

*Realising potential: Nurturing leaders of the future*



# Mission

*Norbury Manor is a unique community where all students and staff are valued as individuals. We draw strength from our diversity and take pride in our cultural richness and utilise both in preparing students to embrace their places in the local and global communities.*

*At Norbury Manor, we aim to enable all students to live full and active lives. We promote the value of knowledge and push every student to fulfil their academic potential. We are committed to providing a curriculum which helps to develop self confidence, healthy living and strong communication and leadership skills.*

*We are dedicated to preparing students for the future – to developing confident, motivated and resilient independent learners. Norbury Manor students are encouraged to establish a strong sense of self-worth; they become articulate young women who are both creative and enterprising.*

1	Headteacher's Introduction
2	Key Stage 3 (Year 7–9)
6	Key Stage 4 (Year 10–11)
10	Development
12	Sixth Form (Year 12–13)
16	Alumnae
20	Pastoral Care
	College Staff
	Guide

## Welcome to your college, the pathway to success



I am delighted to welcome you to Norbury Manor Business and Enterprise College for Girls. Through this brochure and our website we will try to give you a flavour of the journey our students undertake with us from their arrival in year 7, their progression through Key Stages and into our successful sixth form and beyond as they take their next steps into further education, employment or training.

We want you to be reassured that we will provide the best possible education for your child and all of our students. Implicit in our continued success is the high level of engagement we expect and receive from you as a parent or carer.

We are proud of our reputation for providing a happy, caring and inclusive environment in which students learn and develop. We believe in ensuring all members of the college respect each other, take responsibility for their actions and forge strong relationships. We take strength

from our cultural diversity and pride in our cultural richness and this is reflected in our ever growing popularity in the local community.

At Norbury Manor, we have a forward looking curriculum that is appropriate to the needs of the 21st century and we prepare our students well to take their place in the local, national and global community.

We have high expectations of all of our students in all areas of their college life. We aim to offer all of our students academic excellence as well as a wealth of opportunities that will enrich their experience and better equip them for their future.

We truly believe in realising potential and nurturing leaders of the future.

**Mrs M Hayden**  
Headteacher



## Key Stage 3



//

*My favourite subject is Drama, this is because you can express yourself freely. I also like that I am not being told what to do or how to perform and I can think of things for myself.*

//

### Megan KEY STAGE 3 STUDENT

*I remember transferring into year 7. While it was a daunting experience I was supported through it by my family, friends and teachers. The hardest part for me was getting from classroom to classroom at each lesson changeover and reading my planner but I soon got used to it.*

*As you can tell, my favourite subject is Drama, this is because you can express yourself freely. I also like that I am not being told what to do or how to perform and I can think of things for myself. My Drama teacher is very good and helps us to understand different techniques.*

*I also enjoy many other subjects especially Food Technology, Textiles and Product Design. These were all new subjects I had not experienced before and they are great fun.*

# Key Stage 3

## Curriculum

Our curriculum ensures that students are taught a comprehensive range of skills while creativity and initiative are developed through investigation and problem solving. We pride ourselves that a broad and balanced curriculum is offered to all students that includes the opportunity to participate in deep learning activities.

Our year 7 programme has been constructed to reduce the amount of movement around the college and the numbers of teachers who will teach each child in humanities. Additionally, all year 7 form tutors will teach their own form group PSHE (personal, social, health and economic education course) to allow more time to get to know each other.

The following subjects make up the Key Stage 3 curriculum:

- English
- Mathematics
- Science
- Art
- Citizenship
- Computer Science
- Design & Technology
- Drama

- French & Spanish
- Geography
- History
- Humanities (year 7 only)
- ICT
- Music
- Philosophy for Children (year 7 only)
- Physical Education
- Personal, Social & Health Education
- Religious Studies

We understand the importance of a smooth and supportive transition from primary to secondary school and we place great value on ensuring all students joining our school community feel happy and safe, and that this exciting milestone in their educational journey sets them on the right course to fulfil and exceed their potential.

