



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.

Aim

Greenbank aims to provide a caring environment where traditional values of courtesy, respect for others and pride in work enables all children to develop their talents, gain self-esteem and reach their full potential.

Role of the Pupils

Children will be encouraged to:

- Be sensitive to the needs and feelings of others;
- Develop a sense of “right and wrong”;
- Show consideration for others by their own manners and behaviour;
- Develop good working habits such as perseverance, concentration and a pride in accuracy and presentation;
- Take a pride in both their own and the School's high standards.

Role of the School

Staff will be encouraged to:

- Value each child as an individual;
- Help each child realise their potential, developing all strengths whether they be academic, artistic or sporting;
- Carefully plan lessons to cater for the educational needs of all pupils;
- Strive for excellence in all areas;
- Create a stimulating environment in which to learn;
- Foster the self esteem of each child;
- Encourage positive attitudes and an independent approach to work;
- Promote good behaviour and manners;
- Support each other and encourage a strong team spirit;
- Promote the School positively to current and prospective parents;
- Prepare children for the transition to senior school at 11.

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 2019/2020



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 2019	1st September – 31st December	13 weeks 2 days
Spring Term 2020	1st January – 31st March	11 weeks
Summer Term 2020	1st April – 31st August	10 weeks 2 days

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



2019/2020

Autumn Term 2019

Tuesday 3 & Wednesday 4 September Staff Inset Days – school closed
Thursday 5 September (8.40am) Term begins
Monday 21 October – Friday 1 November Half Term
Friday 20 December (12 noon) End of Term

Spring Term 2020

Monday 6 January (8.40am) Term begins
Monday 10 – Friday 14 February Half Term
Friday 27 March (3.30pm) End of Term

Summer Term 2020

Tuesday 14 April Staff Inset Day – school closed
Wednesday 15 April (8.40am) Term begins
Friday 8 May May Day Holiday
Monday 25 - Friday 29 May Half Term
Friday 3 July (12 noon) End of Term

Staff Members



Senior Leadership Team

Headteacher	Mr Malcolm Johnson
Assistant Head	Mrs Janet Clouston
Assistant Head	Mr Adam Dyson
Head of EYFS (3-5 Years)	Mrs Laura Bradbury
Nursery Managers	Miss Lucie Sutton & Mrs Erin White

Pre School Team

Class Teachers

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 Andrea Samuel-Rigg
Mrs Alexia Koutsavakis
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 Judith Ashley

Mrs Caroline Blakeley

Mrs Beata Botko-Ellison

Miss Amy Edgerton

Mr Ben Griffiths

Mrs Emma Wood

Site Managers

Mr Nick Hart

Mr John Moore

Senior School Destinations



2018

School	No of Pupils	Scholarships
Alderley Edge School for Girls	1	
Cheadle Hulme School	7	1
Maintained High Schools	6	
Manchester Grammar School	4	
Stockport Grammar School	2	
William Hulme Grammar School	1	
Withington Girls School	1	

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	

Extra Curricular Activities



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

SCALE OF FEES Per Term As at September 2019



Reception to Year 6 £2,950 - 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 PRESCHOOL 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.



GREENBANK PREPARATORY SCHOOL AND DAY NURSERY

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