

M a n o r C o l l e g e



Handbook 2021/2022

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About this handbook

This handbook will help you to settle into your new course and the College. Inside you will find information that you will need to know about the course and Manor College.



College Aim

The main focus of the post 16 provision is to prepare students for adulthood and support their progression into work or further study. Manor College gives students the opportunity to study an appropriate full time programme which reflects their prior attainment, education and career goals.

Our Expectations

What we expect of you

- Above all, we expect you try your best, to work hard and do well
- We expect you follow the rules of the college at all times
- We expect you to attend all lessons, be on time and have the correct equipment including PE kit
- We expect you to complete work that is given to you, either in lessons or in your own time
- Respect other students, staff, building and equipment

What you can expect of us

- Above all, you can expect commitment from your teachers and support staff. They will be working hard to enable you to do well
- You can expect to talk to your teacher outside of lessons to offer help and answer questions
- You can expect that your sessions will enable you to achieve all the criteria on your course and fulfil your potential
- To be treated fairly and feel safe and happy

Help with your course

We are committed to supporting you as an individual and will help you to achieve your personal targets. Group sizes are around 7-10 students.

You will be supported in your lessons by our team of teaching assistants and teachers who will help you reflect on your achievements and guide you in the setting of targets to help improve your performance throughout the year.

How will I be assessed?

On your course

In order to pass your units, you will be asked to hand in evidence through a variety of activities that show you can meet all the learning outcomes for the units. This may be through observations, practical sessions, photo and video evidence, worksheets and witness statements.

You will also be assessed via

- **Initial Assessment** : This will take place to find out which level you should be working at and to develop your personalised learning programme.
- **Recording Progress**: You will build a portfolio of evidence and your Individual Educational Targets will be reviewed throughout the year.
- **Reports**: Each of your teachers will write a report to record your progress in all of your courses.

What can I do after I have completed my course ?

There are a number of progression routes available. These include further education, vocational training, supported internships and employment.

Mick McHugh is the Connexions Adviser linked to

Manor College and he will work closely with you throughout your course to ensure you make a well-informed , realistic decision about your future.

The logo for Connexions, featuring the word "connexions" in a purple, lowercase, sans-serif font. The letter "o" is stylized with an orange outline. A thick orange line starts from the bottom of the "o", goes down, then right, then up, forming a shape that resembles a stylized "X" or a path.

Let's talk about you

Work experience

This is a valuable opportunity during which students can demonstrate skills and abilities which will enhance their future applications to employment, apprenticeships or University. Where possible, we encourage students to try and access a placement related to their future career intentions. Placements are thoroughly researched and sought by our workplace Co Ordinator. The placements enables students to demonstrate key skills, good communication, time management, prioritising, team work and independent work.



Enrichment, trips and visits

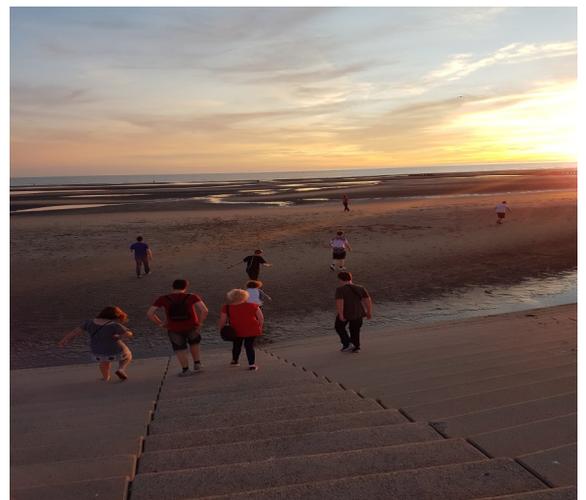
Enrichment



Enrichment runs throughout the year and you will choose activities that interest you from an exciting programme. For example, taking part in Drama, Arts and Crafts and Anime club.

Trips and visits

There are a variety of trips and visits available that you will be invited to take part in, for example, The Trafford Centre, The Dance House Theatre. There are also opportunities to go on residential trips.



Employability

You will have the opportunity to develop your employability skills by researching careers you are interested in, writing CVs, completing applications forms and taking part in practice interviews.

Wellbeing

Wellbeing is a subject that covers self-esteem, managing emotions (positive and negative) and looking at how we view and experience the world. At Manor College we feel that it is important especially during this strange time that we are given a space to talk and understand how our emotions influence our wellbeing.

