

Dear Parents/Carers,

As we finish the school year, I would like to thank all of our parents and carers for their support. I would also like to thank publicly our school staff, for their dedication and service to the school.

As we reflect on another remarkable year at our school, I am filled with pride at the many achievements we have shared. Our Year 11 and Year 13 students approached their exams with determination and we commend them for their hard work and resilience. Across other year groups, pupils engaged positively with their assessments, demonstrating our commitment to their learning.

Beyond the classroom, our calendar was rich with experiences. Sports Day was a celebration of our school spirit, while the Newquay trip offered unforgettable adventures and strengthened friendships. We also celebrated an incredible 314 sports fixtures this year, with a special congratulations to our Under 14s football team for their outstanding victory in the Barnet Cup.

Our students also embraced opportunities for reflection and connection through visits to local churches, deepening their understanding of faith and community. These moments, both big and small, have shaped a year full of learning, growth, and joy.

As we say goodbye to our current school building, we wish a fond farewell, or perhaps *au revoir*, to just one colleague, Ms Souhard, who is leaving us to return to France; she has given so much to our school and its students. We also thank Ms Fitzgerald for the work that she has done this year support students in Religion and Philosophy. We have a wonderful group of teachers joining us in September; they have already visited us for their Induction Day and we will be introducing them in person and via the newsletter in 2025-26. With the change associated with moving into a new school building, it is great to have stable staffing and such a talented group of teachers and support staff.

We look forward to welcoming all new members of this community in September. It was great to meet our new Year 6 students and their parents at the recent Transition Day. It will be wonderful to see our new intake in September, all proudly wearing their new STA school uniform, ready to make new friends, to work with their teachers and to enjoy new experiences and activities.

We are very much looking forward to moving into our new home. There has been a business-as-usual ethos during this last term with an air of expectation as we pack boxes and get ready to decant. Moving an entire organisation of 76 staff and 550 students is a huge undertaking. Welcoming all students to our new home in September marks a new chapter in the schools' development and we will be inviting all parents to visit the school in the first half term.

As we turn our attention to the start of the next academic year, I wanted to write to you with some important messages. School will recommence for **Year 7 and 12 students on Thursday 4 September 2025** and for **ALL students on Friday 5 September 2025**. We will have a staggered start and exit for all students. This is to ensure the good operation of our new site and students are well inducted to our expectations of them as we move in our new building. All students will now enter the site via Brunswick Park Road where staff will direct them where to go once on site.

Please see staggered entry and exit times below:

Thursday 4 September 2025	Arrival Times	Exit Times
Year 7	8.20am	1.20pm
Year 12	9.00am	11.30pm
Friday 5 September 2025	Arrival Times	Exit Times
Year 7	11.30am	3.00pm
Year 8	8.20am	10.30pm
Year 9	9.45am	12.20pm
Year 10	9.45am	12.20pm
Year 11	12.30am	3.00pm
Year 12	9.50am	12.30pm
Year 13	9.50am	12.30pm

For those students in Years 8, 9, 10, 12 and 13, brunch or lunch will be available for them in The Olive Tree, which is the name of our school canteen.

I would be very grateful if you would support us by going through the end of year report with your child and ensure that your child carries out the summer transition work or homework set by departments in response to learning gaps identified in the recent assessments. The work is not designed to be onerous and can be spread out over the summer break rather than completed in one single block.

The information below gives existing parents and carers and those new to the school an outline of what we expect. We are delighted that visitors to the school and those in the local community commend our students on their behaviour and attitude. Please do read it carefully. A new academic year is a chance to enhance our standards, and uniform is a demonstrable part of this.

Our new Year 7 students will be wearing uniform with our new logo on it. All other students are still able to wear uniform with our founding logo. Our uniform supplier is now only stocking items with the new branding, so any replacement branded items for students in Years 8 to 11 will have the new logo. Please ensure that any school shoes purchased over the summer fit within the clear guidelines on our website. Girls who choose to wear skirts must ensure they have a skirt that can be worn at a length that is in-line with our expectations. Where there are ongoing uniform concerns, parents/carers will be contacted to resolve any issue. Sixth formers must follow the expectations on the school website relating to dress code.

