



Academy Prospectus 2022-2023

Executive Principal: Mrs M Eccles Head of Academy: Mrs C Glynn
Harmony Street, Oldham, Greater Manchester, OL4 1RR
0161 260 0621 | info@greenhill.theharmonytrust.org | www.greenhill.theharmonytrust.org



The Harmony Trust, staff and I would like to welcome you to Greenhill Academy. Our academy prospectus has been prepared to explain the school and the benefits it has to offer your child.

If you would like to visit us at any time to discuss your child's progress please do not hesitate to contact us.

We look forward to meeting you in the near future.

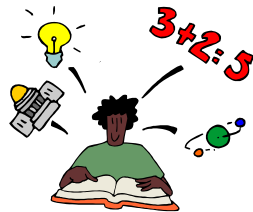
Mrs M. A. Eccles
Executive Principal

Mrs C Glynn
Head of Academy

Greenhill Academy Aims

Our Academy provides:-

- high quality education delivered by excellent staff
- differentiated learning
- a caring, supportive, safe learning environment
- learning inside and outside the classroom
- experiences of the wider community and world



Our Academy is committed to:-

- the health, welfare and overall development of all
- the inclusion of all to help pupils reach their full potential
- include all our partners in raising achievement



We aim to develop pupils with:-

- high self esteem
- respect for themselves, others and our world
- responsibility for their own behaviour and learning
- the ability to assess their own learning and emotional needs
- positive attitudes to learning and play
- a sense of pride in themselves and our academy
- the belief in themselves to BELIEVE, ACHIEVE, SUCCEED



Our parents will:-

- bring their children ON TIME, EVERY DAY
- send their children ready to learn
- support their children's learning
- participate in all aspects of school life
- encourage their children to always be the best they can be



Our Board of Trustees will:

- meet at least half termly for board meetings
- The CEO, Principal and Head of Academy meet with staff and Parents in forums at least termly
- challenge and support the management and leadership of the academy
- take an active role and interest in the daily life of the academy
- know their own roles and responsibilities



ALWAYS BE THE BEST YOU CAN BE!

Leadership and Governance of the Trust

The vision of The Harmony Trust is that it will be known for best practice in educational excellence.

There is a strong moral purpose to do what is best for children and families and this underpins our ethos. We aim to raise aspirations and attainment of all children, developing pupils with high self-esteem and responsibility.

The Trust is committed to the delivery of high quality education delivered by excellent staff, in a caring, supportive, learning environment.

The legal Governing Body of all academies in the Harmony Trust is the Trust Board itself.

The Trust Board maintains direct responsibility and accountability directly to the Secretary of State and the Department for Education in London.

Members and Trustees of the Harmony Trust

Members	Trustees
Marian Simmons Rebecca Knott (OHGS) Raz Mohammed Des Hewitt	Anne Weinstock, Chair of Trustees Kit Thorne, Vice Chair Graham McGuffie Sajen Bakht Norman Hole Olwyn Smythe Ian Robinson Emma Farmer Angela Lant

The Members and the Trust Board have **2 committees**

- the Finance and Audit & Risk committee
- the Standards committee and Pay & performance committee

Each individual academy has an advocate on the Board, who knows their school very well.

The Board of Trustees is supported by the **Executive Leadership Team**.

Antony Hughes – CEO
Jessica Hainsworth – Director of Education
Sharon Costello – CFO
Wendy May – Assistant Director of Safeguarding, Estates and Compliance
Tracey Mellor - Assistant Director of Operations
Sarah Taylor – Assistant Director of Education

Each Academy has an **Executive Principal or Principal** who is supported by a Senior and Middle Leadership Team.

Their work will be supported by a -

- Academy **Staff Consultation** group
- Academy **Parents Forum**
- Academy **Pupil Council**

These groups are made up of representatives who give key stakeholders of the academy a forum to discuss issues, voice ideas to support the academy and share successes and areas for development.

The Parents Forum will be led by the Executive Principal/Head of Academy and CEO with representatives from each year group.

Staff Consultation Group will be made up of the CEO, the Executive Principal, Head of Academy and teachers, teaching assistants, IT team, site staff, administration and midday assistants.

Pupil Council will be led by **Mrs Baguley** who will be supported by the Head Prefects.

Chairs Head Prefects

Vice Chairs Deputy Head Prefects

Representatives from each class from Year 2 upwards.