Key Stage 3 is a crucial period in your daughter's education. Not only does it lay the foundations in their preparation for Key Stage 4, it allows students to develop into curious, resilient and proactive members of both the school and local communities. Norbury Manor has an absolute commitment to ensuring your child becomes an active and conscientious member of society.

As a school we understand the value of enriching the curriculum, and when your daughter joins us she will experience a thriving programme of deep learning days, after-school activities and clubs, as well as a range of trips and visits.

*"Students really enjoy a broad and absorbing curriculum. They take part in interesting lessons across a wide range of subjects and disciplines."* / OFSTED 2017 /



## Key Stage 4

### Babitha KEY STAGE 4 STUDENT

*I have been at Norbury Manor for 4 years now and am enjoying my time immensely. I enjoy all of my subjects and found it hard to narrow down my option choices for GCSE because there is so much to choose from.*

*There are so many clubs that you can join depending on what you like to do. In my case, I really love music and singing, I am a member of the school choir and we rehearse twice a week. Being in the choir is a great way to get to know a range of people from all year groups. So far I have sung in events at school, our local church at Christmas and at the Whitgift Centre. We have also travelled abroad on Choir Tours to Eurodisney Paris, Barcelona and Amsterdam.*

*I also love being a member of the school Cricket Club. Cricket is a great sport and improves my co-ordination and team working skills. We have the opportunity to represent the school at competitions and tournaments.*

*I really like being here at Norbury Manor. Whatever you love: textiles, sport, music, drama, art, science or dance etc. there is always something to do!*



*I enjoy all of my subjects and found it hard to narrow down my option choices for GCSE because there is so much to choose from.*



# Key Stage 4

*“Students continue to make good progress from when they join the school to when they take their GCSEs. The school provides sharply targeted interventions for students who need extra help.” / OFSTED 2017 /*

## Curriculum

At Key Stage 4, students can take a range of subjects and qualifications. They are encouraged to maintain a broad and balanced curriculum to ensure that they have a sound base for further study when they join our sixth form.

The following subjects make up the Key Stage 4 curriculum:

- English Language
- English Literature
- Mathematics
- Physics
- Chemistry
- Biology
- Combined Science
- Art
- Business Studies
- Citizenship
- Computing Science
- Drama
- Economics
- Enterprise
- Further Mathematics
- Geography
- Graphic Art
- Health & Social Care
- History
- Hospitality & Catering
- Modern Foreign Language

- Music
- Physical Education
- Product Design
- Psychology
- Religious Studies
- Sociology
- Statistics
- Textiles

There is also an opportunity for students to follow a community language and study it to GCSE level.

All students follow a very detailed PSHE. This is designed to help them make the most of opportunities in and out of college. We are very fortunate to have an excellent team of outside speakers who enrich this programme.

## Careers and work related learning

Our aim is to provide all students with the knowledge, skills and aptitudes they will need in order to be able to operate successfully in further or higher education and their future careers.

As a college we raise the aspirations of all students and to this end, the opportunity to attend careers seminars, meet local business people and visit

colleges and universities will be available to all students as a key part of the careers and work related learning curriculum.

Careers Education, Information, Advice and Guidance (CEIAG) is taught in all years in accordance with national requirements. It is delivered through specific modules which form part of the PSHE programme. We have an independent Careers Advisor available to support students of all ages as they begin to explore their future education and career pathways. We are committed to providing a careers programme that meets the Gatsby Benchmarks.

All students in year 10 will take part in a 2 week period of Work Experience and year 12 students will undertake a week of work shadowing. This is organised and co-ordinated by the college's own Work Experience Co-ordinator to ensure that all students are carefully matched to an appropriate placement in a work environment and that their individual needs are met. We have excellent placements for our students in local industry, business and commerce.



