



# Academy Prospectus 2024-2025



Principal: Mrs Z Neophitou  
Queen Street, Hyde Cheshire, SK14 1QD  
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# THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

## Welcome to Greenfield Academy

On behalf of the Harmony Trust and the staff we would like to welcome you to Greenfield Academy. Our academy prospectus has been prepared to explain the school and the benefits it has to offer your child.

At Greenfield Academy we have a shared ambition for our school, our staff, our children and their families to reach their full potential and strive to 'be the best they can be'. We know that a high-quality education gives children the very best start in life and we aim to deliver that for all children every day, in every lesson.

We are extremely proud of our academy, the strong values we uphold and the high expectations we have for our children both academically and socially. We aim to prepare our children to be confident learners and ready for every stage of their lives in order for them to always BELIEVE ACHIEVE and SUCCEED in everything they do.

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

We look forward to meeting you in the near future.

Mrs Z Neophitou  
Principal



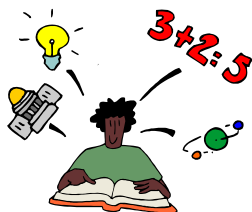
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## Greenfield Academy Aims

### **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



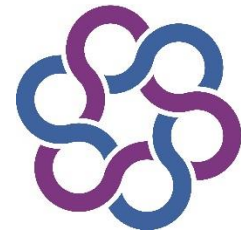
### Our parents will:-

- 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 and Principal 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

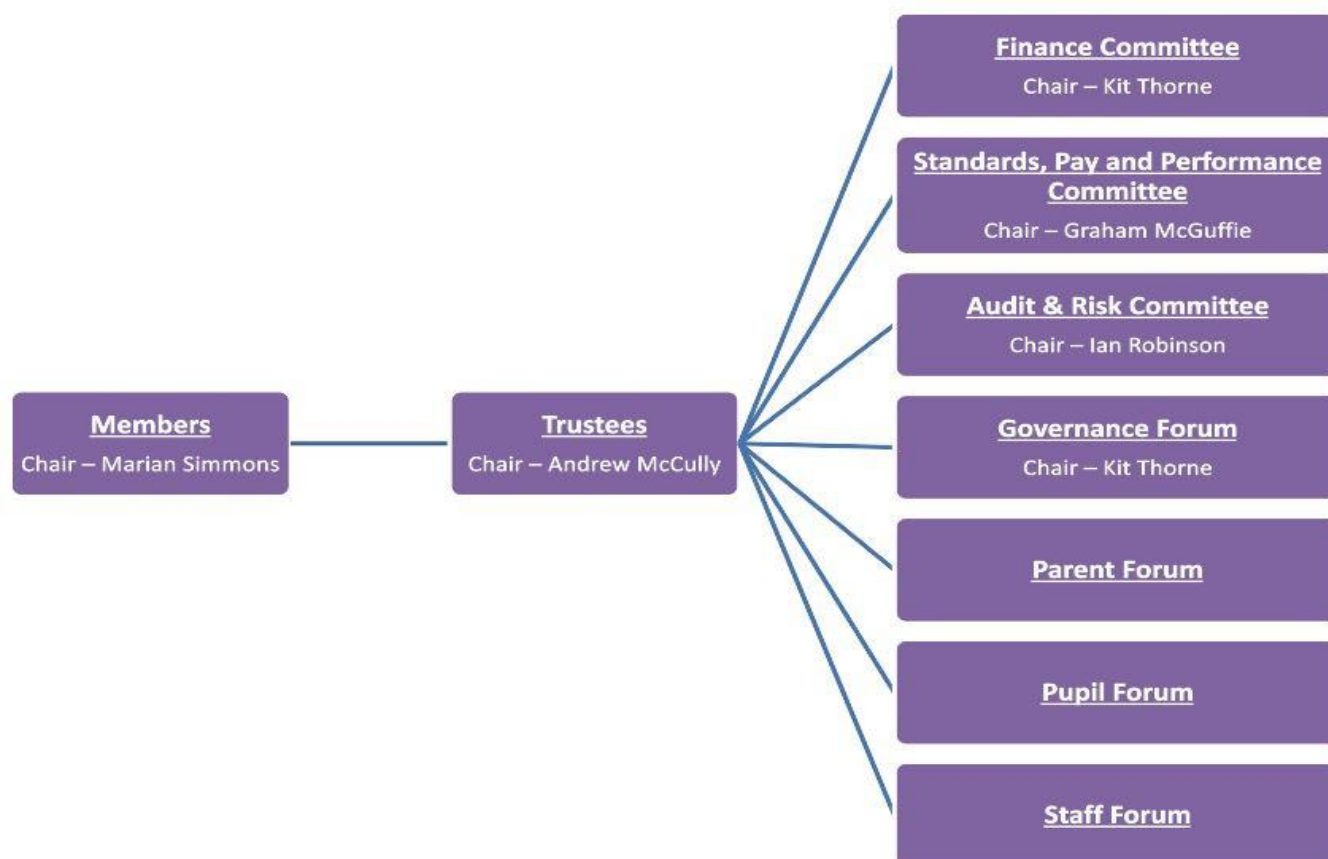
The vision of The Harmony Trust is that it will be known for best practice in educational excellence.

