

Mannafields Christian School

PROSPECTUS

AND

NOTES FOR PARENTS

Scottish Charity No: **SC006202**

This prospectus is designed to give an overview of all aspects of the School's life, ethos and ministry together with specific guidelines for parents when sending their children.

No such document can cover absolutely everything, and we hope you will feel free to contact us regarding any area on which you want further information or more clarification.

Annual supplements will be issued to update some sections e.g. holiday dates. These are available from the School and school website.

The first sections deal with general issues, later ones being an A - Z of specific details.

Our website, www.MannafieldsChristianSchool.org.uk contains more useful information.

Contents

MANNAFIELDS CHRISTIAN SCHOOL	4
ETHOS.....	4
CURRICULUM.....	5
STAFF.....	6
LOCATION.....	6
PARENTAL INVOLVEMENT.....	7
FINANCIAL STRUCTURE.....	8
AN A-Z OF MANNAFIELDS.....	9
ABSENCE.....	9
ASSESSMENT AND REPORTING.....	9
COMMUNICATION WITH SCHOOL AND PASTORAL CARE.....	9
COMPUTER POLICY.....	10
CONSTITUTION.....	10
DAILY TIMETABLE.....	10
DISCIPLINE AND BEHAVIOUR.....	10
EMERGENCY CONTACT PERSONS.....	12
'FRIENDS OF MANNAFIELDS'.....	12
GRADUATION SERVICE.....	12
HOLIDAYS.....	13
HOMEWORK POLICY.....	13
MANAGEMENT.....	13
MEDICAL MATTERS.....	13
OPEN DAYS/EVENINGS.....	14
PACKED LUNCHES.....	14
PARENTAL CONTRIBUTIONS (FEES).....	14
PARENTS' NIGHTS.....	14
PLAYTIME.....	14
PRAYER.....	14
PREPARATION FOR PRIMARY SCHOOL.....	15
SECONDARY EDUCATION.....	15
STATIONERY.....	15
TRANSPORT.....	15
UNIFORM.....	16
VALUABLES.....	17
APPLICATION PROCEDURE SECTION.....	18
ENROLEMENT OF PUPILS.....	18
APPLICATION FOR BURSARY.....	19
JOINING MANNAFIELDS CHRISTIAN EDUCATION ASSOCIATION.....	19

MANNAFIELDS CHRISTIAN SCHOOL

'**MANNAFIELDS**' was established in 1988 as an all-age Christian Primary School with the aim of providing good all-round education in which God and His Word occupy central place. In August 1997, the School began to provide Secondary education up to S2, with pupils moving on from us for Standard Grade courses.

Mannafields is non-profit making and was registered by the Scottish Office Education Department following normal inspection procedures. It is open to boys and girls from Christian or non-Christian backgrounds, whose parents desire a Christ-centred education for them.

'**MANNAFIELDS**' aims to prepare children for LIFE (John 10 v10).

It seeks to:

- a) equip young people to serve God in their families, communities, country and the world for Christ's sake;
- b) promote the child's capacity to enjoy, and to exercise responsibility towards, the world as God's creation, in all its richness and diversity;
- c) develop the potential of each child through the nurturing of God-given capacities in the spheres of personal relationships, practical skills, academic learning and artistic abilities;
- d) provide an environment in which children can develop a personal relationship with God through His Son, Jesus Christ.

ETHOS

We are a school where God and His Word take central place. We seek to know God's Word and God's world. After all, creation is held together in Christ, so no subject, scientific or artistic, can be separated from His revelation of Himself.

Children are taught in small groups with extremely favourable teacher: pupil ratios. They are loved and cared for as individuals. We don't 'shelter' children, but rather prepare them to fulfil their God-given role in society. We encourage all the children to take gradually increasing responsibility for their own learning, to recognise their own talents, and to aim to reach their full God-given potential.

The whole curriculum and way of looking at the world is based on Biblical principles - i.e. the World is God's and was made by God. He has a plan and purpose for each person in it, all of whom are uniquely loved by Him. We measure all our teaching against God's Word and show children how His Word applies to everyday life.

We have a firm commitment to personal values such as standards of behaviour,

discipline and self-discipline, ethics, manners and practical Christianity. Good communication and collaboration with parents are seen as essential to the School's ethos, not least as we seek to uphold the values of the family and share in the parental mandate to educate the children.

