

ΕΛΛΗΝΙΚΟ ΠΑΡΟΙΚΙΑΚΟ
ΣΧΟΛΕΙΟ
Queenswell Greek School



at Finchley Catholic High School
Woodside Lane
N12 8TA

Tel: 077426 57253

Email: queenswellgreekschool@googlemail.com

Website: www.queenswellgreekschool.co.uk



GREEK PARENTS ASSOCIATION

A member of the Greek Parents Association
39, Winkfield Road, London, N22 5RP
Tel: 0208 889 1872



Queenswell Greek School



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Queenswell Greek School, Finchley Catholic High, North Finchley, London N12 8TA Tel 07742 657 253
Website: <http://queenswellgreeksschool.co.uk> email: queenswellgreeksschool@googlemail.com
Registered to Friendly Societies No.635A

Head: Fotini Costi
Διευθύντρια: : Φωτεινή Κωστή,

Chair: Jimmy Michael
Πρόεδρος Σχολικής Επιτροπής: Δημήτρης Μιχαήλ,



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WELCOME

Dear Parents

New families always receive a warm welcome at Queenswell Greek School. At our school we aim to fulfil the following aims through our curriculum and school ethos:

- To provide a pleasant and happy atmosphere for the children; and at the same time teach them to speak, read and write Greek.
- To make them feel proud of their Greek heritage and to give them the basic knowledge of Greek culture and religion.
- Our long-term aim is to have high standards and expectations in both teaching and learning and provide pupils with a positive attitude towards the multi-ethnic society of London and to be a proud and conscientious member of the Greek community.
- To value the work prepared by the all the staff, committee members and parents who are dedicated in maintaining the school to a high standard.
- The school curriculum includes Greek language, humanities, traditions, dance and music. All pupils are given personal help for the development of oral, vocabulary and reading.

We strongly believe that the support of the parents can help the school to accomplish its values. Your interest in the school programme and by attending school events and by encouraging them to respect their work is a significant part to supporting your child throughout their years at Queenswell Greek School.

We trust this prospectus will provide you with all the information you need as either an existing or prospective parent.

I am always happy to discuss any concerns you may have regarding your child.

I wish you a very good year.

Yours sincerely,

Fotini Costi
Head Teacher

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HISTORY

The Greek Parents Association (GPA) established Queenswell Greek School in 1965. The school has been based at Finchley Catholic High School since January 1999, when it moved from Queenswell School in Whetstone due to the increase in the number of pupils.

We pride ourselves in having achieved a friendly and enjoyable atmosphere where the children are happy and enthusiastic. The children are encouraged to recognise their heritage. The Greek language is taught as second or foreign language. Greek and Cypriot history, religion, traditions, culture, music and dance are part of the curriculum.

The school offers classes from Nursery (Age 4) through to GCSE.

We are aware that with each generation it becomes more difficult to keep our traditions, language, history and religion active. Here at Queenswell we are qualified and equipped to teach your children to understand, appreciate and be proud of their roots. With your support we can make sure we achieve this.

GREEK PARENTS ASSOCIATION (GPA)

The GPA was established in 1952 and opened the first organised Greek community school in London. It is a recognised charity and is registered under the Friendly Societies. It relies on the community and the work of many volunteers to support and maintain its schools.

In addition to the Teachers provided to our schools by the Cyprus and Greek Ministries of Education, the GPA employs another 60 hourly paid teachers recruited locally.

The GPA centre offers:

- 'AS' & 'A' Level classes
- Drama classes for its Youth Theatre.
- Dance classes for children and adults.
- Greek Language classes for adults.
- KITE – Greek Choir held on Sundays

For further information on the GPA, please contact Maria Kazamia on **020 8889 1872** or email at gpa1952@btinternet.com

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REGISTRATION / ADMISSION

Registration takes place on the first Saturday of the school's academic year. Enrolment forms are available online. To assist with administration, we ask that they are returned completed prior to start of term.

All new students are assessed by ability and age by the Head Teacher on registration.

Age on Registration

4 years old:	Nursery
5 years old:	Reception
6 years old:	Year 1
Year 2 to GCSE:	progression to ability

SCHOOL FEES

Nursery/Reception

The school is very popular, so to ensure that any new child starting in either Nursery or Reception can be guaranteed their place in the new School Academic Year, we have introduced a **£50 non-refundable**. This will be deducted from the annual fees upon registration.

Methods of Payment

There are two methods available to pay the School Fees.

Method 1: 2 Equal Instalments

1st Instalment is paid start of the September term and then again in January

Method 2: By Standing Order

30% of the fees are paid in September directly to the GPA and then a standing order of **7** equal payments starting from **October** through to the following **April**. Standing order forms can be obtained by the Treasurer or from the Queenswell Greek School Website.

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All fees are subject to change.

