

**ST CYPRIAN'S GREEK ORTHODOX PRIMARY
ACADEMY**

INFORMATION BOOKLET



OUR MISSION STATEMENT

The aim of St Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum, enriched by the progressive teaching of the Greek Language and Christian Orthodox religion.

The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for successful transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.

OUR AIMS

We aim to:

- Create a stimulating and secure environment which promotes a love of learning and self confidence.
- Provide children with a broad and balanced English and Greek curriculum where priority is given to the acquisition of basic literacy, numeracy and ICT skills.
- Provide education of the highest quality.
- Expect the highest standards possible of academic achievement.
- Encourage children to be independent and enthusiastic learners and develop a positive attitude about themselves, others and the world around them.
- Recognise and value the natural differing abilities among children.
- Promote an atmosphere of understanding, trust, mutual respect and community spirit.
- Develop and maintain a consistent approach to children's learning, recognising the need to be positive in praise and reward.
- Help children and staff acquire knowledge, skills and practical abilities to ensure they reach their full potential.
- Develop a sense of self-respect and individual worth and for all to take pride in their achievements.
- Tackle all forms of discrimination, promote equality of opportunity and promote good race relations between diverse ethnic groups.
- Foster the partnership between home and school and provide opportunities for the community to contribute to the life of the school, and for the school to contribute to the life of the community.

ABOUT OUR SCHOOL

Our History

In 1995 a group of people who were involved in running Greek Community Schools in South London discussed the possibility of establishing a Greek Orthodox Primary School similar to those being run by other faiths. The initial meeting was followed by the establishment of the Greek Association of Language Enhancement (GALE).

Early on in the process, His Eminence Archbishop Gregorios Of Thyateira and Great Britain was consulted and became sponsor of the Association, providing the group with many contacts, advice and an early engagement with the Cypriot and Greek Governments.

The long process of planning, fund raising and funding appropriate school buildings culminated in approval by the DfES in the Autumn Term of 1999. The purchase of Ingram School from Croydon Council took place in 1999 and was followed by its refurbishment at a cost of approximately 4 million pounds. The Greek community, the Cyprus Government, the Cyprus Church, the Leventis Foundations, EFEPE and many other contributed financially.

A temporary Governing Body was then appointed by His Eminence Archbishop Gregorios, which over saw the appointment of the Headteacher, teaching staff and supporting staff.

The school was opened on the 8th September 2000 by His Eminence Archbishop Gregorios, which is the same day St Cyprian's taught its first pupils and even more significantly is the day the Orthodox Church celebrates the Birth of the Virgin Mary.

The school is a denominational school and is under the auspicious of the Archdiocese of Thyateira and Great Britain and works closely with the Greek Orthodox parishes of St Constantine and St Helen (Crystal Palace), St Nectarios (Battersea), St George (Kingston), St Nicholas, Basil & Irene (Sutton), The Cathedral of the Nativity of the Mother of God (Camberwell) and Christ the Saviour (Welling).

ADMISSION ARRANGEMENTS

Parents who make an initial enquiry to the school will be invited to visit the school and collect an application form, and copy of the admissions policy. At the time of such a visit the admissions policy will be explained to the parent. Admission application forms, along with detail and copies of the admissions policy will be supplied by post on receipt of a stamped addressed envelope from those making initial telephone enquires but who decline to visit the school. Parents are welcome to approach the school with a view to registering their child's name for possible Nursery and /or Main School admission as soon as they wish.

Parents will be asked to return completed application forms to the school with originals or copies of birth and baptismal certificates together with a letter from their local parish priest. On receipt of the completed application forms, acknowledgement of their receipt will be issued and original documents returned.

ADMISSION CRITERIA

Intake

According to DFE legislation, the following admission criteria will be applied, when the number of applications exceeds the number of places. The school can have up to 60 boys and girls in any one year group.

Of the overall intake, 9% (37) of places will be made available to children of non Orthodox Christian families and (a further) 3% (13) of places will be made available to children of other faiths.

Policy and Numbers

Nursery

Up to 52 boys and girls will be admitted in the academic year of their fourth birthday.