We publish a leaflet which looks at this area in more detail:

'Why Christ-centred Education?'

Copies may be ordered using the response page in the separate Mannafields Application document.

CURRICULUM

We have a clear Christian philosophy of education, which acknowledges God as the ultimate source of all subjects, wisdom and understanding. Children are shown how God's Word is relevant to all areas of learning, life and experience, gradually building a Christ-like world-view which will help them handle an increasingly secularised world.

The integrated curriculum covers all areas necessary to ensure a good all-round schooling. The core work is organised on a project basis. Fifteen projects on a 3 year cycle are all based on aspects of the character of God. The whole school studies the one theme, which is treated differently for the various ages and stages. In addition core language and maths work are consolidated using published graded schemes.

Teaching is in line with the Government's 'Curriculum for Excellence', ensuring a smooth transition into further studies and readiness for the choice of Standard Grade subjects.

It embraces:

- Language and literature work
- Maths
- Environmental and Social Studies
- Science and Technology
- Craft and Artistic work
- Music and Drama
- Outdoor and Physical Education activities
- French
- Health

The School makes use of recognised learning programmes, modern audio-visual facilities, schools' broadcasts, computer-aided learning, together with visits to places of interest which complement project-based work.

Extra-curricular activities normally include social events and a trip to an Outdoor Centre for older children.

As the children reach the upper years of primary and secondary, individual subjects become more clearly defined, in preparation for their graduation from Mannafields. Here they are taught the usual range of subjects, still from the Christian philosophy of education base.

STAFF

Under the oversight of the Board of Governors the Head teacher co-ordinates the work of the School. It is School policy to ensure that all staff are gifted teachers and committed Christians active in local churches. Full-time staff are registered by the General Teaching Council for Scotland. Additional voluntary helpers always work under the direction of the Head teacher. Regular In-Service Training is undertaken to ensure staff are kept abreast of all new developments in the field of education.

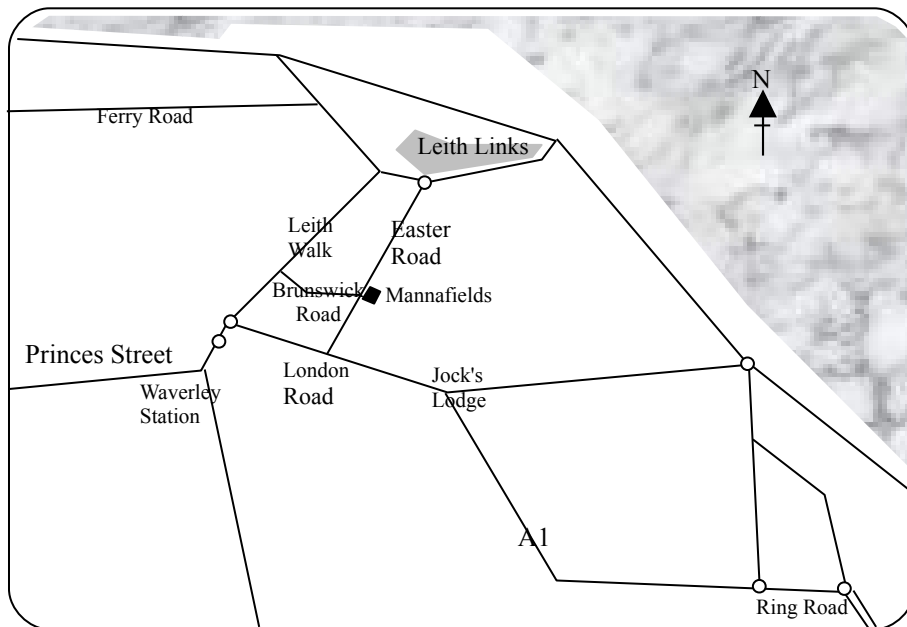
LOCATION

The School is located in easily accessible premises in Easter Road, Edinburgh.

The renovated former schoolrooms of St. Margaret's Episcopal Church provide bright and spacious accommodation comprising four classroom areas, with shared catering and laboratory facilities. There is ample cloakroom provision for the different age groups, plus office / staffroom. All teaching areas are well resourced, with a wide range of facilities available to children, including small library and computer suites.

There is a private playground at the rear of the premises, and many other outdoor facilities in the near neighbourhood. We also make use of council provided sports facilities and swimming pools when appropriate.

