



@fulstonfamily



# Fulston Manor School

Year 6 Transitions 2023

Parent/Carer Booklet



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*everybody matters, everybody succeeds, everybody helps*

# Welcome

## to the Fulston Family...

*everybody matters, everybody succeeds, everybody helps*

Your child will start at Fulston Manor School in September 2023, and we cannot wait to welcome them, and you, to our Fulston Family for this next exciting step in their education journey. This can be a daunting time, not just for our new students, but also for you as parents and carers, too.

We hope you find the information provided in this booklet, coupled with our Parent/Carer Information Evening on Monday 3rd July, helpful. However, should you have any questions, then please do not hesitate to let us know.

We hope your child's time at Fulston Manor will be both enjoyable and rewarding, and we look forward to working with you over the next five to seven years to help them flourish and grow into the successful young adults we know they can be.



## Mrs Franks

Assistant Headteacher &  
Transitions Coordinator



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# Contact Information

04

Your child's house pastoral team should be your first and main point of contact with us.



Cromer House  
01795 412609  
[cromer@fulstonmanor.kent.sch.uk](mailto:cromer@fulstonmanor.kent.sch.uk)



Hales House  
01795 412610  
[hales@fulstonmanor.kent.sch.uk](mailto:hales@fulstonmanor.kent.sch.uk)



Morrison House  
01795 412611  
[morrison@fulstonmanor.kent.sch.uk](mailto:morrison@fulstonmanor.kent.sch.uk)



Stanhope House  
01795 412612  
[stanhope@fulstonmanor.kent.sch.uk](mailto:stanhope@fulstonmanor.kent.sch.uk)

## Other Useful Contacts

Attendance reporting line	01795 412639	<a href="mailto:attendance@fulstonmanor.kent.sch.uk">attendance@fulstonmanor.kent.sch.uk</a>
Student Support Manager	01795 412624	<a href="mailto:studentsupportoffice@fulstonmanor.kent.sch.uk">studentsupportoffice@fulstonmanor.kent.sch.uk</a>
SEN Department	01795 412615	<a href="mailto:sen@fulstonmanor.kent.sch.uk">sen@fulstonmanor.kent.sch.uk</a>
Finance Office	01795 412600	<a href="mailto:finance@fulstonmanor.kent.sch.uk">finance@fulstonmanor.kent.sch.uk</a>
Admissions	01795 412617	<a href="mailto:admissions@fulstonmanor.kent.sch.uk">admissions@fulstonmanor.kent.sch.uk</a>
Main School Office	01795 475228	<a href="mailto:reception@fulstonmanor.kent.sch.uk">reception@fulstonmanor.kent.sch.uk</a>
Headteachers PA		<a href="mailto:mail@fulstonmanor.kent.sch.uk">mail@fulstonmanor.kent.sch.uk</a>

## Attendance

There are only 190 school days in the year and students need to ensure they utilise these fully to offer them the best opportunity for future success. Fulston Manor is committed to working with parents and carers to ensure as high a level of school attendance as possible and as we are sure you will appreciate, where attendance falls below 100%, this impacts on a student's ability to achieve their potential and becomes a cause for concern.

There is a clear link between good attendance and academic achievement. Government research indicates a significant negative link between overall absence and attainment, with every day missed associated with lower attainment outcomes.

At Fulston Manor School we expect students to have 100% attendance and at a minimum to meet 95%.

### Medical Appointments

We ask parents and carers to try, wherever possible, to arrange Doctor/Dentist and other appointments outside of school hours. If this is not possible then students should not take the whole day off and should attend school around the appointment time.

### In-Term Holidays

No holidays are authorised during term time. We do expect to be informed if parents and carers have booked a holiday.



Scan the QR code or [click here](#) to view and download our Attendance Policy



# School Uniform

- Black blazer with school badge.
- Scarlet or grey V-neck jumper (Optional).
- White shirt – short or long sleeved with house coloured tie.
- Grey school skirt in non-stretch fabric. Choice of two styles either: straight (with small back split or kick-pleat) or box pleat. Skirts must be knee length.
- Charcoal grey or black straight-legged tailored school trousers.
- Socks - plain white, grey or black. No trainer socks or logos.
- Tights – black (minimum 40 denier).
- Shoes should be black, plain and sensible. For obvious safety reasons, thin or higher heels are inappropriate. Shoes should be suitable for both indoor and outdoor use. Boots, trainers, canvas or other highly coloured shoes must not be worn in school.
- No make-up, acrylic nails, nail varnish or jewellery should be worn to school. Piercings will not be allowed.
- Extreme hairstyles are not permitted, including any unnatural colours.

