

SCALE OF FEES Per Term

As at September 2016

Reception to Year 6 £2,605 - including lunches

When three or more children of one family are in the School concurrently, there will be a 20% reduction in fees for the third child, and a 50% reduction for the fourth.

Optional Subject

Speech Training Lessons £72

Conditions of Admission

Pupils are admitted on the condition that **ALL FEES AND CHARGES** will be paid **TERMLY AND IN ADVANCE**, and that a **FULL TERM'S WRITTEN NOTICE OF WITHDRAWAL** will be given, or the **FULL TERM'S FEE PAID IN LIEU** thereof. **Such notice will not be accepted after the end of the first week from the beginning of term.** This is stated on the Acceptance and Agreement Form which parents must sign. **TWO TERMS' WRITTEN NOTICE OF WITHDRAWAL FROM PRESCHOOL IS REQUIRED AND THE PLACE WILL BE FORFEITED WITH IMMEDIATE EFFECT.**

A non-refundable registration fee of £20 is required. Also a refundable deposit of £200 is to be paid on acceptance of a place, which will be off set against the final term's fees when your child transfers to secondary school at age 11.

If desired, arrangements may be made through the Finance Manager to pay Tuition Fees by monthly Direct Debit.

The Headmistress reserves the right to ask for the withdrawal of a pupil should this be considered necessary.

NURSERY EDUCATION GRANT 2016/2017

Greenbank Preparatory School, as a registered provider of nursery education, administers the Nursery Education Grant. This allows an entitlement to all eligible children, to a maximum of 15 hours per week, **free**, for each week your child is at school.

There is a universal provision of the grant to all 3 and 4 year old children. At Greenbank, this will automatically be given, commencing the first term after a child's 3rd birthday, for up to a maximum of 6 terms.

For the purpose of payment of the grant, Greenbank's terms are as follows:-

Autumn Term '16	1 September – 31 December	12 weeks 4 days
Spring Term '17	1 January – 31 March	11 weeks 3 days
Summer Term '17	1 April – 31 August	10 weeks 2 days

Payment of school fees by the parents are made in the usual way i.e. at the beginning of each term or by monthly direct debit. The nursery grant will be deducted from your termly invoice.

Payment of Preschool fees are made monthly and the amount due will be deducted from your monthly invoice.

In Reception, the Termly grant only applies to the end of the term in which a child reaches its' 5th birthday.

Please note parents will be asked to sign a declaration form stating their child's date of birth and the number of sessions per week that they are claiming at Greenbank each term.

Greenbank Preparatory School



Pre and After School Care

- 1) Breakfast Club will operate from 7.30am and After School Care until 6pm for children from Reception to Year Six.
- 2) Any child on the school premises before 8.30am or after 3.45pm, without parental supervision, will be deemed to be supervised by school and a charge will be made. Breakfast is available until 8.10am.
- 3) Children remaining behind to take part in school activities will, of course, not be charged. However once the activity finishes they will be taken to After School Care unless parents are here to collect. Brothers or sisters of those involved in activities will be expected to attend After School Care, unless a parent is present to supervise.
- 4) Children will assemble in the school hall for Breakfast Club. After School Care will take place in the Orsborn Room.
- 5) No notification is needed to use the Pre or After School Service but except in an emergency we would expect your child to know if you are likely to be late.
- 6) Junior children who are not collected by 3.45pm will attend After School Care.
- 7) The staff supervising After School Care have had a long day and it is therefore expected that all children will have left by 6pm. A charge of £10 will be made if any child remains after this deadline.
- 8)

<u>Charges</u>	Breakfast Club	7.30 – 8.10	£3.00
		8.10 – 8.30	No Charge
	After School Care	3.30 – 4.30	£2.40
		3.30 – 5.00	£4.10
		3.30 – 5.30	£5.80
		3.30 – 6.00	£7.50

Children who go directly from activities to After School Care will be charged at the rate of £1.70 per half hour, or part thereof.