PSD

Personal & Social Development covers a number of different topics, these topics encourage students to venture outside of their "own worlds". We look at different celebrations, religions, cultures taking students all around the world. The World Around Us is such an exciting place and one we encourage all students to embrace.

ICT

Students have one ICT lesson a week and this is an opportunity for them to enhance their ICT skills ready for their next destination whether that is a work placement, or college. Students have the opportunity to use Microsoft Office applications such as Microsoft Word, Powerpoint and Publisher and learn some new skills. Students begin the year by completing a qualification in E safety. Here they have the opportunity to learn about dangers on the internet, how to protect themselves, cyberbullying and the importance of staying safe when online.

Independent Living

During independent living sessions students have the opportunity to learn how to cook healthy meals, simple meals, how to go shopping for groceries and budgeting skills. Students also have to opportunity to learn how to use public transport and get to know their local area and the facilities available to them. Students also learn about personal safety and how to stay safe when at home, road safety and stranger danger.

Units are adapted every year dependent on the cohort and their needs.

Health & Social Care

Health and Social Care is a qualification designed to give you the skills and knowledge needed to care for others in several of health or social care settings.

3 units completed throughout the year.

- * Introduction to HSC
- * Effective communication in HSC
- * Understanding young people law & order

You will be assessed

- * Worksheets
- * Photographs
- * Video evidence
- * Class discussions
 - * Roleplay
- * Group work



Future jobs:

- * Nursery nurse
- * Care worker
- * Hospital porter
- * Youth worker
- * Cooker/ Kitchen worker

Art

- You will make pictures.
- You will make sculptures.
- You get to make big things as part of a group.
- Learn about working in a studio work placement.

Make Art or Craft Products

Use exciting materials

Learn about Digital Imagery

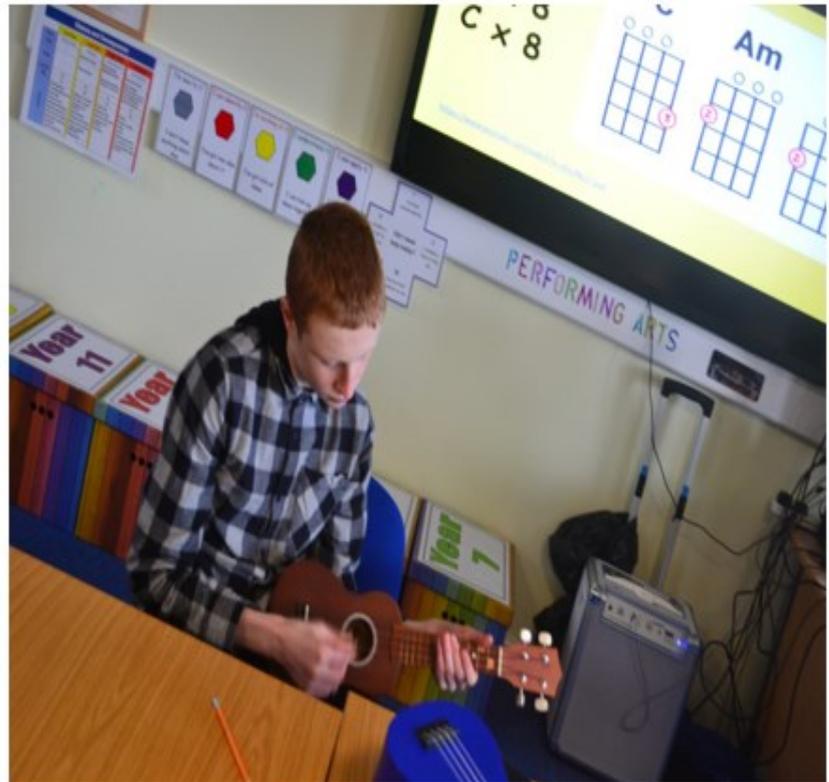


Performing Arts

Music, Dance, Drama & Film Making!

Assessment units available in Music, Dance and Performance Skills - chosen each year to suit the cohort.

Future Jobs include:
Performer,
Light/ Sound Engineers,
Backstage Crew
Front of House



Catering

Catering introduces you to the world of Hospitality, Food hygiene and Food preparation. The units will be studied alone or alongside each other. Food technology in Manor College can be studied by pupils who did not choose it as an option in Year 10 and 11, although this would be beneficial if they did when looking at this course.



Units include:
Food Safety & Hygiene
Food & Drink Preparation
Food Safety & Storage
Cooking Techniques
Introduction to Hospitality



Enterprise

Practice your skills so you can go off, and work in a shop in the future.



