**About Us**

**PARENTS COMMITTEE**

The democratically elected committee is to ensure the smooth running of the school, to assist the teaching staff, organise and help with school events, festivals and fund raising events. The committee liaises with the Hazelwood Schools and with the GPA and represents the school on the GPA Council; at present we have 3 members on the GPA Council.

We often attend meetings during the evening at members’ houses or at the school and at least one member is present during the school hours. All members have to be CRB cleared. We are a sociable and friendly team who always welcome new members. If you are a parent who is interested in joining the committee please come and speak to us during school time. You can volunteer as little or as much time as you can.

**FUNDRAISING**

Fundraising is a major part of the schools success. As a registered charity we rely on the support of every parent throughout the year and are extremely grateful for the help and donations we receive for this cause. As well as periodical Yiortes, we have fundraising events which produce much needed finance for the school. These would be the Summer BBQ and some years the Dinner & Dance.

**SCHOOL RULES AND REGULATIONS**

**Attendance**

Pupils should be at school at least ten minutes before the start of school and are expected to attend the assembly before lessons. Parents should collect their children after lessons finish, from the school hall. Parents who for whatever reason are going to be late in picking up their children must inform the school by telephone on 07932499920.

**Absenteeism**

The school should be notified of absences in advance. Pupils that attend regularly will be rewarded with a special Certificate of Attendance

**Annual enrolment**

School enrolment occurs at the end of the academic year at the beginning of July and the beginning of the new academic year in September.

**Conduct and discipline**

Appropriate conduct is expected of all pupils both in the classroom and in the school premises in general. The school continually strives to cultivate a sense of self-discipline in its pupils and to create opportunities for discussion and dialogue and for the assumption of responsibility. An essential pre requisite for the progress of pupils is their conformity to the school regulations and the instructions of their teacher. Pupils who do not pay attention in their lessons, disturb fellow pupils, regularly shirk from doing their work, cause damage, answer back, generally show that they do not respect their teacher and do not obey the rules of the school will be reprimanded. The penalties aim on the one hand to self-correct the pupil and on the other hand to maintain discipline and the normal working of the school.  
These penalties may include:- Contacting and informing parents, payment of whatever damage may have been caused, suspension from the school and permanent expulsion from the school.

A decision for suspension or expulsion can only be taken by a joint decision of the school committee and the head teacher and only after the parents have been given the opportunity to commend on the matter. The parents have the right of appeal to the GPA officers.

It is strictly prohibited for pupils of any age to leave the school grounds during school hours.

**Homework**

Homework is an integral part of the schoolwork programme and pupils will be expected to take work home to complete depending on their age and class. In instances where the pupil is absent from school, it is his/her duty to obtain the relevant details of the work from a fellow pupil and to complete the work. If homework is systematically not being done, the parents will be informed of the situation.

**Prohibited items**

It is strictly prohibited for any pupil to bring to the school any radios, cassette players, headphones, game boys or any other audio or visual device for musical or other entertainment. These will be confiscated for the duration of the lesson and parents will be notified.

The school will accept no responsibility for loss or theft of any personal items. Accordingly valuables such as expensive watches and jewellery or other items should not be brought into school.

It is the strict condition of the school that all mobile phones should be switched off during lesson time. Any pupil found flouting this rule will be severely reprimanded and the mobile phone confiscated for the duration of the lesson.

**School tidiness and cleanliness**

It must be particularly stressed that the Greek school is accommodated in the classrooms of the local community school (English school). Accordingly it is strictly prohibited for pupils to: (a) tamper with any pictures, books, maps, writing instruments, games or anything else found in the classrooms or in the hallways and which is the property of the English school and (b) bring to school dangerous or sharp toys or items which would soil or damage the classrooms or the desks

**School shows**

All pupils are expected to participate in school events such as the Christmas and end of the year concerts

**School progress**

Parents are informed of their child’s progress on OPEN DAYS, which are held at the school each term. Parents/guardians however who may wish to discuss any matter with a teacher may do so by arranging an appointment in advance with the relevant teacher. The school head teacher is available to discuss any matter of concern to the parents at a mutually convenient time.

**The School fees**

The school fees are annual and payable in advance. Instalment plans are available. The Greek Parents Association, reserves the right to charge interest on fees paid late. New pupils starting midterm are entitled to pay pro rata rate. The GPA reserves the right to exclude pupils from school in cases where there is non-payment of the fees.**Once children are enrolled parents are liable for the annual fee even if they do not attend the whole year. No refund will be given if a child does not attend for the whole period.**