# Development

*“The school is led with clear moral purpose and high levels of ambition. The school promotes good values well. Students like the school, show pride in it, and behave thoughtfully to others. They take on responsibility willingly.” / OFSTED 2017 /*

## Extra Curricular Activities

Life at Norbury Manor is always busy and all students are encouraged to participate in the wide variety of clubs and societies which operate outside of lessons. These include:

- Accelerated Reader Club
- Anime Club
- Art
- Badminton
- Basketball
- Cheerleading
- Choir
- Cricket
- Dance
- Drama
- Duke of Edinburgh Award
- English Clubs
- Football
- Handball
- History Club
- International Film Club
- Medical Society
- MFL Club
- Mauy Thai
- Netball
- Rounders

## STEM

- Table Tennis
- Tennis
- Trampoline
- Young Interpreters Club

## College visits

One of the most important ways of building confidence and enriching an individual's learning is for students to have experience of a variety of visits and trips. Every opportunity is taken to ensure that all students are able to participate in these educational experiences. Visits have included trips to theatres, art galleries and places of historical or geographical interest and also to sporting events. Students have the opportunity to experience day visits to enhance the curriculum; there are also opportunities for weekend visits to an adventure centre and in addition, a number of students take part in longer residential trips abroad to destinations such as Barcelona, Rome, Venice and Brittany.

## Individual music lessons

There are opportunities for all students to study a musical instrument and we are fortunate to have an excellent team of peripatetic instrumentalists available.

## Community activities

Community activities are considered important to ensure the students develop a sense of citizenship. Such activities may include:

- › Charity work and fundraising
- › Giving special concerts and recitals
- › Environmental improvements
- › Visiting the elderly
- › Working with young people



## Sixth Form



*I have had the opportunity to take part in a number of programmes at both the University of Sussex and Kings College to get me ready for applying to university this year, for me Norbury Manor has been the first step in achieving my future aspirations.*



**Shanelle** SIXTH FORM STUDENT

*Being a sixth form student at Norbury Manor has been a very positive experience for me. I am surrounded by a positive work ethic and have been able to develop my time management and academic skills.*

*I have had the opportunity to take part in a number of programmes at both the University of Sussex and Kings College to get me ready for applying to university this year, for me Norbury Manor has been the first step in achieving my future aspirations.*

*There are a lot of other opportunities at Norbury Manor that will allow you to make your mark, you can become a member of the Head Team, set up your own club or society or get involved with the lower school community.*

# Sixth Form

## Curriculum

Our sixth form is well established and flourishing, offering a modern and relevant curriculum. We offer a wide range of Level 3 (both A Level and BTEC courses) for students of all abilities and further new courses will be introduced as the sixth form continues to grow.

We also offer a 1 year post-16 pathway for some students to allow them to consolidate their Level 2 learning before moving to an appropriate Level 3 pathway at college or possibly taking up an apprenticeship.

Any post-16 student without a grade 4 or above in Maths and English will be required to attend retake classes in these subjects.

The following subjects are offered:

### Computing & Life Science Faculty

Business Studies  
Computer Science  
Economics  
Health & Social Care  
Psychology  
Sociology

### English & Media Faculty

English Literature  
Media Studies

### Humanities Faculty

Extended Project Qualification  
Geography  
Government & Politics  
History  
RS: Philosophy & Ethics

### Mathematics Faculty

Mathematics  
Further Mathematics

### MFL & Expression Faculty

Music Performance  
Performing Arts – Acting  
Sports & Exercise  
Spanish

### Science Faculty

Applied Science  
Biology  
Chemistry  
Criminology  
Forensic Science

### Technology Faculty

3D Design  
Fine Art  
Graphic Art  
Photography  
Textiles

Subjects will be arranged into option blocks based on student preferences in order to satisfy the needs of the majority of students. Students should complete their online application form indicating their subject preferences and reserve choices.