Over-subscription to the Nursery: In the event of over subscription to the nursery, the Governing Body will apply the following criteria in the order set out below, to decide which children to admit:

- 1) Looked after children and previously looked after children (see note 1)
- 2) Baptised Greek Orthodox children who are looked after at the date on which the application is made.
- 3) Children with one or more parents who regularly worship at one of the following Greek Orthodox Churches, e.g.: St Nectarios (Battersea), Sts Constantine and Helen (Croydon), St George's (Kingston), The Cathedral of the Nativity of the Mother of God (Camberwell) and Christ the Saviour (Woolwich).
- 4) Children with one or more parents whose Greek Orthodox religion has lapsed or who do not regularly worship
- 5) Children with one or more parents who regularly worship at other Christian Orthodox churches.
- 6) Any other looked after child in public care at the date on which the application is made.
- 7) Children not included in 1 or 2 above who have a sibling¹ in attendance at the school on the closing date for applications for entry in the following school year.
- 8) Children not included in 1,2 or 3 above with one or more parents who regularly worship at a Catholic Church
- 9) Children not included in 1, 2, or 3 above with one or more parents who regularly worship at a Christian church.
- 10) All other children.

If an application is made under the "looked –after" criterion, it must be supported by a letter from the relevant Local Authority (Children's Services) Department.

In the event of over-subscription in any of the above categories, places will be allocated in accordance with priority given to pupils living closest to the school as measured in a straight line. Further explanation is provided below.

Note: Attendance in the Nursery does not guarantee a place in the Reception class, for which parents must reapply.

Admission Policy Statutory School Age (Reception – Year 6)

Boys and girls will be admitted at age four at the beginning of the school year following their fourth birthday. In the event of the number of applications for admission exceeding the number of places available, the Governing Body will apply the following criteria in the order set out below, in order to decide which children to admit:

- 1) Looked after children and previously looked after children (see note 1)
- 2) Baptised looked after Greek Orthodox children at the date on which the application is made
- 3) Children with one or more parents who regularly worship at one of the following Greek Orthodox Churches, e.g.: St Nectarios (Battersea), Sts Constantine and Helen (Croydon), St George's (Kingston), The Cathedral of the Nativity of the Mother of God (Camberwell), and Christ the Saviour (Woolwich).
- 4) Children with one or more parents whose Greek Orthodox religion has lapsed or who do not regularly worship
- 5) Children with one or more parents who regularly worship at other Christian Orthodox churches
- 6) Any other looked after child at the date on which the application is made

¹ A sibling is defined as a brother or sister, half brother or sister, step brother or sister or adopted brother or sister, foster brother or sister whose main residence is at the same address

- 7) Children with one or more parents who regularly worship at a Catholic Church
- 8) Children with one or more parents who regularly worship at a Christian church.
- 9) All other children.

If an application is made under the “looked –after” criterion, it must be supported by a letter from the relevant Local Authority (Children’s Services) Department.

Children with Special Educational Needs must be taken into account when determining and applying a schools admission number. Accordingly, if a child with Special Educational Needs Statement is admitted to the school during a normal admission round they will be counted towards the admission number when considering if there is a place available for another child without a statement.

Note 1

Looked after children are defined as children in public care at the date on which the application is made.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately after being looked after.

If an application is made under the ‘looked after’ criterion, it must be supported by a letter from the relevant Local Authority Children’s Services Department. If applying under the ‘previ

ATTENDANCE

The school has both a moral and legal duty to monitor pupil attendance. Should your child be absent from school, it is essential that the reason for absence is notified to the school in each and every instance. This should be done as soon as possible by telephone, via another parent or via a sibling to the school office. Children must on return to school provide a written note to the class teacher detailing the reason for, and duration of, the absence.

This procedure is necessary to enable absences to be authorised by the school. Non-authorised absences, which will include those generated by a lack of punctuality, are examined by the Education Welfare Service and will be subject to follow up in the context of the pattern of a pupil’s overall attendance.

HOLIDAYS DURING TERM TIME

You should not normally take your child on holiday in term time as it can be disruptive both to your child’s education and to the school.