Card making

Skills you are going to develop in Enterprise – Communication, Money, Organisation, Stock Taking, Customer Service, Food Preparation, Serving Drinks.



Set up and work in our own shop
Manor marketplace

All whilst working towards an Open Award Unit: Participating in a Enterprise Project.



Baking and selling cakes and biscuits



Crafts

Construction

You will study units from the Open Awards Preparation for Life and Work Awards and you can study brickwork, Carpentry and Joinery skills.

Joinery

Students will use a selection of hand tools and equipment to mark out and produce a wooden product. They will gain experience in working as part of a team, both setting up and cleaning of the workshop and assisting each other to perform various practical tasks requiring more than one person to complete.

Brickwork

Pupils will gain experience and introduction to basic brickwork using tools and materials to build and point a small wall. They will gain experience in working as a team to set up the working area, distribute materials and support each other during practical activities.

Career opportunities - students on the course can take part in a variety work placements and visits where appropriate



Horticulture

Horticulture,
Growing a range of vegetables

Enjoy the outdoor space in the onsite allotment.

Planting wildflowers to increase bees and butterflies as part of bee conservation.

Assessment units available are entry, levels 2 and 3. units include: Recognise plants, Sustainability and our environment, Introduction to customer care, Prepare and plant an area.

Future Jobs:

- Gardening
- Garden centre worker
- Parks and estate work



Trips and visits include: Garden centres, fields, parks, waste sites and tree planting.

Child Development

This qualification will help you to understand the skills needed to care for a baby or a young child. It will also help you develop basic life skills. You will be given the opportunity to complete a range of tasks which will include practical activities, research, visits to local shops, visits from new parents, planning and hosting playgroups and children's parties.

Open Awards

As well as completing your Skills Passport you will be working towards achieving your Functional Skills English & Maths. Functional Skills English & Maths range from Entry 1– Level 2. All qualifications are accredited by Open Awards.



For further information please visit www.openawards.org.uk

Physical education

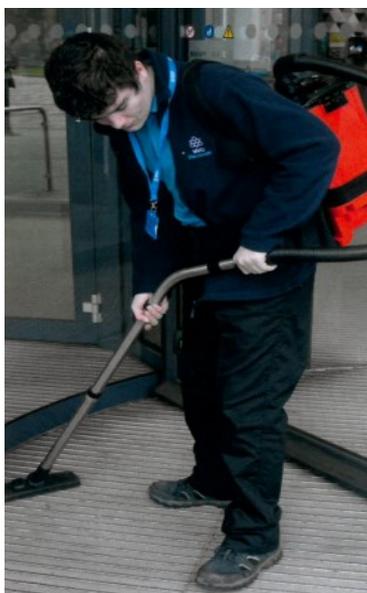
There will one session of PE a week.
You will need:

- Vapour Polo Shirt
- Milan Football Shorts or Tracksuit Bottoms (these can be your own but must be navy with no large logos)

An order form is attached to the back of the handbook.



Bridging the Gap



The Bridging the Gap project takes place in the setting of Manchester Metropolitan University in Year 13, and gives students the opportunity to develop their employability skills within a real life working environment.

Students will take part in three work placements throughout the year. Possible placements include working in the library, the cafe, office work, reception and building maintenance.

Prospective students must complete the application process.

Privileges and dress code

Manor College students enjoy certain privileges.

The dress code allows students to wear their own clothes e.g. jeans and casual tops. Students should not wear revealing clothing (short skirts, sports shorts & low cut tops). Students with parental permission may go off site at break and lunch.



What our students say about us



“I like Manor College because I have the freedom to go to the shop at lunchtime by myself. I also like the teachers because they make me laugh”

“I like Manor College because the teachers are helpful and kind. The teachers also help us to be independent and prepare us for a main stream college”



“I like Manor College because the teachers help me when I am stuck with my work and I like the lessons and trips.”

“I like Manor College because I have had the chance to do some work experience and I have seen what working is like.”



ESSENTIAL INFORMATION SEPTEMBER 2021

Name of student	
Date of Birth	
Address	
Landline phone number	
Email address	
Mobile number & name (1)	
Mobile number & name (2)	
Preferred method of contact	Phone call text email paper letter (please circle)

MEDICAL INFORMATION

Doctor Name	
Doctor Address	
Doctor Phone Number	
Ethnic Origin	
Home Language	
Allergies	
Any known medical conditions	
Regular medication (at home & school)	

Offsite permission form

Manor College students are allowed to go offsite during lunchtime independently.
Lunchtime is at 12:30 and students must return for form time which begins at
13:10.