## Enrichment

Sixth form students have access to a wide variety of enrichment activities. All year 12 students will take part in a team-building day to build a sense of co-operation. Students will also have opportunities to visit the Houses of Parliament, universities and businesses as well as being able to take part in subject specific visits. Enrichment courses are available that foster a spirit of social enterprise and an awareness of the business world. Numerous clubs and activities outside of the classroom are also available to the students and include

the Duke of Edinburgh Award Scheme and the Debating Club.

We are part of a number of 1st generation widening participation programmes and this supports our sixth form students to access top flight universities, industry insight days, work experience in top firms and dedicated university open days.

## PSHE

This is compulsory throughout the sixth form programme of study. Students will spend time with their form tutors following a programme of study which includes topics as varied as study skills, careers guidance and the UCAS process.

## Participating

Sixth form students benefit from being a part of a flourishing, caring community and are encouraged to take part in events linked to the wider life of the college to develop their leadership and citizenship skills.

Additionally, we organise a range of activities throughout the year to encourage students to look beyond their time in the sixth form and plan towards their futures. These events include visits to universities and careers exhibitions, work shadowing and mentoring programmes pairing our students with those already at university.

During the sixth form, students will develop the skills required in order to be successful in higher and further education or employment.

*“Sixth form students fare well in their ‘A’ Levels. The school offers a wide range of academic choices, with some relevant applied courses too. The options meet students’ needs.”* / OFSTED 2017 /



# Alumnae



*I joined Norbury Manor Sixth Form as an external student from Carshalton Girls. Being here made me resilient and allowed me to develop my leadership skills.*

*Currently, I'm at Georgia State University in the USA majoring in Neuroscience and Pre-Med.*



## Khadijah Hayden

- › 2015–2017: Norbury Manor Sixth Form
- › 2017–present: Georgia State University, USA – Neuroscience and Pre-Med

*I joined Norbury Manor Sixth Form as an external student from Carshalton Girls. I studied A Levels in English Literature, History and Drama along with an AS Level in French.*

*Coming to Norbury Manor was a huge adjustment for me but I was able to embark on this journey with the support of the friends I made in my first few days. Being here made me resilient and allowed me to develop my leadership skills. I have had opportunities to perform in events and be an advocate for the things I believe in. I have made lifelong friends during my time here.*

*I was accepted into Georgia State University in the USA with an International Scholarship. Currently, I am majoring in Neuroscience and Pre-Med and am looking forward to the rest of my time studying in the USA.*

# Alumnae

## Sarah Blakemore

- › 2004–2011: Norbury Manor student
- › 2011–2014: Oxford University – Geography
- › 2014–2015: GlobalGiving UK – Youth Programme Co-ordinator
- › 2015–2016: The Holocaust Educational Trust – Ambassador Programme Administrator
- › 2016–2019: Greater London Authority – Data Support Officer, Planning Unit
- › 2019–present: Greater London Authority – Project Support Officer, Health Team



When I started at Norbury Manor in year 7, I was extremely shy, with few aspirations. It soon became clear that Norbury Manor was different from the other schools I visited when I was looking for a secondary school, it had a really unique and friendly atmosphere, and such a huge variety of people. I knew I would like it there.

I loved school and slowly my confidence grew, and I worked hard to achieve good grades. When it came time to consider my post-16 education I realised I'd enjoyed my time at Norbury Manor and didn't want it to end!

I knew that the excellent teaching and support system would get me through my A Levels, and I was excited by the opportunities that the sixth form had to offer. The new sixth form building was also about to be finished, and I didn't want to miss out on that!

In the sixth form, I was elected Head Girl which gave me a lot of responsibility in the school, and helped to boost my confidence.

With the help of my teachers, I managed to continue my academic success, and get into Oxford University to study Geography.

