



21 July 2022

Dear Parents/Carers,

We have been blessed this year as there have been no disruptions for COVID-19, which meant our exam years have had good preparation for the GCSE and A Level examination series. Students and teachers have worked extremely hard to catch-up for any lost learning over the previous two years and senior leaders, middle leaders and teaching staff are pleased with how well year group cohorts and individuals within them have completed final end of year assessments and their progress throughout the year. There have been many highlights to our school year, but the over-riding theme is one of getting back to those school routines that help sustain our community and the ethos of our faith school.

As we finish the school year, I would like to thank all of our parents and carers for their support. I would also like to publicly thank our wonderful school staff. As I mentioned in a recent newsletter, education is a profession of giving and the staff give of themselves to serve our school community.

We look forward to welcoming new members of this community in September. It was great to meet our new Year 6 students and their parents at the recent induction day where students were wearing all of the various colours of their primary school uniforms. As I said to them on that day, it will be wonderful to see them in September all wearing our school uniform.

As we turn our attention to the start of the next academic year, I wanted to write to you with some important messages. School will recommence for ALL students on **Wednesday 7 September 2022**. We will have a staggered start for all students as below:

Wednesday 7 September 2022	Arrival Times	Building	Key instructions
Year 7	8.25am	4	Students should line up in single file by the glass doors leading into building 4, along the demarcated area.
Year 8	9.45am	5	Students should wait in the canteen in Building 5.
Year 9	9.45am	4	Students should line up in the upper school playground.
Year 10	10.35am	5	Students should wait in the main playground in Building 5.
Year 11	10.35am	5	Students should wait by the ball court in Building 5.
Year 12	9.30am	4	Students should enter the building and wait for their form tutors on the grass area in the inner courtyard of B4.
Year 13	10.35am	4	Students should enter the building and make their way to the sixth form area where they will be directed to their form rooms



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I would be very grateful if you would support us by going through the end of year report with your child and ensure that your child carries out the summer transition work or homework set by departments in response to learning gaps identified in the recent assessments. The work is not designed to be onerous and can be spread out over the summer break rather than completed in one single block.

The information below gives existing parents and carers and those new to the school an outline of what we expect. We are delighted that visitors to the school and those in the local community commend our students on their behaviour and attitude. Please do read it carefully. A new academic year is a chance to enhance our standards, and uniform is a demonstrable part of this. Please ensure that any school shoes purchased over the summer fit within our expectations. Girls who choose to wear skirts must ensure they have a skirt that can be worn at a length that is in-line with our expectations. As it mentions in the information below, where there are ongoing uniform concerns, parents/carers will be contacted to resolve any issue. Sixth formers must follow the expectations on the school website relating to dress code.

As with any school year, some colleagues will be leaving us to pursue opportunities elsewhere. We are saying farewell to the following permanent teaching staff members. Ms Pavlou, Mrs Halil, Ms Naidu, Mr Smolenski and Ms Constantinides. Also leaving from the Senior Leadership Team are Mrs Hammond and Mr Michael who will both be moving to other senior leadership roles. We are grateful for their service and dedication to the school and we wish them well in the future. The school held a new staff induction day for all its new staff recently. Colleagues with new roles and new to the school have been or will be introduced to you in our weekly newsletter.

Finally, please see information below and on our website, which will give you all the information you need for the next academic year. If you do have any questions, please do not hesitate to contact us through the usual channels. I look forward to seeing all of our students in September, and meeting parents at various school events. I wish you all a restful, restorative and enjoyable summer break.

Yours sincerely,

Anthony Easton
Executive Headteacher

Psalm 51:12 *"Restore to me the joy of your salvation, and uphold me with a willing spirit."*



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Key Information

Our School

Our ethos and the Greek Orthodox faith designation of the school is central to all we do at St Andrew the Apostle Greek Orthodox School. Please see the following links on our website for more information on this:

<https://www.standrewtheapostle.org.uk/vision-and-values>

<https://www.standrewtheapostle.org.uk/christian-faith>

Our bible verse is taken from Ephesians 4:3 "Be kind to one another, forgiving one another, as God forgave you."