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.



### **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

Our Academy has a **Principal** who is supported by a Senior and Middle Leadership Team.

Their work will be supported by a -

- Academy **Staff Forum**
- 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 Principal and CEO with representatives from each year group.

The Staff Forum will be made up of the CEO, the Principal, teachers, teaching assistants, IT team, site staff, administration and midday assistants.

Pupil Council will be led by **Mrs Bawany** who will be supported by the Head Boy and Girl.

Chairs                              Head Girl & Boy

Vice Chairs                        Deputy Head Girl & Boy

Representatives from each class from Year 2 upwards.



## Our Staff

<b>Principal</b>	Mrs Z Neophitou
<b>Deputy Principal</b>	Mrs L Killingbeck
<b>Senior MLT</b>	Mrs S Bawany Mrs C Fogg
<b>MLT</b>	Mrs J Ashton Mrs J Millward
<b>Teachers</b>	Ms J Fildes Ms S Begum Mrs N Dagostina Mrs J Sanson
<b>Teaching Assistants</b>	Mrs R Higginson Ms C Howard Mrs R Bibi Mrs S Shephard Mrs S Khan Mrs A Khatun Ms R Chowdhury
<b>Attendance Officer</b>	Mrs N Islam
<b>Family Support Worker</b>	Mrs R Begum
<b>IT Team</b>	The Harmony Trust- Senior Network Manager- Mr D Taylor
<b>Finance &amp; Procurement Manager</b>	Mrs N Patel
<b>Administration Team</b>	Mrs S Barlow- Office Manager Mrs R Ali Miss L Mukadam- Apprentice
<b>Site Manager</b>	Mr N Cheetham
<b>Caretaker</b>	Mrs M Mycock
<b>Premises Staff</b>	Ms E Donnelly Ms S Alimunnessa
<b>Catering Manager</b>	Mrs T Wilshaw (Midshires)
<b>Midday Supervisors</b>	L Begum R Khatun S Begum S Begum S Bibi S Islam S A Khanom S Yesmin
<b>Active Tameside</b>	TBC

## About Greenfield Academy

Greenfield Academy is part of The Harmony Trust.

The Harmony Trust is a multi-academy trust and school led organisation based in Oldham with an academy hub in Derby and Tameside. The Trust was set up in February 2014, at Greenhill Academy, Oldham. Its core aim is to raise attainment and achievement of all pupils in local schools.

Our academy opened in 2020 at this site and is in the Hyde area of Tameside. Greenfield is housed in a single storey building and is a one form entry school with a part-time Nursery (15 hours provision).

The school library is well resourced to support the development of reading and there are Intervention Rooms for small groups to learn together. We have access to technology including laptops and iPads and these are used for the specific teaching of Computing, as well being used to enhance teaching and learning throughout the curriculum. Our school has an Art Room which is used for art clubs and parent workshops.

The hall is well equipped for PE and gymnastics and is also used as a dining room for cafeteria lunches. There is a Community Room where a variety of Parent groups and classes are held, including coffee mornings and a creche.

The school has excellent outdoor facilities with a large playground with seating, Trim Trail, Stage Area and Hut; a well-resourced Early Years play area and a Multi-Use Games Area (MUGA).

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 (PAN) of 30 pupils each year, as well as a 26 place Nursery.

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

The children are admitted to Greenfield if:-

1. A child has an Education Health Care Plan or exceptional medical needs
2. Older brothers or sisters are already attending the academy (in Reception to Year 5 in the year they apply for a place)
3. The family are living in the academy's catchment area
4. Places are available for children living out of the catchment area (if places are still available)

Nursery children are admitted at the age of 3 years in September and who will become 4 years within the academic year. If places are available, children may be admitted to Nursery the term after they turn 3 years old.

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





## Parental Involvement

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

### Parents 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

Each term we have a Parents' Forum where we invite all parents to join Mr Hughes and Mrs Neophitou to discuss issues relating to Greenfield. 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. We also have a Toddler group and weekly coffee mornings.

