

PARENT/STUDENT

HANDBOOK

2021-2022



**The
Greek School
of Coventry**

nrese
Quality Framework
Bronze Award

nrese
Quality Framework
Gold Award

nrese
Quality Mark
The Greek School
of Coventry
March 2019



WELCOME TO OUR SCHOOL! WE ARE GLAD YOU ARE HERE!

Dear Students and Families,

It is with great excitement that I write this letter of introduction to you as the new Head Teacher of Greek school of Coventry. I feel very fortunate and honored to have the opportunity to lead a school with such persistent students, a great team of teachers and a supportive school community. We are certainly very happy to welcome students back to school!

The aim of Greek school of Coventry is to provide a stimulating environment where students are encouraged to learn the Greek language and the Christian Orthodox religion. Our school is an inclusive, safe, welcoming, caring and happy place in which we share our values, tradition and culture. We strive to equip our students with the knowledge, skills and spirituality to enable them to achieve their full potential and to help them contribute positively to the challenges of a diverse multicultural society.

We know our students, their strengths, talents and potential. We are proud to educate pupils with a range of academic abilities and we aim to ensure that all barriers to learning are removed so every pupil reaches their full potential. Our expectations and support allow every child to excel. We create amazing opportunities for students and collaborate effectively with parents, who are our most valued partners. Greek school of Coventry is a happy and friendly school. We encourage our students to express themselves with confidence, to respect each other and to be ambitious.

Because the relationships between families and the school are vital to the success of our students, I encourage you to become involved in every way possible. Our premises and virtual doors are wide open for your visits, messages, questions, comments and any inquiries you may have. It is hoped that this will be a more normal school year following the disruption of the pandemic-but some precautions remain. I highly recommend Greek school of Coventry to you and invite you to come and see for yourself what a fabulous school it is!



Mrs. Eleftheria Kaparalioti, BA (Hons)

Head Teacher



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PARENT HANDBOOK 2021-2022

This handbook serves a variety of purposes: it communicates the ethos of the school and provides a welcome for parents. It helps parents to choose a school, prepares their child for school and acts as a reference tool while their child is at the school. The parent's handbook should help you to understand your child's learning journey; help you become involved and help you to support your children.

PARENT HANDBOOK ACKNOWLEDGEMENT FORM

I hope that you find this handbook both useful and informative. Please, take time to read the entire 2021-22 Parents' Handbook with your child. If you have any questions concerning its contents, please contact the Head teacher. Once you have reviewed the Parent Handbook with your child, please sign below and return the signed page to your child's teacher or to the Head teacher within 10 days of receipt.

By signing below, you indicate: I have read, or have had explained to me, the 2021-22 Parent Handbook which contains key aspects of the school, policies and procedures and school key dates. I acknowledge that my child and I understand and agree to abide by the school rules contained in the handbook.

Student's name: _____

Student's grade: _____

By signing below, I certify that I have received and reviewed with my child the 2021-22 Parent Handbook.

Signed: _____ (Parent signature) (Date)



Summary of Term Dates 2021-2022

WINTER TERM 2021	
First Day of Term 1	Saturday 11 th September 2021
Cyprus Independence Day	Saturday 2 nd October 2021
National Commemoration of 28th of October 1940	Saturday 23 rd October 2021
Half Term Holiday	Monday 25 th October 2021 to Sunday 31 st October 2021
Commemoration of Athens Polytechnic uprising	Saturday 20 th November 2021
Last Day of Term 1-Christmas Celebration	Saturday 18 th December 2021
Christmas Holiday	Monday 20 th December 2021-Monday 3 rd January 2022
SPRING TERM 2022	
First Day of Term 2	Saturday 8 th January 2022
Feast of the Three Holy Fathers/Greek Letters Day	Saturday 29 th January 2022
Half Term Holiday	Monday 21 st February 2022 to Sunday 27 th February 2022
Clean Monday	Saturday 5 th March 2022
25 March 1821/Feast of the Annunciation	Saturday 26 th March 2022
Greek-Cypriot Revolution 1st April	Saturday 2 nd April 2022
Last Day of Term 2	Saturday 9 th April 2022
Easter Holiday	Monday 11 th April 2022 to Sunday 24 th April 2022
SUMMER TERM 2022	
First Day of Term 3/1st May of Workers	Saturday 30 th April 2022
Half Term Holiday	Monday 30 th May 2022 to Sunday 5 th June 2022
Last Day of Term 3/End of school year/Play-BBQ	Saturday 9 th July 2022



