

Complaints

The Complaints Procedure is as follows:-

1. Discuss the problem with your child's class teacher. If the problem is not resolved, the matter should be brought to the attention of an Assistant Headteacher.
2. If the problem is still not resolved, the matter should be brought to the attention of the Headteacher who will investigate your complaint fully and fairly.
3. If you feel the problem is still not resolved you should write to the headteacher who will respond within a given amount of time.
4. If you feel the problem is still not resolved you should write to the chair of governors c/o St George's School, who will consider the problem fairly and seek a solution.

You can appeal to Westminster LA or the London Diocesan Board of Education.

We pray that any complaint can be resolved satisfactorily within the school in a fair and just way.

Contacts

Westminster Education Department

Westminster city Hall

64 Victoria Street

SW1E 6QP

London Diocesan Board for Schools

London Diocesan House

36 Causton Street

SW1P 4AU

Please see our complaints policy for further information.



St George's (Hanover Square) C of E School

South Street

London

W1K 2XH

Telephone: 02076291196

Office: office@sghsprimary.co.uk

Head: head@sghsprimary.co.uk

Website: sghsprimary.co.uk

Twitter: @SGHSprimary

Headteacher: Mrs Judith Standing

School Business manager: Dorcas Baukovic

St George's School Motto

Working together for the achievement of all

St George's School Values

Respect, Kindness, Creativity, Forgiveness, Friendship and Honesty

From the Headteacher

Dear Parents/Carers,

On behalf of staff and myself, may I take this opportunity to warmly welcome you and your child to St George's (Hanover Square) Church of England Primary School.

Our mission statement and school values sum up who we are as a school and I am sure that when your child starts at St George's you will see our mission lived out every day in school.

As a school we work very closely with pupils, parents and the wider community. We want everyone to feel as if they are part of the St George's family.

St George's is a small school catering for up to 210 pupils aged from 4 to 11. Our school has close links with both the Grosvenor Chapel and St George's (Hanover Square) Church. Pupils attend Chapel each Friday morning and throughout the year several services are held at St George's Church.

We hope that as you get to know us you will feel a real sense of community and commitment to your child and your family.

Yours sincerely, Judith Standing

Governors

St George's (Hanover Square) School is a Church of England Primary School, which means it has 'Aided' status.

The Governors are responsible for a range of areas. Some key responsibilities include:

- the admission of pupils
- the appointment of teaching and support staff
- the setting and managing of the school's annual budget
- the upkeep of the buildings
- the R.E. syllabus

Maintenance Money

The State provides a grant of 90% of the cost of repair, and the Governors have to pay the remaining 10% which is obtained from parental contributions.

A major way of raising money to finance this annual sum, is to ask our parents to contribute to the Governors Maintenance Fund. Church schools are reliant on parents sharing this responsibility and parents are encouraged to make annual payments - currently of £30 per family per year.

These payments can be made in a lump sum or in smaller amounts throughout the year, whichever is more convenient. If you would like to set up a standing order or direct debit please contact a member of the office staff for our bank details. The school also benefits if you are able to sign a 'Gift Aid' form which allows the tax you have paid to be claimed back.

Uniform

School uniform is an important aspect of school life. All pupils are expected to wear school uniform as listed below.

Children will need a school book bag/rucksack and school PE bag which are available from the school office.

All clothing should be clearly and permanently named.

No nail varnish is allowed.

No jewellery is allowed, apart from one pair of plain small metal stud earrings and a plain watch.

Hair should be tied back with red or black hairbands.

Hair should not be shaved into logos or any offensive designs and it should not cause a distraction either to the pupil or other children.

Boys

Scarlet blazer and cap with woven badges, white shirt, red jumper, scarlet and grey tie, grey trousers, grey socks, black school shoes. Black, grey or red plain school coats.

A white t-shirt, white shorts and black trainers are required for PE.

Girls

Scarlet blazer with woven badge, grey hat, white blouse or shirt, scarlet and grey tie, red cardigan, grey skirt or tunic, black school shoes with a low heel. Summer dresses of scarlet and white gingham check are available. Black, grey or red plain school coats.

A white t-shirt, white shorts and black trainers are required for PE.

Groupings

The school is made up of seven classes, from Reception to Form 6. All classes have a maximum of 30 pupils and are organised into stages according to their ages. There is one class per year group. The EYFS (Early Years Foundation Stage) includes pupils aged 4 and 5 (Reception class), Key Stage 1 (infants) includes pupils aged between 5 and 7 (Forms 1 and 2) Key Stage 2 (juniors) includes pupils aged between 7 and 11 (Forms 3 to 6).

The staff consists of the Headteacher, a Senior Leadership Team, class teachers, a number of part-time teachers and support staff.

Curriculum

Teaching and Learning is the fundamental purpose of the school community. All members of that community have an essential role to play in its success.

The National Curriculum is comprised of the following subjects:-

English, Mathematics, Science, Religious Education, Computing, Science, Design and Technology, Music, History, Geography, Art, Physical Education and Modern Foreign Language. Elements of PSHE and Citizenship are also taught through the curriculum.

As a school our chosen Modern Foreign Language is Spanish which is mainly taught by a specialist. PE is mainly taught by Sports Coaches.

