

## **SCALE OF FEES Per Term**

**As at September 2018**

**Reception to Year 6** £2,800 - 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** £76

### **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.

## **FREE ENTITLEMENT FOR 3 AND 4 YEAR OLDS 2018/2019**

Greenbank Preparatory School, as a registered provider of nursery education, administers the Free Entitlement allowance for 3 and 4 year olds. This allows an entitlement to all eligible children, of 15 hours per week, **free**, for up to a maximum of 38 weeks per year.

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 entitlement, Greenbank's terms are as follows:-

Autumn Term '18	1 <sup>st</sup> September – 31 <sup>st</sup> December	13 weeks 2 days
Spring Term '19	1 <sup>st</sup> January – 31 <sup>st</sup> March	11 weeks
Summer Term '19	1 <sup>st</sup> April – 31 <sup>st</sup> 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 free entitlement will be deducted from your termly invoice.

Payment of Preschool and Nursery 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' 5<sup>th</sup> 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	£4.00
		8.10 – 8.30	No Charge
	After School Care	3.30 – 4.30	£3.00
		3.30 – 5.00	£4.80
		3.30 – 5.30	£6.60
		3.30 – 6.00	£8.40

Children who go directly from activities to After School Care will be charged at the rate of £1.80 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	Miss Lucie Sutton & Mrs Erin White

### **Teachers**

Preschool

Miss Felicity Keane &  
Mrs Rebecca Phillipson

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

Mr Adam Dyson

Year 6

Miss Kelly Jones

### **Teaching Assistants**

Miss Samantha Bond, Miss Megan Collins,  
Miss Megan Field, Miss Adele Harmson  
& Miss Michelle Sallis

Mrs Lynda Staples

Miss Joanne Barlow

Mrs Claire Kelly

Mrs Andrea Samuel-Rigg

Mrs Christelle Thomas

Mrs Claire Horsnell & Miss Heather Somers

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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 Jon Green & Mrs Sally Lochrie

PE

Mrs Sally Lochrie

Media Manager

Mrs Lyndsey Aizlewood

### **Breakfast Club**

Mrs Christelle Thomas

Miss Justyna Arusztowicz

### **After School Care**

Mrs Christelle Thomas

Miss Justyna Arusztowicz

Miss Joanne Barlow

Mrs Judith Ashley

### **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

Mrs Caroline Blakeley

Miss Beata Botko-Ellison

Miss Amy Edgerton

Mrs Alexia Koutsavakis

Mrs Emma Wood

### **Site Managers**

Mr Nick Hart

Mr John Moore

## **TRUSTEES**

**Chairman: Mr P Enstone**  
**Vice Chairman: Mr A Galloway**  
**Treasurer: Miss J Chadwick**

Mrs A Berezai	SEND, G,A&T & EAL	Mr AJ Galloway	Marketing
Mr I Bryning	Property	Mrs C Johnson	Child Protection PSHE
Mrs K Challah	EYFS Legal	Mrs B Skelton	Parent Links
Mrs S Crossley	Pastoral	Mr N Somaia	ICT

**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 1<sup>st</sup> 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.

# **TERM DATES**

## **2018/2019**

### **AUTUMN TERM 2018**

Monday 3 & Tuesday 4 September	Staff Inset Days – school closed
Wednesday 5 September (8.40am)	Term begins
Monday 22 October – Friday 2 November	Half Term
Thursday 20 December (12 noon)	End of Term

### **SPRING TERM 2019**

Monday 7 January (8.40am)	Term begins
Monday 18 – Friday 22 February	Half Term
Friday 5 April (3.30pm)	End of Term

### **SUMMER TERM 2019**

Tuesday 23 April	Staff Inset Day – school closed
Wednesday 24 April (8.40am)	Term begins
Monday 6 May	May Day Holiday
Monday 27 - Friday 31 May	Half Term
Friday 5 July (12 noon)	End of Term