well as the Phase Leader. If you wish for your email to be read by a specific person, please address it with FAO (for attention of) followed by the teacher's name.

If you have a specific question regarding SEND and inclusion provision please contact the SEND and Inclusion Team:

Email: sendteam@manorwood.owlcotesmat.org

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STAFFING LIST 2026-27 SENIOR LEADERSHIP TEAM (SLT)

HEADTEACHER: Kate Humphries

DEPUTY HEADTEACHER: Ellen Lowry

ASSISTANT HEADTEACHERS: Claire Ranshaw (SENDCo), Dan Kelly

BIRTH TO FIVE AND EXTENDED SERVICES MANAGER: Carmel Barton

DESIGNATED SAFEGUARDING LEAD: Nim Matharu

PHASE LEADERS: EYFS-Jasmine Priestley & Lucy Gill, KS1- Fran Jagger LKS2- Becky Hayes UKS2- Verity Hemingway

CLASS	TEACHERS	TEACHING ASSISTANTS
FSU		
Purple	Lucy Gill	Michaela Mitchell, Jander Buchanan, Shanaz Hussain, Sophie Hyman, Joanne Harras, Lisa Thorne, Gawla Mizori, Alaa Abid, Abida Begum
Green	Jasmine Priestley	
Yellow	Christian Davies	
Orange	Charlotte Rodrigues, Renu Matharu, Meeca Dominique-Black,	
Key Stage One		
1B	Catherine Barnes	Shaz Hussain Beth Cassidy Vic Hamzoui Steven Boursak LJ Doherty
1C	Nat Clements	
2J	Fran Jagger	
2W	Liz Watson/Jasmine Licence	
Lower Key Stage Two		
3W	Beth Wilson	Sandra Fielding Rebecca Carr-Dixon Roisin Hewitt Gurminder Sembhi Rukhsana Bi Asma Fazal
3M	Tamar Manson	
4BH	Becky Hayes	
4RH	Rob Hill	
Upper Key Stage Two		
5L	Nancy Lester	Monika Mang Petra Diesendorff Ayesha Yousaf Surinder Bhamber Kayleigh Newsome Nadia Khan Aferdita Gashi
5S	Cas Stoodley	
6VH	Verity Hemingway	
6R	Lesley Rogers	
EYFS Atelierista and Art Specialist	Katy Cummins	
Cover Teacher	Katie Taverner	
SEND and Inclusion Team	Claire Ranshaw - SENDCo and Inclusion Manager Sarah Cromwell - SEND Administrative Support Learning Mentors - Mitch Cummins and Evie Taylor	
ECaR Teachers	Fran Harris and Beth Cassidy	

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Safeguarding and Pastoral Support	Designated Safeguarding Leader (DSL): Nim Matharu	DSL designated staff: Kate Humphries Ellen Lowry Dan Kelly Claire Ranshaw Carmel Barton Lucky Kaur
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