Our Staff

Executive Principal:	Melanie Eccles	Head of Academy: Chloé Glynn	
Assistant Principals:	Helen Savage	Nicola Cummins	
Middle Leaders:	Aimee Wall Helena Taylor	Jill Sullivan-Boardman Emma Bradshaw	Stephanie Maddison Katherine Baguley
Teachers:	Sian Hobson Sajida Chowdury Catherine Mundy Shannon Gilmour	Adele Tomlinson Wendy Corcoran Sham Rahman Paul Bottomley	Sarah Zamir Zahrah Pervez Rebecca Mott
Teach First:	Martin Rose		
SCITT:	Bethany Woolley		
HLTA:	Caroline Wray Susan Taylor	Aminur Rahman Kaye Hartley	Donna Mayall
Teaching Assistant:	Tracy Msahli Rayhana Khatun Shagufta Noor Sue Middleton Nazira Ali Katie Seddon Robina Kauser Salma Begum Forida Begum	Danielle Roscoe Hasna Ali Sarah Bradburn Karen Wilson Shabnam Razaq Fulrana Begum Jaida Begum Fatima Begum Jalina Robbani	Julie Tomlinson Jenna Eastham Hasina Begum Pam Axford Andrea Bennett Ben Lee Dawn Garfield Charlotte Winterbottom Louise Bishop
Apprentice Teaching Assistant:	Bethany Ledger		
Attendance Officer:	Caroline Wray		
Family Support Lead:	Donna Mayall		
Trust Sports Leader:	Aminur Rahman		
Finance and Procurement:	Nila Patel		
Office Manager:	Clare Grainger		
School administrator:	Collette McNeil	Jennifer Hulston	
ICT Network Manager:	Paul Barnett		
Site Manager:	Natham Cheetham		

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Assistant Site Manager:	Jason Brooks	
Premises Staff:	Karen Stringer	
Head Cook:	Rebecca Lynch	
Mid days:	Ashrat Bibi Nazop Begum Omar Hushen Robia Yasir Nazia Akram	Sapna Begum Asma Begum Fathema Chowdury Liliana Mendonça Zipon Bibi

GREENHILL ACADEMY ORGANISATION 2022/23

Year Group	Phase Lead	Teacher	Teaching Assistants	Learning Mentor/HTLA
Under 3s (1:4)	Emma Bradshaw (MLT)		T Msahli (L4)	K Hartley (HLTA)
12-am/ 12-pm			R Khatun (L1)	
Nursery (1:13)			B Ledger (Apprentice)	
35-am/35-pm		H Savage (SLT)	S Noor	
			S Middleton	
			F. Begum- SEN TA (pm)	
R Class 1	Helen SLT lead		K Seddon	D Mayall
31		Z Pervez	N Ali	
R Class 2			R Kussar (0.6- M,Tu, Wed)	
30	E Bradshaw (MLT)			
Y1- Class 3	Ellie Blake (MLT)	S Hobson	D Roscoe (M-W)	
30				
Y1- Class 4		S Chowdhury (ECT)	R Kussar (0.6- M,Tu, Wed)	
29			F Begum 0.8 (Tues to Fri Hasna Ali-maternity Oct 22)	
Y2- Class 5	Helen SLT lead	C Mundy	S Bradburn (L4 support Mon-Th)	
30				
Y2- Class 6		E Blake (MLT- HTML Lead)	K Wilson	
29				
Y3- Class 7	W Corcoran/ A Tomlinson	S Gilmour	J Begum (Mon-Th/Fri am)	A Rahman
30				
Y3- Class 8 29		R Mott (ECT)	S Razaq 0.8 (Tues to Fri)	
Y4- Class 9	Nikkie SLT Lead	W Corcoran (0.6) & A Tomlinson (0.6)	J Tomlinson (0.8 - Mon to Thurs)	S Taylor (HLTA)
30				
Y4- Class 10			F Begum	
31		S Rahman	J Robbani (pm only)	
Y5- Class 11	Aimee Wall (MLT)	N Cummins/ Martin Rose (TF)	J Eastham	C Wray
28			H Begum (0.6 Mon-Wed)	
Y5- Class 12	Nikkie SLT Lead	P Bottomley	P Axford (0.6 Wed-Fri)	
27				
Y6- Class 13		S Zamir	A Bennett (0.6- Mon, Wed, Thurs)	
32				

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Y6- Class 14			B Lee	
28		A Wall (MLT)- (0.6) / K Baguley (MLT) (0.6)		S Taylor (HLTA)
ASD Base	S Maddison (MLT)	S Maddison (MLT-SENCo)	C Winterbottom (Mon, Tues, Thurs and Fri)	
MLD Base	Chloé SLT Lead	J Sullivan-Boardman (MLT SENCO))	L Bishop	
			J Robbani	
			D Garfiled	



About Greenhill Academy

Our academy opened in January 2001 and is in the Glodwick area of Oldham.

Greenhill is housed in a single storey building in a Scandinavian design and is a 2 form entry school with an Under Threes Unit, Nursery, 2 Reception classes, 4 Key Stage 1 and 8 Key Stage 2 classes. There are also two Learning Bases for children who have high and complex needs, these are funded by the Academy.

The hall is well equipped for PE and gymnastics and is also used as a dining room for cafeteria lunches.

The school library is well resourced and also used as a teaching room, whilst the Information Technology suite is resourced for whole classes to learn together.

