

PARENT/STUDENT

HANDBOOK

2023-2024



**The
Greek School
of Coventry**

nre
Quality Framework
Bronze Award

nre
Quality Framework
Gold Award





Dear parent/carer,

I am writing to thank you for selecting the Greek School of Coventry as the supplementary school that you have chosen for your child. 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, caring and safe place in which we share our values, traditions 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.

Greek School of Coventry is a vibrant school community that constantly strives to achieve the best for our pupils both pastorally and academically. We have an extremely dedicated and hardworking staff that will guide your child through the years of education, recognize the unique talents and gifts each of our pupils has and allow them to fulfil their true 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. We encourage our students to express themselves with confidence, to respect each other and to be ambitious.

Greek school of Coventry was founded by Greek-Cypriot Parish members over 60 years ago. It operates under the auspices of the Greek Orthodox Community of Greek Orthodox Church of the Holy Transfiguration which supports the school financially (investment of infrastructure, maintaining and improving the condition of school buildings, any extra costs emerging and also part of teachers' pay). Because of their support, we continue to keep our fees low, despite the rising cost of living in the UK. Parents of students are encouraged to communicate with members of the school's committee and to become active participants in the life of the community, having the right to vote in elections and contributing to this voluntary effort to promote Greek School of Coventry.

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. 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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It is important that you are aware of the school's policies, which can be found in the Parent Handbook and on our website. 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 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 2023-24 Parents' Handbook with your child. If you have any questions concerning its contents, please contact the Headteacher. Once you have reviewed the Parent Handbook with your child, please fill in the following online form. All forms must be completed before your child may attend school.

By submitting this form you are acknowledging that you have read, understood and you are to adhere to the policies listed within the parent handbook for the academic year 2023-2024:

https://docs.google.com/forms/d/e/1FAIpQLSd5mTIFDQ5EpUrouDA3blOoz6lzPXCHtsnUGTO3t8BWc8B4YQ/viewform?usp=sf_link

*It's the parent's duty to inform the school of any changes-address, emergency contact details, health etc. in this case, you need to complete a new registration form.



Winter term 2023

SEPT-OCT 2023

- | | |
|-------|-------------------------------------|
| 16/9 | School starts |
| 23/9 | Second lesson |
| 30/9 | Agiasmos/Parents' meeting session a |
| 7/10 | Parents' meeting session b |
| 14/10 | Fifth lesson |
| 21/10 | Celebration of October 28th 1940 |
| 28/10 | Half term holiday |

Winter term 2023

NOV-DEC 2023

- | | |
|-------|-------------------------------|
| 4/11 | Seventh lesson |
| 11/11 | Eighth lesson |
| 18/11 | Commemoration of Polytechneio |
| 25/11 | Tenth lesson |
| 2/12 | Eleventh lesson |
| 9/12 | Twelfth lesson |
| 16/12 | Christmas celebration |



Spring term 2024

JAN-FEB 2024

- 13/1 Fourteenth lesson
- 20/1 Fifteenth lesson
- 27/1 Term a test
- 3/2 Parent's meeting session a
- 10/2 Parent's meeting session b
- 17/2 Half term holiday
- 24/2 Nineteenth lesson

Spring term 2024

MAR-APRIL 2024

- 2/3 Twentieth lesson
- 9/3 Twenty-first lesson
- 16/3 Clean Monday
- 23/3 25th March/
Annunciation/EOKA
- 30/3 Catholic Easter
& 6/4 holidays
- 13/4 Twenty-fourth lesson
- 20/4 Twenty-fifth lesson
- 27/4 Easter Workshop



Summer term 2024

MAY-JUNE 2024

- 4/5 School closed/
Orthodox Easter
- 11/5 Twenty-seventh
lesson
- 18/5 Twenty-eighth
lesson
- 25/5 Twenty-ninth lesson
- 1/6 Half term holiday
- 8/6 Thirtieth lesson
- 15/6 Thirty-first lesson
- 22/6 Term b test
- 29/6 Parents meeting
session a

Summer term 2024

JULY 2024

- 6/7 Parents meeting
session b
- 14/7 End-of-school-year
celebration/BBQ

*Annual school trip
TBC



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.