## PE & Games Kit

- For PE – White sport polo shirt with house colour details.
- For Games – Black sport polo shirt with house colour details.
- ¾-zip mid-layer top.
- Sport leggings or tapered track pants.
- Sport shorts or sport skorts.
- Sport socks.
- All students should wear trainers for PE/Games.
- All students should have shin pads for Games.
- Football boots and gum shield should be purchased separately for games.



**All uniform, kit and equipment must be clearly named. We cannot be held responsible for items of clothing or property lost or damaged.**



Scan the QR code or [click here](#) for more information on our uniform.



# Term Dates 2023/24

## Term 1:

Start of term - Monday 4th September 2023 (Year 7-11)

Staff Training Day - Friday 29th September 2023 (school closed)

End of term - Friday 20th October 2023

## Term 2:

Start of term - Monday 30th October 2023

Staff Training Day - Monday 27th November 2023 (school closed)

End of term - Friday 15th December 2023

## Term 3:

Start of term - Wednesday 3rd January 2024

End of term - Friday 9th February 2024

## Term 4:

Start of term - Monday 19th February 2024

Staff Training Day - Thursday 28th March 2024 (school closed)

End of term - Thursday 28th March 2024

## Term 5:

Start of term - Monday 15th April 2024

Bank Holiday - Monday 6th May 2024 (school closed)

End of term - Friday 24th May 2024

## Term 6:

Start of term - Monday 3rd June 2024

End of term - Tuesday 23rd July 2024



Scan the QR code or [click here](#) to view our full term dates and additional information.





# Budget Calendar



Scan the QR code or [click here](#) for more information on WisePay, our easy-to-use online payment system.

	Year Group	Timing in Year	Item(s)/Activity	Cost and Method of Payment
Design Technology: Food Technology	All Years		Plastic biscuit tin/2 litre container, with lid (labelled with student's name) to bring ingredients to and from school. Suitable medium sized ovenproof dish to cook appropriate products in.	Purchase own.
				Purchase own.
	7/8	Throughout the year depending on lessons.	1 x 18-week course. Students will be expected to provide ingredients.  Students are expected to attend an evening workshop to catch up with missed practical work. If parents/carers are unable to provide ingredients, two days notification is essential.	Up to £3.00 depending on dish being prepared, usually sufficient for two people.  On a number of occasions school will provide some of the ingredients for a recipe, whilst students are expected to provide the other ingredients.
General items to purchase in Year 7 for use throughout all years				
Dictionaries	English Department – recommended version is "The Oxford English Dictionary".			Purchase own - approx. £5.00
	French Department - recommended "Oxford French Pocket Dictionary".			Purchase own - approx. £3.50
Art and Design	2B and B pencil			Purchase own - approx. 26p each.
Maths	Geometry equipment - plastic compass, ruler, protractor. Calculator – recommended choice is the Casio fx-83GT+ or any other scientific calculator with fractional facility.			Purchase own – approx. £2.50 Purchase own – approx. £10.00
Physical Education and Games	All equipment listed below is essential: Football Boots (Games only) Trainers Shin Pads Gum Shield (Games only) Games and PE clothing			Purchase own
Activities	7	Spring Term	Day trip to France	Approximately - £60.00
	7		Science Museum Trip	Approximately - £30.00
	8	Summer Term	Residential French Trip	Approximately - £390.00
	9	Winter Term	Day trip to France	Approximately - £60.00
	8	Summer Term	History day trip – WW1 trip to France/Belgium	Approximately - £75.00
	8		Thorpe Park – STEM trip	Approximately - £30.00
Activities Week	7	Summer Term	Differing activities to take place within the week including day trip to Natural History Museum	£30.00
Activities Week	8	Summer Term	Differing activities to take place within the week including day trip to Hampton Court Palace	£30.00
Affecting Year 9 students				
Year 9 Camp	9	Summer Term	Annual Year 9 Camp	Approximately £350.00

Some additional equipment may be needed, e.g., waterproofs.