There is a large playground with seating, an Early Years play area and a full size Astro turf pitch. The Internal courtyard has outdoor teaching areas.

We are continually developing our environment both inside and outside. We have a wild life garden and science area in our grounds.

Admissions

The academy has a planned admission number of 60 pupils each year. It has places for 420 pupils, a 78 place Nursery and a 24 place Under 3s Provision. There are plans to increase these numbers in the future.

The academy abides by The Harmony Trust's agreed admission procedure.

The children are admitted to Greenhill if:-

1. A child has an Education Health Care Plan
2. Older brothers or sisters are already attending the academy
3. The family are living in the academy's catchment area
4. Places are available for children living out of the catchment area

Nursery children are admitted at the age of 3 years in September. Reception children are admitted at the age of 4 years and who will become 5 years within the academic year, which runs from 1st September to the 31st August each year.

Children are entitled to 15 hours free Under 3s Provision according to a benefit criteria and then where there are places available they will be allocated on a first come, first serve basis.

Parental Involvement

We value both formal and informal links and encourage parents to spend time in Greenhill working with their own child, supporting groups or helping in a general way.

Parents Days/Evenings

These are held three times a year and we regard them as very important. They provide an opportunity for you to discuss your child's progress with their teacher and see samples of work. We strongly urge you to come to every parents' evening. During the Summer Term parents are invited to a meeting to receive the child's annual report.

Parents' Forum

We have a parents' forum where we invite all parents to join Mr Hughes, Mrs Eccles and Mrs Glynn to discuss issues relating to Greenhill. We have an agenda and we love to get the views of parents; it is also a great opportunity for parents to ask questions.

Parents' Workshops

We think it is really important that we get to know you and that you get to know us. One of the ways that we do this is to have workshops for parents. In these workshops we look at different aspects of school life and how you can support your child.

Class Assembly

Every half term each class takes turn in presenting the assembly. We invite parents to join us for this assembly. We hope you will come, particularly if it is your child's turn to lead.

Communication with Parents

Letters and newsletters are published on the school website and displayed in your child's class window weekly, informing parents about what is going on in Greenhill. We will also email all letter via Parent mail. If you have any concerns about your child, please do not hesitate to discuss these with your child's class teacher. If you have any other concerns the Principal/Head of Academy will be happy to discuss them with you.

How you can help us to help your child

It is vital that you as parents and we as teachers work together for your child's benefit. Each family is asked to sign and support a home/school agreement, The Partnership Promise, so that everyone is clear and equally committed to giving your child the best possible education.

How you can help in Greenhill

We are very pleased to welcome parents into Greenhill who can find the time to spend an hour or two working alongside teachers and children. Here are a few ways in which you can help...

- fund raising
- listen to readers
- helping on school visits
- helping with extra-curricular activities

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Helping your child at home

Parents are very important people and support from them and other family members can make all the difference. The most important way to help your child is to let them know that you take an interest in what they are learning.

Perhaps by:

- *giving plenty of praise and encouragement
- *reading with them at home
- *trusting school decisions
- *attending Parents Evenings
- *encouraging good manners and behaviour

Partnership Promises

All parents MUST sign their Home / School Agreement during the first Parents Evening of each academic year.

We ask our staff, parents and pupils to commit to these promises.

OUR PARENTS PROMISE TO:

- Make sure that their child attends school on time every day, ready to learn.
- Send their child to school with the right uniform and PE kit.
- Make sure that their child always does their homework.
- Encourage their child to have high standards of behaviour at all times.
- Let the school know if there are any problems which may affect their child's learning.
- Join in with school life - read letters, attend parents meetings, attend activity sessions.
- Read regularly with their children
- Encourage their child to always be THE BEST THEY CAN BE.

OUR PUPILS PROMISE TO:

- Be kind to others and behave well.
- Listen to teachers and be the best that we can be
- Tell an adult about any worries.
- Wear school uniform.
- Come to school every day and on time.
- Be proud of themselves, their teachers and their school.

OUR STAFF PROMISE TO:

- Keep Children Safe
- Give children an excellent education
- Provide a beautiful school environment
- Encourage Healthy lifestyles
- Help every child to achieve
- Tell Parents how their child is doing

The well-behaved Academy

It is very important that in the area of behaviour, parents and teachers work together. We have a clear set of rules and expectations and believe that good behaviour can be taught and learned. Alongside this we believe it is equally important to develop positive social attitudes and self-discipline. If your child is going to get the best out of education it is vital that she/he comes to our academy knowing that the teachers expect good behaviour at all times.

If there are problems with your child's behaviour then we would contact you so that we could work together to solve the problem quickly and effectively.

Reward System

At our academy we value both **effort and achievement**. We therefore have a reward system where your child is rewarded for staying on task and good work.

We attach great importance to the value of praise. Children are rewarded both individually and as a class, for good work and behaviour. They receive stickers which they collect on a card. When the card is full they then earn a special prize.