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.

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			
I	T	Y									



OUR SCHOOL-INSIDE AND OUT

Our school is a hub of learning within the Greek and Cypriot community in Coventry. It started in the early 1960s at various rented locations in the city. In 1988 three classrooms were built next to the church. In 1973 the school was set up at its current location and opened its doors to students. Originally housed above the church, it consisted of 3 classrooms. Six years later a purpose-built



A purpose-built hall, St George's Hall and seven more classrooms were built on land at the rear of the church in 1993 which is in the same building used for classes today. The school presently has around 100 students, from the ages of 4 up until A Level (2023-2024). There are currently 11 classes. The school accommodation includes a large dining/assembly hall with a stage and 8 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 (9.30am-3.30pm Saturdays only)

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 throughout the school year. Students need to undertake an entrance test to determine the level of prior knowledge in Greek and to be placed in the appropriate class for them. All new students are required to register online. 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 regular 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 is used for informational purposes only. The Facebook page is carefully managed and monitored 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 2023-2024

TIME	RECEPTION & YEAR 1	YEAR 1 ADVANCED GR	YEAR 1 ADVANCED ENG	YEAR 3	YEAR 4	YEAR 4 ADV	PRE- GCSE	PRE-A LEVEL & A LEVEL CLASS
10.00	SCHOOL ASSEMBLY(MORNING PRAYER/ANNOUNCEMENTS)							
10.15- 10.30	GREEK	GREEK	RE		GREEK	GREEK	GREEK	GREEK
10.30- 10.45	GREEK	RE	GREEK	GREEK	GREEK	GREEK	GREEK	GREEK
10.45- 11.00	RE	GREEK	GREEK	GREEK	GREEK	GREEK	GREEK	GREEK
11.00- 11.15	GREEK	GREEK	GREEK	GREEK	RE	GREEK	GREEK	GREEK
11.15- 11.30	GREEK	GREEK	GREEK	GREEK	GREEK	RE	GREEK	GREEK
11.30- 12.00	LUNCH BREAK							
12.00- 12.45	GREEK	GREEK	GREEK	GREEK	GREEK	GREEK	GREEK	GREEK
12.45- 13.00	GREEK	GREEK	GREEK	GREEK	GREEK	GREEK	RE	GREEK
13.00- 13.15	BREAK TIME							
13.15- 13.30	GREEK	GREEK	GREEK	GREEK	GREEK	GREEK	GREEK	RE
13.30- 14.00	DANCES/MUSIC				GREEK	GREEK	GREEK	GREEK
14.00- 14.30	14.00 END OF SCHOOL TIME				DANCES/MUSIC			
					14.30 END OF SCHOOL TIME			

*RE=religious education

** This year there are no Year 2 and Year 5 classes

***Lessons for GCSSE Higher Tier will be held online, every Saturday from 6pm-8pm

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

-Students should be at school 5-10 minutes before the time stated above

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



KEY STAGES

KEY STAGE	YEAR GROUP	AGE OF CHILDREN	KEY ASSESSMENT
KEY STAGE 1	RECEPTION-YEAR 1 ADVANCED	4-9	
KEY STAGE 2	YEAR 3-YEAR 4 ADV	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	Neofytos Paphitis	N/A	neophytospaphitis@hotmail.com
Assistant School Co-ordinator	Silvestros Timotheou	N/A	sosiltim@yahoo.gr
Head Teacher	Eleftheria Kaparalioti	A-Level Teacher/School Management	riakapa88@gmail.com 07395627735
Teacher/Volunteer	Eleni Maoudis	RE/Music Teacher	02476471195

GREEK SCHOOL OF COVENTRY



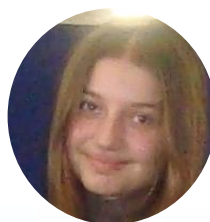
TEACHING STAFF FOR THE SCHOOL YEAR 2023-2024