Assessment

In the EYFS there is a baseline which takes place in the first few weeks of the year. The children are then assessed at the end of the year against the Foundation stage profile.

In KS1 pupils are assessed in phonics in Form 1 and in English (reading, writing, grammar), Maths and Science in Form 2. These are government tests/ tasks. In KS2 the pupil are assessed in English (reading, writing, grammar), Maths and Science in Form 6.

Throughout the rest of the school pupils are assessed by their teachers at regular intervals. This enables staff to set work that is appropriate for their level.

As a Church School we regularly assess RE as well.

School Dinners

Meals are provided daily in the school hall. The pupils are supervised throughout the lunch break by meals supervisors who are also classroom teaching assistants.

All KS1 pupils are given a free school meal. There is no need for children to be provided with a packed lunch. The catering staff are able to cater for all dietary requirements.

In KS2 dinner money should be paid in advance.

Free school dinners may be available to pupils whose parents are in receipt of benefits. Please contact the school office for more information.

Packed Lunch

KS2 pupils are allowed to bring a healthy packed lunch to school. A packed lunch should contain a roll or sandwich, yoghurt/savoury snack, fruit, fruit juice or water. No sweets or chocolates or fizzy drinks should be included in packed lunches.

Please do not give your child nuts as part of his/her packed lunch due to allergies.

If you would like your child to switch from school dinners to packed lunch this may only be done at the beginning of each half term. The school office should be notified in writing in advance.

Security

The school gate will be open between 8.30am and 8.55am and 3.15pm and 3.45pm each day. At other times access is via the school office. Please ring the buzzer and report directly to the school office. No dogs are allowed on the school premises. No smoking is allowed on the school premises; this includes the playground. Please switch your mobile phone to vibrate when attending class assemblies or meetings with staff. Only pupils in Form 6 are allowed to bring mobile phones to school.

Medical Inspections

During their time in school, pupils may be offered a medical examination which is carried out at the school by the school doctor or nurse by appointment. There is no further medical unless requested by a parent or teacher, or the doctor wishes to follow up the original examination. Height and weight is measured annually for pupils in Reception and F6.

Dental Check-Up

Occasionally a year group may be targeted for a dental check-up. Dental personnel visit the school occasionally to give talks to pupils on dental care.

Hearing Tests

Hearing tests are administered by one of the audiologists. Pupils are tested in Reception but any pupil suspected of a degree of deafness can be checked during the audiologist's annual visit.

Speech

Pupils experiencing difficulties with their speech may, with parental/ carer consent, be referred to a speech therapist.

SEN

If your child has a Special Educational Need it is your duty to let us know this before s/he starts school. This enables us to support your child as much as possible. If as a school we feel that your child would benefit from additional support or a referral to external professionals we will let you know this as soon as possible.

Pastoral Care

Pastoral care is on-going and shared by all members of staff. The class teacher is mainly responsible for the pastoral care of pupils.

Ethos

Pupil/staff relationships are based on strong Christian beliefs with an emphasis on improving standards of attainment and instilling a positive attitude to education and care for others.

At St George's we are very proud of our mission statement, our motto and our values. We link these closely with our learning and our school rules.

Collective Worship

We hold Collective Worship at the start of every day. This is built around an ethos of Christian Worship. The act of Collective Worship plays a significant role in the implementation of the school mission.

Availability of Staff and Open Evenings

Three Open Evenings are held annually. The first takes place in the Autumn term. This provides an opportunity for you to meet your child's new teacher, pass on any relevant information, and discuss the planned programmes of study for the coming year.

The second Open Evening is held in the spring term. During this visit you have the opportunity to discuss your child's progress and see his/her books.

The third open evening is held in the summer term when you are given the opportunity to discuss your child's annual report and to see his/her work.

The headteacher and staff are available to meet with parents/carers at a mutually convenient time. If you have an urgent problem, please let the school office know as soon as possible, whether in person, via a note with your child or by phone and the member of staff concerned will contact you as soon as possible.

School hours

Reception, Form 1 and Form 2:

Morning: 8.55 am. – 12.00 pm.

Afternoon: 1.00 pm. - 3.30 pm. (reception 3:25pm)

Form 3 and Form 4:

Morning: 8.55 am. - 12.30 pm

Afternoon: 1.30 pm. - 3.30 pm.

Form 5 and Form 6:

Registration

After registration, pupils may not leave school before the official time unless a note requesting this is sent to the school on the morning of the day in question and an adult collects the pupil.

Attendance

Should a child be absent from school or likely to be very late in arriving, parents/carers must inform the school office by telephone and upon return a note should be sent to the office giving the reason for absence. If the absence is likely to be a prolonged one, the school should be informed of this as soon as possible.

Please note that the school registers are checked regularly by Westminster's Education Welfare Officer.

Please notify the office in writing, of any medical appointments beforehand so that your child does not miss being booked in for a school dinner. As far as possible, appointments should be made outside of school hours, so that pupils do not miss their time in school. Evidence of appointments will be asked for by the office staff.

Holidays should not be taken in term time. Parents will be referred to the Education Welfare Officer and may be issued with a fixed term penalty if a holiday is taken.

Punctuality

Please make sure that your child is in the playground by 8.50am. Please also make sure that you are in the playground at 3:30pm to collect your child. The punctuality of your child is monitored regularly by the Education Welfare Officer.