I would also like to inform you that our Catering supplier, Innovate, will be increasing their meal tariff by 2.3%, and the Free School Meal Allowance will rise to £2.35 starting in September 2025. However, they are pleased to announce that the prices for all our fruit, yoghurt, and salad dishes will remain frozen for another year. We understand that various cost pressures have necessitated this increase. To check if you qualify for free school meals, please visit [this link](#). To apply for free school meals, please use the following [application link](#).

Finally, please see information below and on our website, which will give you all the information you need for the next academic year. If you do have any questions, please do not hesitate to contact us through the usual channels. I look forward to seeing all of our students in September, and meeting parents at various school events. I wish you all a restful, restorative and enjoyable summer break.

Yours sincerely,

Christopher Martin
Headteacher

Ephesians 4:32: "Be kind to one another, forgiving one another, as God forgave you."

Key Information

Our School

Our ethos and the Greek Orthodox faith designation of the school is central to all we do at St Andrew the Apostle Greek Orthodox School. Please see the following links on our website for more information on this:

<https://www.standrewtheapostle.org.uk/vision-and-values>

<https://www.standrewtheapostle.org.uk/christian-faith>

Our bible verse is taken from Ephesians 4:3 "Be kind to one another, forgiving one another, as God forgave you."

School Calendar and Term Dates

Please [click here](#) for the school's term dates and whole school calendar.

School Day

- 8.30am: Tutor time
- 8.55am: Lesson 1
- 9.45am: Lesson 2
- 10.35am: Break
- 10.55am: Lesson 3
- 11.45am: Lesson 4
- 12.35pm: Lunch
- 1.20pm: Lesson 5
- 2.10pm: Lesson 6
- 3.00pm: end of school day

Pastoral – Form Tutor, Year Leader or Pastoral Staff

See below for the list of Year Leaders and Form Tutors. The letters correspond to the following disciples of Jesus to reflect our Christian Ethos

S for Simon / J for James / P for Phillip / M for Matthew

Your first port of call for pastoral matters is your child's form tutor. They can be reached on the school office number or via the [staff contact form](#). Please note that tutors have full teaching timetables so messages will be forwarded to them, and they will contact you as soon as they are able. Year Leaders and our Safeguarding and Inclusion Manager and Officers can be reached on the school office number or the [staff contact form also](#).

Year 7 – J Nelson	
7 James	A Godden
7 Simon	N Mahmuti
7 Phillip	O McCaffrey
7 Matthew	O Walch

Year 8 - J Nelson	
8 James	A Rafique
8 Matthew	I Lisle
8 Phillip	G Chalepas

Year 9 – D DeJesus	
9 James	M Bassington / M Ntuntaki
9 Matthew	C Ayres
9 Philip	S Frost / K Lasithiotakis

Year 10 – R Bendall	
10 James	D Ahmed
10 Matthew	A Nicolas / U Dogan
10 Simon	M Errami
10 Philip	K Msrar / M Kalloor

Year 11 - D DeJesus	
11 James	M Casey
11 Matthew	A Pallas
11 Simon	R Fowlie
11 Philip	A Sorgente

School Uniform

At St Andrew the Apostle students wear our uniform with pride. It is part of our high expectations for all of our students in order to relate professionally with all members of our community. All students are expected to wear full school uniform in September, including blazers. In addition, boys are required to wear a school tie. Please do remind yourselves of our uniform expectations by following the link below and subsequent pages. Please do note that any shoes, including the Kicker's brand, that are plimsol-like in appearance are not acceptable.
<https://www.standrewtheapostle.org.uk/uniform.php>

Stevensons is our current uniform supplier: <https://www.stevensons.co.uk/> The school does not receive any financial benefit from our arrangement with Stevensons. Our school has taken the necessary steps to be compliant with the Department for Education statutory guidance regarding the cost of school uniforms, keeping branded items to a minimum, allowing options for generic items and offering nearly new uniform items.