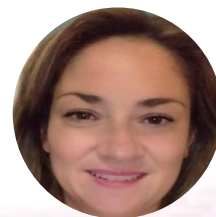
Rafaela Kolomvou
Reception Teacher



Melina Jazaj
Year 1 Teacher



Vaia Tsoheli
Teacher Year 1 Adv (GR)



Maria Pliaki
Teacher Year 1 Adv (GR)



Eirini Dervishi
Year 3 Teacher



Vasiliki Kopaila
Deputy Headteacher
/Year 4 advanced Teacher (GR)



Konstantina Krokidi
Year 4 Teacher (E)



Faye Papadopoulou
Pre-GCSE Teacher



Evangelia Souza
GCSE Higher Teacher
(Online)



Georgios Athanasopoulos
Pre-A Level Teacher



Eleftheria Kaparalioti
Headteacher
/A-Level Teacher



Eleni Maoudis
RE Teacher



Lola Spetsioti
Dance Teacher



Anastasia Delichatsiou
Dance Teacher



Neofytos Paphitis
School Co-ordinator



Silvestros Timotheou
Deputy School Co-ordinator



HOW OUR SCHOOL OPERATES

The Greek School of Coventry operates every Saturday from 10:00 a.m. to 14:30 p.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 on 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 behavioural problems. Invitations and letters are sent close to each event.

Our school also has a parents' evening at the start of the year to discuss how to improve the quality of education for our students, the school policies, the classroom teaching methods and strategies, the work that 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.

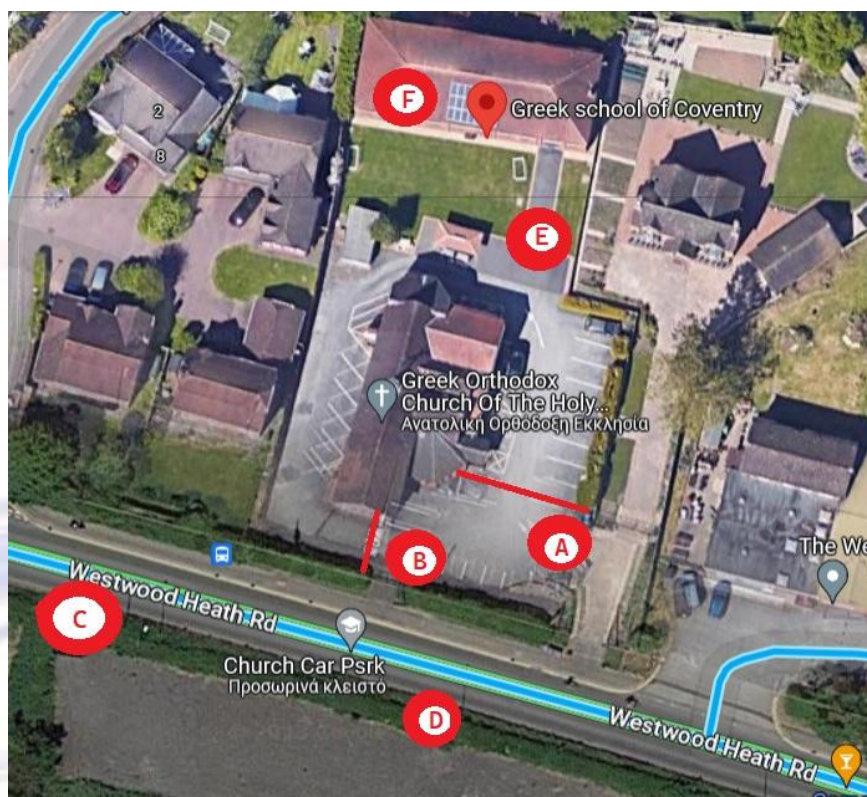
Throughout the year the major Religious and National Holidays, are celebrated with honour at the Greek School, involving all our students. These are: "Cyprus Independence Day", "The National commemoration of the 28th of October 1940", "Christmas Day", "The Three Hierarchs, Greek Letters Day", "25 March 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 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 2023	
Parents' meeting session a	Saturday 30 th September 2023
Parents' meeting session b	Saturday 7 th October 2023
SPRING TERM 2023	
Annual Test- Term A	Saturday 27 th January 2024
Parents' meeting session a	Saturday 3 rd February 2024
Parents' meeting session b	Saturday 10 th February 2024
SUMMER TERM 2023	
Annual Test-Term B	Saturday 22 nd June 2024
Parents' meeting session a	Saturday 29 th June 2024 and
Parents' meeting session b	Saturday 6 th July 2024