MISSION STATEMENT

The aim of Greek school of Coventry is to provide a stimulating environment where students are encouraged to learn the Greek language and the Christian Orthodox religion. Our school is an inclusive, safe, welcoming, caring and happy place, free from any threat or fear in which we share our values, tradition and culture. We strive to equip our students with the knowledge, skills and spirituality to enable them to achieve their full potential and to help them contribute positively to the challenges of a diverse multicultural society.

OUR VISION AND VALUES

Greek school of Coventry is a school at the heart of the community where everyone is nurtured and inspired to achieve their full potential on their journey to learn Greek. Our vision is to be a great school which has high expectations and where we all achieve great things, individually and together, within a nurturing Christian Orthodox ethos through our core values of love, honesty and respect. At Greek school of Coventry we strive to promote the inclusion, well-being and achievement of our students. Also we strive to ensure equitable and fair educational opportunities for all students by allocating resources fairly and equitably, providing diverse learning opportunities, and demonstrating a commitment to equity and fairness across the school. Where children have additional needs, measures are taken to prevent these from becoming a barrier to learning. Our school welcomes all learners and is committed to providing them with the entitlement to succeed and reach the highest level of personal achievement. Our Syllabus incorporates Modern Greek Language up to A Level, history, religious education, theatre and singing.

Our values guide the way we work:

I	N	C	L	U	S	I	O	N			
	H	O	N	E	S	T	Y				
L	O	V	E								
		E	X	C	E	L	L	E	N	C	E
	E	N	J	O	Y	M	E	N	T		
		T	E	A	M	W	O	R	K		
		R	E	S	P	E	C	T			
E	Q	U	I	T	Y						



OUR SCHOOL-INSIDE AND OUT

Our school is a hub of learning within the Greek and Cypriot community in Coventry. Build in 1971 the Greek school of Coventry was ratified and regulated by the Constitution of the Holy Churches and Communities of the Greek Archdiocese of Thyateira and Great Britain. In 1973 the school was set up at its current location and opened its doors to students. Originally housed above the church, it was consisted of 3 classrooms.



A purpose built school opens in 1993 which is in the same building used for classes today. The school presently has 87 students, from the ages of 5 up until A Level (2021-2022). There are currently 8 classes. The school accommodation includes a large dining/assembly hall with stage and 7 classrooms. Outdoors there is a grass play area which includes a football pitch and sitting areas.





CONTACTING US

Address: Greek School of Coventry Westwood Heath Road, Westwood Heath, Coventry, CV4 8GP

Telephone: 02476 464286/mob. 07395627735

Email: info@greekschoolofcoventry.co.uk

Website: www.greekschoolofcoventry.co.uk

Facebook: **Ελληνικό Σχολείο Κόβεντρυ**

SCHOOL VISITS

-NEW AND PROSPECTIVE PARENTS

If you are interested in seeking a place for your child at Greek school of Coventry, you should contact the Head Teacher, who will arrange to meet with you and your family. Should you feel the need to visit us, you are kindly requested to email the Head Teacher, a few days prior to your visit, so we can make sure our time is dedicated specifically to you and your family.

ENROLMENT ARRANGEMENTS

At the Greek School of Coventry, we welcome new students only at the beginning of the school year. Due to increased demand we have capacity constraints. All new students are required to register before the start of the new school year. You can find the registration form on the school's website. Students are enrolled after they pay the tuition and fees.