Please get in contact with your child's Head of Year if you are experiencing financial hardship and would like assistance to meet the costs of your child's uniform. Our stock of high quality, nearly new school uniform is also available at much reduced costs. Please let your child's form tutor or Head of Year know if you would like to purchase nearly new uniform. If you are a parent/carer of a student joining us in Year 7, please use the contact page on the school's website to contact us.

Students wearing incorrect uniform items will be addressed either at the school entrance or in registration time. We may phone you to ask you to bring in correct uniform for your child to change into. Students who refuse to wear or adjust their uniform to our standards will be sent home to change and return to school once they have done so. If there are unavoidable reasons why your child cannot wear the correct uniform for one day, please provide them with a note explaining the reasons for this. Please do not email the office on these occasions, your child having a note on their person will allow Heads of Year and Form Tutors to address these issues more easily

Uniform dress code:

- We do not allow facial piercings - one small stud or sleeper in each ear will be the only piercings permitted. Excess makeup, jewellery, and nail varnish, false nails/excessively long nails are not permitted.
- No trainer style shoes, this includes Vans/Converse.
- Socks – no ankle socks. Girls' socks should sit just below the knee. Socks should be the same colour as student's tights.
- Winter coats should be plain coloured black or navy. Please also bear in mind that there are no lockers in school. Coats are not permitted to be worn inside the school building and should be stored in bags or carried.
- No extremes in hair dye or style. Colour must be natural shade. There must be no shapes cut into hair. Long hair must be tied back when requested by teachers as a safety precaution. Typically, this will include certain lessons in PE, science and technology. Any hairbands and hair ties must be plain and discreet.
- No baseball caps/bandanas.
- No hoodies.
- No tattoos.

A full list of our uniform requirements including the new regulations is available on our [website](#). Please see images of acceptable shoes for boys and girls on the following pages.

[The uniform dress code for students in our Sixth Form can be found here.](#)

Boys' Shoes

Acceptable- distinct heeled shoe



Not acceptable – boys' flat soles and boots

Trainer Style



Plimsoll Style



Boots



Girls' Shoes

Acceptable Shoes



Not Acceptable

Kitten Heels



Platform Shoes



Plimsoll Style



Trainer Style



Boots



Mobile Phones

- Smart phones are not permitted anywhere on the school site, either inside the building or the playground. Any smart phone will be confiscated and returned to the student after five days.
- Other mobile phones ('brick phones') are permitted however must be turned off and held in the student's bag until they leave the school site.
- Students seen with/using a mobile phone will have them confiscated. This includes when students are leaving the school site.
- Any mobile phone seen inside the building will be confiscated by staff and given back to the student at the end of the day for a first offence.
- Should your child's phone be confiscated for a second time in the half term, a parent or responsible adult will be expected to come and collect the phone from the school.
- If you need to contact your child urgently, please phone the school reception and the message will be passed on to your child.
- Your child should not contact you during the school day. There are adults who can support your child at any part of the school day. Please tell your child not to contact you, but to speak with an adult, who can use office phones, if they need support.
- Please monitor your child's use of their mobile phone at home, especially where use of social media is concerned. Staff cannot afford to sacrifice valuable learning/teaching time investigating comments made on social media by students outside of school hours

We believe that parents along with students will readily accept this restriction on the use of mobile phones and will reap the rewards of a much more focused culture away from the distractions and peer pressure that mobile phones can bring.

Equipment

Students need to be well equipped for learning throughout the school day. Essential and desirable items are detailed below. It essential for students to have these items and not to share these with other students.

