



## SCHOOL ADMINISTRATION POLICY



28/10/2024

### Key information

Author: The Board of Trustees

Date Reviewed: October 2024

Version Control: V2

Date of Next Review: October 2025

Website: Not yet

The Greek Community School of Newcastle is a parents' initiative which was set up with the purpose to teach the Greek language and promote the Greek culture to children starting from the age of 4 years old and to adults who wish to learn the Modern Greek language. To this effect we provide a safe, friendly and nourishing environment in which our pupils develop not only their Greek language skills, but they also discover the Greek culture, traditions, history and civilisation, whilst building life-long friendships. Pupils' safety and wellbeing are of utmost significance to us and for this reason we seek parents' collaboration to uphold some basic but very essential rules which are outlined as follows:

### **Policies**

Policies will be reviewed annually by the newly elected School Board and document the date of the revision and the new version number of the policy if changes were made. Policies are as follows:

- a) **POL-001 "School Governance Policy"**
- b) **POL-002 "School Administration Policy"**
- c) **POL-003 "Charging Policy"**
- d) **POL-004 "Teachers & Learning Policy"**
- e) **POL-005 "Curriculum Policy"**
- f) **POL-006 "Homework Policy"**
- g) **POL-007 "Marking and Feedback Policy"**
- h) **POL-008 "Health and Safety Policy"**
- i) **POL-009 "Antibullying Policy"**
- j) **POL-010 "Child protection and Safeguarding"**
- k) **POL-011 "Mobile phone, Video and Images policy"**
- l) **POL-012 "Complaints policy"**
- m) **POL-013 "Behaviour Policy"**
- n) **POL-014 "Admissions Policy"**
- o) **POL-015 "Accidents and Incidents Policy"**
- p) **POL-016 "Donations & Fundraising Policy"**
- q) **POL-017 "Recruitment Policy"**
- r) **POL-018 "Staff Code of Conduct Policy"**

### **Children's Admission to the School**

It is the advice of the Cypriot Education Mission that children are admitted to the School class system according to their age, whenever possible. We recognise that each child's education needs are unique and placement decisions will be made on a case-by case basis.

We strongly advise that prior to enrolment, children and their parents visit the school first. This way the parents have the opportunity to meet the Board and the Teachers and to familiarise themselves with the environment of the School. Moreover the children can have the opportunity to attend, if they wish to, a suitable class and therefore have a taste of what is like being in a class in our school. This in return will give the opportunity to the Teacher to assess their needs. If the child is happy with the experience and the Class Teacher in collaboration with the Head Teacher are reassured that the child's educational needs can be met by the curriculum then the parent can enrol the child on the day.

In cases where children are in the right age to attend a specific class but their academic level is not the equivalent of that of their peers then the Head Teacher and the Class Teacher must discuss and identify the best way forward for each child and in collaboration with the School Board to inform the parents.

### **Attendance**

**Children Classes:** Classes (physical or online) currently take place every Saturday at St. Mary's Catholic School. The morning classes run from 10:00 a.m. to 1:00 p.m., with the Reception class running from 11:00 a.m. to 1:00 p.m., and the afternoon classes from 1:30 p.m. to 4:30 p.m.

**Adult Classes:** They currently take place Weekdays between 6pm-8pm.

It is essential that all children and adults maintain a high level of attendance and arrive on time as delays are disruptive both for these children/adults but also for the other children/adults in class.

Attendance is expected to be at a minimum 80%, both for children and adults. Frequent absences are detrimental for the children's and adults' learning and understanding but it may also have a significant adverse impact on the rest of the class. To this effect, an attendance

record will be held with the aim to record pupils' attendance and monitor their progress towards the achievement of the end of year goals.

In the event that a child's/adult's attendance drops below 80% then the child/adult will be at risk of repeating the school year. This is because they will not have completed the curriculum as with the rest of their class and hence their progress will be insufficient to allow them to progress to the next school year.

In the interest of children's safety, it is the parents' responsibility to notify the School on the day of absence if a child cannot attend. Parents can contact the School Board via telephone or email.

Adults will also need to notify absences via telephone or email to the School Board so lesson materials can be communicated to them.

### **Uniform**

There is no school uniform but pupils are expected to attend school in clean and appropriate clothing.

