



## **GPA SCHOOL'S RULES AND REGULATIONS**

The following rules have been enacted after consultations between our governing body the GPA and the Educational Mission for the following purposes:

- a) To ensure the smooth running of the school.
- b) To inform parents of the way in which the school is run and thereby enabling them to help their children more effectively
- c) To enable pupils to readily understand the school rules in matters concerning discipline behaviour, absence, work in the classroom and homework and their relationship with their teacher and fellow pupils.

### **School hours**

**Hazelwood Greek School** is open term time **on Saturdays between 10am and 1pm for the morning session and from 2:15pm till 5:15pm for the afternoon session.**

Pupils should be at school at least **five 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 designated area of the school. Parents who for whatever reason are going to be late in picking up their children must inform the school by telephone on the school's **Mobile 07984 968 077** or by email at [GreekSchoolHazelwood@gmail.com](mailto:GreekSchoolHazelwood@gmail.com)

### **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.

### **School tidiness and cleanliness**

It must be particularly stressed that the Greek school is accommodated in the classrooms of the 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.

### **Prohibited Items**

It is strictly prohibited for any pupil to bring to the school electrical device used for gaming or other entertainment. These will be confiscated for the duration 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 reprimanded and the mobile phone confiscated for the duration of the lesson

### **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 prerequisite for the progress of pupils is their conformity to the school regulation and the instruction 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 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.

Action may include: - Contacting and informing parents, payment for whatever damage may have been caused, suspension from school and permanent expulsion from school. A decision for suspension or expulsion can only be taken by a joint decision of the school committee chair and the headmaster and only after the parents have been given the opportunity to comment on the matter. The GPA chair must be informed prior to a final decision being taken. The parents have the right of appeal to the GPA officers.

**It is strictly prohibited for pupils to leave the school during school hours.**

### Homework

Homework forms 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 his/her fellow pupils and to complete the work. If homework is systematically not being done, the parents will be informed in writing of the situation

### Absenteeism

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

### School shows

All pupils are expected to participate in the mandatory school curriculum events such as the Christmas & end of the year concerts. *(Other School events typically include: The School Sanctification Ceremony, Ohi day, Greek Letters Day, Carnival Day, Greek & Cypriot Independence days, Easter, Mother's Day & Schools Dinner & Dances)*

### School progress

Parents are informed of their child's progress on **OPEN DAYS**, which are held at the school **every three months**. Parents 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.

### School fees

The school fees are annual, payable in advance and non-refundable. 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 a pro rata rate. The GPA reserves the right to exclude pupils from school in cases where there is non-payment of fees.

### Health and Safety and Child Protection Policies

The Health and Safety and Child Protection policies are on the GPA's and our school's website. Copies are also held by the Headteacher and the school committee and can be made available if requested from them.

### Participation in Media coverage, Photographs, recordings, interviews & performances.

Occasionally, we take photographs & recordings of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce in displays and on our website, including Facebook & Youtube. Other media sources included would be newspapers & TV channels & coverage of performances at 3<sup>rd</sup> party external events.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Your permission is valid for the period of time your child attends this school or until you notify us otherwise in writing.

*Please note that website/Facebook can be viewed throughout the world and not just in the United Kingdom where UK law applies.*

**If you DO NOT give your consent to your child's image being used in the above ways, please tick the box.**

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### Declaration

I have read and understood the above school rules and regulations and agree to adhere by them and to also assist my child/ren to abide by them as a condition of their attendance at the school.

Name of pupil (s)..... (Class).....

Signed ..... (Parent/guardian)

Please print name.....

School: **Hazelwood Greek School**