- 9) Parents will be invoiced half termly, in arrears, for the use of the service.

STAFF MEMBERS

Senior Leadership Team

Headmistress	Mrs Janet Lowe
Assistant Head	Mrs Janet Clouston
Assistant Head	Mr Adam Dyson
Head of EYFS (3-5 Years)	Mrs Laura Bradbury
Nursery Senior Leadership Team	Mrs Claire Kelly, Miss Lucie Sutton & Mrs Erin White

Teachers

Preschool	Mrs Rebecca Phillipson & Miss Felicity Keane
Reception	Mrs Laura Bradbury
Year 1	Mrs Sarah Kopnick
Year 2	Mrs Janet Clouston
Year 3	Mr Neil Delaney
Year 4	Mrs Jacqueline Reeder
Year 5	Mrs Heather Burnett
Year 6	Mrs Maria Myatt

Teaching Assistants

Miss Samantha Bond, Mrs Marie Curran, Miss Adele Harmston, Mrs Aradhana Rathour & Ms Karen Watkins
Miss Molly Cochrane
Miss Joanne Barlow
Mrs Andrea Samuel-Rigg
Miss Heather Somers
Miss Christelle Abomnes
Mrs Lyndsey Aizlewood & Mrs Claire Horsnell
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Specialist Teachers

Learning Support	Mrs Philippa Atha
Drama & Speech	Mrs Adele Firth
Music	Mrs Kate Mercer
Art	Ms Gaye Chorlton
Games	Mr Tom Russell & Mrs Sally Lochrie
PE	Mrs Sally Lochrie

Breakfast Club

Miss Christelle Abomnes
Miss Justyna Arusztowicz

After School Care

Miss Christelle Abomnes
Miss Justyna Arusztowicz
Miss Joanne Barlow

Holiday Club Supervisor

Miss Justyna Arusztowicz

Admin Office

Finance Manager – Mrs Michelle Poole
HR & Operations Manager – Mrs Denise Proud

School Office

Head's Secretary - Mrs Tracey Palmer
School Secretary - Mrs Rosalie Griffin

Lunchtime Supervisors

Mrs Judith Ashley
Miss Carly Bebbington
Miss Beata Botko
Mrs Caroline Blakeley
Mrs Jeanette Gibbens
Mrs Farida Iqbal
Mrs Rachel Stringer

Site Managers

Mr Nick Hart
Mr John Moore

TRUSTEES

Chairman:
Treasurer:

Mr P Enstone
Miss J Chadwick

Mrs A Berezai
Mr I Bryning
Mrs K Challah
Mrs S Crossley
Mr AJ Galloway

Mrs C Johnson
Mrs B Skelton
Mr N Somaia
Mr T Walsh
Mr J Williams

**The Trustees can be contacted through the school office.
Any correspondence should be marked CONFIDENTIAL and will be forwarded
immediately. Telephone conversations and meetings
in school can also be organised.**



Greenbank Preparatory School

School Aims and Ethos

"Nurturing Potential, Inspiring Dreams"

Rationale

Visitors to Greenbank frequently comment on the happy, courteous and purposeful environment they observe. This is the result of a shared vision from staff and Trustees which over the years has been passed on to those joining the School. A care for the well being of the individual, both child and adult, is central to the School's success. All pupils are equally valued and the School makes no discrimination on gender, race, religion or disability.

Aim

Greenbank aims to provide a caring environment where traditional values of courtesy, respect for others and pride in work enables all children to develop their talents, gain self-esteem and reach their full potential.

Role of the Pupils

Children will be encouraged to:

- Be sensitive to the needs and feelings of others;
- Develop a sense of "right and wrong";
- Show consideration for others by their own manners and behaviour;
- Develop good working habits such as perseverance, concentration and a pride in accuracy and presentation;
- Take a pride in both their own and the School's high standards.