COMMUNICATION

We work very hard to ensure there is an appropriate flow of information between school and home. Emails are sent out on a monthly basis to parents and others connected with the school. Each email contains a variety of information. The school has a website which contains useful information: www.greekschoolofcoventry.co.uk.

In addition, there is a Facebook page which duplicates the information sent out in emails and on the website. The Facebook page is carefully managed and monitored and is purely for giving information and is not a discussion forum. Instead, parents are requested to contact the school directly with any questions or concerns.



LESSON PLANNING FOR YEAR 2021-2022

TIME	RECEPTION	YEAR 1 ADVANCED	YEAR 2	YEAR 3	YEAR 5	YEAR 6	PRE-GCSE & GCSE	A LEVEL
10.00	SCHOOL ASSEMBLY(MORNING PRAYER/ANNOUNCEMENTS)							
10.15- 10.30	RE		GREEK	GREEK	GREEK	GREEK	GREEK	GREEK
10.30- 10.45	GREEK	GREEK	RE		GREEK	GREEK	GREEK	GREEK
10.45- 11.00	GREEK	GREEK	GREEK	GREEK	RE		GREEK	GREEK
11.00- 11.30	GREEK	GREEK	GREEK	GREEK	GREEK	GREEK	GREEK	GREEK
11.30- 12.00	LUNCH BREAK				GREEK	GREEK	GREEK	GREEK
12.00- 12.30	GREEK	GREEK	GREEK	GREEK	LUNCH BREAK			
12.30- 13.00	GREEK	GREEK	GREEK	GREEK	GREEK	GREEK	GREEK	GREEK
13.00- 13.15	BREAK TIME				GREEK	GREEK	GREEK	GREEK
13.15- 13.30	GREEK	GREEK	GREEK	GREEK	BREAK TIME			
13.30- 14.30	14.00 END OF SCHOOL TIME	14.00 END OF SCHOOL TIME	14.00 END OF SCHOOL TIME		14.30 END OF SCHOOL TIME		14.30 END OF SCHOOL TIME	

*RE=religious education

** This year there are no Year 1 and Year 4 classes

-The Greek school of Coventry only holds Saturday lessons, during term time.

-The academic year consists of 37 Saturdays in total.

-Students should be at school at the time stated above, neither earlier, nor later

-Students will not be accepted if they persistently arrive at school late



KEY STAGES

KEY STAGE	YEAR GROUP	AGE OF CHILDREN	KEY ASSESSMENT
EYFS (EARLY YEARS FOUNDATION STAGE)	RECEPTION	4-5	
KEY STAGE 1	YEAR 1 ADVANCED-YEAR 2	5-9	
KEY STAGE 2	YEAR 3-YEAR 6	9-11	
KEY STAGE 3-4	PRE-GCSE AND GCSE	11-14	GCSE
KEY STAGE 5	A LEVEL	14-17	A LEVEL

SCHOOL SUBJECTS

The syllabus incorporates:

- Greek language
- Religious Education
- Greek/Cypriot History
- Greek mythology
- Greek/Cypriot music and songs
- Geography
- National/Religious Celebrations

ADMINISTRATIVE STAFF INFO

position	name	Teaching post	Email-telephone
School Co-ordinator	Andrew Papageorgi	N/A	andrew.papageorgi@btinternet.com 07775821257
Head Teacher	Eleftheria Kaparalioti	GCSE Teacher/School Management	riakapa88@gmail.com 07395627735
Teacher/Volunteer	Eleni Maoudis	RE/Music Teacher	02476471195

MANAGEMENT COMMITTEE

The members of the school's committee appointed by the community board:

position	name
Chairman	Andrew Papageorgi DBS
Treasurer	Michael Gabriel
Secretary	Eleftheria Kaparalioti DBS
Fund Raisers	Michael Michaels/Alex Panteli/Eleni Maoudis DBS