School Calendar and Term Dates

Please [click here](#) for the school's term dates and whole school calendar.

School Day

- Tutor time will remain at the normal time of 8.30am. This will also be the time at which collective worship is undertaken and other pastoral issues are dealt with by the form-tutor/Head of Year
- The first lesson of the day will begin at 8.55am, thus also allowing some movement time in order to allow staff to get to their classrooms.
- During COVID and last year, the school had split break and lunch; however, we have returned to one break and one lunch, and these will take place at the following times:
Break time 10.35am – 10.55am
Lunch time sittings: 12.35pm – 1.20pm
- School finishes at 3.00pm.

Use of Buildings 4 and 5

Please see table below, which indicates where year groups will be based on a day-to-day basis:

	Monday	Tuesday	Wednesday	Thursday	Friday
Building 4	Year 7 Year 10	Year 11 Year 8	Year 9 Year 7	Year 10 Year 8	Year 9 Year 11
Building 5	Year 8 Year 9 Year 11	Year 10 Year 9 Year 7	Year 11 Year 10 Year 8	Year 11 Year 9 Year 7	Year 7 Year 8 Year 10

Pastoral – Form Tutor, Year Leader or Pastoral Staff

See below for the list of Year Leaders and Form Tutors. Please be aware we have changed the names of the forms next year to the names of the disciples of Jesus. This is to reflect our Christian ethos as well as securing consistency between the year groups. The letters correspond to the following disciples of Jesus:

S for Simon / J for James / P for Phillip / M for Matthew / T for Thomas

Your first port of call for pastoral matters is your child's form tutor. They can be reached on the school office number or via email: admin@standrewtheapostle.org.uk. Please note that tutors have full teaching timetables so messages will be forwarded to them, and they will contact you as soon as they are able. Year Leaders and our Behaviour Manager, Mr Anemouri and Safeguarding and Inclusion manager, Ms Moustaka and our Safeguarding and Inclusion





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officer Ms Henshaw-Devall can be reached on the school office number or via email:
admin@standrewtheapostle.org.uk

Year 7 Leader Mrs Nelson	Tutor
7 J	Mrs K Nicolaou and Ms L Cosham
7 M	Mr R Bendall
7 P	Ms K Msrar
7 S	Ms M Palos

Year 8 Leader Mrs Nelson	Tutor
8 J	Ms J Obeng
8 M	Ms G Hadley
8 P	Ms H Valavanis
8 S	Ms Sorgente

Year 9 Leader Ms D Walt	Tutor
9 J	Mr O Walch
9 M	Mrs N Mahmuti
9 P	Mr A Barreto
9 S	Mr T Dunnill

Year 10 Leader Ms D Walt	Tutor
10 J	Ms C Galazoula
10 M	Mr D Ahmed
10 P	Mr U Dogan
10 S	Ms S Mahmud & Ms F Siddiqui
10 T	Ms N Laabaied

Year 11 Leader Mr Francis	Tutor
11 J	Mr M Liu
11 M	Mr P Iberi
11 P	Ms McDonnell & Mrs A Nicholas
11 S	Mr R Browell
11 T	Mr M Vassiliou

Head of Sixth Form Ms J Fourcade	Tutor
12J	Mr A Pappas
12P	Mr C Markou
12S	Mrs A Athanasiou
13J	Mrs A Koveri
13P	Mr K Lasithiotakis
13S	Ms K Joseph



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School Uniform

At St Andrew the Apostle students wear our uniform with pride. It is part of our high expectations for all of our students. All students are expected to wear full school uniform in September, including blazers. In addition, boys are required to wear a school tie. Please do remind yourselves of our uniform expectations by following the link below and subsequent pages. Please do note that any shoes, including the Kicker's brand, that are plimsol-like in appearance are not acceptable. <https://www.standrewtheapostle.org.uk/uniform.php>

Stevenson's is our current uniform supplier: <https://www.stevensons.co.uk/> The school does not receive any financial benefit from our arrangement with Stevenson's and we are currently reviewing supplier options from September 2023 onwards. Our school has taken the necessary steps to be compliant with the Department for Education statutory guidance regarding the cost of school uniforms, keeping branded items to a minimum, allowing options for generic items and offering nearly new uniform items.

