



# GREENBANK PREPARATORY SCHOOL AND DAY NURSERY



NURTURING POTENTIAL, INSPIRING DREAMS







## WELCOME FROM MR MALCOLM JOHNSON, HEADTEACHER

It is my pleasure and privilege to welcome you to Greenbank. The nurturing, family atmosphere matched to a rigorous curriculum make Greenbank unique. I hope that you enjoy your visit to our school to see for yourself just what makes Greenbank so special.

"My children are all different abilities. Greenbank has recognised this and approaches each child individually. I only wish they could stay here forever!"

Parent



"Greenbank means fun, friendship, countless opportunities and a great education in a positive and encouraging environment."

Year 6



"Pupils feel valued, safe, well supported and happy within the school community."

ISI Report May 2017



Tours with Mr Johnson are available on request.

**NURTURING POTENTIAL, INSPIRING DREAMS**



# Aims and Ethos

## “Nurturing Potential, Inspiring Dreams”



### **Rationale**

Visitors to Greenbank frequently comment on the happy, courteous and purposeful environment they observe. This is the result of a shared vision from staff and Trustees which over the years has been passed on to those joining the School. A care for the well being of the individual, both child and adult, is central to the School's success. All pupils are equally valued and the School makes no discrimination on gender, race, religion or disability.

'Greenbank aims to provide a caring, stimulating and happy environment where traditional values of courtesy, respect for others and pride in work enable all children to develop and gain self-esteem. We nurture their talents in order to reach their full potential at school and beyond.'

### **Why choose Greenbank?**

#### **Because we care.**

We care for our children: happy pupils learn.

We care about mental health and wellbeing; taking a holistic approach to nurture the emotional, physical, social, environmental, spiritual and intellectual needs of the children and staff.

We care about education: "Tell me and I'll forget; show me and I may remember; involve me and I'll understand." The message of this Chinese proverb is that if you engage with a subject, you will understand it better. Our varied curriculum both in the classroom and beyond delivers just that.

We care for the environment; we take our Eco-School responsibilities seriously: As a Green Flag School since 2014, we apply a sustainable development plan into the core of our everyday activities. This allows our children to take responsibility for the future of their own environment.

We care about our community: Our community extends far beyond our Greenbank family. We warmly welcome the connection and links with our past pupils; our former parents; our supporters and volunteers and residents in our local area.

**We Believe that our children should learn to be their own person, to think and act independently yet always consider others.**

#### **We will...**

- Build a successful journey in a calm and purposeful atmosphere, for every pupil from their first steps in Day Nursery to academic excellence in Year Six.
- Follow our pupils' learning styles closely; ensuring our differentiated curriculum fits their individual needs.
- Create an open and trusting atmosphere where pupils feel able to approach any member of the school community, confident that they will be listened to and treated as an individual.
- Ensure we have an open-door policy providing a helpful family community for face-face communication and support for busy families throughout the year.
- Offer excellent preparation; not only for entrance to a wide range of independent secondary and state schools, but for life.
- Nurture and support our pupils to become confident independent learners, team players, problem solvers and creative thinkers thus giving them the drive to succeed in whatever they do.
- Instil a love of outdoor learning so pupils use practical and hands-on experiences to develop confidence, curiosity, creativity and collaborative skills, building memories remembered for a lifetime.

# General Information



## Absence

Illness is usually the only acceptable reason for absence during term time. Requests for absence for other reasons should be made in writing to the Headteacher and will be considered on individual merits.

## Admission

Parents requiring a place in the Day Nursery should contact the Nursery Managers, to check on the availability of places. Once registered, parents are invited to spend a session in Nursery with their child and then arrange as many settling in sessions as required. Application forms for entry to the Pre School and School can be obtained from the School Secretary, who will be pleased to arrange a visit or answer any further questions you may have. Children may enter the Pre School if they are three by 1st September. We occasionally have places available in other year groups so please check with the Secretary. Although we have no formal entrance examination, children will be expected to spend a day with us to assess if they will benefit from the education we offer.

## Communication with Parents

We firmly believe that education should be a partnership between school and home. There are two parents' evenings each year at which you can discuss progress with your child's form teacher. Academic reports are also written at the middle of the Autumn and Summer terms. The Headteacher and staff are always available to see parents.

