



20 July 2021

Dear Parents/Carers,

For our existing parents and carers- thank you for your support in what has been another extraordinary year. Yet again our students and teachers have shown great resilience as they have adapted to modified ways of working. Through this close partnership between school and home, I am thankful that we have kept our school community safe and well whilst achieving excellent academic standards.

For parents and carers of new students joining our amazing school- I would like to offer you a very warm welcome. You have put your trust in me, my staff and my school. I look forward to welcoming you in person to the STA family and I know that we will have a very happy and productive working relationship.

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 **Friday 3 September 2021**. Attendance is mandatory for all students. We will have a staggered start for all students as below:

Friday 3 September 2021	Arrival Times	Building	Key instructions
Year 7	8.15am	5	Students should enter the building and they will be escorted to the school canteen.
Year 8	9.45am	5	Students should line up by the patio area outside of Reception.
Year 9	9.45am	4	Students should line up in single file by the glass doors leading into building 4, along the demarcated area.
Year 10	10.35am	5	Students should line up on the ball court/football pitch.
Year 11	10.35am	4	Students should line up in the upper school playground.
Year 12	10.35am	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.

I would like to remind you that those with COVID-19 symptoms (or with symptoms in their household) must not attend school.



COVID-19

On 31 August, I will be working with other Headteachers, the Lead Advisers and CEO of RET to confirm the final arrangements for our return to classrooms. We will consider whether or not to continue with grouping students into 'bubbles' and we will make a considered decision in order to continue to offer the greatest protection to our students and staff.

I have made the decision to continue with the following measures:

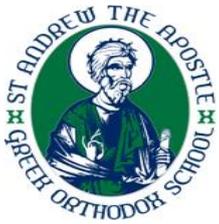
- Staggered breaks lunchtimes with defined serving times for each year group in both buildings
- Regular hand sanitising: several hand sanitiser stations and pumps have been installed both inside and in outside areas of our two buildings
- Sanitisers in each classroom
- One-way systems in place
- Extra-curricular clubs will not run after school for the first three weeks of the new academic year.
- We will consider PE lessons and how they will be delivered.
- On days when students have PE lessons, students will be asked to come into school wearing their PE tops and navy coloured tracksuit joggers. This applies to both boys and girls. Girls are not to wear their 'skorts'. Changing rooms will not be in use. (We also advise that students on days where they have PE bring a spare change of clothing with them – white shirt and school trousers/skirt in order to change into, should PE kits become wet or muddy.
- There will be no change to the timing of the school day, with 6 lessons per day.

Furthermore, we continue with the following good practice:

- We will review all risk assessments.
- We will continue to promote good hygiene, ensuring frequent hand washing, and use of the 'catch it, bin it, kill it' approach to tissue use.
- We will continue with our enhanced cleaning measures.
- We will act on the latest Government guidance concerning the requirement for us to implement measures to minimise contact between individuals and to maintain social distancing. We know that we may need to vary our control measures in response to local and national outbreaks of COVID.
- We will ensure personal protective equipment (PPE) is available for use in specific circumstances.
- We will continue to remind staff, students, and families to engage with the NHS Test and Trace process; we will continue to manage confirmed cases of COVID amongst the school community and we will contain any outbreak by following local health protection team advice.

On their first day back at school, students will be informed of the measures we have introduced to make our school COVID-secure. I would be grateful if you would kindly support us in urging your child to adhere to the measures we have in place for their protection as well as the protection of our staff.

The above measures are of course subject to change as the national and international situation continues to unfold. We are mindful that we may be asked to return to remote learning, or to 'blended learning' at some point during the academic year due to a third wave of the virus or a local outbreak. We have plans in place for a range of contingencies from groups of students self-isolating to local or national lockdown. Whether in school or working from home, at school or a "blend" of these, students will have a structured timetable each week and access to direct support and feedback from teachers.



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School Uniform

All students are expected to wear full school uniform in September, including blazers. In addition, boys are required to wear a school tie. 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. We also have a stock of high quality, nearly new school uniform which we are able to sell at reduced costs. Please let your child's form tutor or Head of Year know if you would like to purchase nearly new uniform.

Please do remind yourselves of our uniform expectations by following the link attached and also in the Appendix at the end of this letter. Please refer to this Appendix so you are aware of what shoes are and are not acceptable. This also will direct you to our uniform supplier Stevensons <https://www.standrewtheapostle.org.uk/uniform.php> Please be aware that Stevensons <https://www.stevensons.co.uk/> is currently the only authorised seller of our branded school uniform.

We have recently become aware that some other uniform suppliers are claiming to stock our uniform at lower prices. However, because this is not via arrangement with the school, we are unable to confirm the quality of these items nor whether they meet our school uniform requirements (in terms of colour, style, etc).

If parents and carers choose to purchase their child's uniform from an unauthorised supplier and it does not meet our school uniform requirements, we may require them to purchase the correct uniform and will be unable to offer any compensation for money spent on items from unauthorised suppliers, nor assist with obtaining refunds from the unauthorised suppliers.

Please also be aware that the school does not receive any financial benefit from our arrangement with Stevensons and we are currently reviewing supplier options for September 2022 onwards.

School Calendar and Term Dates

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

Other points to consider:

- 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.
- 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 the school site.
- I would also be very grateful if you would support us by ensuring that your child carries out the summer transition work or catch-up work 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.



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- I would like all students to make time to read a book over the course of the summer. Attached are reading lists prepared by the English department but I would also urge students to regularly read a good quality newspaper where they can keep up to date with current affairs.