Please get in contact with your child's Head of Year if you are experiencing financial hardship and would like assistance to meet the costs of your child's uniform. Our stock of high quality, nearly new school uniform is also available at much reduced costs. Please let your child's form tutor or Head of Year know if you would like to purchase nearly new uniform. If you are a parent/carer of a student joining us in Year 7, please use the contact page on the school's website to contact us.

Students wearing incorrect uniform items will be addressed either at the school entrance or in registration time. We may phone you to ask you to bring in correct uniform for your child to change into. Students who refuse to wear or adjust their uniform to our standards will be sent home to change and return to school once they have done so. If there are unavoidable reasons why your child cannot wear the correct uniform for one day, please provide them with a note explaining the reasons for this.

Uniform dress code:

- We do not allow facial piercings - one small stud in each ear will be the only piercings permitted. Excess makeup, jewellery, and nail varnish, false nails/excessively long nails are not permitted.
- No trainer style shoes, this includes Vans/Converse
- Socks – no ankle socks. Girls' socks should sit just below the knee.
- Winter coats should be plain coloured black or navy. Please also bear in mind that there are no lockers in school. Coats are not permitted to be worn inside the school building and should be stored in bags or carried.
- No extremes in hair dye or style. Colour must be natural shade. There must be no shapes cut into hair. Long hair must be tied back when requested by teachers as a safety precaution. Typically, this will include certain lessons in PE, science and technology. Any hairbands and hair ties must be plain and discreet.
- No baseball caps/bandanas
- No hoodies
- No tattoos

A full list of our uniform requirements including the new regulations is available on our [website](#). Please see images of acceptable shoes for boys and girls on the following pages.

Greek Orthodox School

Boys' Shoes

Acceptable- distinct heeled shoe



Not acceptable – boys' flat soles and boots

Trainer Style



Plimsoll Style



Boots





St Andrew the Apostle



Greek Orthodox School

Girls' Shoes

Acceptable Shoes



Not Acceptable

Kitten Heels



Platform Shoes



Plimsoll Style



Trainer Style



Boots





Mobile Phones

- Mobile phones or any other portable electronic devices, are not permitted anywhere on the school site, either inside the building or the playground.
- Students seen with/using a mobile phone will have them confiscated.
- Any mobile phone seen inside the building will be confiscated by staff and given back to the student at the end of the day for a first offence.
- If you need to contact your child urgently, please phone the school reception and the message will be passed on to your child.
- Please monitor your child's use of their mobile phone, especially where use of social media is concerned. Staff cannot afford to sacrifice valuable learning/teaching time investigating comments made on social media by students outside of school hours

We are convinced that parents along with students will readily accept this restriction on the use of mobile phones and will reap the rewards of a much more focused culture away from the distractions and peer pressure that mobile phones can bring.

Equipment

Students need to be well equipped for learning throughout the school day. Essential and desirable items are detailed below.