## Complaints

We hope that parents at Greenbank will be happy with the service provided and will never have cause for dissatisfaction. If there are concerns we would like to know about these as soon as possible and will endeavour to resolve any issues quickly. Details of our Complaints Policy are available on request. During the last academic year we had no formal complaints.

## Curriculum

Details of the Greenbank curriculum are contained in our Policy for Teaching and Learning, which is available to parents on request.

## Discipline

On accepting a place at Greenbank parents agree to be bound by all regulations in force. A continued place is subject to satisfactory progress and conduct and the Headteacher reserves the right to request the removal of any child whose behaviour is not acceptable.

## Fees

Levels for each age group are given on an enclosed sheet. Fees are paid termly in advance or monthly by direct debit. A full term's notice in writing must be given of the intention of withdrawing a child from the School. If such notice is not received, a full term's fees are payable in lieu. The Trustees will endeavour to keep fee increases to a minimum and wherever possible give at least one term's notice.



# General Information



## Lunch

Lunch is provided for all pupils. Menus are available to view on our website. Dietary requirements can be accommodated.

## Pre and After School Care

In an attempt to help busy parents we run a Breakfast Club from 7.30am and also offer After School Care from 3.30pm to 6pm.

## Friends of Greenbank

The well supported Friends of Greenbank organises a regular programme of social and fund raising events. Money raised is used directly to benefit the children by providing enhanced facilities.

## Special Educational Needs

Greenbank caters for pupils of all abilities, including those who need extra support and gifted and talented children who need an extended curriculum. Our Learning Support Co-ordinator monitors the progress of all children identified as having specific needs. This includes children for whom English may be a second language.

## Senior School Examinations

Greenbank is proud of its record of success in entrance examinations to local independent schools. As children progress through the School the Headteacher and teaching staff will provide guidance on the selection of suitable schools for each child's senior education.

## Status

The School is a charitable trust governed by a Board of Trustees. Greenbank is registered with the Department of Education and Employment and is a member of the Independent Schools' Association.

## Uniform

From Reception onwards all children wear full uniform. The aim is to make this smart, functional and reasonably priced. There is a pre-loved uniform sale organised by Friends of Greenbank.

## Welfare, Health and Safety

Greenbank is dedicated to providing a safe and happy environment in which all children can flourish. Our policies on child protection, bullying, health & safety, behaviour and discipline and trips are all available to parents on request.

# Free Entitlement for 3 and 4 Year Olds 2020/2021



Greenbank Preparatory School, as a registered provider of nursery education, administers the Free Entitlement allowance for 3 and 4 year olds. This allows an entitlement to all eligible children, of 15 hours per week, free, for up to a maximum of 38 weeks per year.

There is a universal provision of the grant to all 3 and 4 year old children. At Greenbank, this will automatically be given, commencing the first term after a child's 3rd birthday, for up to a maximum of 6 terms.

For the purpose of payment of the entitlement, Greenbank's terms are as follows:-

Autumn Term 2020	1st September – 31st December	13 weeks
Spring Term 2021	1st January – 31st March	11 weeks 1 day
Summer Term 2021	1st April – 31st August	10 weeks 1 day

Payment of school fees by the parents are made in the usual way i.e. at the beginning of each term or by monthly direct debit. The free entitlement will be deducted from your termly invoice.

Payment of Pre School and Nursery fees are made monthly and the amount due will be deducted from your monthly invoice.

In Reception, the Termly grant only applies to the end of the term in which a child reaches its' 5th birthday.

Please note parents will be asked to sign a declaration form stating their child's date of birth and the number of sessions per week that they are claiming at Greenbank each term.



# Trustees



Chairman: Mr P Enstone  
Vice Chairman: Mr A Galloway  
Treasurer: Miss J Chadwick

Mrs A Berezai - SEND, G,A&T & EAL  
Mr AJ Galloway - Marketing  
Mr I Bryning - Property  
Mrs C Johnson - Child Protection PSHE  
Mrs K Challah EYFS - Legal  
Mrs B Skelton - Parent Links  
Mrs S Crossley - Pastoral  
Mr N Somaia - ICT

The Trustees can be contacted through the school office.  
Any correspondence should be marked CONFIDENTIAL and will be forwarded immediately. Telephone conversations and meetings in school can also be arranged.