Finally, as mentioned in this week's newsletter, we have said farewell to the following permanent teaching staff members. Ms Taffe, Ms Chenouf, Ms De Freitas and Mr Sweet. We are grateful for their service and dedication to the school and we wish them well in the future. I am extremely pleased to be able to report that we have successfully managed to fill all our vacancies with subject specialists in all areas of the curriculum and we will introduce these staff to you in our newsletters in the coming year.

I look forward to seeing all of our students- healthy and safe in September, but also meeting all of our parent community once again as soon as this is practicable and permitted. Finally, I wish you all a restful, restorative and enjoyable summer break.

Yours sincerely,

Mrs I Warwick
Headteacher





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Key Information

The 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.
- Break and lunchtime will take place at staggered times
- **Break time sittings: 9.45am-9.50am & 10.35am-10.50am**
- **Lunch time sittings: 4a – 11.40am-12.30pm & 4b – 12.30pm – 1.20pm**

Students will be directed to either model 1 or model 2 depending on which building they are in on any given day:

COVID School Day			
Model 1		Model 2	
8.30am-8.55am	Tutor Time	8.30-8.55am	Tutor Time
8.55am-9.45am	Period 1	8.55-9.45am	Period 1
9.45am-10.00am	Break	9.45-10.35am	Period 2
10.00am-10.50am	Period 2	10.35-10.50am	Break
10.50am-11.40am	Period 3	10.50-11.40am	Period 3
11.40am-12.30pm	Lunch	11.40-12.30pm	Period 4
12.30pm-1.20pm	Period 4	12.30-1.20pm	Lunch
1.20pm-2.10pm	Period 5	1.20-2.10pm	Period 5
2.10pm-3.00pm	Period 6	2.10-3.00pm	Period 6

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



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Uniform

At St Andrew the Apostle School students wear our uniform with pride. It is part of our high expectations for all of our students.

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 markings or symbols which have been cut into scalp or eyebrows
- Girls' hair may be worn loose or tied back
- No extensions or hair dye. Tints and highlights of unnatural colour (yellow, orange, red, purple etc.) are not allowed
- **No trainer style shoes, this includes Vans/Converse** ('Kickers' are permitted – shoe or boot)
- No tattoos
- No extreme fashion styles. The school reserves the right to decide whether a hairstyle meets requirements
- No Hair accessories, including bandanas
- No baseball caps
- No hoodies
- 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.

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.

Boys' Shoes

Acceptable- distinct heeled shoe



Not acceptable – boys' flat soles and boots

Trainer Style



Plimsoll Style



Boots



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, placed in a labelled bag in a locked safe and can be collected by the parent at the end of the week
- 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. Scientific calculator (advised model – Casio fx-83GT plus)
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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Pastoral – Form Tutor, Year Leader or Pastoral Staff

Please see below 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
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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 Learning Mentor, Ms Henshaw-Devall can be reached on the school office number or via email: admin@standrewtheapostle.org.uk

Year 7 Leader Ms M Pavlou	Tutor
7 S	Ms A.Sorgente
7 J	Ms F.Chowdhury
7 P	Ms H.Valavanis
7 M	Ms V.Mein

Year 8 Leader Ms S Naidu	Tutor
8 S (was previously 7H)	Mr T .Dunhill
8 J (was previously 7O)	Mr O.Walch
8 P (was previously 7P)	Mrs J Joseph-Brown
8 M (was 7E)	Mr T Donaldson

Year 9 Leader Ms D Walt	Tutor
9 S (was previously 8S)	Ms S.Mahmud/Mr G.Smolenski
9 J (was previously 8A)	Ms C.Galazoula
9 P (was previously 8P)	Mr U.Dogan
9 M (was previously 8M)	Mr D.Ahmed
9 T (was previously 8L)	Ms N.Laabaied

Year 10 Leader Mr J Francis	Tutor
10 T (was previously 9T)	Ms E.Demetriou
10 J (was previously 9H)	Mr M.Liu
10 P (was previously 9E)	Ms L.Mcdonnell & Mrs A.Nicholas
10 M (was previously 9O)	Ms S.Constantinides
10 S (was previously 9S)	Mr R.Browell



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Year 11 Leader Ms S Halil	Tutor
11 S (was previously 10S)	Mr C. Markou
11 J (was previously 10A)	Mrs J.Nelson
11 P (was previously 10I)	Ms M Palos
11 M (was previously 10N)	Mr M.Dogan & Mr E.Ofori
11 T (was previously 10T)	Ms A.Athanasiou

Head of Sixth Form Ms J Fourcade	Tutor
12S	Ms K.Joseph
12J	Mrs A.Koveri
12P	Mr K.Lasithiotakis
13A	Mr A.Pappas
13O	Mrs C.Ayres & Mrs K.Nicolaou

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 and Ms Formosa is our Education Welfare 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



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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

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.

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 it will be extended to 60 minutes. The large majority of them will take place on the same day. Although the school is not obliged to inform parents, you will be informed via a text when a detention is issued. Typically, if the detentions is given from period 1-5 then this will be issues on the same day, if it is issues during period 6 it will sat 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.



Please see our Code of Conduct below:

Code of Conduct

This is the Code of Conduct defining the minimum expectations of students at all times. All expectations come under the three broad headings. They are supported by Character Education and our values:

respect, responsibility, caring, fairness, forgiveness, honesty, trustworthiness

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.



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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 8am – 4:00pm.

Academic – Form Tutor or Year Leader

•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 email:

admin@standrewtheapostle.org.uk

Learning Support – SENDCO

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

Administrative matters

•For general administrative matters please speak to our office staff – Mrs Stylianou, Mrs Christou, Ms Sirlan 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.