Year 9 parents and carers should be aware that camp is considered compulsory.



Year 10/11 Students – GCSE Examinations				
Art and Design	10/11	Throughout course	Possible trip to London	Approximately £15.00
Business	10/11		Business revision guide	£4.00 (subject to change)
			Possible trip	£27.00
Citizenship	10		Parliament trip	£20.00
Computer Science	10/11	Start of the course	Revision guide and workbook	£3.00 each - subject to change
Dance	10/11	During the course	Optional trip to see a dance performance.	£30.00
Dance	10/11	Throughout the course	Black t-shirt and black leggings/dance trousers. (black PE kit could be worn).	£20.00
Design Technology	10/11	All courses		Revision workbook £5.00 – subject to change Revision guide £5.00 – subject to change
Drama	10/11	During the course	Compulsory trip to see a live production.	Approximately £40.00
Drama	10/11	Throughout the course	Black t-shirt and black leggings/trousers.	£20.00
Economics	10/11	Throughout the course	Revision guide	£10.00
Food Technology	10/11	Throughout the two years	Food Technology revision guide £3.00 (subject to change)	Purchase ingredients for practical tasks once a week. Provide appropriate containers and ovenproof dishes. Provide necessary items in addition to ingredients, such as tablecloth, crockery & cutlery for practical exam pieces.
French	10/11		French revision guide	£4.50 (subject to change)
Geography	10/11	Throughout the year	Geography field trips	No cost
History	10/11	During the course	History trip	£60.00
Music	10/11	At some stage during the course	Optional trip to see a music concert	Approximately £30.00
PE	10/11		Revision guide	£3.50 (subject to change)
Photography	10/11	During the course	SD Card (min size 16GB)	Approx. £8
Science - Combined	10/11		Revision guide	£9.00 (subject to change)
Science - Triple	10/11		Revision guide	3 x £4.00 (subject to change)

Year 12/13 Students - A Level Examinations				
A Level Finance & Business	12/13	At some stage during the course	Possible trip	Approximately £30.00
A Level History	12	At some stage during the course	History trip – Dover Castle/ Canterbury Cathedral	Dover Castle £10.00 Canterbury Cathedral £5.00
A Level Music	12/13	At some stage during the course	Optional trip	Approximately £30.00
A Level Biology and Chemistry	12/13		Visit to UKC	Cost of the transport
A Level Biology	12		Field trip	Cost of the transport
A-Level Photography	12/13	During the course	SD Card (min size 16GB)	Approx. £8.

# First Day Equipment Checklist

Starting a new school can be a daunting experience for your child. Ensuring they have all the equipment they need is one small way of easing any anxieties about their first day.



Pencil Case



2b Pencils



Normal writing equipment



Maths Set



Reading Book



Colouring Pencils



Black Pen



School Planner  
(provided by us on the first day)

## Typical Weekly Menu

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Main Choice</b>	<b>Main Choice</b>	<b>Main Choice</b>	<b>Main Choice</b>	<b>Main Choice</b>
Shepherds Pie £1.70 Chicken Jalfrezi and rice £2.50  Pasta King Medium £1.80 Pasta King Large £2.30	Mixed Grill £1.70 Chicken and Bacon Pasta Bake £1.70  Pasta King Medium £1.80 Pasta King Large £2.30	Roast Beef with Yorkshire pudding and gravy £1.70 Spaghetti Bolognese £2.50  Pasta King Medium £1.80 Pasta King Large £2.30	Chicken Pie £1.70 BBQ Sausages £1.60  Pasta King Medium £1.80 Pasta King Large £2.30	Battered Cod £1.70 Lasagne £1.70  Pasta King Medium £1.80 Pasta King Large £2.30
<b>Potato Choice</b>	<b>Potato Choice</b>	<b>Potato Choice</b>	<b>Potato Choice</b>	<b>Potato Choice</b>
Mashed Potato 60p	Chips 70p	Roast potatoes 60p	Potato Wedges 60p	Chips 70p
<b>Vegetable Choice</b>	<b>Vegetable Choice</b>	<b>Vegetable Choice</b>	<b>Vegetable Choice</b>	<b>Vegetable Choice</b>
Baked beans 50p Vegetables of the day 50p	Baked beans 50p Vegetables of the day 50p	Baked beans 50p Vegetables of the day 50p	Baked beans 50p Vegetables of the day 50p	Baked beans 50p Vegetables of the day 50p
Iced Buns 70p Biscuits 70p Fruit salad 70p	Iced Buns 70p Flapjack 70p Fruit salad 70p	Iced Buns 70p Lemon Drizzle cake 70p Fruit salad 70p	Iced Buns 70p Marmalade cake 70p Fruit salad 70p	Iced Buns 70p Fudge cake 70p Fruit salad 70p
Baguettes from £2.40 Sandwiches from £1.90 Wraps from £2.50 Soft Rolls from £1.80	Baguettes from £2.40 Sandwiches from £1.90 Wraps from £2.50 Soft Rolls from £1.80	Baguettes from £2.40 Sandwiches from £1.90 Wraps from £2.50 Soft Rolls from £1.80	Baguettes from £2.40 Sandwiches from £1.90 Wraps from £2.50 Soft Rolls from £1.80	Baguettes from £2.40 Sandwiches from £1.90 Wraps from £2.50 Soft Rolls from £1.80