TEACHING STAFF FOR THE SCHOOL YEAR 2021-2022



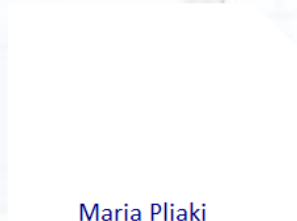
Vasiliki Koliou

Reception Teacher



Anastasia Stavridou

Year 1 Advanced Teacher



Maria Pliaki

Year 2 Teacher



Vasiliki Kopaila

Year 3 Teacher



Syllia Paraschou

Year 5 Teacher



Evangelia Souza

Year 6 Teacher



Eleftheria Kaparalioti

Head Teacher/GCSE Teacher



Georgios Athanasopoulos

A-Level Teacher



Andrew Papageorgi

School Co-ordinator



Eleni Maoudis

RE/Music Teacher



HOW OUR SCHOOL OPERATES

The Greek School of Coventry operates every Saturday from 10:00-a.m.to 14:30p.m. The school year begins in early September and ends in early July. The school year is divided into three terms. Shortly after the start of term 2, all students are examined on what they have learned during term 1. Undoubtedly, a revision takes place a week before the exam at school for better results in the test. Also before the end of term 3, an annual test takes place. A Parents' Evening takes place after each exam. Parents and teachers discuss children's progress and find solutions to academic or behavioral problems. Invitations and letters are sent close to each event.

Our school also has a parents' evening at the start of the year discussing how to improve the quality of education for our students, the school policies, the classroom teaching methods and strategies, work which the children will be covering and the expectations which the school has of its students during that year. It's also an opportunity for parents to ask questions and to see their child's work area.

Throughout the year the major Religious and National Holidays, are celebrated with honor at the Greek School, involving all our students. These are: "Cyprus Independence Day", "The National commemoration of the 28th of October 1940, "Christmas Day", "The Three Hierarchs, Greek Letters Day", "25 March 1821, The Feast of the Annunciation, and 1st April to mark the beginning of the uprising of the Greek Cypriots against the British colonial rule, 1955-59". In May we organize our educational school trip, combining fun and education, and finally there is the "End of School Year Celebration", shortly after the end of end of term 3, which is used to demonstrate the achievement of the children and is celebrated with a community BBQ.

TESTS AND PARENTS' MEETINGS

WINTER TERM 2021	
First Parents' Meeting	Saturday 25th September 2021 and Saturday 2 nd October 2021
Spring Term 2022	
Test for Term A	Saturday 15 th January 2022
Second Parents' Meeting	Saturday 22 nd January 2022
Summer Term 2022	
Annual Test	Saturday 25th June 2022
Third Parents' Meeting	Saturday 2 nd July 2022

* Our parent-teacher meetings provide the opportunity for all parents to consult with the class teachers in September-October, January and July.

** Schools are private property and parents need permission from the school to be on school premises. Parents have an 'implied license' to come on to school premises at certain times, for instance: for appointments, for parents' meetings and for school's celebrations.



SCHOOL ROUTINE

All students should arrive at school between 09:45-09:55. Our school commences at 10:00. Please note that there is supervision at the school hall from 09:45. School's assembly is held every week. School finishes at 14:30. Please also note that there is no supervision at the playground after school. Students can only play on the playground after-school if they have their parent present for supervision.

PICK-UPS

Parents should collect students from the dining/assembly hall. We do not allow students to go to the car park to meet their parents. If, in exceptional circumstances you know you will be delayed, please contact your child's teacher. Students will be waiting in the dining/assembly hall.

LATE ARRIVALS

We expect students to arrive punctually at school. Persistent lateness will be followed up by the Head teacher and where necessary, the School Co-ordinator. We understand that there are families who leave outside the area. Please call the Head teacher to discuss this issue.

