



Manor Hill

Attendance Policy

Manor Hill Greek School recognizes that positive behaviour and good attendance are essential in order to raise standards of pupil attainment and to give every child/young person the best educational experience possible in our Community School.

This policy is written with the above statement in mind and underpins our school ethos to:

- **promote children's welfare and safeguarding**
- **ensure that pupils succeed whilst at school**
- **promote the aims and objectives of the charity's constitution**

School hours

The school operates every Wednesday evening between 6:00pm and 8:00pm and every Saturday between 09:50am and 1:00pm during term time.

Arrival at School

On Wednesday children should be at school at 5:55pm and on Saturday at 9:45am.

Entrance to the school is from the main school gate where 2 members of staff will be there. Another member of staff will be at the main building entrance.

On Wednesday, parents drop off their children in the main hall and leave by the side doors. Pupils meet their teachers and go to their classrooms

On Saturday, parents can enter the building and go to the main hall ONLY, where their child will find their teacher. Everyone can attend the prayer and short assembly. At the end of the assembly, children line up and are taken to their classrooms by their teachers. Parents leave the hall and, either remain in the designated area (canteen) with prior permission from the Head Teacher or, leave the school through the main school gate. The Headteacher may not allow a parent to stay at the school (canteen) during operation time if his/her presence can cause serious disruption in the school. The concerned parent may refer the matter to the School Committee that takes final decision after consultation with the Headteacher. No parent should enter the main building without permission of the Headteacher and unaccompanied.

The main door opens at 5:55pm on Wednesday and at 9:45am on Saturday. Any delayed students have to report to the office and will be accompanied by a member of staff to their classroom.

Register/absences are taken at the beginning of classes. Unjustified absences are reported to the Head Teacher and the school will contact their parents.

The teachers must have the Class Register with them at all times.

Dismissal

At the end of the day early years' pupils (Nursery, Reception) are collected from their classroom.

Parents of older children (Year 1 – Year 4) will collect their child from the bottom of the staircase of the respective class.

Parents are allowed to enter the building and go to the respective class no earlier than the dismissal time.

Older children are collected by their parents from the playground and not from the car park unless there is written consent from the parent.

Parents are reminded that all pupils and parents must have leave the premises by 8:15pm on Wednesday and 1:15pm on Saturday, unless the pupils are enrolled to have extra classes.

Early collection

Early collection during the school day is by prior arrangement only, after the teacher and the Headteacher have been informed. Parents can collect their child from the office only.

Late collection

If parents of children of Nursery – Year 4 are late, their teachers take the children to the office, where they wait with the Headteacher or another member of staff or an authorized member of the Committee. If parents of children of older classes who meet their parents in the playground are late, then these children should go to the office and inform the Headteacher about their parent being late. Under no circumstances, should a child wait for his/her parent at the car park even if the parent has asked him/her to do so.

Absences

Parents should inform the school if their child will not attend the school at least half an hour before school starts. This may be done by e-mailing the Class Teacher or email/text the Headteacher. This is for the **safeguarding** of all pupils.

If parents do not inform, the school should call them and find out if the child will not attend on that day.

School breaks

The school break on Wednesdays lasts 15 minutes, from 7:00pm to 7:15pm and on Saturdays 20 minutes, from 11:20am to 11:40am.

The Headteacher along with the 3 Teachers that are on duty (wearing a yellow high visibility vest, one inside the main building, one in the main playground and one at the tennis court) will patrol the grounds during playtime. All staff have a collective responsibility at all times and should speak to children and support the Headteacher whenever the need arises.

Pupils can either stay in the hall, where there are always teachers of Early Years, or in the playground.

No pupils are allowed to stay in the classroom unattended for any reason.

After break, pupils line up and wait for their teacher at the bottom of the respective staircase to go to the classroom.

Older children should wait for their teachers at the bottom of the staircase of their building and not go upstairs by themselves.

School Assembly

All pupils will attend the school's assembly every Saturday morning before lessons. The assembly starts with the Greek Orthodox prayer and usually lasts for approximately 10 minutes.

School term dates and holidays

Manor Hill Greek School usually starts on the first Saturday of September and ends on the second Saturday of July.

School holidays during the academic year:

- October half term (1 week- no lessons on Wednesday and Saturday)
- Christmas holidays (2 weeks)
- February half term (1 week- no lessons on Wednesday and Saturday)
- Easter holidays (2 weeks)
- May half term (1 week- no lessons on Wednesday and Saturday)
- Summer holidays (8 weeks)

The dates may vary every year. These are announced in the school calendar in advance of the academic year. The calendar can be found on our website.

Approved by the Governing Committee

Reviewed 27th October 2019

Signed: Nicoletta Kessarlis (For the Governing Committee)

Date: 27thOctober 2019

Signed:Michael Ellinas (Head Teacher)

Date: 27thOctober 2019