Special Awards assemblies

At special times your child might receive certificates or prizes for:-
good behaviour, being helpful, good progress in reading, writing, science or maths,
excellent overall progress, excellent attendance.

Greenhill pupils follow our 'fill the BUCKET rules'

- Be honest and respectful
- Use your manners
- Can always learn from mistakes
- Kindness and care
- Every day is a fresh start
- Try your best

but we also expect children to ;

- come to Greenhill Academy **every day**
- wear their **academy uniform**
- have your **P.E kit** in Greenhill Academy
- move around the academy building **calmly and quietly**
- play **sensibly, safely and cooperatively** outside

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Classroom Behaviour

Our Behaviour Policy is based on the belief that every child has the right to learn and every teacher has the right to teach. It is very important that the children understand and follow instructions and rules both in the classroom and around the academy.

There are consequences if rules are broken.

Verbal warning, Missed playtime, Time out,
Time with the Executive Principal/Head of Academy, Parents informed, Daily Report Card

Bullying

We take any incidents of bullying very seriously. We encourage children to share any concerns as soon as they occur with their classroom teacher or another adult.

If parents have any worries about bullying please talk to your child's teacher or the Executive Principal/ Head of Academy so that the matter can be dealt with quickly and efficiently.

Behaviour in the playground

We have many sports activities and games organised over playtime and lunchtime.

At lunchtime, Pupil Sports leaders lead children in football, netball and hockey. Classroom assistants and middays supervise all activities.

Playtimes are staggered during the morning with play equipment available.

Restraint Policy

On rare occasions it may be necessary, in the interests of all children and for the safety of all children/staff, to physically restrain a child who is in danger of hurting her/himself or others. All our staff have been trained in safer handling theory with key members of staff trained in the practical element.

Leaving the Academy during the day

Without permission:-

In order to ensure pupil safety we ask you to emphasise to your child that **under no circumstances** must they ever leave the school during the day.

In the unlikely event of this happening we will do our best to find the child, but will also notify you immediately, by phone, so that you can look for them near your home. After all relevant checks have been made, and after contacting you, we will ring the police.

When the child is brought back to Greenhill Academy, a discussion will take place between the Principal/HoA and parents.

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With permission:-

Children who have urgent medical appointments during the academy day may leave Greenhill Academy if collected by an adult. We do ask if non-urgent medical appointments can be made out of academy hours or in the holidays.

Academy Organisation

We have a 24 place Under 3s Provision and a 70 place nursery that take children on a part-time basis.

The 2 Reception classes and Years 1 and 2 are organised as Infant classes, Years 3 to 6 are organised as Junior classes. Throughout these years a variety of teaching methods will be used, some informal and some highly structured, to get the very best out of all our pupils. In addition, we have two learning bases. One is an ASD base and the other MLD for our children who have complex learning needs. Here, the curriculum is personalised and tailored to reach the outcomes in a child's EHCP.

Classroom Support

We are lucky at Greenhill to have at least 25 classroom support workers such as teaching assistants, special needs assistants and Learning mentors.

They are vital to develop pupil's progress, allowing group work to take place and often targeting children for extra help.

Transfer to Secondary School

Parents need to state their choice of Secondary School in the first term of their child's time in Year 6. If your child is not allocated to a school of your choice there is an appeals procedure. Details can be found at the School Admissions Team (Civic Centre).

The Curriculum

We aim to provide an excellent education for our children which develops the highest possible standards. We have an INSPIRE curriculum written by the academy. Everything your child does in our academy is part of this curriculum. The total learning experience is designed to maximise achievement within the National Curriculum 2014 and develop skills, attitudes and attainment in the widest sense.

The Harmony Pledge

We follow the Harmony Pledge which is an agreement by all of the Harmony Trust Academies. The Pledge has ten areas or pledges that all children who attend should access whilst at Greenhill Academy.

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The National Curriculum

The National Curriculum requires that children will be taught the following subjects:

Core Subjects Maths, English, Science, I.C.T and R.E

Foundation Subjects History, Geography, Technology, Art, Music, Physical Education, P.S.H.E. (Personal, Social and Health Education), MFL (modern foreign languages)

Computing

Children have access to a range of technology such as laptops, i-pads used in classrooms or by working in the Computer Suite. Our children are taught Computing skills in a structured and progressive way.

Reading

At Greenhill, we lay strong emphasis on the teaching of reading. The ability to read well is a vital skill. We use a structured reading scheme and alongside this we encourage the children to read a variety of books and to take books home to read with their parents. Children may choose additional reading books from the well-resourced library. We teach reading through both individual, shared reading experiences and guided comprehension sessions.

In addition to this we also offer reading support for those children who find reading challenging through timely and effective reading interventions.

Sport

We have a hall, a playground and an all-weather pitch, which allows a wide range of sporting activities to take place. Children have the experience of playing sports, gymnastics and dance. Classes 8 and 9 (Year 3) also have swimming lessons as do the children in the KS2 Learning Base. Other sports and games are also offered as extra-curricular activities.