### 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.

### Superstar Assembly

There are weekly SUPERSTAR assemblies to celebrate excellent learners from each class. If your child has been chosen then we will invite you to attend.

### School Events

We plan many community events throughout the year that we would love for you to attend. These include termly singing concerts, Attendance tea parties, school fayres, sports days and family picnics.

### 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 Greenfield. 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 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 Greenfield

We are very pleased to welcome parents into Greenfield 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

## 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 with their reading book and iPad every day.
- Send their child to school with the right uniform and PE kit.
- Make sure that their child always completes their Home Learning.
- 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.
- Encourage their child to always have 'respect for all' and 'always be the best they can be!'

### **OUR PUPILS PROMISE TO:**

- To 'always be the best the best they can be' in everything they do.
- Tell a trusted adult about any worries.
- Be kind to others and behave well.
- Wear the right school uniform and PE kit.
- Come to school every day and on time, ready to learn.
- To bring their reading book and ipad to school every day.
- Be proud of themselves, their teachers and their school.
- Have pride in their learning and respect for all.

### **OUR STAFF PROMISE TO:**

- Keep Children Safe.
- Deliver a high-quality education.
- Provide a purposeful, stimulating learning environment.
- Encourage Healthy lifestyles.
- Help every child to believe in themselves, in order to achieve and succeed in their learning.
- Inform Parents how their child is progressing and work in partnership with them.

## 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 they come 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 stamps which they collect on a reward card. When the card is full they then earn a special badge from the Head of Academy.

## Special Awards assemblies

There are weekly SUPERSTAR assemblies to celebrate excellent learners from each class.

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.

If your child has been chosen then we will invite you to attend.

## Greenfield pupils follow our School Rules:

- Be Happy
- Be Proud
- Be Respectful
- Be Curious
- Be Safe

but we also expect children to ;

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

## 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 Principal, Parents informed, Daily Chart



## Zones of Regulation

At Greenfield Academy, we have launched the Zones of Regulation throughout the whole school. From time to time, all of us (including adults) find it hard to manage strong feelings such as worry, anger, restlessness, fear or tiredness, and this stops us from getting on with our day effectively. Children who feel these emotions often find it hard to learn and concentrate in school. The Zones of Regulation aims to teach children strategies to help them cope with these feelings so they can get back to feeling calm and ready to learn. These coping strategies are called 'self-regulation'.

## 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 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 a variety of playground games. Classroom assistants and middays supervise all activities.

## 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. Some of 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 Greenfield Academy, a discussion will take place between the Principal and parents.

## With permission:-

Children who have urgent medical appointments during the academy day may leave Greenfield 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

Our Early Years comprises of a 26 place Nursery that takes children on a part-time basis and 1 Reception class.

Key Stage One has a Year 1 and a Year 2 class.

Lower Key Stage Two has a Year 3 and a Year 4 class.

Upper Key stage Two has a Year 5 class and a Year 6 class.

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

Year	Teacher	Teaching Assistants
Nursery (pm)	Mrs Killingbeck Mrs Ali (Friday)	Mrs Shepherd (Mon- Wed) Mrs Higginson Mrs Khan
Reception	Mrs Millward Mrs Sanson (Tuesday)	
Year 1	Mrs Fogg	Ms Howard Mrs Bibi Mrs Shepherd (Mon- Wed)
Year 2	Mrs Dagostina Mrs Sanson (Monday)	
Year 3	Mrs Bawany	Mrs Khatun Ms Chowdhury
Year 4	Ms Fildes	
Year 5	Mrs Ashton	
Year 6	Ms Begum	

## Classroom Support

We are lucky at Greenfield to have teaching assistant across all key stages.

They are vital to develop pupil's progress, allowing group work to take place and often targeting children for extra help. Some children benefit from session within our KS1 and KS2 Inclusion hubs, which is overseen by our SENDco Mrs Killingbeck.

## 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. Tameside's School Admissions Team can provide details on this process



## 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, which caters for mixed year groups. 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 incorporate The Harmony Pledge, which is an agreement by all of the Harmony Trust Academies, into all aspects of a daily life and curriculum. The Pledge has ten areas or pledges that all children who attend should access whilst at Greenfield Academy.