There is no parental right to take children away on holiday during term time.

By law the school may only authorise up to 10 days on one occasion in a school year.

Before authorizing leave the Attendance Co-ordinator will consider:

- The child’s current attendance record, including punctuality
- The age of the child (children aged 5-16 are legally required to attend school)
- The child’s stage of education, especially if they are in year 6
- If previous requests have been made within the same school year for leave
- If the pupil’s work and conduct are of an acceptable standard
- The nature of the trip (only exceptional circumstances will be authorised)

PUNCTUALITY

We believe that it is very important that the children learn to be punctual from an early age. Accordingly, we ask for your support in ensuring that your child arrives and is collected from school promptly. It can be very distressing, especially for younger children, to arrive at school after classes have commenced or to be collected after all the other children have left. On the rare occasions when, due to unforeseen circumstances, late arrival or collection cannot be avoided, please advise the school office in order that your child can be reassured and cared for until you are able to collect.

If the school is not notified regarding late collection, then the school’s policy on this issue will be applied, leading ultimately to the involvement of local Social Services staff.

REPORTING TO PARENTS

Informal communication with parents is greatly valued at St Cyprian’s. There are however, two times in the year when parents are given specific evening appointments to enable them to meet their child’s class teacher in a more formal setting.

The first evening is in the Autumn Term and is designed to give parents an opportunity to talk to the teacher and to find out how their child has settled into a new class. This is not an occasion to view your child’s work, unless it is

specifically selected by the teacher to illustrate a point.

The second meeting informs you of your child's progress. Towards the end of the summer term your child will be given their written report.

SCHOOL RECORDS

Any parent wishing to see the records which are kept about their child as they progress through school should contact the Headteacher.

SCHOOL ORGANISATION

St Cyprian's is a two form entry school with Nursery.

The children are organised in mixed ability classes where they will be grouped in different ways according to the teaching and learning taking place.

SCHOOL TEAMS

These are named after the four Saints of our local Greek Orthodox Churches. On admission to school, children are allocated to one of four teams.

- St Constantine - Blue
- St Helen - Red
- St Nectarios - Green
- St Mary - Yellow

These groupings are used at various times including Sports Day and assemblies.

THE SCHOOL DAY

Nursery Class morning session 8.50am - 11.50am.

Main School:

KS1 morning session 8.50am - 12.15pm

KS2 morning session 8.50am - 12.30pm

Both infants and juniors morning break 10.30am - 10.45am

KS1 afternoon session 1.15pm - 3.30pm

KS2 afternoon session 1.30pm - 3.30pm

Please note that children are not expected to be on the school site before 8.40am. The children will be collected from the Springfield Road Playground at 8.45am.

SCHOOL UNIFORM

St Cyprian's requires pupils to wear a specified school uniform from entry at Nursery. This requirement is fully endorsed by the Governors in the belief that it emphasises the ethos of the school, assists in setting a working atmosphere, provides pupils with an identity and enables them to feel proud of being members of the school.

Hewitts of Croydon are suppliers of our uniform which displays the emblem. The full uniform list is available at the office.

In line with our status as a Greek Orthodox Primary Academy, the wearing of head scarves is not permitted. Whilst individuals have the right to manifest their religion, in any place and in any manner, pupils have the opportunity to attend a school where the uniform policy can accommodate his or her requirements.

Wearing jewellery is not permitted except for small stud earrings. We expect haircuts of a reasonable length, avoiding unusual or extreme styles or colours. Long hair should be tied back. Accordingly, closely cropped hair with patterns or lines cut into hair for example are not acceptable.

SCHOOL CURRICULUM

Our aim is to provide a broad and balanced curriculum through which children will progress at varying rates, depending on their abilities. We offer the full implementation and delivery of the National Curriculum and Foundation Stage curriculum through the English language, enriched by the teaching of the Greek language, culture and religion on a daily basis.

Since St Cyprian's is a Greek Orthodox Primary Academy, Christian values and principles underpin the whole curriculum. In order to preserve the distinctiveness of this church school community, everyone is expected to be involved in religious education and collective worship.