1. Strong waterproof black bag of a suitable size to carry A4 books/folders (no handbag styles permitted)
2. A reading book
3. Pencil case
4. Blue/black pen (minimum of two) as well as a green biro for self-evaluation of work
5. 2 pencils (minimum)
6. Pencil sharpener
7. Rubber
8. Compass
9. 15cm ruler
10. Calculator (preferably Casio 83GTX or 85GTX)
11. Protractor
12. Reusable, named water bottle (drinking fountains provided in school for refills)
13. A5 notebook

Desirable

14. Set of coloured pencils
15. Glue stick

Medical Conditions, Illness and Absence Procedures

Absence Due to Illness

If your child is not able to attend school due to illness, parents are asked to contact the school giving an indication of the problem and when you expect them to return. You should report the absence by using Studybugs. <https://studybugs.com/> or by emailing, attendance@standrewtheapostle.org.uk or via calling 020 3195 5444. Please ensure you contact the school each day your child is absent due to illness. To request an absence for your child, or for any other attendance issues please email attendance@standrewtheapostle.org.uk or address a letter to the Headteacher. Mrs Stylianou is our school Attendance Officer.

Student morning attendance marks are taken from Form Tutor registration at 8.30am and the afternoon attendance mark is taken from lesson 5 straight after lunch. If your child misses these sessions, they will be marked as absent for the relevant part of the day, regardless of whether they were in school later in the morning/afternoon. If students are late to school after 8.55am they will be marked as absent for the morning. Persistent lateness to school could result in our Education Welfare Office issuing a fine in line with our attendance policy, should there not be an improvement. However, we as a school would always aim to work with a family and young person first to support their good punctuality.

Medical Appointments

Where possible, medical appointments should be taken out of school time. Where an appointment during school time is unavoidable, you must contact the school office via email: admin@standrewtheapostle.org.uk with at least 24 hours' notice. Where an emergency appointment is made, please contact the school office on either the above email or by phone 020 3195 5444, selecting option 1. If you need to collect your child from school to attend a medical appointment, please remind your child on the day to come to the office at the required time. We ask that you minimise the amount of time that your child is out of school for any particular appointment. For example, if your child has an appointment late morning then it may be possible for your child to come to school prior to the appointment and return to school afterwards. This reduces the amount of learning missed, and has implications for your child's overall level of attendance.

Long Term Absence

If it is necessary for your child to be absent from school for a longer period of time due to more complicated medical conditions, it may be necessary to arrange for schoolwork to be sent home. This would be organised on a case by case basis. If you think your child is going to be absent from school for a lengthy period of time please contact your child's Tutor or Year Leader. If students are absent from school without an authorised reason, or for example persistent illness without medical evidence from a doctor this could result in our Education Welfare Office issuing a fine in line with our attendance policy, should there not be an improvement. However, we as a school would always aim to work with a family and young person first to support their good attendance.

Medical Conditions

At St Andrew the Apostle School we support all students in accessing the curriculum. If your child has a medical condition that requires special treatment, regular medication, monitoring or rest we would create a Healthcare plan (HCP), unique to your child and their needs. This will include details of any equipment or medication your child will use and how we can support your child daily and in the case of emergencies. If you feel that your child would benefit from an HCP, please email: admin@standrewtheapostle.org.uk to arrange a meeting

Student Behaviour Systems and Consequence Procedures

Character Education is fundamental to our vision and the Gospel values on which the school is based; this is explained in two words; *respect* and *responsibility*. The school will teach its students what respect means 'do unto others as you would have them do unto you' – in other words, the traditional Christian values of caring for the needs of others and being a trustworthy citizen. The third key word for behaviour at St. Andrew is *ready*, we want all students to be ready for learning at all times.

Success is recognised more regularly in the classroom with three achievement categories of *brilliant effort*, *character education* and *outstanding work*. We want the students who get it right every day to have their efforts acknowledged. We teach that every action has a reaction. Logical consequences are the reaction to inappropriate behaviour. These relate to the school values, relate to the inappropriate behaviour, are logical to all those concerned, and include an apology.

After School Detentions – Behaviour

A detention is issued to any student who exhausts a caution and then a final warning given within a lesson/tutor time. Most detentions are 30 minutes, although they can be extended to 60 minutes if there is a serious breach of our behaviour policy. The large majority of detentions will take place on the same day. Parents will be informed via a text when a detention is issued. Typically, if a detention is given from period 1-5 then this will be issued on the same day, if it is given during period 6 it will occur on the next day.