ABSENCE FROM SCHOOL

If your child is going to be absent from school, it is imperative that you contact your child's teacher by text. Please do this before 9 am on the day of absence and note your child's name, class and brief reason for absence in the email. Any pupil feeling unwell during the day must report to his/her teacher. If your child is unwell, please keep him/her at home until they are well enough to return to school. If it is necessary for students to leave school at a time other than the regular dismissal time, parents should contact the child's teacher. Please keep in mind that during the lesson, the teacher can't answer your calls or reply to your texts.

Taking family holidays during the school term is disruptive to your own child's education as well as having an impact on the other pupils in the class and the teachers. Parents should do everything possible to take their holidays during the designated school holiday dates and only in very exceptional circumstances consider taking holidays during term time.

*Greek School of Coventry will not agree to a child missing more than a total of 10 Saturdays for family holidays in any school year unless there's a very good reason.

** It is imperative that parents keep the school up to date with emergency contact details. Please inform us about a change of address/emergency contacts/telephone numbers.

CONCERNS AND COMPLAINTS

Should you ever need to contact the school regarding your child, please don't hesitate to do this as soon as the concern arises. You are free to phone, write or email us. We try hard to deal with any concerns swiftly to minimise any upset to the child or the family. We want our school to be as good as it can be for you and your children so it's important that you tell us right away if you're not happy about something.



STAFF DEVELOPMENT & TRAINING REQUIREMENTS

All staff working in the Greek School of Coventry are fully qualified and have taken appropriate training in:

- FIRST AID
- SAFEGUARDING CHILDREN and are all over 18 years. We support external training and attendance of seminars/conferences, where appropriate.

ESSENTIAL ITEMS FOR SCHOOL

Parents are asked to supply their children with a well-stocked pencil case (pencils, colouring pencils/felts, rubber, sharpener and ruler)

DRESS CODE/APPEARANCE

Student's appearance at school is very important and Parents' help is needed with appropriate student dress in our school environment. Please note :

- shorts and skirts should be worn to the knee.
- No crop tops are allowed

BIRTHDAYS

If your child is celebrating a birthday please note that celebration food is to be distributed after lunch, not at the end of assembly. *Nuts (including peanut butter and nut bases muesli/snack bars) are not allowed to be offered as a celebration food, as we have a number of students with allergies.

LOST AND FOUND BOX

All students and parents can find the lost and found box in the school hall above the fridge.

PORTFOLIOS

Students who have previously attended the school have a portfolio created by their teachers. This collection of work is designed to give insight into the learning that has taken place at school in the classroom and in single subject areas.

LIBRARY BOOKS

Students must assume full responsibility for all books loaned to them. It should be returned to school within two weeks. If the book is lost or damaged we request £10 towards the cost of a replacement.



SCHOOL FEES FOR EACH YEAR GROUP

Faced with rising costs, we have decided to increase our fees for the school year 2021-2022.
School fees:

£ 270 for Reception Students up to Year 4 students

£ 355 for Year 5-GCSE students (including the cost for Margarita 5, 6 and 7)

*For families with three students, the 3rd child pays half fees. 3rd child is considered the youngest child

** For families with four students, the 4th child is free. 4th child is considered the youngest child

*** CEM do not publish Margarita 5,6,7 and GCSE για τα ελληνικά any more and as a result, the school has to print them. The cost for the books including Glue Binding is £25.

PAYMENT TIMINGS

The Greek School of Coventry has made the following options available to help Parents settle their fees quickly and efficiently. Parents who have one child at school are expected to pay the fees by: 18th of September 2021.

Parents who have two children at school are expected to pay 1/2 of the fees on each payment day : 1/2: by 18th of September 2021
1/2: by 16th of October 2021

Parents who have three children at school are expected to pay 1/3 of your fees on each payment day: 1/3: by 18th of September 2021
1/3: by 16th of October 2021

1/3: by 20th of November 2021

Methods of payment :

- The standard method of payment is by cash and/ or cheque. Checks made payable to the : Greek School of Coventry.
- Payments can also be made by bank transfer. Please find below the bank details . When you make a payment, our school is regarded as a business account and not a personal account. Don't forget to give as reference the parent's name/child's name.