PICK UP AND DROP OFF POINT



Map with selected points explained:

A-B: STOP, DROP AND GO AREA

A: Entrance to school's parking. ONE WAY SYSTEM.

B: Exit from the school's parking. ONE WAY SYSTEM.

Teachers' cars only, no parents' cars are allowed beyond this point.

C: Church's car park which will be the main parking. Parents can park their cars there and attend the morning prayer.

D: Second exit from parking, for pedestrians ONLY.

E: School's yard/playground.

F: School main building. After morning prayer parents/carers are kindly asked to leave because the hall is used as a classroom.



In an attempt to alleviate some of the parking, congestion and safety issues around the school and following a meeting with our Church Committee, from Saturday 16th September, we have been operating a new Stop, Drop & Go service each Saturday morning.

This operates from a designated drop-off point in front of the church when approached from Westwood Heath Road from 9:35 a.m. to 10 a.m. and is open to all pupils.

Here, parents and carers will be allowed to temporarily stop vehicles to let pupils out where they will be met by a member of staff who will accompany them into school for the morning prayer and then proceed to their classes. For the safety of your child, please ensure before letting children out, a member of staff is present. The ultimate goal of Stop, Drop & Go is to provide a safe manner in which our students arrive at school, exit their cars and enter the school grounds.

PLEASE REMEMBER

DO, drive slowly, queue up and wait in line to reach the drop-off point.

Don't, get out of the car to help your child. Don't put your belongings in your boot. We want to keep our line of cars moving fluidly.

DO, keep conversations and small talk to a minimum as we try to keep the line moving. Chit-chat will hold things up...

DON'T, move out of the line. Please wait for the car that is in front of you to drive away before moving off. ALWAYS check your side view mirror and look behind you before driving AWAY.

DO, DO, DO – Arrive at the Stop, Drop & Go service between 9:35 and 10:00 a.m.

DO NOT wait until the last minute to arrive at school.

SCHOOL ROUTINE

All students should arrive at school between 09:45 and 09:55. Our school commences at 10:00. Please note that there is supervision at the school hall from 09:35. The 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 parents 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 live outside the area. Please email the Headteacher 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 a.m. 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 qualified, which means they are competent, whether by education, training or experience. Teachers working in our school have an Enhanced DBS check and a barred list check to ensure they are allowed to work with children. Also, they have safeguarding and child protection training.

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) and also a notebook.

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 that all garments **MUST** cover shoulder to shoulder. All garments **MUST** be long enough to clearly overlap the beltline or stay tucked. Undergarments and the buttocks **MUST** remain entirely covered even while seated. Dresses, skirts and shorts **MUST** be at least mid-thigh or below in length.

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.

*Please see section: Managing Food Allergies

LOST AND FOUND BOX

All students and parents can find the lost and found box in the school's main building. Please ask one of the teachers for assistance.

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.



MANAGING FOOD ALLERGIES

When sending your child off to school, though, it's important to make sure school staff is aware of your child's allergies. That way, staff will be prepared to manage any symptoms that occur. Any type of food allergy needs to be reported to the school so the staff can read labels and make sure children avoid exposure to any food to which they are allergic.

Parents play a key role in working collaboratively with school staff on allergy management. The most common allergies are clearly labelled on most foods. If your child has a food allergy outside of the top 9 required on package labels, it is important to let your child's school know about the allergy so they can prevent accidental exposure. We will work together to create a plan so your child will be able to fully participate in school and remain safe.