There is easy access to the School from all parts of the Lothians and Edinburgh as it is strategically placed, only about a mile from the city centre, yet off the most congested routes. Car parking is available in the local side streets, but during peak times only an 8 minute drop-off / uplift of children is allowed outside the School, but not by the Bus stop or the pelican crossing.



Buses that pass the door include:

LRT No 1, 35 (from High Street via Holyrood and Abbeyhill)

Buses nearby include:

(Leith Walk - walk along Brunswick Road):

LRT Nos. 7, 10, 12, 14, 16, 22, 25, 49

(London Road - walk down Easter Road):

LRT Nos. 4, 5, 15, 15A, 19, 26, 34, 44, 44A

First buses Nos. 4, X5, X6, X8, 44, X29, 124, 129

Rail service would be to Waverley Station, and then LRT Nos. 4, 15, 26, 44 from Princes Street to London Road then walk down Easter Road.

LRT produce a booklet 'How to get there by Bus' available from 27 Hanover Street, Edinburgh and their other public offices.

PARENTAL INVOLVEMENT

We see that a child's education is primarily a parental responsibility. Parents therefore commit their support to both the management and maintenance of the School at all levels, and to sacrificial giving of prayer, time and finance. Parents are always welcome in the School, and take a full part in supervising playtimes, listening to reading and even contributing personal skills in lessons and activities. We find adult involvement to have a very positive effect in the classroom.

Guidelines for parents and other voluntary helpers are available to help to keep a consistency in our handling of the children. These 'do's and don'ts' should not be seen as rules per se; they are intended to encourage less confident helpers and to ensure the safety and well-being of the youngsters.

FINANCIAL STRUCTURE

Christian Schools in Britain are not subsidised by the State. Mannafields staff receives professional salaries, and there are the usual costs associated with the provision of quality teaching. School costs are kept as low as possible as a matter of policy, whilst not sacrificing the professional standards of the School.

Parental contributions are payable monthly for twelve months of the year and are best arranged by standing order. There are bursaries available so that no child is excluded from Mannafields on the basis of low parental income. This we consider as part of God's directive to ensure that Christian education is available for all who desire it for their children.

It may be that other members of your family and / or fellowship would appreciate the opportunity of regularly supporting your child(ren) in Christian education. (Tax-paying non-parents can GIFT AID at no extra cost, increasing the value of the gift substantially. Please ask for the special forms for this.)

Costs for the coming academic year are to be found on the Supplementary Notes under 'Parental Contributions'.

AN A-Z OF MANNAFIELDS

ABSENCE

School should be informed by 8.30a.m. if a child is to be absent for any reason. If the child has an infectious illness, please let the school know as soon as possible, so staff can be on the look-out for other cases. When a child returns to school after any absence, a note should be given to the teacher on the first day back. Prior notice should of course be given for Doctor's and Dentist's appointments.

ASSESSMENT AND REPORTING

A continuous assessment procedure is applied to each child, and will include the use of small formalised tests including regular national standardised testing. This is to ensure that new work has been consolidated and old work not forgotten. Any cause for concern will be notified to parents immediately. Full school reports are sent home at six monthly intervals, after which parents are invited see their child's work and meet the teacher. Pupils' records are kept at School, and are made available to the new school when a child moves on.

COMMUNICATION WITH SCHOOL AND PASTORAL CARE

Consistent two-way communication with School ensures good understanding on all issues. In addition to parents' information nights etc., regular newsletters will come via pupils. In turn, we appreciate being kept fully up to date about all home circumstances affecting the children in any way, so that sensitive care, understanding and support can be provided throughout the day. We place a high priority on good pastoral care of the young people.

Staff will be very pleased to speak to you on any matter affecting your children, but unless it is an emergency, not during normal teaching hours as this can interrupt the flow of work of the whole class. Simply intimate that you would like to talk something over and a suitable time will be found.

Matters which you feel cannot be raised with the teachers themselves should be referred to one of the Governors.

As a matter of principle, whenever there are difficulties of any sort, first make them a matter of prayer, and then go through the appropriate channels, resisting the temptation to discuss first with people not directly involved.

COMPUTER POLICY

The School aims to develop pupils' knowledge and understanding of appropriate uses of computer technology, and make them aware of the effect which such technology will have on their own and society's life in future.

We have many computers in the school that are networked so that pupils can find their work on any computer they sit at and have access to the printers. There is also Internet access that is controlled using web blocker software to prevent access to unsuitable sites.