### **Privacy Matters**

Members of the Governing Board and employees undertake the obligation to uphold existing laws concerning the use of personal data because we record data and information about pupils, staff and other resources. This makes us a 'data controller' and therefore we must adhere to a set of key principles when using data and information such as the Data Protection Act 1998 and the General Data Protection Regulation 2018,

### **Photography and Videos of Children**

The term personal data includes photographs/video of children taken by Board members/school staff or others on their behalf (e.g. professional photographers).

We seek informed and written consent from parents in relation to the taking and using of such photographs/videos. We do that on the Enrolment Form. The Enrolment Form for each pupil

includes a dedicated part regarding permission for photography/video, explains the purpose of the photographs/videos and offers the option to the parents to opt out. Photographs are stored on secure drives and not left on devices.

### **Recommended Good Practice**

Permission should be asked always when photographing/video the children and photos/videos taken for official school use may be covered by the Act and pupils should be advised why they are being taken.

Photos taken purely for personal use are exempt from the Act, for example, a parent takes photographs of their child and some friends taking part in the school Celebration to be put in the family photo album. These images are for personal use and the Data Protection Act does not apply. The same applies if a parent wants to video their child performing a dance in order to watch it later. These images/videos are for personal use and the Data Protection Act does not apply. However parents should refrain from using any photos/videos on social media when they depict other children than their own. For example parents cannot put a photograph on social media of their child on a School celebration dancing with other children.

### **School – Parents and Teachers Communication**

The School will only be communicating with parents for matters concerning the School and the children, including information received from the Greek Educational Mission and the Cyprus Educational Mission.

### **Teachers' Responsibilities**

1. Monitor pupils' attendance and well-being and raise concerns about a pupil's attendance and well-being with parents, the School Governing Board and the appropriate safeguarding roots
2. Make decisions concerning the year class-groups taking into consideration pupils' language ability and age as well as pupils' best interest
3. Take into account each pupil's educational needs when planning and delivering lessons in order to accommodate everyone's learning needs

4. Cooperate with parents and the School Board to ensure the implementation of the educational programme
5. Ensure that the School is not used for the promotion of any political party materials and agendas
6. Confirm payment made by the Greek Community School of Newcastle using an invoice and receipt system
7. Give at least two month's notice in the event they wish to terminate their collaboration with the Greek Community School of Newcastle
8. Inform the School Board with a month's notice of any planned holidays. This will enable the School Board to contact and arrange for a supply teacher to cover during the teacher's absence. In case, including illness or inability to deliver a lesson prior to the lesson date, the teachers must provide lesson plans to enable supply teachers to effectively undertake lesson
9. Supply teachers during their time in the School must ensure to their best of their ability that they will deliver the lesson in accordance to the lesson plan that was given to them, taking into account the different educational needs of the pupils as well as apply the School's safeguarding policies and payment system

For teachers responsibilities regarding learning and curriculum please see Teaching and Learning Policy.

### **Parents General Assembly meetings**

Parents are expected to attend Parents General Assembly meetings as well as parent consultation meetings concerning the progress of their child and other matters that concern the school.

At least two weeks notice will be given before the calling of any Parents General Assembly.

In the event that Parents do not attend the Parents General Assembly meeting they must understand that they are missing the right to vote on the particular meeting they do not attend and any decision made at that particular meeting by the rest of the Assembly will be final.

## **Elections**

Elections for a new Greek Community School Board, will take place annually on the second Saturday of June in a calendar year. The Parents General Assembly will be invited to elect their preferences. Each Parent member of the Parents General Assembly may vote for up to 3 to 5 names from the ballot.

All candidates that wish to nominate themselves should put their names forward to the current Greek Community School Board by the first Saturday of June. At least 3 nominations are required to be placed for a minimum body of a 3-members of the School Board and a maximum of 5.

The communication between School and Parents and adult learners will take place primarily through emails. Parents are expected to regularly check their emails for important notifications and other related matters. Parents are also encouraged to join the Facebook page '[@https://www.facebook.com/GreekSchoolNewcastleUponTyne](https://www.facebook.com/GreekSchoolNewcastleUponTyne)' as information and notification will be there.

Parents, Teachers and the Board should be in communication about any circumstances which may be affecting a child's performance. If a child has an education, health and/or care plan, the School board and teachers will assist in every way possible to implement it.

## **Use of political materials**

The School prohibits the use, distribution or sharing of leaflets from any political party in its premises or during School times either by parents/guardians and/or carers, or by pupils.