Our Bank Details

Name: Greek School of Coventry .

Sort Code: 51-61-26

Acc. No. :73018198

POLICY ON SCHOOL FEES

We would like to inform you that we updated our policy on school fees. Those parents that do not pay by the date they should, they will pay an extra £5 per week. Parents need to let us know as soon as possible if they come up against unexpected financial difficulty. If parents neglect to pay fees, this will have consequences such as removal or banning of a student from Greek school of Coventry.



DATA PROTECTION POLICY, PRIVACY NOTICE

The Greek School of Coventry, as a supplementary school, recognises the need to conform to the General Data Protection Regulation which was applied by end of May 2018. As such we have reviewed our personal data collection processes and procedures under the data Protection Act 1998 to ensure that we meet the advice and criteria issued by the Information Commissioners Office (ICO). Documentation of personal data held, source and who it is shared with: The Greek School of Coventry collects personal data on teachers/volunteers, pupils and parents in order to primarily undertake its administrative duties and to communicate with the providers of this data. The information is collected directly from teachers /volunteers, from parents regarding their data and from parents regarding the data required for children, by completing a form. It is explained in simple language how the data is used by the school and providers of the information are informed of their rights to access the data and to complain to the ICO if they believe their data is misused. The data collected for children during their enrolment is used exclusively for purposes of the Greek School for managing the educational process of the child. The only time data for children is shared is when they are entered for exams with EDEXEL or when on the rare occasion when we need to liaise with the child's main stream school for managing the educational process of the child, or when arranging trips for children where their details are required. No data is processed or used for profiling. It is not sold or rented out or shared with other bodies or organisations for processing or profiling. The data for children is entered into a data base where we record the child's name, date of birth, and any health issues/allergies that the teachers need to be aware of, the name of parents, address, telephone number and e mail for administrative purposes.

PROMOTING POSITIVE BEHAVIOR AT GREEK SCHOOL OF COVENTRY

The School, at all times, seeks to promote a culture of courtesy and mutual respect amongst all members of the School's community. Teachers will remind students at the start of each school year of their responsibility to ensure that bullying does not occur and to talk to a member of staff if they witness or suspect bullying. Advice to Pupils: Pupils must tell their teacher whenever they feel that they have been a victim of Bullying or they have seen someone else being bullied or they have bullied someone themselves and would like to stop. Advice to parents: A parent who is concerned that a pupil may be being bullied, should speak to their child's Teacher or Head teacher immediately.

WHO TO CONTACT: ADVICE FOR PARENTS

Where you have a complaint about a minor issue, the best person to contact is the Head teacher, Eleftheria Kaparalioti or your child's teacher. If you have a more serious concern regarding your child's welfare and development, or a disciplinary matter, please contact the head teacher, Eleftheria Kaparalioti or the school coordinator, Mr Andreas Papageorgi. If your concern is with matters such as the structure of the curriculum you should contact the Head teacher, Eleftheria Kaparalioti or your child's teacher. In addition to the above, parents are always welcome to address serious concerns on any matter to the head teacher, Eleftheria Kaparalioti or to the school coordinator, Mr Andreas Papageorgi.



WEATHER WARNINGS

In the event of severe weather conditions and the school is to close an email will be sent to all parents early in the morning as well as an information notice will be posted on the School Website and on Facebook page.

If the weather deteriorates during the day the parents can collect their child early from the school.

SICKNESS OF MINOR INJURY DURING THE SCHOOL HOURS

If a student becomes ill during the day:

The teacher or the head teacher will contact the parents and they will be asked to collect the child as soon as possible. The child will be closely supervised while awaiting collection.