Role of the School

Staff will be encouraged to:

- Value each child as an individual;
- Help each child realise their potential, developing all strengths whether they be academic, artistic or sporting;
- Carefully plan lessons and programmes of study to cater for the educational needs of all pupils;
- Strive for excellence in all areas;
- Create a stimulating environment in which to learn;
- Foster the self esteem of each child;
- Encourage positive attitudes and an independent approach to work;
- Promote good behaviour and manners;
- Support each other and encourage a strong team spirit;
- Promote the School positively to current and prospective parents;
- Prepare children for the transition to senior school at 11.



Extra Curricular Activities:

	SCHOOL DAY	AFTER SCHOOL
MONDAY	Chamber Choir Infant Choir Library Club Touch Typing Cello Tuition Violin Tuition	Drama – Yrs 3, 4 & 5 Design & Technology - Juniors Soccer Practice – Upper Juniors Photography - Juniors
TUESDAY	Girls Games – Upper Juniors Library Club Touch Typing Piano Tuition Recorders – Y3	Gymnastics - Y1 – Y6 Soccer Practice - Lower Juniors
WEDNESDAY	Book Club – Upper Juniors French Conversation – Year 6 Girls Games – Lower Juniors Library Club Touch Typing Cornet Tuition Trombone Tuition Trumpet Tuition Violin Tuition	House and School Matches Chess Club - Juniors Infant Art - Yrs 1 & 2 Science Club - Juniors
THURSDAY	Junior Choir Library Club Music & Movement – Early Years Speech Training Touch Typing Guitar – Y2 – Y6	House and School Matches Cross Country - Juniors Rugby - Upper Juniors Infant Soccer - R – Y2 Art – Upper Juniors
FRIDAY	Infant Girls Games - Yrs 1 & 2 Speech Training Brass Group String/Wind Ensemble Guitar – Y2 – Y6	Art - Lower Juniors Drama – Y6 Infant Mind Games – R - Y2

GENERAL INFORMATION

ABSENCE

Illness is usually the only acceptable reason for absence during term time. Requests for absence for other reasons should be made in writing to the Headmistress and will be considered on individual merits. On return to school after illness pupils should bring a note.

ADMISSION

Parents requiring a place in the Day Nursery should contact the Nursery Manager, to check on the availability of places. Application forms for entry to the Main School can be obtained from the School Administrator/Secretary, who will be pleased to arrange a visit or answer any further questions you may have. Children may enter the Kindergarten Class if they are three by 1st September. We sometimes have places in other classes so please check with the Administrator/Secretary. Although we have no formal entrance examination, children will be expected to spend a day with us to assess if they will benefit from the education we offer.

COMMUNICATION WITH PARENTS

We firmly believe that education should be a partnership between school and home. There are two parents' evenings each year at which you can discuss progress with your child's form teacher. Academic reports are also written at the end of the Autumn and Summer terms. The Headmistress and staff are always available to see parents.

COMPLAINTS

We hope that parents at Greenbank will be happy with the service provided and will never have cause for dissatisfaction. If there are concerns we would like to know about these as soon as possible and will endeavour to resolve any issues quickly. Details of our Complaints Policy are available on request. During the last academic year we had no formal complaints.

CURRICULUM

Details of the Greenbank curriculum are contained in our Policy for Effective Teaching and Learning, which is available to parents on request.

DISCIPLINE

On accepting a place at Greenbank parents agree to be bound by all regulations in force. A continued place is subject to satisfactory progress and conduct and the Headmistress reserves the right to request the removal of any child whose behaviour is not acceptable.

FEES

Fee levels for each age group are given on an enclosed sheet. Fees are paid termly in advance or monthly by direct debit. A full term's notice in writing must be given of the intention of withdrawing a child from the School. If such notice is not received, a full term's fees are payable in lieu. The Trustees will endeavour to keep fee increases to a minimum and wherever possible give at least one term's notice.

LUNCH

Lunch is provided for all pupils. Menus are available to view on our website. Dietary requirements can be accommodated.