The Greek language is taught for approximately one hour each day to all children and is delivered by specialist teachers from Cyprus and Greece.

Foundation Stage

Children entering the Nursery class follow the Foundation Stage curriculum which is based on the Early Learning Goals and Stepping Stones. Play is used as a powerful medium for learning and the curriculum includes opportunities to learn indoor and outdoors. This is continued on into Reception where the 7 areas of learning are further developed.

There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the *prime* areas, are:

- *communication and language;*
- *physical development; and*
- *personal, social and emotional development.*

Providers must also support children in four *specific* areas, through which the three prime areas are strengthened and applied.

The *specific* areas are:

- *literacy;*
- *mathematics;*
- *understanding the world; and*
- *Expressive arts and design.*

Key Stage 1 & 2

From Year 1, children follow the National Curriculum for the remaining years in Primary School.

Foundation Stage: Nursery and Reception

Key Stage 1: Year 1 & 2

Key Stage 2: Year 3, 4, 5 & 6

The areas of study within each Key Stage are:

Religious Education

Core Subjects - English, Mathematics, Science, ICT and Greek

Foundation Subjects- Art, Geography, History, D&T, Music, PE, RE, PSHE and Citizenship

The work teachers plan for their classes and for individual children is based closely on the programmes of study specified in the National Curriculum.

Copies of schemes of work for each subject taught are available for parents to see. Teachers use these schemes of work to ensure that there is progression from what has been taught previously and to avoid unnecessary repetition.

English

Our work is based on the five areas of the English National Curriculum: speaking and listening, reading, writing, spelling and handwriting. Children are encouraged to express themselves effectively in both spoken and written form. As with all teaching, a wide range of strategies are employed. Reading forms an essential part of our activities and we make every effort to encourage children to become competent and fluent readers who enjoy books. At St Cyprian's core reading schemes are central to the teaching of reading, as are both phonic and look and say approaches. Handwriting is taught throughout the school leading to a fully joined script at Year 2 and progresses to writing with a fountain pen in Years 5 and 6 depending upon individual progress.

Mathematics

Mathematics comes into almost all activities and situations. We aim to make the children aware of how important mathematics is and to help them to enjoy the subject, to be confident and to have the skills needed to use mathematics in every day life.

In school we emphasise the use of mathematics for problem solving and investigation. Children are taught number skills and algebra and experience many ways of handling data and work connected with shape and space. At all ages

we are careful to ensure an appropriate balance of practical and written work.

Greek

The teaching of Greek is planned taking into account documentation and guidance from the two respective education missions of Greece and Cyprus. The curriculum is planned using;

- a) A grid of areas of language skill and knowledge, to be covered for each Key Stage, illustrating progression.
- b) Linguistic targets for each year group

Emphasis is placed on speaking and listening throughout the whole school, but especially in the Foundation Stage. The teaching of Greek is a compulsory part of the curriculum at St Cyprian's.

Science

Children develop intellectual and practical skills that enable them to explore the world through observation, exploration and investigation. The three main areas of study are:

- Living things
- Materials - natural and man made
- Physical processes- light and sound, forces, energy and the earth's place in the universe

The children are encouraged to work from previous experience, to ask questions, plan investigations, carry out tests and from their own observations offer explanations as to why, what, when and how things happen in the present day world about them.

Art

Children love to express themselves and art is an important way of doing this. As they draw, paint, colour and make things children learn. They improve their manipulative skills; they learn about colour, pattern and texture; they use their imagination and improve their observation of the world around them. Children will be given the opportunity to work with a range of media.

Geography

Children begin by learning about where they live and the buildings, occupations, features and climate in their immediate environment. These skills are developed so that children can then learn other areas of the United Kingdom, Europe and the rest of the world.

History

Children begin by understanding the past and present and how it relates to them. This experience widens as their understanding increases, and they go on to learn about specific periods in the recent and distant past.

Religious Education

Religious Education is planned in such a way so that key themes are met several times in a child's seven years at St Cyprian's. Included in the curriculum for each year group is the teaching of Greek Orthodox faith. In addition, we acknowledge and celebrate the multilingual, multicultural, multi faith society in which our children are growing up and therefore include the study of other beliefs. Since St Cyprian's is a church school, it is expected that all children will take part in religious education and collective worship.