After three hard but enjoyable years, I entered the world of work. I started my career working for two small charities, developing and delivering youth programmes. Currently, I work in the Mayor of London's Health Team at the Greater London Authority, where I'm keen to stay and develop my project and programme management skills further. It's an honour to work directly on initiatives that strive to improve the health and wellbeing of fellow Londoners.

Outside of the office, I've discovered a passion for running and am lucky enough to have been offered a charity place in the next London Marathon!

My years at Norbury Manor taught me to always work hard and always give back, and now with every step I still strive to do just that.



## Shinal Patel

- › 2006–2013: Norbury Manor student
- › 2014–2018: Virginia Commonwealth University, USA Undergraduate student – Chemistry
- › 2018–present: Chemist at a Diagnostics Clinical Lab, USA

Norbury Manor proved to be the ideal sixth form for me. I wanted to be at a sixth form where I was already well established and the teachers knew me and my learning style. I did not want the disruption of moving to another school as I believed that this would impact negatively on my education. I chose to study Biology, Chemistry, and Maths to A Level and Geography to AS Level.

In August 2013, I decided to take a gap year to further explore my higher education options. During this time I chose to apply to American universities to study Chemistry because of the numerous opportunities the US offers to students. My teachers at Norbury Manor helped me enormously with my applications to American universities. The college and teachers have been incredibly supportive and have provided me with confidence as I made the big decision to apply to study abroad.

My gap year gave me a great opportunity to step outside of my comfort zone and get a new perspective. I studied at Virginia Commonwealth University in the USA. My decision to study in the USA offered me the once-in-a-

lifetime opportunity to experience and immerse myself in American culture. This has boosted my confidence to go out into the world and try the things I have been dreaming of doing, such as summiting the highest mountain in Africa, Mount Kilimanjaro.

I have now successfully graduated with a Bachelor's degree that has opened up doors to multiple career paths. I currently work for the second largest specialised clinical lab in the States. This position has given me the opportunity to utilise my chemistry skills on a large-scale basis, as I work to help patients lead healthier lives by providing ways to respond earlier to the onset of disease.

I am being given the opportunity to grow in my position in an environment that fosters innovation and implementing new ideas in the healthcare world.

I had a wonderful time at Norbury Manor. I made such wonderful friends for life and I will always cherish the great memories. Norbury Manor will always have a place in my heart.

**“My abiding memories of Norbury Manor are very warm and happy ones. It's a school where every student matters, and no one is left behind.”** / SARAH /



## Natalie Joyce

- › 2006–2013: Norbury Manor student
- › 2013–2014: Plymouth University – Mechanical Engineering
- › 2014–2016: Plymouth University – Forensic Science
- › 2016–2017: Kingston University – Forensic Science
- › 2017–present: Teacher in the Science department at Norbury Manor

Norbury Manor has always been like a second home for me, a family that always cared and looked after me. I joined in year 7, not wanting to move on from my primary school. However, it didn't take long to get in to a routine and to realise that this was the best place I could have come to. The support given by the pastoral team and all of my teachers throughout my time here was incomparable to any other school I have visited. They were there every step of the way both academically and pastorally.

I became a Head Prefect in year 11 and then Deputy Head Girl in year 13, which allowed me to build up my confidence, leadership skills and enabled me to develop friendships across the entirety of the school. I also had many opportunities available to me in terms of clubs, competitions and activities organised by the school and these helped me to decide what I wanted to do with my future. This was a decision I had really struggled with.

After finishing GCSE's I had no doubts in my mind that I would stay in the sixth form. I chose to study Biology, Maths, Psychology and Physics. Whilst this was a challenging 2 years, I enjoyed every moment of it and was encouraged to take part in science lessons for younger students during free periods to share my enthusiasm for science. This experience allowed me to reinforce my own knowledge and gain an insight in to a teaching career that I hadn't previously considered.

When the time came around to applying to university I wasn't sure exactly what degree to apply for.