## Breakfast Club

Breakfast club is open each morning from 8-8.30am in Hales (Hales and Cromer students) and Stanhope (Stanhope and Morrison students).

Breakfast Muffins - £1.20  
Bacon Baguette - £1.40  
Bacon Sandwich - £1.20  
Toast (slice) - 30p

## Fresh Sandwiches

Freshly made sandwiches, baguettes, wraps and soft rolls are available each day at break and lunchtime.

Sandwiches - from £1.90  
Soft Rolls - from £1.80  
Wraps - from £2.50  
Baguettes - from £2.40

Scan the QR code or [click here](#) to learn more about our Free School Meals provision.





# Our School Day

Students should be at school by 8.40am each day and our house areas will be open to collect all the things they need for the day of learning ahead. Breakfast will be served, in Hales and Stanhope, between 8-8.30am.

Our school day begins at 8.45am with a daily tutor period.



<b>Breakfast Club</b>	<b>8 - 8.30am</b>
Students in school and ready for the start of the day	8.40am
<b>Tutor/Assembly</b>	<b>8.45 - 9.10am</b>
<b>Lesson 1</b>	<b>9.10 - 10.10am</b>
<b>Lesson 2</b>	<b>10.10 - 11.10am</b>
Break	11.10 - 11.30am
<b>Lesson 3</b>	<b>11.30am - 12.30pm</b>
<b>Lesson 4</b>	<b>12.30 - 1.30pm</b>
Lunch	1.30 - 2.05pm
<b>Lesson 5</b>	<b>2.05 - 3.10pm</b>
Extra-Curricular Clubs and Activities	3.10 - 4pm

Following our tutorial period each morning, students will have five sixty-minute lessons each day. Here is an example of a Year 7 timetable:

<b>Week A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Monday</b>	French	English	Geography	Mathematics	History
<b>Tuesday</b>	Science	History	DT	French	FD/TX
<b>Wednesday</b>	English	Art	Mathematics	Geography	Citizenship
<b>Thursday</b>	RS	Performing Arts	PE	Computing	Science
<b>Friday</b>	Mathematics	Science	PDC	English	Games

<b>Week B</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Monday</b>	French	English	Geography	History	Mathematics
<b>Tuesday</b>	Science	Computing	DT	PE	FD/TX
<b>Wednesday</b>	English	Art	Mathematics	Performing Arts	Geography
<b>Thursday</b>	RS	Science	French	Computing	Art
<b>Friday</b>	Mathematics	History	Games	English	Science



# Cycle to School Permit

If you would like your child to cycle to school from September, please [click here](#) or scan the QR code to fill in our online Cycle Permit Application Form.

On acceptance of our cycle permit conditions and receipt of the online application form, your child will receive a cycle permit and will be allowed to ride their bicycle to school.



Scan the QR code or [click here](#) to fill in our online Cycle Permit Application Form.

# Music Instrumental Lessons

Individual music lessons are available, in school, at competitive rates with professional peripatetic teachers. Please [click here](#) or scan the QR code to fill in our online Individual Instrumental Lesson Application Form.