# Term Dates



2020/2021

## Autumn Term 2020

Thursday 3 & Friday 4 September	Staff Inset Days – school closed
Monday 7 September (8.40am)	Term begins
Monday 19 October – Friday 30 October	Half Term
Friday 18 December (12 noon)	End of Term

## Spring Term 2021

Wednesday 6 January (8.40am)	Term begins
Monday 15 – Friday 19 February	Half Term
Wednesday 31 March (3.30pm)	End of Term

## Summer Term 2021

Monday 19 April	Staff Inset Day – school closed
Tuesday 20 April (8.40am)	Term begins
Monday 3 May	Bank Holiday
Monday 31 May - Friday 4 June	Half Term
Wednesday 7 July (12 noon)	End of Term



# Staff Members



## Senior Leadership Team

Headteacher	Mr Malcolm Johnson
Deputy Head	Mr Adam Dyson
Assistant Head	Mrs Laura Bradbury
Assistant Head	Mrs Jacqueline Reeder
Nursery Managers	Miss Lucie Sutton & Mrs Erin White

## Pre School Managers

Miss Felicity Keane  
Mrs Rebecca Phillipson

## Teaching Assistants

Miss Samantha Bond, Miss Adele Harmston,  
Miss Charlotte Hartley & Miss Lydia Shipton

## Class Teachers

Reception Mrs Laura Bradbury  
Year 1 Mrs Sarah Kopnick  
Year 2 Mrs Janet Clouston  
Year 3 Mr Neil Delaney  
Year 4 Mrs Jacqueline Reeder  
Year 5 Mr Adam Dyson  
Year 6 Miss Abby Brookes  
Infant & Juniors as required

## Teaching Assistants

Mrs Lynda Staples  
Miss Joanne Barlow  
Mrs Claire Kelly  
Mrs Alexia Koutsavakis  
Mrs Andrea Samuel-Rigg  
Miss Heather Somers  
Mrs Christelle Thomas  
Mrs Claire Whitehead

## Specialist Teachers

Learning Support	Mrs Philippa Atha
Drama & Speech	Mrs Adele Firth
Music	Mrs Kate Mercer
Art	Ms Gaye Chorlton
Games	Mr Jon Green & Mrs Sally Lochrie
PE	Mrs Sally Lochrie
Media Manager	Mrs Lyndsey Aizlewood

# Staff Members



## Admin Office

Finance Manager                      Mrs Michelle Poole  
HR & Operations Manager      Mrs Denise Proud

## School Office

Head's Secretary   Mrs Tracey Palmer  
School Secretary   Mrs Rosalie Griffin

## Breakfast Club & After School Care

Miss Justyna Arusztowicz  
Mrs Christelle Thomas  
Mrs Judith Ashley  
Miss Amy Edgerton

## Holiday Club Supervisor

Miss Justyna Arusztowicz

## Lunchtime Supervisors

Mrs Sumara Ahmad  
Mrs Judith Ashley  
Mrs Caroline Blakeley  
Mrs Beata Botko-Ellison  
Miss Amy Edgerton  
Mr Ben Griffiths  
Miss Carlamarie Sharp  
Mrs Emma Wood

## Site Managers

Mr Nick Hart  
Mr John Moore



# Senior School Destinations



## 2019

School	No of Pupils	Scholarships
Altrincham Grammar School	1	
Cheadle Hulme School	9	4
Maintained High Schools	2	
Manchester Grammar School	5	
Stockport Grammar School	2	
King's School	5	1
Withington Girls School	1	
St. Bede's	1	

## 2020

School	No of Pupils	Scholarships
Altrincham Girls Grammar School	1	
Cheadle Hulme School	5	
Maintained High Schools	1	
Manchester Grammar School	2	
Stockport Grammar School	5	
King's School	2	
Manchester High School for Girls	1	
Alderley Edge School for Girls	1	

# Extra Curricular Activities

Please see below an example of the after school clubs which change on a termly basis