Should a student miss their 30-minute detention this will be escalated to a 60-minute detention the next day. Should a student miss their 60-minute detention students will be placed in a 2-hour Headteacher's detention on Friday evening. Parents will be informed of this via a text.

Should students receive four detentions in a four-week rolling period, students will be placed on an internal report and parents informed. Should this not be successful then parents will be contacted about possible next steps.

In line with our **ethos on Character Education**, a 'Character Conversation' takes place in detention time between the student and the member of staff who issued the detention. This is to restore relationships and prevent any recurrence.

After School Detentions – Lateness

Late detentions will be set for any student who is late on the same day of lateness. Lateness refers to arriving late to school in the morning or arriving late to lessons during the course of the school day.

Code of Conduct

Our Code of Conduct defines the minimum expectations of students at all times. It was developed with the support of our learners. All expectations come under the three broad headings. They are supported by Character Education and our values: respect, responsibility, caring, fairness, forgiveness, trustworthiness

St Andrew the Apostle School Code of Conduct

Respectful

1. Do as you are asked by all members of staff, first time without question.
2. Listen to others, do not call out, and use appropriate language and tone.
3. Be kind to each other and take care of the building, displays and equipment.

Responsible

4. Follow rules for health and safety, including walking on the left.
5. Keep hands, feet, objects and personal comments to yourself.
6. Be in the right place at the right time, and not in unsupervised areas.
7. Leave valuables at home, the school is not responsible for them.

Ready

8. Be punctual.
9. Be in full school uniform, worn properly.
10. Be silent when entering a classroom.
11. All necessary equipment out on desk, and everything else away.
 - a. bags on the floor, coats on the chair.
 - b. all headphones, phones and other electronic equipment out of sight and off. They will be confiscated if seen.
12. No gum or food, or fluid other than water.

Our school motto is: 'Ever to Excel'.

Travel

Students are strongly encouraged to walk or cycle to school wherever possible. This will enable students to learn to be independent, to be fit and healthy and to make a positive contribution to reducing traffic emissions thereby improving air quality in and around our site. Most importantly, it will make the roads around our new home safer. Please see our website for details of the excellent public transport links to our school. There will be a small number of drop off and pick up bays in the road next to our new school building; however, a policy of no waiting will be strictly enforced.

Who do I contact at St Andrew the Apostle School?

Academic/Pastoral – Form Tutor

- Your first port of call for academic matters is your child's form tutor. Please follow this link: <https://www.standrewtheapostle.org.uk/contact.php>. Please note that tutors have full teaching timetables so messages will be forwarded to them and they will contact you within 48 hours.

Please see Pastoral Structure above for staff members, who can all be contacted via the [staff contact form](#).

Main office number: 020 3195 5444

Main office email: admin@standrewtheapostle.org.uk

Office is staffed 8.00am – 4.00pm.

Learning Support – SENDCO

- The school's SENDCO is Ms A Bamber and she can be reached using [the staff contact form](#).

Administrative matters

- For general administrative matters please speak to our office staff – Mrs Stylianou, Mrs Christou and Mrs Michael – on the main school number:

020 3195 5444 or [via the staff contact form](#).

Admissions – Mrs Christoforou

- For queries concerning admissions please contact Mrs Christoforou on the school office number or via the staff contact form.

Finance – Mrs Lecointe/Mrs Nicola

- For any queries regarding free school meals please contact Mrs Lecointe/Mrs Nicola on the school office number or via email: finance@standrewtheapostle.org.uk
- For any other queries regarding finances (e.g. cashless catering etc.) Please contact Mrs Nicola on the school office number or via email: finance@standrewtheapostle.org.uk

Please also see our website: www.standrewtheapostle.org.uk as this gives much more information about the school.

The links to our contact pages are below:

<https://www.standrewtheapostle.org.uk/contact>

<https://www.standrewtheapostle.org.uk/contact-staff>