In the end I started a BEng in Mechanical Engineering, but after completing a year I knew that this was not the course for me. So I changed to a BSc in Forensic Science, which was something I had been interested in for quite some time but never pursued. I knew from my first lecture that I had made the right decision and continued to love every

minute of my degree. I graduated from Kingston University with a First class degree.

My next hurdle was to figure out what I wanted to do with my degree. After talking to friends, family and my former teachers I was reminded of how much I had enjoyed helping in science lessons and so I decided to pursue teaching.”

I was privileged to be offered the opportunity to come back and work in the science department at Norbury Manor and I have completed my second year of teaching science here. It has been one of the most rewarding and challenging experiences I have had so far.

# Pastoral care

## Pastoral care and parental involvement

### Our pastoral care system

Students are allocated to a tutor group on entering the college and this provides a secure pastoral base. The form tutor deals with day-to-day matters and will be your most important point of contact within the college. The form tutor may refer matters to heads of year, heads of department or the senior leadership team as needed.

Even before starting at Norbury Manor students are made to feel welcome in college. All prospective year 7 and 12 students are invited to our induction days, where they can take part in taster lessons and meet their form tutor and classmates. Additionally, year 7 students are visited in their primary schools and there is much liaison between primary and secondary staff with regard to the academic and pastoral needs of each student.

### Learning support

Our learning support is excellent. When students require extra support with their studies, we can provide that help. Students with particular talents, gifts or abilities are encouraged with extension materials, special courses and a variety of different opportunities. Special attention is given to individuals or groups within the classroom by support teachers who work alongside subject staff.

### Relationship with parents

At Norbury Manor we believe that a successful partnership between parents and staff will ensure that your child achieves their potential.

We value contact with parents and you are always welcome to visit the college to discuss any matter concerning them. However, it is always advisable to make an appointment to ensure that adequate time is available for discussion. If a teacher expresses concern about an individual student, we will contact parents.

If you wish to become more involved in the life of the college, you may consider becoming an elected parent governor to represent the views of other parents or you may want to join the PFA Committee and take an active part in supporting the college.

### Homework

All students will be given homework on a regular basis. It is considered an integral part of the students' educational experience and a natural extension of their classroom studies.

### Rewards and sanctions

Good work and effort is rewarded by our achievement system. Each year, achievement in all areas of college life is recognised and prizes are given at the annual achievement afternoons which parents are invited to attend.

Sanctions, which include detentions and, in very rare cases, seclusion and exclusion, are used when a student's behaviour falls short of what we expect.

### Monitoring progress

All teachers carry out regular monitoring of students' work through rigorous assessment procedures. The results are used to set individual targets for improvement, which enables both students and parents to be fully informed about the progress being made.

### Reporting and target setting

Parents will receive an assessment report of their child's performance at regular intervals throughout the year. These reports set the agenda for the discussion between parents and subject teachers at the parents' consultation evening.

*"The school is a safe place. Students feel secure and well cared for. Students receive valuable teaching about keeping safe, including when online, which they understand clearly."* / Ofsted 2017 /

# College Staff

## Norbury Manor staff 2020–2021

### Senior Leadership Team

Mrs M Hayden	Headteacher
Mrs M Collins	Deputy Headteacher
Ms A Ryder Owen	Deputy Headteacher
Ms T Scarsbrook	Deputy Headteacher
Mr N Campbell	Assistant Headteacher
Ms V Hardwick	Assistant Headteacher
Ms S Tsoukkas	Assistant Headteacher
Mrs W Kinnon	College Business Manager

### Heads of Year

Ms J Campbell	Year 7
Miss F King	Year 8
Miss K Leslie	Year 9
Miss C Emanuel	Year 10
Mr J Johnson	Year 11
Mr T Dale	Head of Sixth Form

### Curriculum Area Leaders

Mrs F Endrich	English & Media Studies
Mr S Hossain	Mathematics
Ms C Muzenda	Science
Mrs D Davis	Humanities
Mrs S Ingrams	Computing & Life Sciences
Ms S Roberts-Crystal	Languages & Expression
Ms D Spiegel	Art & Technology