Religious Education

Religious Education is provided in accordance with the Government Education Act. We place a strong emphasis on values and attitudes. We also reflect the fact that there are many cultures and religions in Britain and teach the children about these. Parents have the right to withdraw their children from these lessons. If this happens children will be offered appropriate alternative provision.

Home Learning

Families are asked to encourage and support children with their reading at home by reading with them for **at least 20 minutes per night**. Additionally all children in Year 1 – 6 will have home learning, particularly talk home learning, spellings and Maths. Children from Years 1 to 6 are expected to do some Topic based research that they present to their class. This can take

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any form including making a related object such as an Anderson shelter, a powerpoint, booklet or poster. Parents are asked to support and encourage their children with their home learning.

Assessment

All children are tested at the end of Year 2 and Year 6 as part of the Government's assessment arrangements (SATS), which, together with teacher assessment, provides the basis of the reports in the summer term. Children in Year One are also required to take the Phonics Screening Check which is also statutory. Children in Year 4 take a Multiplication check in the Summer term which is also a statutory assessment. At the beginning of Nursery and Reception the children undertake a Baseline test and at end of Reception all children are assessed in line with the Early learning Goals and judged to be *emerging*, *expected* or *exceeding* as they move into Year 1.

All children are assessed on a termly basis by their class teacher using The Harmony Trust assessment guidelines to inform next steps in learning, as well ongoing teacher assessment occurring daily.

SATs Results

Children complete Standard Assessment Tasks (SATs) at the end of Year 2 and Year 6. The individual results are reported to parents, but also to the Department for Education and the Local Authority. Year 1 have a Phonics screening test in the Summer term and Year 4 have Multiplication checks.

Children with Special Educational Needs and/or a Disability

Some pupils have a need which impedes their education, or have difficulties in learning. Such children are recognised as having Special Educational Needs, and are provided – by the LA and the academy – with additional support.

The Special Needs Coordinators (SENCOs) organise appropriate support involving non-teaching staff and resources.

We work closely with parents, school nurses, educational psychologists and others to ensure that our children get the extra help they need.

The Academy Day

Pupils may arrive from 8.30 for morning work activities, one to one reading, wake and shake and breakfast club.

Under 3s &

Nursery	8.30 - 11.30 am	12.30 - 3.30pm
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Reception	9.00 - 11.30 noon	12.30 - 3.20 pm
BASE	9.00-11.30am	1.00-3.20pm
KS1	9.00 - 12.00noon	1.00 - 3.20 pm
KS2	9.00 - 12.30 pm	1.15 - 3.20 pm

End of the academy day

The main academy day ends at 3.20 pm. Please arrange for **ALL CHILDREN** to be collected on time every day at the end of the academy day by somebody over the age of 16.

Extra-curricular Activities

We provide a variety of Extra Curricular Clubs, run by teachers and support staff. These include a range of sports, games, art and other activities. Activities may be changed on a termly basis, where children and parents are notified accordingly. When it is necessary for us to buy in expertise from outside the academy, the children may be asked to contribute towards these sessions.

Teaching Hours

The hours spent on teaching during the normal academy week, including Religious Education, but excluding assemblies, registration and breaks are:

Infants 5-7 years	a minimum of 21 hours
Juniors 8-11years	a minimum of 23.5 hours

Attendance

We give a high priority to attendance. There are certificates and Attendance Tea Parties at the end of each term for those children who achieve the highest attendance with prizes for those at the end of the year.

All schools must provide figures to the local authority and the Department for Education about the absence of pupils.

If your child is unable to attend Greenhill, for whatever reason, it is necessary for you to telephone the office, or send a message in writing, to notify us of the absence. We always follow up absence with either a phone call or home visit on the first day of absence.

If an absence occurs without a valid reason, it will be classed as **unauthorised**.

Children whose attendance drops below 90% will be targeted for follow-up action from the Mrs Glynn and later the pupil welfare department of the LA. If you have a planned absence such as a medical appointment, you must provide prove of appointment to the office in order for it to be authorised.

Holidays

The Department of Education in London has changed the rules about requests for holidays in term time.

From 1 September 2014, the new law gives no entitlement to parents to take their child on holiday in term time. It makes it clear that **Principals may not grant any holidays or other absences during term time unless there are exceptional circumstances** such as the death or serious illness of a 'close' relative. If you are planning on booking a holiday you must book an appointment with Mrs Glynn.

Punctuality

Greenhill starts at 9 o'clock prompt, so we need ALL our children here by 8.50 a.m. rested and ready to do their best.

Holiday Pattern

The dates of the academy holidays are sent to parents at the start of each academic year. A copy is included in this Prospectus. This can also be found on the school website.

Domestic Arrangements

At Greenhill, we encourage Healthy Eating, and therefore we ask our pupils not to bring sweets.