### The National Curriculum

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

**Core Subjects** Maths, English, Science, Computing and R.E

**Foundation Subjects** History, Geography, Design Technology, Art, Music, Physical Education, P.S.H.E. (Personal, Social and Health Education including Relationships Education), MFL- French (Modern Foreign Languages)

### Computing

Children have access to a range of technology such as laptops and iPads used in classrooms. Our children are taught Computing skills in a structured and progressive way. All children in KS2 receive a 1:1 device to use at home and in the classroom as part of the Harmony Trust's HTML strategy.

### Reading

At Greenfield, 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.

Children learn to read through a phonetic approach and alongside this develop reading skills such as understanding and inference. 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 a Multi-Use Games Area (MUGA), which allows a wide range of sporting activities to take place. Children have the experience of playing sports, gymnastics and dance with Year 3 also receiving swimming lessons. Other sports and games are also offered as extra-curricular activities through an external provider.



## 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 15 minutes per night**. Additionally, all children in Reception – Year 6 will have weekly home learning set on our online learning platforms such as Purple Mash, Bug Club, TT Rockstar or SumDog. These will link to the current English and Maths learning to consolidate understanding. Children are expected to do half termly Topic based research that they present to their class. This can take any form including making a related object such as a 3D model, 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 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.

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.

Children in Year 4 also complete a multiplication check.

All children are assessed on a termly basis by their class teacher using a programme called SONAR to inform next steps in learning, as well as ongoing teacher assessment occurring daily.

For pupils who are new to the UK we also assess their progress using the NASSEA assessment tool. This ensures that we are measuring progress and planning carefully to accelerate the child's progress especially in communication, reading and writing in English.

## SATs Results

Children complete Standard Assessment Tasks (SATs) at the end of Year 6. The individual results are reported to parents, but also to the Department for Education and the Local Authority.

## 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 and Disabilities Coordinator (SENDCO) organises 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

<b>Nursery</b>		12.15 - 3.15pm
<b>Reception</b>	8:45 – 12.00pm	1.00 - 3.15pm
<b>KS1</b>	8:45 - 12.00pm	1.00 - 3.15pm
<b>LKS2</b>	8:45 – 12.15pm	1.15 – 3.15pm
<b>UKS2</b>	8:45 - 12.30 pm	1.30- 3.15pm

### End of the academy day

The main academy day ends at 3.15pm. 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 18.

Year 6 are allowed to walk home alone if we have received written permission from parents/carers.

### Extra-curricular Activities

We provide additional sports sessions on Tuesday, Wednesday and Thursday after school. These are taught by Active Tameside and are free of charge. On Mondays we offer a wide variety of extra-curricular clubs which are led by our Teaching Assistants. You will need to fill in a permission form for your child if you wish them to attend.

### 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 Greenfield, 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 Attendance Officer and Principal and later the pupil welfare department of the LA.



## 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 the Executive Principal.

## Punctuality

Greenfield 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. This can also be found on the school website.

## Domestic Arrangements

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

## Snacks

Nursery, Reception, Year 1 and 2 children are provided with free fruit each day. Nursery and Reception children also receive free milk.

## 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 Greenfield in the range and quality of the food provided by Midshires Signature Catering Services. 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 in an appropriate packed lunch bag with a drink. These will be stored on the shelves outside each classroom. Children are required to remain on academy premises throughout lunch time.

## School Dinner Money

We use an online payment system to collect dinner money called ParentPay. 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 weekly. Any outstanding payments at the end of the week, a reminder letter will be sent to parents. School dinners from September 2023 will cost £3 per day, £15 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 Greenfield 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 and would enable us to provide special support if needed.

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 :        Green academy sweatshirt  
                  White blouse or white polo top  
                  Black/grey shalwar kameez  
                  or black/grey skirt or trousers  
                  Sensible black shoes



Boys : Green academy sweatshirt  
White shirt or white polo top  
Black/grey trousers  
Sensible black shoes

PLEASE ensure that all articles of clothing are clearly marked with your child's name.

Academy jumpers are available to buy from 'Kids Stop School Uniforms' in Hyde.

We also have a Uniform Bank of second hand uniform available. Please speak to the office if you would like to see what is on offer.

## P.E Kit

Games and P.E are not optional. It is essential that all children have an outfit for P.E. (black shorts or leggings and a white T-shirt) and they should bring their kit on the correct day. The class teacher will inform you which day this is.

## 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 to bring to school a tracksuit or other suitable clothes. 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. Blades and football boots are not permitted footwear due to health and safety reasons.

## 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 Greenfield 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 Greenfield. 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 Greenfield 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 contribute. 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 Principal. There is usually a solution to most problems.