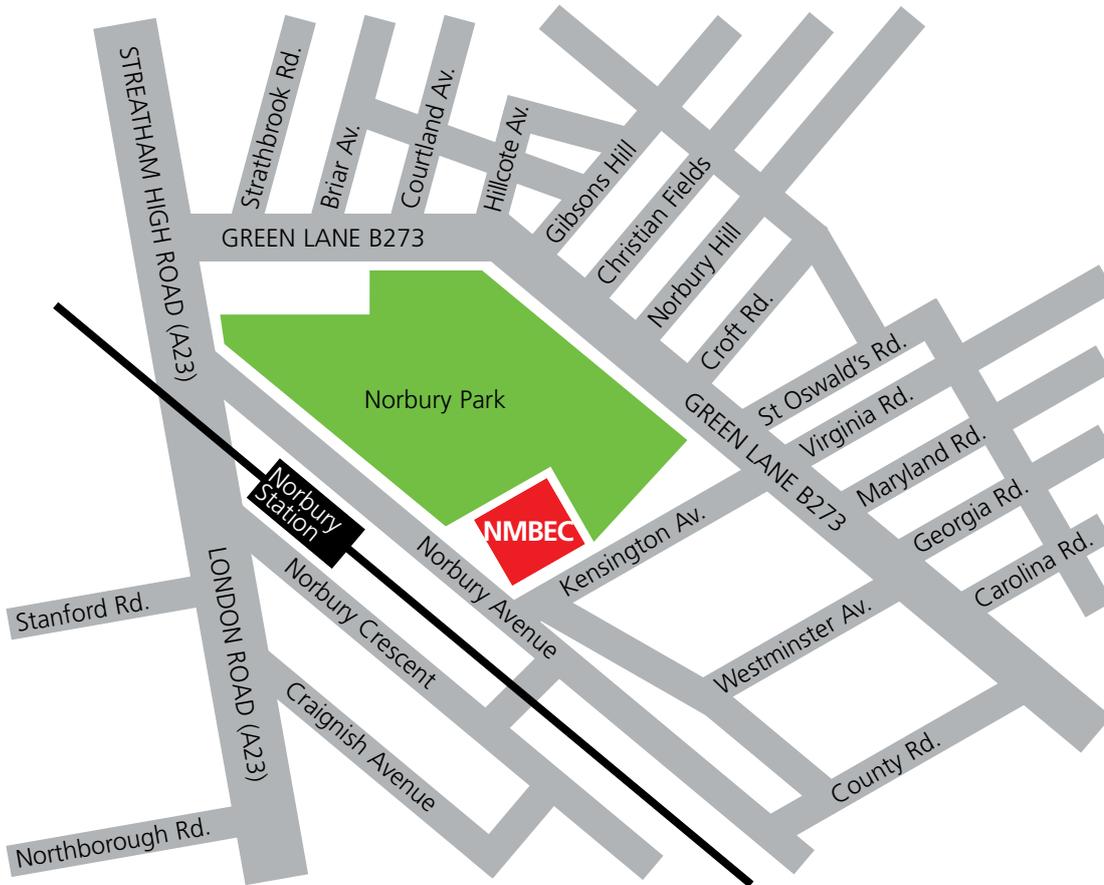
### Special Needs

Ms S Gwynn	SENDCo
------------	--------

### Admissions

Ms A Rehman
-------------

# Guide



Norbury Manor  
Business & Enterprise  
College for Girls

Norbury Manor  
Business & Enterprise College  
Kensington Avenue  
Thornton Heath  
Croydon  
Surrey CR7 8BT

T. 020 8679 0062  
E. [admin@nmbec.org.uk](mailto:admin@nmbec.org.uk)  
[www.nmbec.org.uk](http://www.nmbec.org.uk)

 @NorburyManor