Breakfast

Every morning, breakfast is available from 8.30am. Toast is a £2 contribution for the term.

Snacks

At Nursery and Infants are provided with free fruit and milk each day. Juniors may buy snacks and drinks from our tuck shop at 20p an item.

Academy Meals

Academy meals, that are provided, teach children about healthy eating, and the cafeteria system contributes to their social education. We are very fortunate at Greenhill in the range and quality of the food provided by our kitchen staff. Halal food is cooked on the premises, and a wide variety is available.

Children not requiring our meals may bring their own packed lunches, which may be eaten in the dining hall. Packed lunches should be brought to school with the child by 9am and be stored on the rack in the dining hall. Children are required to remain on academy premises.

School Dinner Money

We use an online payment system to collect Dinner money. We will issue you with an activation letter when your child is admitted for you to register for the online payment system. If you want your child to change to packed lunch, we require 2 weeks' notice to advise the kitchen staff of the changes. Please ensure all payments are made promptly. Any outstanding payments at the end of the week, a reminder letter will be sent to parents. School dinners from September 2022 will cost £2.40 per day, £12.00 a week.

Health and Welfare

If a child becomes ill during the academy day, every effort will be made to contact parents. For this reason, we need an emergency telephone number for our records. It is very important that such contact information is kept up to date throughout the year. However, should we fail to reach parents everything possible will be done to make the child comfortable.

Accidents

If your child has an accident they will be looked after by a qualified First-aider. If there are any bumps on the head, your child will bring home a letter to let you know. If we are worried about your child we will contact you, but if this is not possible we may take him or her to hospital and wait until you arrive.

Medical Checks

During your child's school years, the Local Authority arranges a series of medical checks (e.g. hearing, eyesight and dental examinations). You will be asked to sign a form on admission to consent to these checks. If you wish to make your own arrangements for these checks, please inform us in writing.

Children who have appointments during the academy day they need to be collected by an adult, for safety reasons.

Medical Information

It is necessary to let the academy know of certain medical conditions, particularly those which could impede progress, lead to serious discomfort or illness. We do not normally give medicine to children. However in very serious cases, for example acute asthma, it is sometimes necessary to administer medicines and this should be discussed with your child's class teacher. Children who need asthma spray should always keep a spare pipe in Greenhill clearly labelled with their name and the teacher made aware of when they need it.

So that we know how to help your child, personal information which may affect a child's learning is best shared with the academy. Such information will be treated in the strictest confidence by and would enable us to provide special support if needed.

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Any child who requires long term medication for a severe or complex health need will have an Individual Healthcare Plan. IHP's are designed to keep children with medical conditions safe, well and involved at school.

Academy Uniform

All children should wear academy uniform

- Girls : Blue academy sweatshirt
White blouse or white polo top
Black/grey shalwar kameez
or black/grey skirt or trousers
Sensible black shoes
- Boys : Blue academy sweatshirt
White shirt or white polo top
Black/grey trousers
Sensible black shoe

PLEASE ensure that all articles of clothing are clearly marked with your child's name.
Academy jumpers are available to buy from the academy office.

P.E Kit

Games and P.E are **not** optional. It is essential that all junior children have an outfit for P.E. (black shorts, leggings and a white T-shirt). Please make sure that this is kept in your child's classroom in a bag and has your child's name marked on each item. Children will not be excused from P.E if they forget their kit. The kit should be taken home every half term to be washed.

Outdoor Games Kit

Unless the weather is extremely bad, children will have one outdoor session per week. The children will know when this is and they will need either a tracksuit or other clothes to change into. If they do not bring these items they will have to do the lesson in their academy uniform. However, they will need suitable footwear like trainers.

Swimming

We ask that swimming kit (swimming hats for girls, trunks, costume or leotard) be brought when required. A child will only be allowed to miss swimming for medical reasons, notified to the class teacher by letter.

Jewellery

Jewellery can cause immense problems. It can be dangerous, particularly in PE, and is very vulnerable to theft or loss. For these reasons we do not encourage rings, necklaces or other items of jewellery in Greenhill except for watches and small earrings. This is in the interest of your child's safety and also to ensure that valuable items do not get lost. We cannot accept any responsibility for any children's property.

Lost Property

It is vital that everything, including coats, is clearly marked with your child's name. Please do not allow your child to bring expensive items to Greenhill. At the end of term lost property will be put on display to be claimed.

Trips

We take the children on educational trips as part of their learning. If the trip has a cost, or if the children will be back late, then we will write to you for permission. We see such trips as part of your child's education, and a valuable experience. Payment for the trips will be collected through our online payment system.

Charges and Remission Policy

As part of a child's education we believe it is important that children go on educational visits and that people come into Greenhill to talk to the children. Obviously this costs money and we do ask parents for a contribution towards the cost of these activities.

No child will miss the activity if they do not make a contribution. However, if a significant number of children do not pay, the activity may have to be cancelled.