PRE AND AFTER SCHOOL CARE

In an attempt to help busy parents we run a Breakfast Club from 7.30am and also offer After School Care from 3.30pm to 6pm.

PARENTS' ASSOCIATION

A well supported Parents' Association organises a regular programme of social and fund raising events. Money raised is used directly to benefit the children by providing enhanced facilities.

SENIOR SCHOOL EXAMINATIONS

Greenbank is proud of its record of success in entrance examinations to local independent schools. As children progress through the School the Headmistress and teaching staff will provide guidance on the selection of suitable schools for each child's senior education.

SPECIAL EDUCATIONAL NEEDS

Greenbank caters for pupils of all abilities, including those who need extra support and gifted and talented children who need an extended curriculum. Our Special Needs Co-ordinator monitors the progress of all children identified as having specific needs. This includes children for whom English may be a second language.

STATUS

The School is a charitable trust governed by a Board of Trustees. Greenbank is registered with the Department of Education and Employment and is a member of the Independent Schools' Association.

UNIFORM

From Reception onwards all children wear full uniform. The aim is to make this smart, functional and reasonably priced. There is a second-hand uniform sale organised by the Parents' Association.

WELFARE, HEALTH & SAFETY

Greenbank is dedicated to providing a safe and happy environment in which all children can flourish. Our policies on child protection, bullying, Health & Safety, Behaviour and Discipline and Trips are all available to parents on request.

2016 Entrance Exam Passes

ADSHEAD R	K	SGS ®		
BARNES L	CHS	SGS		
BARTON S	K (SCH)	SGS	CHS	
BAYTHORPE E	MGS	CHS	SGS	
BELLAMY A	SGS	CHS	K	
BOOKER E	W	CHS	K	
BURROWS S	AESG	G	CHS	K
DAVIES O	K	SGS ®		
DONNAN R	CHS	AESG	SGS	K
DUNN L	MGS	CHS	SGS	
GALLAGHER G	AESG			
HEATON H	CHS	SGS	K	
HORSNELL E	MHSG	SGS	CHS	
ROBINSON H	K	SBE		
RODE D	SGS	K		
RODE F	SGS	K		
SANDERS M	K	CHS	SGS ®	
SILVER C	CHS	SGS		
SKELTON E	CHS	SGS	K	
SOMAIA J	MGS	CHS	SGS	
SOUTHERN D	MGS	SGS	K (SCH)	
STUBBINS K	CHS	SGS		
SUTTON H	SGS	K	AESG	
VIDLER K	SBE			
WATSON O	K	SGS®		

Notes to abbreviations:

AESG	<i>Alderley Edge School for Girls</i>
CHS	<i>Cheadle Hulme School</i>
G	<i>The Grange</i>
K	<i>Kings School, Macclesfield</i>
MGS	<i>Manchester Grammar School</i>
MHSG	<i>Manchester High School for Girls</i>
SBE	<i>St.Bede's</i>
SGS	<i>Stockport Grammar School</i>
W	<i>Withington</i>
(R)	<i>Indicates reserve place offered</i>
(SCH)	<i>Scholarship</i>

MANY CONGRATULATIONS!

TERM DATES

2016/2017

AUTUMN TERM 2016

Monday 5 September	Staff Inset Day – school closed
Tuesday 6 September (8.40am)	Term begins
Monday 24 October – Friday 4 November	Half Term
Friday 16 December (12 noon)	End of Term

SPRING TERM 2017

Wednesday 4 January (8.40am)	Term begins
Monday 20 – Friday 24 February	Half Term
Friday 31 March (3.30pm)	End of Term

SUMMER TERM 2017

Tuesday 18 April	Staff Inset Day – school closed
Tuesday 19 April (8.40am)	Term begins
Monday 1 May	May Day Holiday
Monday 29 May - Friday 2 June	Half Term
Friday 7 July (12 noon)	End of Term