Monday	School Day	After School
	Chamber Choir	Drama – Yrs 3, 4 & 5
	Infant Choir	DT / Craft - Juniors
	Library Club	Lego Club – Yrs 1 & 2
	Touch Typing	Board Games - Juniors
	Cello Tuition	Soccer Practice – Upper Juniors
	Violin Tuition	
Tuesday	Girls Games - Upper Juniors	Craft Club – Y1
	Library Club	Cooking – Y6
	Touch Typing	Gardening Club – Y3 – Y6
	Piano Tuition	Gymnastics – Y2 – Y6
	Recorders - Y3	Soccer Practice - Lower Juniors
Wednesday	Book Club – Upper Juniors	Chess with Go Club - Juniors
	French Conversation – Year 6	Debating Society – Upper Juniors
	Girls Games – Lower Juniors	House and School Matches
	Library Club	Infant Art - Yrs 1 & 2
	Touch Typing	
	Cornet Tuition	
	Trombone Tuition	
	Trumpet Tuition	
	Violin Tuition	
Thursday	Junior Choir	Art Club – Upper Juniors
	Library Club	Cross Country Practice - Juniors
	Music & Movement – EYFS	House and School Matches
	Speech Training	Infant Soccer - R – Y2
	Touch Typing	Rugby - Upper Juniors
	Guitar – Y2 - Y6	
Friday	Infant Girls Games - Y 1 & 2	Art - Lower Juniors
	Speech Training	Drama – Y6
	Brass Group	Infant Mind Games – R - Y2
	String/Wind Ensemble	Lacrosse – Y2 – Y5
	Guitar Y2 – Y6	



# SCALE OF FEES Per Term As at September 2020



Reception to Year 6 £3,030 - including lunches

When three or more children of one family are in the School concurrently, there will be a 20% reduction in fees for the third child, and a 50% reduction for the fourth.

## Optional Subject

Speech Training Lessons £78

## Conditions of Admission

Pupils are admitted on the condition that ALL FEES AND CHARGES will be paid TERMLY AND IN ADVANCE, and that a FULL TERM'S WRITTEN NOTICE OF WITHDRAWAL will be given, or the FULL TERM'S FEE PAID IN LIEU thereof. Such notice will not be accepted after the end of the first week from the beginning of term. This is stated on the Acceptance and Agreement Form which parents must sign. TWO TERMS' WRITTEN NOTICE OF WITHDRAWAL FROM PRE SCHOOL IS REQUIRED AND THE PLACE WILL BE FORFEITED WITH IMMEDIATE EFFECT.

A non-refundable registration fee of £20 is required. Also a refundable deposit of £200 is to be paid on acceptance of a place, which will be off set against the final term's fees when your child transfers to secondary school at age 11.

If desired, arrangements may be made through the Finance Manager to pay Tuition Fees by monthly Direct Debit.

The Headteacher reserves the right to ask for the withdrawal of a pupil should this be considered necessary.

# Pre and After School Care



- 1) Breakfast Club will operate from 7.30am and After School Care until 6pm for children from Reception to Year Six.
- 2) Any child on the school premises before 8.10am or after 3.45pm, without parental supervision, will be deemed to be supervised by school and a charge will be made. Breakfast is available until 8.10am.
- 3) Children remaining behind to take part in school activities will, of course, not be charged. However once the activity finishes they will be taken to After School Care unless parents are here to collect. Brothers or sisters of those involved in activities will be expected to attend After School Care, unless a parent is present to supervise.
- 4) Children will assemble in the school hall for Breakfast Club. After School Care will take place in the Orsborn Media Suite.
- 5) No notification is needed to use the Pre or After School Service but except in an emergency we would expect your child to know if you are likely to be late.
- 6) Junior children who are not collected by 3.45pm will attend After School Care.
- 7) The staff supervising After School Care have had a long day and it is therefore expected that all children will have left by 6pm. A charge of £10 will be made if any child remains after this deadline.
- 8) Charges:

Breakfast Club	7.30 – 8.10	£4.20
	8.10 – 8.30	No Charge
After School Care	3.30 – 4.30	£3.15
	3.30 – 5.00	£5.00
	3.30 – 5.30	£6.85
	3.30 – 6.00	£8.70

Children who go directly from activities to After School Care will be charged at the rate of £1.85 per half hour, or part thereof.
- 9) Parents will be invoiced half termly, in arrears, for the use of the service.



# GREENBANK PREPARATORY SCHOOL AND DAY NURSERY

64 Heathbank Road, Cheadle Hulme, SK86HU

W: [www.greenbankschool.co.uk](http://www.greenbankschool.co.uk)

T: 0161 485 3724

E: [office@greenbankschool.co.uk](mailto:office@greenbankschool.co.uk)