If you find it difficult to make your donation in the time suggested please come in and talk to the Executive Principal or Head of Academy. There is usually a solution to most problems.

Procedures

Access to documents at Greenhill Academy

As well as records kept about your child, the Executive Principal will make available to any parent, who so requests, the following documents:

- Copies of the academy prospectus
- Statements of the Local Education Authority
- Reports about the academy by Her Majesty's Inspectors of Schools
- Details of the Local Education Authority complaints procedures
- The syllabuses and schemes of work used in Greenhill
- Copies of the Executive Principal's reports to the Harmony Trust Board

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Data Protection Statement

In May 2018 the European Union introduced the General Data Protection Regulation (the GDPR) in all of its member states, followed by the UK Government's Data Protection Act (2018). These acts of law mean that as an organisation that processes and manages large amounts of personal data (such as names, dates of birth, addresses, test results, medical information etc) we have a legal duty to manage it with great care. As an academy we can assure that we have carefully designed processes and systems to safeguard your child's data during their time with us. All of our staff have undergone data management training and we are regularly reviewed and supported by our Data Protection Officer (DPO).

As the GDPR places on us a significant set of requirements, giving the full detail in our prospectus is not appropriate. However, copies of the policies and documents we work with can be found on the Trust's website. Here you can find a full explanation of the GDPR and how it applies to us as a school. You can also download the relevant forms and guidance. It also contains the contact details for our DPO should you have any further questions or queries.

Child Protection and Safeguarding

Schools have an important part to play in the detection and prevention of child abuse. Parents should be aware, therefore, if information is disclosed to a member of the academy staff, that a child may have been abused, the academy is required to report the matter to the social care immediately. Consequently, it is likely that a social worker will contact the parents not the academy.

This requirement forms part of the Local Authority's procedures for dealing with child abuse and is not a matter for the discretion of the Executive Principal, Head of Academy or academy staff.

The Role and Responsibilities of the Designated Teacher

The designated teachers for our academy are the Mrs Glynn (Head of Academy), Mrs Eccles (Executive Principal), Miss Cummins (Assistant Principal) and Ms Savage (Assistant Principal) they are the first point of reference for any issues to do with child protection in the academy.

In a Harmony Trust Academy, the Designated Teachers seeks to:-

- Co-ordinate action in case of child abuse both within the academy and with outside agencies
- Act as consultant for academy staff and outside agencies about particular children
- Ensure that appropriate staff (including Mentors) within the academy know sufficient about the child at risk to support him/her within the academy and protect him/her

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- Ensure that all staff coming into contact with a child who has or may be suffering abuse know what signs to look for and what to do
- Keeping information regarding children on the “Child Protection Register” informing staff appropriately and stored on CPOMs
- Pass on information when the child changes schools securely following GDPR guidelines
- Liaise with other agencies
- Arrange ongoing whole school awareness raising and staff development with regard to child protection
- Ensure the design and maintenance of the building supports the requirements for the safeguarding of pupils

The Role of the Trustees

The trustees collectively have responsibility for child protection and safeguarding. They fully support the role and responsibilities of the Designated Teachers and will ensure that:-

- Staff are aware of procedures
- Inter-agency procedures are known and followed
- Time is available for both the designated teacher and staff to be trained
- Time and the necessary resources are available for the designated teachers to carry out their role and responsibilities

An annual report to the Board is provided which details training and monitors and reviews academy policy and procedure.

Complaints Procedures

The academy has adopted the Model Complaints Procedure, set out by the Local Authority and The Harmony Trust.

If you are unhappy about something in Greenhill please let us know. Most things can be sorted out quickly by talking to the class teacher or Executive Principal or Head of Academy.

When you have done this, if you are still unhappy, you can then make an appointment to see the Executive Principal or Head of Academy, with the complaint in writing.

If you have a complaint about the Executive Principal you should refer it to the CEO- Anthony Hughes. You can contact him by writing to the academy. You may also find it helpful to have a copy of the full statement of the Complaints Procedure, which is available from the office. The Executive Principal, at this stage will ask to meet with you to discuss the matter further. You may have someone with you if you wish. The Executive Principal will investigate the matter fully and you will receive a written response to your complaint.

This should normally resolve the matter. However, if you are still not satisfied, you may wish to contact the CEO to ask for a referral of your complaint to a Complaints Sub-Committee.

It will then be heard by a group of three Trustees, who have no previous knowledge of the problem and so will be able to give it a fresh assessment. You will be invited to attend and speak to the panel at a meeting, which the Executive Principal will also attend. The General Complaints Procedure Statement explains how these meetings operate.

Whistleblowing

The money we spend in school is **public money** and we have a responsibility to make sure that the correct procedures are in place.