Some software is written in School, otherwise full use is made of commercially available packages. Programs are used at all stages of both Primary and Secondary, and across the curriculum, in line with the Government's 'Curriculum for Excellence' guidelines.

CONSTITUTION

We are a legally constituted body, and therefore we ask parents to sign their agreement to the whole constitution. A copy will be made available for you to read.

DAILY TIMETABLE

	Monday - Thursday			Friday
Start of day	8.45am.			
Morning Break	10:45am - 11:00am			
	<i>P1 - 4</i>	<i>P5 - S2</i>		
Lunch starts	11:50am	12:00 noon		
Afternoon starts	12:50pm			
	<i>P1</i>	<i>P2 - 6</i>	<i>P7 - S2</i>	<i>All</i>
Afternoon break	-	-	3:05- 3:15pm	
End of Day	2:30pm	3:05pm	4:00pm	12:30pm

P1 initially start with mornings only and work up to a full day, usually by the October break. Similarly the P2 gradually increase the number of days that they are staying until 3:10, until they have a full primary day by the Christmas break. Account is taken of individual stages of development in planning the timing of the increased day lengths.

DISCIPLINE AND BEHAVIOUR

Discipline is seen as a positive leading towards behaviour which is pleasing to God and producing the harvest of righteousness and peace promised in the Scriptures, rather than merely a reaction to unacceptable behaviour. A merit/demerit system is used to commend good work, or remove privileges

temporarily.

When misbehaviour does occur, it is dealt with lovingly but firmly. In cases of continued disobedience, parents will be informed and a joint approach to correction will be discussed. In very extreme cases, parents may be asked to remove their child from the School.

A full policy statement on discipline is available, but here are a few extracts:

General Policy is based on the teaching in Scripture in Hebrews 12:5-6, 10-11.

"My son, do not make light of the Lord's discipline, and do not lose heart when He rebukes you, because the Lord disciplines those He loves, and He punishes everyone He accepts as a son."

"Our fathers disciplined us for a little while as they thought best, but God disciplines us for our good, that we may share in his holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."

Responsibility for children's behaviour is ultimately the parents', according to the Bible. Consequently the School expects unqualified support from parents as it acts in loco parentis.

Behaviour of pupils reflects not only on themselves, on the School and on their families, but most importantly upon the name of Jesus.

It is expected that each pupil:

- shows respect towards adults and peers alike, and remembers the basic courtesies;
- is honest and truthful, obeys instructions and avoids unseemly behaviour;
- welcomes and befriends new members of class and does not ridicule the efforts of others;
- does not borrow without permission, and respects the property of others at all times;
- accepts correction graciously;
- presents him/herself well, observes the rules of cleanliness and hygiene, and keeps the School tidy;
- remains within the agreed School bounds;
- when travelling, is well-behaved, takes care when alighting from vehicles, and thanks the driver.

Sanctions are not applied in a legalistic manner. Teachers take into account individual differences in children, and have due regard to particular circumstances which apply.

EMERGENCY CONTACT PERSONS

At enrolment parents must provide School with the address and daytime telephone number of someone who can be contacted should the parents not be available at the time of any emergency, or sudden closure of the School due to severe weather warnings etc. Such people will be deemed able to act in loco parentis.

'FRIENDS OF MANNAFIELDS'

There are two formal ways of being linked with the work of Mannafields Christian Education Association (MCEA) who run the School - Full MCEA members and Associate members.

In addition, to acknowledge, with appreciation, the goodwill expressed by many friends/relatives of pupils and other supporters of the School we have formed 'FRIENDS OF MANNAFIELDS'.

FRIENDS creates a level at which people can feel associated with MCS, offering prayer, skills and financial support to the School, as well as generally raising the profile of Christian Education. It is a communication network about the life, work and ongoing needs of MCS, enabling meaningful involvement in the School life.

A Friend will normally be in full sympathy with the work of MCEA, and be welcome at all meetings to which Associates are invited, though pays no fees and has no voting rights. They will receive MANNAFIELDS NEWS and other news/information mailings. Like parents, they are encouraged to visit and get involved in the day-to-day life of the School.