It essential for students to have these items and not to share these with other students

1. Strong waterproof black bag of a suitable size to carry A4 books/folders (no handbag styles permitted)
2. A reading book
3. Pencil case
4. Blue/black pen (minimum of two) as well as a green biro for self-evaluation of work
5. 2 pencils (minimum)
6. Pencil sharpener
7. Rubber
8. Compass
9. 15cm ruler
10. Calculator (preferably Casio 83GTX or 85GTX)
11. Protractor
12. Reusable, named water bottle (drinking fountains provided in school for refills)
13. A5 notebook

Desirable

14. Set of coloured pencils.
15. Glue stick.



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Medical Conditions, Illness and Absence Procedures

Absence Due to Illness

If your child is not able to attend school due to illness, parents are asked to contact the school giving an indication of the problem and when you expect them to return. You should report the absence by using Studybugs. <https://studybugs.com/> or by emailing, attendance@standrewtheapostle.org.uk or via calling 020 3195 5444. Please ensure you contact the school each day your child is absent due to illness. To request an absence for your child, or for any other attendance issues please email attendance@standrewtheapostle.org.uk or address a letter to the Headteacher. Mrs Stylianou is our school Attendance Officer.

Student morning attendance marks are taken from Form Tutor registration at 8.30am and the afternoon attendance mark is taken from lesson 5 straight after lunch. If your child misses these sessions, they will be marked as absent for the relevant part of the day, regardless of whether they were in school later in the morning/afternoon. If students are late to school after 8.55am they will be marked as absent for the morning. Persistent lateness to school could result in our Education Welfare Office issuing a fine in line with our attendance policy, should there not be an improvement. However, we as a school would always aim to work with a family and young person first to support their good punctuality.

Medical Appointments

Where possible, medical appointments should be taken out of school time. Where an appointment during school time is unavoidable, you must contact the school office via email: admin@standrewtheapostle.org.uk with at least 24 hours' notice. Where an emergency appointment is made, please contact the school office on either the above email or by phone 020 3195 5444, selecting option 1. If you need to collect your child from school to attend a medical appointment, please remind your child on the day to come to the office at the required time. We ask that you minimise the amount of time that your child is out of school for any particular appointment. For example, if your child has an appointment late morning then it may be possible for your child to come to school prior to the appointment and return to school afterwards. This reduces the amount of learning missed, and has implications for your child's overall level of attendance.

Long Term Absence

If it is necessary for your child to be absent from school for a longer period of time due to more complicated medical conditions, it may be necessary to arrange for schoolwork to be sent home. This would be organised on a case by case basis. If you think your child is going to be absent from school for a lengthy period of time please contact your child's Tutor or Year Leader. If students are absent from school without an authorised reason, or for example persistent illness without medical evidence from a doctor this could result in our Education Welfare Office issuing a fine in line with our attendance policy, should there not be an improvement. However, we as a school would always aim to work with a family and young person first to support their good attendance.

Medical Conditions

At St Andrew the Apostle School we support all students in accessing the curriculum. If your child has a medical condition that requires special treatment, regular medication, monitoring or rest we would create a Healthcare plan (HCP), unique to your child and their needs. This will include details of any equipment or medication your child will use and how we can support your child daily and in the case of emergencies. If you feel that your child would benefit from an HCP, please email: admin@standrewtheapostle.org.uk to arrange a meeting



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Student Behaviour Systems and Consequence Procedures

Character Education is fundamental to our vision and the Gospel values on which the school is based; this is explained in two words; *respect* and *responsibility*. The school will teach its students what respect means 'do unto others as you would have them do unto you' – in other words, the traditional Christian values of caring for the needs of others and being a trustworthy citizen. The third key word for behaviour at St. Andrew is *ready*, we want all students to be ready for learning at all times.

Success is recognised more regularly in the classroom with three achievement categories of *brilliant effort*, *character education* and *outstanding work*. We want the students who get it right every day to have their efforts acknowledged. We teach that every action has a reaction. Logical consequences are the reaction to inappropriate behaviour. These relate to the school values, relate to the inappropriate behaviour, are logical to all those concerned, and include an apology.

Students will be required to sign a home/school agreement on 1 September which outlines our expectations around conduct and the steps required to keep everyone safe. Please read through this with your child, electronically sign and return as instructed on the form.

After School Detentions – Behaviour

A detention is issued to any student who exhausts a caution and then a final warning given within a lesson/tutor time. Most detentions are 30 minutes, although if there are issues they will be extended to 60 minutes. The large majority of detentions will take place on the same day. Parents will be informed via a text when a detention is issued. Typically, if a detention is given from period 1-5 then this will be issued on the same day, if it is given during period 6 it will occur on the next day.