If a child complains of illness: If the child is able to cope and is happy to remain at school, the child will be monitored for the rest of the school day and the parent will be notified when the child is collected. If a child suffers a minor injury: FIRST AID will be administered and the child will be monitored for the rest of the day. If necessary, the parent will be asked to collect the child as soon as possible.

THE IMPORTANCE OF SUPERVISION

SUPERVISION BEFORE SCHOOL

Parents/guardians must assume the responsibility for bringing their children to school 10-15 minutes before the start of the lesson. Teachers are directly responsible for the safety of children once they line up for assembly/prayers. It is very important to deliver your child to the teacher, when you arrive at school. Once parents leave the premises, the front gates are closed and the front door is locked.

SUPERVISION DURING BREAK TIME

There is a supervision rota for breaks. Two teachers are responsible for supervision when children are allowed outside, weather permitting. The remaining teachers are responsible for the supervision of children inside the school premises. When the pupils from inside the school go outside, the indoor supervisor goes out with them. Pupils are not allowed to remain by themselves in a classroom during the break. The purpose of appropriate supervision is to deter children taking part in dangerous activities as well as to stop dangerous activities.

SUPERVISION AFTER SCHOOL

Parents/guardians must assume the responsibility for picking up their children promptly after the school day ends. Whenever parents cannot pick up their children within the specified time frame, they must contact the school to inform the child's teacher, so that arrangements can be made to safeguard the child until the parent/carer arrives. We assure you that your children are kept safe on the school premises and a responsible person will wait with them until a parent/carer arrives. It is very important to keep us updated in case you change your mobile number/landline/email address. Also, you must notify us in advance if someone else needs to pick your children up.



SCHOOL POLICIES AND PROCEDURES

We would like to inform you that the Greek school of Coventry has approved child protection policies and health and safety policies, as part of our quality mark award, which you can access on our school website. We take the responsibility of child care and protection very seriously and we believe that all of us, parents and teachers, have a joint responsibility for the care of our children. This is the only way to maintain a safe environment and ensure that risks and hazards are dealt with appropriately. In brief, teachers supervise pupils whilst on school premises. They fully understand the basic safety and supervision requirements and they are aware of their supervisory responsibilities, both in the class and when the pupils are out of class.

SAFEGUARDING CHILDREN

Our main objective is to ensure the personal safety of all children/young adults attending the Greek School of Coventry by promoting child protection awareness, good practice and sound procedures and ensuring all teachers and volunteers are properly equipped with the skills to safeguard children. The following designated persons have been nominated by the greek school of coventry to refer allegations or suspicions of neglect or abuse to the statutory authorities:

Mr Andrew Papageorgi-school coordinator

Mrs Eleftheria Kaparalioti-Head Teacher

- The social services number for child protection for the area is: tel: 024 7683 2568
- The local authority emergency number is: 02476832222
- The police child abuse investigation unit: 02476 539044
- Taking action. If you are concerned about a child or young person contact:
- Multi agency safeguarding hub (mash) on 02476 788555

MOBILES PHONES AND PERSONAL ELECTRONIC DEVICES POLICY

Parents and pupils should note that the school does not allow the use of mobile phones or other portable electronic devices on its premises. If a student abuses the code of conduct by using their electronic equipment, it will be confiscated and it will be returned at the end of the school day to their parents. Parents must not contact their children during the day by mobile phone as the school office is able to take these messages. We accept no responsibility for the loss or damage to the phone.

Students who become ill during the day must not use their own mobile phones to contact their parents; they should inform the head teacher/teacher.

EMERGENCY PROCEDURES

There will be two fire safety drills during the school year. Students are required to be silent and shall comply with the directives of school teachers during emergency drills.