If you ever have **concerns about the finances** of the school, you can speak in confidence to the Executive Principal, Head of Academy, another member of the senior management team or someone from The Harmony Trust finance team. The **Whistle blowing Policy** has been made available on the website, and explains this in further detail. A copy of this Policy will be kept in the Policies files in the office. There is also the whistle blowing website **www.pcaw.co.uk** that can give you lots of information.

Please note that:

A whistle blower is a **witness** not a complainant.

You should voice concerns not wait for proof of your concerns.

Any concerns will be taken seriously and in confidence.

There would be penalties for making false and malicious allegations.

Anyone raising concerns will receive feedback on any investigation that is carried out.

Allegations against staff

The academy follows processes and procedures outlined by the Local Safeguarding Board and Local Authority in handling allegations of abuse against staff. The procedures make it clear that all allegations should be reported straight away to the academy's senior nominated officer (SNO)- the Executive Principal. The chair of governors is the person to whom reports should be made in cases where the principal herself is the subject of the allegation or concern. The procedures include contact details for the local authority designated officer (LADO) responsible for providing advice and monitoring cases.

Procedures

The Academy's senior nominated officer (SNO) will obtain written details of the allegation, signed and dated by the person receiving the complaint or allegation.



The SNO will countersign and date the written details and record any other information, location if incident and names of potential witnesses
Also consider whether HR advice is required regarding appropriateness of disciplinary procedures



The SNO will report the allegation to the LADO within 1 working day



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The LADO and SNO will verify whether the information establishes that the allegation is false or unfounded, consider whether further action is needed and carefully consider suspension



The LADO will consider whether a strategy meeting should be initiated with police representatives, children's social care and the academy. They will consider; if there is a criminal case, if there is a child protection concern or if the matter is to be referred back to the academy to consider disciplinary action



Once the decision has been made the academy will act in line with any decisions made



Conclusion of the case- if the allegation is substantiated the person is dismissed or resigns and the LADO discusses whether to refer to Disclosure and Barring Service. If it is decided the person can return to work the SNO and HR Adviser will consider how best to facilitate that.

Academy Performance

Our academy was last inspected by Ofsted in March 2020, a summary report is available on request. Here are a few of the highlights.

“Greenhill Academy is a place where everyone is valued. Pupils and adults are welcoming to all. Together, they make the school a warm and friendly place to be. Pupils’ well-being is at the heart of the school’s work.”

“Leaders and teachers strive to ensure that pupils achieve well. They are successful in making this happen. The school’s motto is ‘Believe, Achieve, Succeed’. This exemplifies the high expectations that leaders and teachers have of their pupils.”

“Books and reading are important in school ...The Early Years staff prioritise developing a love of reading in their children. The reading across the Early Years is very well planned.”

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Our Attainment

Greenhill Academy's National Curriculum assessment results at Key Stage 2 (No results for 2020 and 2021 due to the Pandemic)

		2016	2017	2018	2019	2022	Provisional National 2022
Read	Met	57%	70%	64%	68%		73%
	Expected Greater Depth	2%	11%	11%	17%		
Write	Met	90%	91%	88%	90%		78%
	Expected Greater Depth	14%	33%	16%	33%		
Maths	Met	71%	85%	85%	83%		79%
	Expected Greater Depth	13%	25%	18%	15%		
SPAG	Met	81%	93%	92%	82%		78%
	Expected Greater Depth		52%	48%	43%		
Reading, Writing & Maths combined	Met	48%	67%	62%	68%		65%
	Expected Greater Depth	2%	5%	8%	8%		

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Greenhill Academy's National Curriculum assessment results at Key Stage 1 (No results for 2020 and 2021 due to the Pandemic)

		2016	2017	2018	2019	2022	National 2022
Read	Met	80%	79%	66%	70%		76%
	Expected+	17%	11%	7%	3%		
	Greater Depth						
Write	Met	67%	73%	65%	64%		70%
	Expected+	2%	10%	7%	2%		
	Greater Depth						
Maths	Met	82%	79%	69%	69%		76%
	Expected+	9%	8%	3%	2%		
	Greater Depth						
Science	Met		81%	80%	74%		
	Expected+		2%	0%			
	Greater Depth						

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Our Awards

Our academy has many awards, here are some of them.

	Ofsted Outstanding Award	"Providing outstanding education for our pupils"
	National Support School	"Supporting and improving other schools"
	Inclusion Award	"Enabling all pupils to achieve"
	Centre of Excellence for Inclusion	"The beauty of this school is in the support that it provides, not only to the child but to the parents. Teaching and learning is outstanding. Teachers are very pro-active, every problem is solved and my child loves coming to school."
	Eco Award	"Improving our environment and the local community"
	Healthy schools Award	"Excellence in teaching healthier living and learning"
	Active Mark	active sports partnerships
	Arts Mark	commitment to quality arts teaching and provision
	International School Award	encouraging our children to learn about the world we live in
	Investors in Pupils	"pupils love this school and their experiences here. I cannot overstate how enthusiastic every pupil I met was about the school and their learning."

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