Should a student miss their 30-minute detention this will be escalated to a 60-minute detention the next day. Should a student miss their 60-minute detention students will be placed in our Referral room for a period of time. Parents will be informed of this via a text.

In line with our **ethos on Character Education**, a 'Character Conversation' takes place in detention time between the student and the member of staff who issued the detention. This is to restore relationships and prevent any recurrence.

After School Detentions – Lateness

Late detentions will be set for any student who is late on the same day of lateness. Lateness refers to arriving late to school in the morning or arriving late to lessons during the course of the school day.

Code of Conduct

Our Code of Conduct defines the minimum expectations of students at all times. It was developed with the support of our learners. All expectations come under the three broad headings. They are supported by Character Education and our values: respect, responsibility, caring, fairness, forgiveness, trustworthiness



St Andrew the Apostle School Code of Conduct

Respectful

1. Do as you are asked by all members of staff, first time without question.
2. Listen to others, do not call out, and use appropriate language and tone.
3. Be kind to each other and take care of the building, displays and equipment.

Responsible

4. Follow rules for health and safety, including walking on the left.
5. Keep hands, feet, objects and personal comments to yourself.
6. Be in the right place at the right time, and not in unsupervised areas.
7. Leave valuables at home, the school is not responsible for them.

Ready

8. Be punctual.
9. Be in full school uniform, worn properly.
10. Be silent when entering a classroom.
11. All necessary equipment out on desk, and everything else away.
 - a. bags on the floor, coats on the chair.
 - b. all headphones, phones and other electronic equipment out of sight and off. They will be confiscated if seen.
12. No gum or food, or fluid other than water.

Our school motto is: 'Ever to Excel'.

Travel

Students are strongly encouraged to walk or cycle to school wherever possible. This will enable students to learn to be independent, to be fit and healthy and to make a positive contribution to reducing traffic emissions thereby improving air quality in and around our current and future school site. The school will be working with the local authority on a travel plan for our new site and we want to develop habits now that will make our new school site part of a sustainable community.



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Who do I contact at St Andrew the Apostle Greek Orthodox School?

Main office number: 020 3195 5444

Main office email: admin@standrewtheapostle.org.uk

Office is staffed 8.00am – 4.00pm.

Academic/Pastoral – Form Tutor

•Your first port of call for academic matters is your child's form tutor. Please follow this link: <https://www.standrewtheapostle.org.uk/contact.php>. Please note that tutors have full teaching timetables so messages will be forwarded to them and they will contact you within 48 hours.

Please see Pastoral Structure above for staff members, who can all be contacted via the [staff contact form](#).

Learning Support – SENDCO

•The school's SENDCO is Ms K Beddoes and she can be reached on the school office number or via email: k.beddoes@standrewtheapostle.org.uk

Administrative matters

•For general administrative matters please speak to our office staff – Mrs Stylianou, Mrs Christou and Mrs Michael – on the main school number:

020 3195 5444 or via email: admin@standrewtheapostle.org.uk

Admissions – Mrs Christoforou

•For queries concerning admissions please contact Mrs Christoforou on the school office number or via email: admissions@standrewtheapostle.org.uk

Finance – Mrs Lecointe/Mrs Nicola

•For any queries regarding free school meals please contact Mrs Lecointe/Mrs Nicola on the school office number or via email: finance@standrewtheapostle.org.uk

•For any other queries regarding finances (e.g. cashless catering etc.) Please contact Mrs Nicola on the school office number or via email: finance@standrewtheapostle.org.uk

Please also see our website: www.standrewtheapostle.org.uk as this gives much more information about the school.

The links to our contact pages are below:

<https://www.standrewtheapostle.org.uk/contact>

<https://www.standrewtheapostle.org.uk/contact-staff>