If you would like further information regarding our instrumental lessons, please do not hesitate to contact our Head of Music, Miss Tarrant on [rtarrant@fulstonmanor.kent.sch.uk](mailto:rtarrant@fulstonmanor.kent.sch.uk).



Scan the QR code or [click here](#) to fill in our online Music Instrumental Lesson Application Form.

# Individual Healthcare Plans

As per DFE guidance, we are required to gather all necessary information relating to students' medical needs. This allows us to make all staff aware of any medical requirements or allergies and the best course of action, for your child, in case of an emergency.

If your child has any medical conditions, needs or requirements that we should know about, please [click here](#) or scan the QR code to and fill in our online Individual Healthcare Plan, by Friday 14th July 2023.

If you have any queries, please contact our Lead First Aider, Mrs Eldridge on [veldridge@fulstonmanor.kent.sch.uk](mailto:veldridge@fulstonmanor.kent.sch.uk).



Scan the QR code or [click here](#) to fill in our online Individual Healthcare Plan Form



# Useful Information

## School Fund

For every new Year 7 student we request a donation of £25.00 for our School Voluntary Fund Account via WisePay. This donation will be the only school fund request for your child from Year 7 to Year 11 and more information will be sent out to parent/carers over the summer holidays.

## Absences

Please telephone our Attendance Officer on 01795 412639 or email [attendance@fulstonmanor.kent.sch.uk](mailto:attendance@fulstonmanor.kent.sch.uk) on each day of your child's absence. A letter may be required on return. Medical certificates may be required in certain circumstances.

## Holidays and appointments

A reminder that holidays during term time will not be authorised. All medical or dental appointments should, where possible, be made outside of school hours. Where this is not possible, an appointment letter or card should be provided to your child's pastoral team.

## Home-school communication

Regular communications are sent home to our parents and carers via email. Termly assessments, annual reports and Progress Review Evenings also help to keep our home/school relationship strong. If you would like to contact us for any reason, it is recommended that your house pastoral team is your **main and first** point of contact. There is also lots of useful information on our [website](#) and we share engaging news stories and important updates on our social media channels, too. So be sure to follow us - @fulstonfamily on Facebook, Instagram and Twitter.

## First day of the new school year

Please drop your child off between 8:30 and 8:40am on Monday 4th September 2023. If arriving on foot please use Gate A. If you will be dropping your child off via car, please use our one-way drop off system via Gate C. Students will be met and escorted to their house areas. Year 8, 9, 10 & 11 students will be arriving at 11:10am, allowing our new students a couple of hours on their own to settle in and familiarise themselves with their new school.

## Uniform

Our uniform rules are strict and must be adhered to at all times, including whilst travelling to and from school each day. Our school uniform can be purchased via the following suppliers:

### Forster's School Outfitters

17/19 East Street  
Sittingbourne  
Kent ME10 4BQ  
[www.forsterskent.co.uk](http://www.forsterskent.co.uk)

### Forster's School Outfitters

16 High Street  
Sheerness  
Kent ME10 5JA  
[www.forsterskent.co.uk](http://www.forsterskent.co.uk)

### South East Schoolwear

Unit 8  
Queenborough Business Park  
Kent ME11 5DY  
[www.seschoolwear.co.uk](http://www.seschoolwear.co.uk)

### Brigade Parents Direct

[www.brigadeuniformdirect.uk.com](http://www.brigadeuniformdirect.uk.com)  
**Ambition Sport**  
[www.ambitionsport.com](http://www.ambitionsport.com)

## School Apps

We use two main apps for parent/carers to track their child's progress and monitor their behaviour. Arbor will be used for tracking attendance, progress and attainment and ClassCharts will be used for behaviour, rewards and homework. Both of these apps can be downloaded from your mobile phone's app store. Log-in details will be provided to all parents and carers in September.

## New Parents/Carers Information Evening

Our New Parents/Carers Information Evening will be held on Monday 3rd July 2023. All of the information shared during this event can be revisited and downloaded [here](#).

Scan the QR code or [click here](#) to download our 2023/24 Transition materials and view our Information Evening presentation.







# Your new journey **HAS BEGUN**

let's grow together as  
the Fulston Family...



@fulstonfamily





*a Fulston Manor Academies Trust school*



@fulstonfamily

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