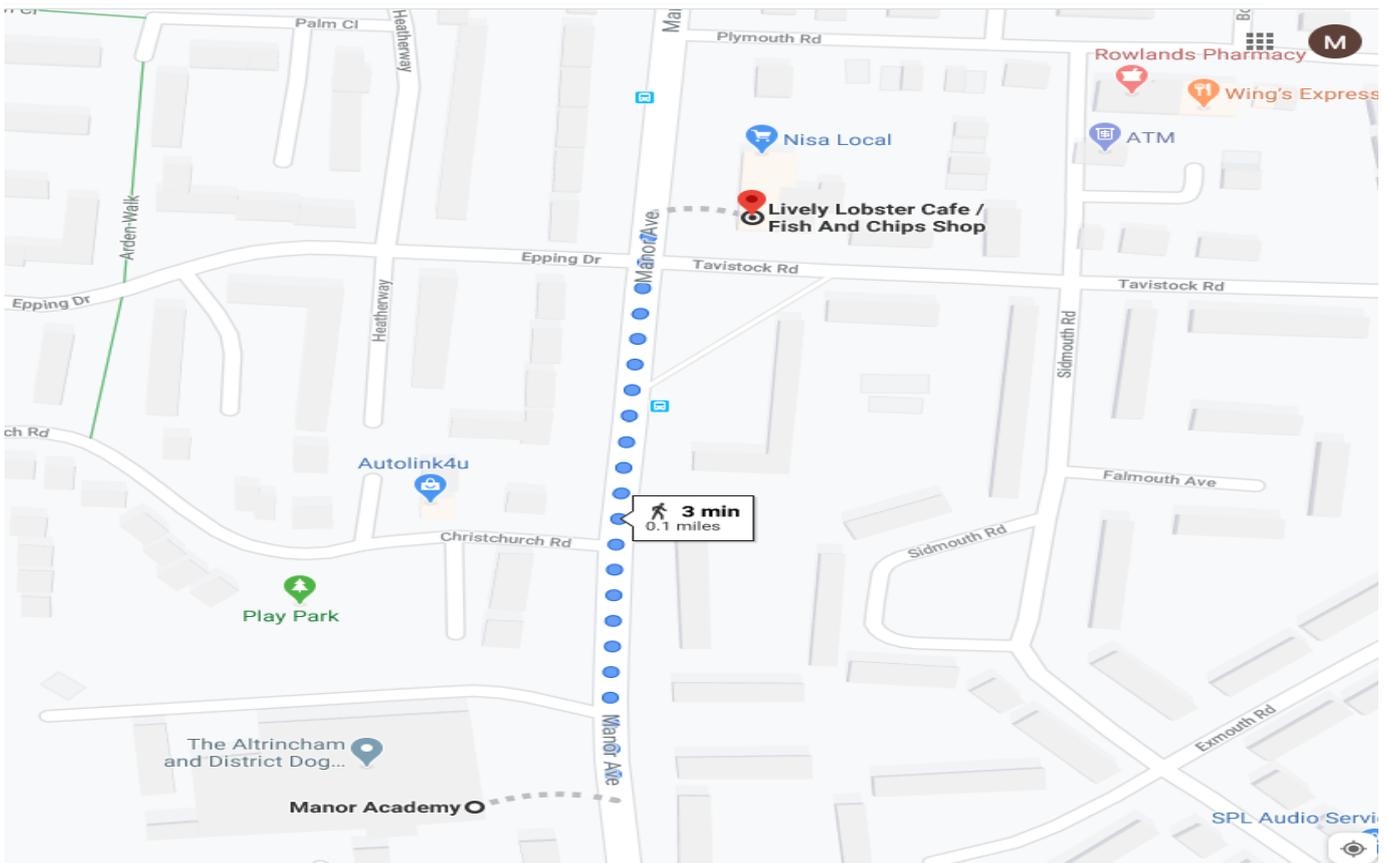
Students tend to go over to Nisa and the Nisa/ Lively Lobster Café which are a
short walk away from the school grounds.

I give permission for my son/daughter to leave the school grounds at lunch time
Sept 2020-July 2021

Signed parent/carer _____

Student name _____

Date: _____



Please find attached at the back of this handbook a new GDPR form for you to
complete and sign for Key Stage 5