EDUCATIONAL NEEDS-SPECIAL ARRANGEMENTS IN EXAMS

Some pupils are already identified as having an educational need before they enter the School, the most common being some form of dyslexia. Others manifest signs on entry, such as difficulties with handwriting and presentation, inconsistent spelling, or problems with basic organisation. As pupils progress through the School and the academic demands increase, it may well be that problems manifest themselves at a much later date; Teachers will adopt various teaching methods to find the best method that suits the pupil.

For examination purposes, pupils may be entitled to 'Special Arrangements', such as extra time, the typing of some exams, rest breaks or the use of an amanuensis.

(* amanuensis. is a person who writes or types what another dictates)

CLASSWORK AND HOMEWORK

Classwork and homework will be given to every student every week at the end of the school day. This will help the students effectively to retain and expand their knowledge and enable parents/guardians to follow your child's education on a week-to-week basis. Teachers should routinely give homework to pupils and ensure it is completed to time. The teacher will arrange for a folder which includes the child's homework and a record of all homework which the Parents/Guardians are expected to sign off and to help/ensure that their children's homework is completed to time.

If a child finds part of the homework difficult and/or is unable to receive help from parents, then the child and/or parent/guardian should bring this to the attention of the teacher so that adequate time can be spent in class to help the child understand the objectives of the homework. In the event that a child is absent from school the child and /or parents/guardians must make arrangements with the teacher or fellow friends to obtain a copy of the homework so that it can be completed by the following lesson. If a child regularly fails to complete the homework allocated the teacher will first raise the matter with the parents/guardians. If the parents/guardians fail or refuse to help the child complete the homework allocated then the teacher will raise the matter with the head teacher who will have the final say as to whether the child will have to repeat the school year or not.

CURRICULUM PLANS

An email will be sent to all parents at the beginning of each term from each teacher regarding the topics and grammar will be covered.

CAR PARKING

Drive with caution and very slowly at all times in the car park. Maximum speed limit 5 km per hour. To ensure the safety of everyone, parking is not allowed at the front of the school or on the grass. Parking is also available at the car park, opposite the church.

LOOK OUT FOR CHILDREN



SCHOOL VISITS

- All vehicles hired for outings must be insured, roadworthy and fitted with seatbelts.
- All drivers should travel with at least one escort. Drivers and escorts should have up-to-date DBS checks and should have been subject to appropriate recruitment procedures. All drivers and escorts should agree to abide by these guidelines.
- A roll call will be taken at the start of a journey and again before beginning the return journey; if the group is travelling in more than one vehicle, children/young people will be encouraged to travel in the same vehicle there and back.
- Staff/volunteers accompanying trips will carry the contact numbers for the home organisation and emergency services in the event of an alert being necessary.
- If a child/young person goes missing while on a trip, staff/volunteers should instigate an immediate search. If the child/young person cannot be found within half an hour, the appropriate security staff/volunteers and the police should be notified.
- If, having notified security staff/volunteers and the police, the child/young person cannot be found, the parents/carers of the child/young person must be notified immediately.
- The care of the remaining children/young people is paramount. It is imperative that they return to the home site as quickly as possible, while a senior staff/volunteers member remains at the visit site to co-ordinate contact between security staff/volunteers and the child's/young person's parents/carers.

BOOKS AND BASIC STATIONARY EQUIPMENT

All students are expected to provide all their own equipment and be responsible for making sure they have what they need for their lessons. The school provides the books. Students need to buy an A4 Exercise Book.

Also all students should have a clearly named pencil case containing:

- Black, blue, red and green pens
- Pencil
- Pencil eraser
- Sharpener
- Highlight pens
- Ruler

In addition to stationary, all students are to have the following on a weekly basis:

- An appropriate school bag labelled with your child's name.
- A labelled lunch box
- A labelled drinks bottle.

Reception students: a change of underwear in the event of an accident.

CARE OF SCHOOL BOOKS

Your child will come home regularly with books on loan from the school. This includes reading books, textbooks, library books. All families are responsible for these books. If a book is lost or damaged there will be a charge to replace it.