Lots of our students have severe food allergies to peanuts and other nuts, seafood (fish) and kiwi. Also, one student is allergic to cinnamon and another one to apricots. Due to a risk of reaction, kiwis and apricots, fish or any food containing nuts and cinnamon **are banned** from children's lunchboxes. Sharing of foods containing any of these may trigger a possibly life-threatening situation. Your support in this will ensure a safe school environment for all the students and remove a huge amount of stress and worry from parents of children with allergies!





SCHOOL FEES FOR EACH YEAR GROUP

School fees:

£ 280 for Reception Students up to Year 4 students

£ 340 for Year 6-A Level students

*For families with three students, the 3rd child pays half the 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

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 30th of September 2023.

Parents who have two children at school are expected to pay 1/2 of the fees on each payment

day : 1/2: by 30th of September 2023

1/2: by 31st of October 2023

Parents who have three children at school are expected to pay 1/3 of your fees on each payment

day: 1/3: by the 30th of September 2023

1/3: by 31st of October 2023

1/3: by 30th of November 2023

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 the child's full name as a reference.**

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 difficulties. If parents neglect to pay fees, this will have consequences such as the removal or banning of a student from the 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 the 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 mainstream 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 database 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 Headteacher immediately.

WHO TO CONTACT: ADVICE FOR PARENTS

Where you have a complaint about a minor issue, the best person to contact is the Headteacher, 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 Neofytos Paphitis. If your concern is with matters such as the structure of the curriculum you should contact the Headteacher, 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. Neofytos Paphitis.



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 and an information notice will be posted on the School Website and on the 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 of enrolled pupils must assume the responsibility for bringing their children to school 5-10 minutes before the school's assembly. 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. Parents are not allowed to be present during the school's assembly or during the lessons unless they have a good reason and only if the school has agreed to their presence beforehand. 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 from 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. Neofytos Paphitis-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

MOBILE 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 comply with the directives of school teachers during emergency drills.



SAFEGUARDING: DSL, FIRST AIDER, FIRE MARSHALS

ΕΛΛΗΝΟΡΘΟΔΟΗ ΚΟΙΝΟΤΗΤΑ COVENTRY ΚΑΙ ΠΕΡΙΧΩΡΩΝ
/GREEK ORTHODOX COMMUNITY OF COVENTRY AND
SURROUNDING AREAS



ΙΕΡΟΣ ΝΑΟΣ ΤΗΣ ΘΕΙΑΣ
ΜΕΤΑΜΟΡΦΩΣΕΩΣ ΤΟΥ ΣΩΤΗΡΟΣ / GREEK ORTHODOX
CHURCH OF THE HOLY TRANSFIGURATION

me, you, us
safeguarding is everyone's responsibility

SAFEGUARDING CHILDREN/ADULTS

Our main objective is to ensure the personal safety of all children/ adults coming to the Greek Orthodox Church of the Holy Transfiguration and the Greek School of Coventry by promoting child/adult protection awareness, good practice and sound procedures and ensuring all committee members, teachers and volunteers are properly equipped with the skills to safeguard children and adults.

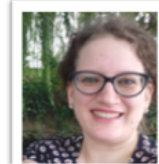
The following designated persons have been nominated by the Management Committee to refer allegations or suspicions of neglect or abuse to the statutory authorities.



Mr Alex Panteli
President of Church Committee



Mr Neofytos Paphitis
School Coordinator



Mrs Eleftheria Kaparalioti
Head Teacher of Greek School of Coventry

Coventry Social Services number for Child Protection: 024 7683 3003
Multi Agency Safeguarding Hub (MASH): 02476 78855

Local Authority emergency number: 02476832222



DSL



Eleftheria Kaparalioti

First Aider



Vasiliki Kopaila

Fire Marshalls



Neofytos Paphitis



Silvestros Timotheou

*Our fire assembly point is at the bbq



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 retain and expand their knowledge and enable parents/guardians to follow their child's education on a week-to-week basis. Teachers should routinely give homework to pupils and ensure it is completed on time. The teacher will arrange for a folder that 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 on 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

Parents will be informed at the first parent meeting regarding the topics and grammar that will be covered for the school year 2023-2024.



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/volunteer member remains at the visit site to coordinate 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.