As well as joining yourself at this stage, why not also introduce us to your friends, so they can become our FRIENDS! You could note down all the people to whom you feel we could write telling them about Mannafields: business colleagues, neighbours, local tradesmen, relatives, friends and acquaintances etc. (If, for whatever reason, you decide not to send your children to this School, we would still value your enrolling as a FRIEND).

There is a response page you could use in the separate Mannafields Application document.

GRADUATION SERVICE

The Annual Graduation Service is normally one evening during the last week of the Summer Term and provides a showcase for the work that pupils have done during the year. There is a completely open invitation to this time of thanksgiving to God, sharing of School life, prayer and presentation of prizes.

HOLIDAYS

These generally follow those of the State system, except for some in-service days. It would be appreciated if parents could endeavour to keep holidays within these periods, and not withdraw children at other times without first consulting the Head teacher, confirming agreed dates in writing.

Please see the supplementary notes for further details.

HOMEWORK POLICY

Homework will be given, with the amount being set according to what is appropriate and valuable for any particular stage. It is always helpful for parents to read with their children and to encourage learning by example. Guidelines have been prepared for parents to show them how they can best help and support their children at home. Senior and Junior pupils use homework diaries which parents should check and sign weekly.

MANAGEMENT

The School has been established under the auspices of the Mannafields Christian Education Association, a non-profit-making Charity. All Christian parents become members of the Association, and thereby have a say in the management and development of the School. Others make valuable contributions to the life of the School through Associate Membership and the 'Friends of Mannafields'.

For details of who is on the Board of Governors, as elected by the members, please see the supplementary notes.

MEDICAL MATTERS

Before any child enters the School, it is important that a full medical history is made available to the Head teacher. This will be kept confidential of course, and may help in immediate diagnosis of symptoms occurring at School, ensuring that appropriate action is quickly taken. Note any allergies etc. which may show at School, and always inform staff if the child is on any form of medication whatsoever. It is highly desirable, though the parents' responsibility, to see the children have had appropriate up-to-date inoculations and routine optical, dental and medical checks.

Should medicines have to be administered during school hours, please give consent and exact instructions in writing, using one of the forms at the back of the prospectus.

OPEN DAYS/EVENINGS

These are held regularly with an open invitation to parents, grandparents, relatives, friends, prospective pupils and church members.

PACKED LUNCHES

Children should bring a healthy packed lunch and a drink in a non-breakable container. During periods of cold weather, hot water for Cuppa-soups, snacks or drinks will be made available.

PARENTAL CONTRIBUTIONS (FEES)

The current Parental Contributions, or Fees, are detailed in the supplementary notes.

When multiple siblings attend the school at the same time, the first two children are charged at the full rate, the third at 50% of this and the fourth attends free of charge. It would help if monies could be paid by Banker's Order. General donations, over and above full School Parental Contributions, may be advantageously gift aided if you are a tax-payer.

PARENTS' NIGHTS

These are held on a regular basis throughout the year, and it is expected that parents would place high priority on attending. Parents should not hesitate to contact School at other times if they feel it would be helpful to see staff on a personal basis.

PLAYTIME

This is supervised by parents on a rota basis, and is overseen by the School staff. When wet, children stay indoors for various supervised activities.

Pupils should bring a 'play piece' for Break Time - one item only please, together with a drink. P7 - S2 children should also bring something for afternoon break.

PRAYER

We know from Scripture and from experience that we are in a battle as we seek to nurture a generation to serve God more ably and discerningly than the present one. We therefore expect parents to share actively in the prayer-life of the School, and through regular evening prayer meetings. Dates for the prayer meetings are published in advance to allow parents to plan for them. For further details phone the School or the Chairman of the Board as detailed on the Supplementary Notes

PREPARATION FOR PRIMARY SCHOOL

The following is a guideline, and we encourage you to work towards these goals:

- Ensure your child is competent in all forms of personal hygiene, including use of handkerchief.
- Show your child how to adjust clothes, tie shoe laces etc.
- Encourage him/her to take full responsibility for personal belongings e.g. keeping pairs of shoes and gloves together.
- Encourage more creative use of expressive media / 'junk-modelling' etc.
- Do activities with a close supervision element.
- Read stories together and encourage your child to tell you stories.

Children are going to be tired at first, so Primary 1 come in for mornings only until after the September holiday and then gradually work up to a full P1 day. Over tiredness should be reported to the School so that further adjustment to hours can be arranged.

Do remember that staff understand natural parental anxieties - don't be afraid to chat. People are praying for your child.