CURRICULUM

We follow the analytical programme prepared by the Cyprus and Greek Ministries of Education. Greek is taught as a second and a foreign language, incorporating history, geography, religion, tradition and an emphasis on the spoken word. Music and dance are also part of the school curriculum.

The school provides free of charge all standard textbooks. Any additional books required must be supplied by the parents/guardians.

The children are encouraged and taught to be respectful towards their teachers, peers and friends and to abide by the school rules.

HOMEWORK

Pupils are given homework on weekly basis appropriate to their age. Homework books are given to all the pupils for parents/guardians to check and sign. This enables the teacher and parent/guardian to register any comments regarding the child's progress.

PROGRESS

Open Days are held each term when parents/guardians are invited to speak to the teachers regarding the progress of their children. However, if you have any questions concerning progress or any other issues, please make an appointment with your child's teacher. The Head Teacher is always happy to discuss any concerns you may have regarding your child. Written reports are given out at the end of the summer term.

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SCHOOL TIMES

Queenswell Greek School operates on Saturday morning.

Saturday 9.30am - 1.00 pm	1st Saturday of every month 10am – 1pm
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The Head Teacher and staff have a monthly staff meeting on the first Saturday of the month. On this day children should be brought to school at 10:00 am.

At 11.00am there is a 20-minute break. The tuck shop is open to purchase drinks and snacks.

All the children are fully supervised at all times. The teachers, members of the Parents Committee and Parent Rota ensure the safety and well being of the children.

It is important your child attends regularly and on time. Children arriving late distract the class and miss important teaching time.

Parents/guardians are expected to collect their children from the school promptly.

FIRST AID/FIRE DRILL

There are qualified first aid persons on site at all times.

Queenswell Greek School has a fully stocked First Aid box with Accident/Incident book.

A fire drill is carried out once a term.

When the fire alarm goes off, the children are escorted by their teachers (with the class registers) in a quiet and orderly fashion out of the Challoner Building; they line up in the playground (the far-side of the playground by the high wall) and the registers are taken.

The Committee checks the classrooms, toilets and corridors to ensure that the Challoner Building is empty.

SCHOOL PREMISES

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The school premises and facilities are hired from Finchley Catholic High School. Therefore, pupils and visitors are requested to respect the school and to ensure there is no cause for complaints.

Parents/guardians have a responsibility towards the school and to make their children aware of the school's rules and regulations. Any damages and breakages are to be reimbursed by the parent/guardian.

UNIFORM / SCHOOL EVENTS

All pupils will need to purchase a Queenswell Greek School polo shirt. They are expected to wear the school shirt with black/navy trousers/skirts when attending school events and festivals. Black or navy comfortable footwear should be worn at schools events, festivals – especially when children are dancing.

PETS

Pets are NOT allowed on the Finchley Catholic High School premises under any circumstances, unless they are guide dogs.

ALLERGIES

Queenswell Greek School strives to be a nut free school. All pupils, staff and parents are requested not to bring nuts or other nut-containing products to the school.

Please make the school aware of any allergies or medical conditions of your child. Please provide a photo of your child and an action plan in case of an emergency.

SMOKING

Smoking is **not** permitted in any of the Finchley Catholic High School's Buildings and Grounds.

PARKING

Please note that the surrounding school area is now RESIDENT PERMIT only. This includes Saturdays. Please park further down the road from the school to avoid parking tickets.

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PARENTS COMMITTEE

The Parent's Committee is a voluntary and democratically elected group that play an important role in the running of the school, acting as liaison between the staff, the pupils, the parents and the GPA. The aims and objectives of the Committee include the smooth running of the school, assisting the teaching staff, organising and helping with school events, festivals and fund raising. The Committee liaises with the GPA Chair and staff and represent the school on the GPA Council. Presently we have 4 members on the GPA Council.

Each year there is an Annual General Meeting held at the start of the academic year. All Parents are invited and actively encouraged to either stand for election and/or vote for new members. The new Committee is elected at the AGM and parents have an opportunity to discuss concerns and make proposals regarding the school. The school Committee meets at least once every half-term to discuss forth-coming school events and to implement policy in accordance with GPA Council decisions. The Chair will call additional meetings as and when required.

The Committee has a good working relationship with the Head Teacher, staff, parents/guardians, and pupils, the GPA and with the local community.

The school prides its self on its dedicated Committee. We welcome all new parents/guardians who are interested in being part of the Committee. Membership is not obligatory. It is testament to the school's all-encompassing community-based approach that many members remain loyal and actively involved to the school even after their children have left!

NEWSLETTERS / COMMUNICATIONS

Emails are sent out on a regular basis informing parents/guardians of any news regarding forthcoming events and other school information. The teachers will also distribute any relevant information regarding your child's curriculum. A Newsletter is produced once a term and is emailed to all parents/guardian and teaching staff.