CARE OF SCHOOL BOOKS

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



CODE OF BEHAVIOUR FOR PUPILS

Respecting ourselves

We all have the right to be respected.

Respecting others

We are polite to each other.

We respect each other's differences.

We recognise that everyone has the right to be heard.

We respect that others are here to learn.

We look out for each other by reporting any concerns to a staff member.

Behaviour

We respond when we are asked to do something.

We know how to behave and what to do in the event of a fire drill.

We hold doors open for other people.

We will not run in the corridors.

We tidy up after ourselves, using the bins provided.

We do not use bad language at any time.

We will turn our mobile phones off or put them 'on silent' during lessons.

We will attend classes on time and with the right equipment.

We will let the school know if we are going to be absent.

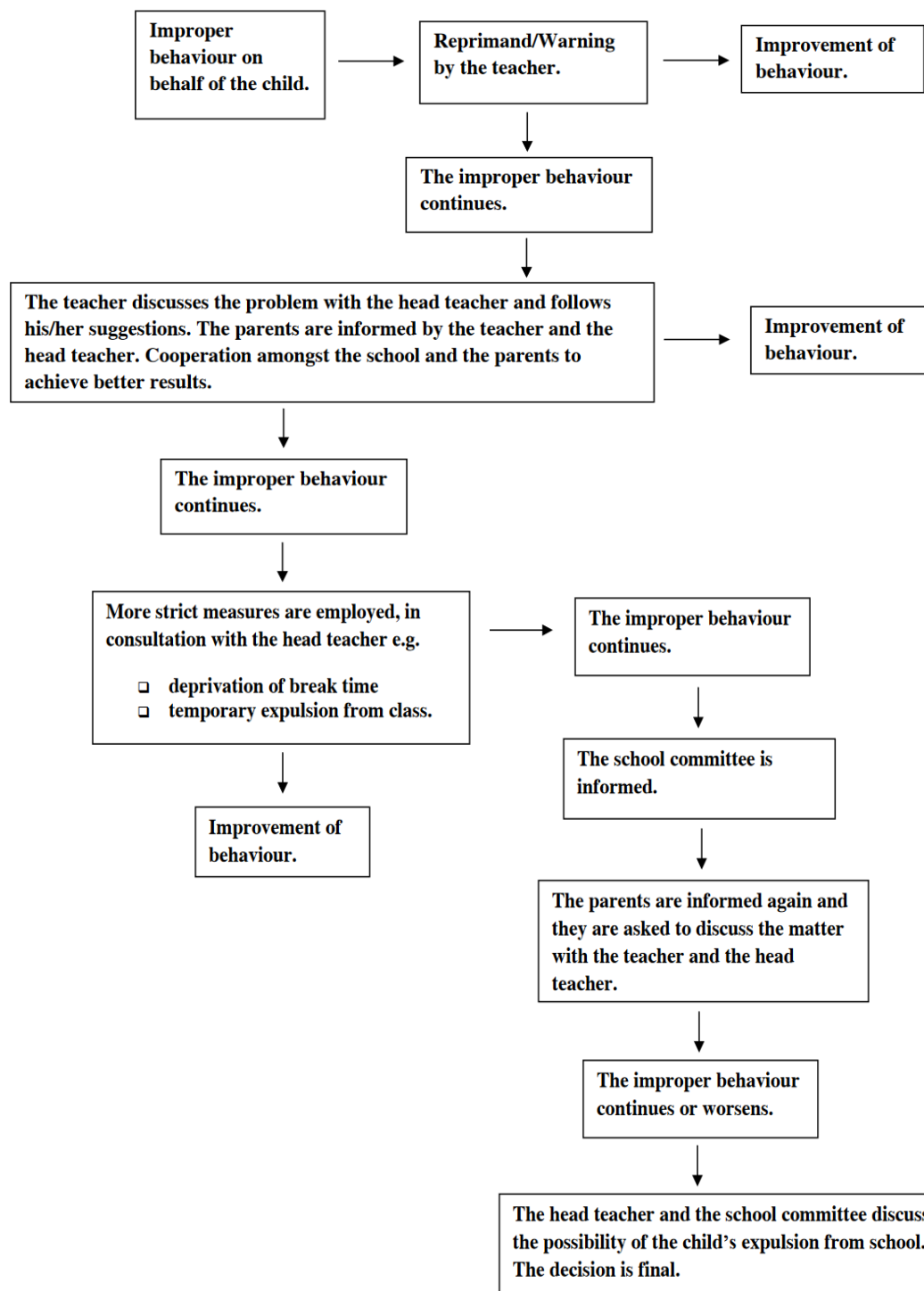
We will not accept any of the following:

- damage to property
- persistent refusal to accept school rules/discipline
- verbal abuse to staff/pupils
- physical aggression towards staff/pupils
- bullying
- sexual misconduct
- substance abuse
- theft.



HOW THE SCHOOL DEALS WITH INAPPROPRIATE BEHAVIOUR

DISCIPLINE CHAIN





CODE OF CONDUCT FOR PARENTS

Greek school of Coventry has a code of conduct for parents:

It explains that parents should not use social media as a tool to air any concerns or grievances about the school. It explains online activity that the school considers inappropriate includes:

- Identifying or posting images/videos of pupils
- Abusive or personal comments about staff, pupils or other parents
- Bringing the school into disrepute
- Posting defamatory or libelous comments
- Emails circulated or sent directly with abusive or personal comments about staff and pupils
- Using social media to publicly challenge school policies or discuss issues about individual children.
- Threatening behaviour, such as verbally intimidating staff, or using bad language.

The school explains it takes safeguarding responsibilities seriously and will deal with any reported incidents appropriately.

PARENT VOLUNTEER MANIFESTO

Greek School of Coventry knows that parents want to be involved in their child's education and that making volunteering accessible to all parents including those who work, is necessary and important.

Greek School of Coventry wishes to provide volunteering opportunities in line with its registered charity status such as organizing fundraising events.

Also, Greek School of Coventry aims to provide a varied and rewarding portfolio of voluntary roles, from professional tasks requiring specific skill sets to general maintenance tasks and assisting with the decoration of the school's hall.

Greek School of Coventry will provide appropriate training and a safe environment in which to carry out voluntary tasks. Greek School of Coventry is happy to provide references for employment /study applications based on voluntary work carried out at the school. When in school all members of staff and volunteers must stick to a strict code of confidentiality. Any information on pupils or staff must not be discussed with other parents or members of the local community.

Some activities that you may help out with inside and outside of school (in particular school trips, gardening and cooking) may require risk assessments and clear health and safety guidance. The teacher working with you will direct you. Please follow their guidance at all times.





WHO CAN ACCESS THE SCHOOL PREMISES

Schools are private places even though they serve a public function. Parents of pupils who are on the school roll have an implied license to enter school premises. This means parents of enrolled pupils, apart from the morning prayer, can have access to school premises at certain stated times, for example, an appointment, a parents meeting, a school's celebration, when dropping off students at the beginning of the school day or when they pick up students at the end of the school day. The school can set out the conditions and terms of this license. This implied license may extend to additional facilities secured by the schools for recreation, and physical and social training.

Under section 576 Education Act 1976, "parent" includes a child's natural parents, anyone with Parental Responsibility for the child or anyone who is caring for a child. The public has no automatic right of entry onto school premises.

To follow our safeguarding guidelines, unless you have a current and enhanced DBS check, you shouldn't be staying with pupils alone. For the student's protection and safety, we ask parents not to enter the classroom unless the class teacher is present.

If you become aware of an issue involving your child during the school day please let staff deal with it. Any First Aid issues should only be dealt with by a qualified member of staff.

WHEN CAN PARENTS BE BARRED?

It is for schools to define the extent of access to the school premises. If a parent exceeds this it could be considered trespass. Trespass is a civil offence and schools can take court action if an individual repeatedly trespasses onto school premises.

The school has the power to withdraw the license if a parent is using abusive or insulting language that presents a risk to staff or pupils. It is enough for staff to feel threatened by this behaviour.