## Procedures

### Access to documents at Greenfield Academy

As well as records kept about your child, the 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 Greenfield
- Copies of the Principal's reports to the Harmony Trust Board

## Data Protection Statement

### Data Management in Our School

We take the safety and well-being of our pupil's extremely seriously – and that of course includes their personal data. In May 2018 the UK, along with the other 27 EU countries, introduced the General Data Protection Regulations (GDPR) which governed how we collect, share and protect any personal data we hold or process. Additionally, in 2018 the UK introduced the Data Protection Act which embedded the GDPR into British law. However, when the UK fully left the EU some updates were made and we are now governed by the UK GDPR, which was introduced in January 2021.

In essence, the UK GDPR requires that we:

- Manage your child's data with extreme care, recognising their age and vulnerability
- Only process (do something with) your data within the scope of the law or with your informed consent



- Tell you what information we hold, where we hold it, who we may share it with and how long we keep it for
- Appoint a Data Protection Officer
- Notify you of your rights under the UK GDPR

This information is, naturally, quite detailed and as such it is not appropriate to provide it all here. As such, we have developed a dedicated webpage that provides you with all the information you require in a clear, simple and concise way. You can also find the details of the Data Protection Officer who can be contacted should you have any questions related to how we manage your child's data. You can find this information at: [www.theharmonytrust.org/gdpr](http://www.theharmonytrust.org/gdpr)

## 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 Principal or academy staff.

## The Role and Responsibilities of the Designated Teacher

The designated teachers for our academy are the Principal- Mrs Neophitou (DSL/ LAC) and Mrs Killingbeck (DDSL) 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 within the academy know sufficient about the child at risk to support him/her within the academy and protect him/her
- 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 Greenfield please let us know. Most things can be sorted out quickly by talking to the class teacher or Principal

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

If you have a complaint about the 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 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 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 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 Principal, 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](http://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 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

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 2023 and a summary report is available on our website or a paper copy is available on request. You may also find the report at [www.reports.ofsted.gov.uk](http://www.reports.ofsted.gov.uk). Ofsted graded Greenfield Academy **good** in all areas and we are very proud of our pupils and staff.

Here are a few of the highlights from our latest report:

*“Pupils described their school as respectful and safe. They enjoy learning and they are keen to be involved in the wide range of trips and visits that leaders organise for them.”*

*“Leaders have high expectations for all pupils, including pupils with special educational needs and/or disabilities (SEND), and those pupils who speak English as an additional language. Pupils achieve well across the curriculum.”*

*“Staff ensure that pupils know they have the right to learn, feel safe and be successful. Pupils behave well in school.”*

*“Pupils develop their leadership skills through representing their peers... they enjoy having the opportunity to contribute to the running of their school.”*

*“Leaders have designed a suitably ambitious curriculum with reading at its heart. This supports pupils to be confident and successful learners when they join secondary school.”*

*“Pupils understand the importance of tolerance and respect. They respect the backgrounds, religions and cultures of others and they enjoy being part of celebrations for different festivals.”*

*“There is a strong culture of safeguarding in the school. Leaders are persistent in working to secure the appropriate support for pupils and their families.”*



## Our Attainment

Greenfield Academy's National Curriculum assessment results at Key Stage 2

		2016	2017	2018	2019	2022	2023	2024	National 2023
Read	Met	50%	52%	39%	64%	45%	75%	76%	74%
	Expected+ Greater Depth	3%	9%	11%	17%	35%	14%	29%	
Write	Met	41%	70%	72%	64%	70%	75%	71%	72%
	Expected+ Greater Depth	0%	6%	6%	11%	3%	0%	0%	
Maths	Met	62%	70%	50%	97%	40%	82%	76%	73%
	Expected+ Greater Depth	0%	9%	0%	33%	43%	43%	22%	
SPAG	Met	77%	79%	75%	92%	50%	89%	76%	72%
	Expected+ Greater Depth	15%	40%	28%	42%	45%	50%	37%	
Reading, Writing & Maths combined	Met	34%	49%	28%	58%	65%	75%	68%	61%
	Expected+ Greater Depth	0%	3%	0%	3%	3%	0%	0%	
Science	Met					69%	89%	76%	81%
	Expected								

### Y1 Phonics

Greenfield 2016	Greenfield 2017	Greenfield 2018	Greenfield 2019	Greenfield 2022	Greenfield 2023	Greenfield 2024	National 2024
89%	71%	66%	69%	76%	59%	75%	

### EYFS

Greenfield 2016	Greenfield 2017	Greenfield 2018	Greenfield 2019	Greenfield 2022	Greenfield 2023	Greenfield 2024	National 2024
72%	73%	51%	53%	54%	63%	53%	