SECONDARY EDUCATION

In England, where Christian secondary schools are well established, it is noteworthy that some are already appearing in secular educational lists of highly regarded Schools. Having started Secondary provision in August 1997, it is part of Mannafields' vision to develop beyond the current arrangement of taking pupils up to the end of S2 and we are working towards the provision of Standard Grade classes when resources are available.

STATIONERY

Each child should come prepared for lessons with the correct stationery:

Infants and Juniors: Pencil, rubber, ruler, sharpener

Seniors: Pencil, coloured pencils, pen and spares, rubber, 30cm ruler, sharpener, calculator, protractor

TRANSPORT

We ask parents to take responsibility for transport to and from School. It is often the case that parents from the same area link up. For school trips, transport is provided by parents and/or minibus.

UNIFORM

PRIMARY BOYS

Grey or dark grey trousers (long). No denims.
Light blue/white shirt.
Navy crew-necked sweatshirt with School logo (ordered through school)
Grey socks
Black, brown or dark grey shoes
Dark coloured anorak, jacket or coat
In summer younger boys may wear grey short trousers.

PRIMARY GIRLS

Navy pinafore dress/skirt/trousers. No denims.
Light blue/white blouse
Navy crew-necked sweatshirt with School logo (ordered through school)
Grey or white tights or socks
Black, brown or dark grey shoes
Dark coloured anorak, jacket or coat

SECONDARY PUPILS

Navy V-necked sweatshirt with School logo (ordered through School)
Light blue/white shirt / blouse
Navy tie
Black, brown or dark grey shoes
Dark coloured anorak, jacket or coat
BOYS: Dark grey trousers
Grey socks
GIRLS: Navy skirt/trousers
Navy or white tights or white socks

P.E. Trainers, white tee-shirt and navy shorts or joggers

Please put names on **all** items of clothing. It would be helpful if the younger children had a clothes peg to keep their shoes / gym shoes together.

We find that a uniform encourages the children's pride in their appearance, helps their self-image, eliminates competition and works out cheaper for parents. We ask that children are not sent to school wearing clothes with designer labels. No jewellery should be worn.

VALUABLES

On a practical note could we suggest children bring only enough money to School to cover bus fares and emergency telephone calls.

NB. The School cannot accept responsibility for loss or damage to any pupil's belongings.

APPLICATION PROCEDURE SECTION

ENROLMENT OF PUPILS

The normal application procedure is as follows:

- Part or all of the family visit the school and speak with the head teacher during the teaching week so that the school can be seen in operation.
- Optionally you may wish to allow children of school age to have a trial afternoon in the school. The school may request such a visit to assess a potential pupil's needs.
- You are welcome to visit again or come to ask more questions until you are clear on your decision to put in an application.
- Use the forms found in the Mannafields Application document, available from the school or on the school website, to apply. Applications are dealt with in order of receipt of the application form.
- Applications are followed by an informal talk with two of the Governors. At the interview you will be asked to sign the declaration found in the MCEA Trust Document, that:

A: I/We understand and accept that the School is run on the basis of the Statement of Faith and in line with the stated objectives.

B: I/We agree:

i) to accept the authority of the Board and abide by its decisions;

ii) to contribute and give generously to the work of the Association, as I/we am/are able;

iii) to uphold the discipline of the school;

iv) to send my child/ren properly dressed in uniform;

v) to give of my time and help as and when the need arises and as I/we am/are able.

On signing the above declaration parents will automatically become Associate Members of the association.

If you are in full agreement with the whole constitution including the basis of faith you may also choose to sign the following declaration for Full membership that allows you to become a voting member of the association.

I/We agree with the whole constitution of the Mannafields Christian Education Association.

Acceptance for Full membership of The Mannafields Christian Education Association and resulting enrolment of the child(ren) is at the discretion of the Board.

APPLICATION FOR BURSARY

If you wish to apply for a bursary this should be done at the time of application using the forms found in the Mannafields Application document. We seek to make bursaries available to allow all parents that seek Christian Education for their children to be able to afford it without finance being a barrier. Successful Bursary applications will be reviewed after two years and annually thereafter.

JOINING MANNAFIELDS CHRISTIAN EDUCATION ASSOCIATION

Those who are not parents but would like to be involved with Mannafields may do so in various ways. Associate members are kept informed of the life of the school and are welcome at association meetings, though they are not voting members.