Music

Music involves several activities including listening to different sounds, different instruments and different kinds of music; singing; moving to music; playing music; composing music; on a variety of instruments and learning to read music. Instrumental tuition is available to all pupils, based on aptitude, for specific instruments; details are available from the school's music co-ordinator.

Physical Education

These activities are designed to encourage children's co-ordination and body control to improve their awareness of themselves and others around them and to promote competition and co-operation. We also take health related aspects into consideration, for example exercise and healthy eating.

All children develop skills leading to a knowledge of such games as football, netball, rounders, cricket, tennis, basketball, rugby etc.

Swimming is an integral part of the curriculum for junior children. Swimming lessons take place at local swimming pools. Children progress through a swimming programme.

The school's annual Sports Day is a highlight in the Summer Term calendar, with the winning team's success being recorded on the House Challenge Cup.

St Cyprian's pupils also participate in the Croydon School's Competition among other inter-school sporting occasions.

Design Technology

Children are given experiences in designing and making for different purposes. They are encouraged to evaluate their work as it progresses. They also have experience of using computers, in this area as well as for a variety of purposes across the curriculum.

Information Technology

Each classroom is resourced with a computer and children have opportunities each week to use the range of computers in the ICT suite. In addition we have video conferencing facilities and electronic, interactive whiteboards in each class. Computers are used for a variety of applications to ensure children develop keyboard skills and general computer literacy. They are also used to reinforce and teach skills across the curriculum.

Sex Education

Moral teaching according to the teachings of the Greek Orthodox Church is given, along with information about sexual matters, including teaching on matters of human love, the functions of the body and an understanding of God's creative love as embodied in human reproduction. Sex education is adjusted to the age of the children and develops as they grow older. The programme includes a number of 'key messages' which are given to children as they progress through school. The draft policy document is available for parents to view and parents will be consulted before any possible policy changes. Parents have a right to withdraw their children from sex education.

PSHE and Citizenship

Personal, Social, Health and Citizenship Education helps to give children the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active, responsible citizens. Children are encouraged to take part in a wide range of activities and experiences across and beyond the curriculum, contributing fully to the life of our school and wider community. In doing so, they learn to recognise their own worth, work well with others and become increasingly responsible for their own learning. Children are encouraged to reflect upon their experiences and understand how they are developing personally and socially, tackling many of the spiritual, moral, social and cultural issues that are part of growing up. As children progress towards the end of their time at St Cyprian's they also find out about the main political and social institutions that affect their lives and about their responsibilities, rights and duties as individuals and members of communities. Children learn to understand and respect our common humanity, diversity and differences so that they can form the effective, fulfilling relationships that are an essential part of life and learning.

Special Needs

In some ways all children have special needs; every child is different and no two children learn at exactly the same rate or understand things in the same way.

We regularly monitor the performance of all children and where there is cause for concern, we seek appropriate advice on how to make suitable provision. This can be achieved by individual or group tuition and may mean the child receiving a slightly different learning programme from others in the class. If the teacher feels that your child is experiencing difficulties you will always be informed and be involved in reviewing progress and setting targets. St Cyprian's takes due regard for the Code of Practice on the identification and assessment of Special Needs.

Homework

To ensure consistency we have a clear written policy on homework. The frequency and length of time involved will vary according to the age of the children but the homework will be related to the work your child will be doing in class. A copy of our policy is available from the school office on request. Please discuss this with the class teacher if you are unsure on any matter.

Equal Opportunities

At St Cyprian's we are committed to developing and maintaining the highest standards of respect and justice for all our pupils and their families. Our pupils and staff come from many ethnic and different Christian backgrounds, reflecting the diversity within the local community.

THE ACADEMY TRUST

The Academy Trust works together with the Headteacher and Senior Management Team to ensure the pupils at St Cyprian's get a good standard of education. They meet at least once every term as a full Trust and more frequently through the committee structure. The church has a more significant role to play and has an outright majority of members on the Academy Trust.