SCHOOL RULES AND REGULATIONS

It is important the enclosed Cyprus Education Mission School Rules and Regulations form enclosed is read, completed and signed by every parent and kept in a safe place for future reference

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HEALTH AND SAFETY AND CHILD PROTECTION POLICIES

The Health and Safety and Child Protection policies are on the GPA's and our school's website. Copies are also held by the Headmaster and the school committee and can be made available if requested from them.

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APPENDIX

GPA SCHOOL RULES AND REGULATIONS

The following rules have been enacted after consultations between our governing body the GPA and the Educational Mission for the following purposes:

To ensure the smooth running of the school.

To inform parents of the way in which the school is run and thereby enabling them to help their children more effectively

To enable pupils to readily understand the school rules in matters concerning discipline behaviour, absence, work in the classroom and homework and their relationship with their teacher and fellow pupils.

School hours

Queenswell Greek School is open term time **on Saturday from 9.30am to 1.00pm (the first Saturday of each month the school is open from 10.00am to 1.00pm).**

Pupils should be at school at least five minutes before the start of school and are expected to attend the assembly before lessons. Parents should collect their children after lessons finish, from the designated area of the school. Parents who for whatever reason are going to be late in picking up their children must inform the school by telephone **07742 657253**.

Annual enrolment

School enrolment occurs at the end of the academic year- at the beginning of July and the beginning of the new academic year in September.

School tidiness and cleanliness

It must be particularly stressed that the Greek school is accommodated in the classrooms of the English school. Accordingly it is strictly prohibited for pupils to: (a) tamper with any pictures, books, maps, writing instruments, games or anything else found in the classrooms or in the hallways and which is the property of the English school and (b) bring to school dangerous or sharp toys or items which would soil or damage the classrooms or the desks.

Prohibited Items

It is strictly prohibited for any pupil to bring to school any radios, cassette players, headphones, game boys or any other audio or visual device for musical or other entertainment. These will be confiscated for the duration the lesson and parents will be notified.

The school will accept no responsibility for loss or theft of any personal items. Accordingly valuables such as expensive watches and jewellery or other items should not be brought into school.

It is the strict condition of the school that all mobile phones should be switched off during lesson time. Any pupil found flouting this rule will be reprimanded and the mobile phone confiscated for the duration of the lesson



Conduct and discipline

Appropriate conduct is expected of all pupils both in the classroom and in the school premises in general. The school continually strives to cultivate a sense of self-discipline in its pupils and to create opportunities for discussion and dialogue and for the assumption of responsibility. An essential pre requisite for the progress of pupils is their conformity to the school regulation and the instruction of their teacher. Pupils who do not pay attention in their lessons, disturb fellow pupils, regularly shirk from doing their work, cause damage, answer back, generally show that they do not respect their teacher and do not obey the rules of the school will be reprimanded. The aim on the one hand to self – correct the pupil and on the other hand to maintain discipline and the normal working of the school.

Action may include: - Contacting and informing parents, payment for whatever damage may have been caused, suspension from school and permanent expulsion from school. A decision for suspension or expulsion can only be taken by a joint decision of the school committee and the headmaster and only after the parents have been given the opportunity to comment on the matter. The parents have the right of appeal to the GPA officers.

It is strictly prohibited for pupils to leave the school during school hours.

Homework

Homework forms an integral part of the schoolwork programme and pupils will be expected to take work home to complete depending on their age and class. In instances where the pupil is absent from school, it is his/her duty to obtain the relevant details of the work from his/her fellow pupils and to complete the work. If homework is systematically not being done, the parents will be informed in writing of the situation

Absenteeism

The school should be notified of absences in advance. Pupils that attend regularly will be rewarded with a special Certificate of Attendance.

School shows

All pupils are expected to participate in school events such as the Christmas and end of the year concerts.

School progress

Parents are informed of their child's progress on OPEN DAYS, which are held at the school every three months. Parents however who may wish to discuss any matter with a teacher may do so by arranging an appointment in advance with the relevant teacher. The school head teacher is available to discuss any matter of concern to the parents at a mutually convenient time.



School fees

The school fees are annual and payable in advance. Instalment plans are available. The Greek Parents Association, reserves the right to charge interest on fees paid late. New pupils starting midterm are entitled to pay a pro rata rate. The GPA reserves the right to exclude pupils from school in cases where there is non-payment of fees.

Health and Safety and Child Protection Policies

The Health and Safety and Child Protection policies are on the GPA's and our school's website. Copies are also held by the Headmaster and the school committee and can be made available if requested from them.

Declaration

I have read and understood the above school rules and regulations and agree to adhere by them and to also assist my child/ren to abide by them as a condition of their attendance at the school.

Name of pupil..... (form).....

Signed (parent/guardian)

Please print name.....

School.....

Date.....

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