The Academy Trust is responsible for the strategic management of the school and this includes working in partnership with the Headteacher on:

- How the school uses its money
- The character of the curriculum and standards
- Care of the premises
- Carrying out legal responsibilities
- Personnel and pupil discipline policies

The day to day operation and decisions are the responsibility of the Headteacher.

In summary, Governors are supporters, ambassadors and most importantly, critical friends. No individual Governor has authority to make policy.

FOSC (Friends of St Cyprian's)

FOSC has no formal powers but functions to contribute to the social side of school life by organising fun events for parents, teachers, pupils and the local community. It also raises money for the school which benefits the children directly. Ask at the office about how to get involved in FOSC.

Parents- How can you help the school?

If you have any spare time we are very grateful for help across a range of activities including:

- cooking with a group of children
- helping in the library
- playing games
- hearing reading
- mending toys and apparatus

If you would like to help, please see your child's class teacher or contact the Headteacher, who assists in co-ordinating this support. Please note that all volunteers will be asked to fill in a CRB form.

HEALTH AND SAFETY

Your children are supervised at all times during the day. Minor accidents are always dealt with immediately. If emergencies arise we make every effort to contact you on the numbers you have provided on your child's data collection form. Should this prove impossible, the school will act in the best interests of the child.

It is always in your child's best interests for the school to be made aware of any problems at home, or any medical condition which could affect the child's school life.

Medicines

You are advised that for legal reasons, members of staff are not allowed to administer prescribed medicines. Where children are on medication but well enough to be in school, doses should be timetabled around the school day. If medicines do have to be taken during the school day it will be necessary for you or an appointed adult to come into school to give the medicine. If your child is able to self-administer the medication then this can be arranged under supervision. In such circumstances you are asked to contact the school office to see one of the qualified first aiders who must be made fully aware of any medication being brought into school, which should be handed in to them for safe keeping. The first aiders will also advise parents on arrangements for children who need to use inhalers for the treatment of asthma.

Separate rules apply in cases of long term medical treatment and parents should see the Headteacher.

Illness

If children feel ill before coming into school they should be kept at home. A child attending school is usually expected to take part in all activities.

If your child becomes ill or has an accident at school, you will be contacted immediately. If your child needs emergency treatment, s/he will be taken directly to Mayday Hospital Casualty Unit and you will be informed. As a

general rule hospitals will not administer treatment without parental consent so you will appreciate the importance of up-to-date emergency contact telephone numbers.

School Meals

We are fortunate to have our own well-equipped school kitchen where good quality meals are provided daily. School meals are supplied at a single fixed price per day. Please ask at the office for current prices. Payment for school lunches is made on ww.parentpay.com. Your child will be issued with your log in details or if you wish you may request a PayPoint card.

Meals meet national nutritional standards which ensures that children are provided with a healthy, balanced diet comprising the right quantities of the following:

- fruit and vegetables
- bread, other cereals and potatoes
- meat, fish and alternatives
- milk and dairy foods
- foods containing fat and foods containing sugar

Your child may be eligible for Free School Meals, please ask at the office for the most up-to-date criteria.

Drinks

School milk is available to all children, for information please ask at the school office where you can collect an order form. There is also a ready access to fresh drinking water. Drinks in tins, glass bottles or carbonated drinks are not allowed to be brought into school. This applies to all children including those who bring a packed lunch.

Discipline

Large numbers of children working and playing together necessitates the imposition of rules of behaviour to ensure the safety and well-being of each individual. Each class has a code of behaviour which has been agreed with the children which includes showing respect for others and following the instruction of adults.

Should this 'code' be broken, there is an escalating list of sanctions, including the use of detention during break time.

In cases of regular failure to comply with the school's 'code of behaviour' the child's parents will be informed of the situation. They may subsequently be invited to attend a meeting with the Headteacher in order to determine how the parents may best support the school's efforts to maintain the good standard of discipline expected in the school.

In extreme cases of anti-social behaviour and after involving parents in resolving issues, there may come a time when an incident makes it impossible for that child to remain in school and an exclusion will be imposed.