

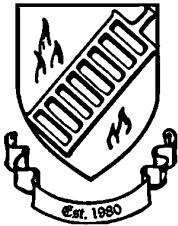
# St. Lawrence College

## The British School in Greece



A Handbook For The  
Parents Of Pupils  
In KS2

Our school is one **community**, showing **respect** for each other and ourselves; **tolerant** of differences and proud of our diversity; **honest** and **positive** about our learning and behaviour every day.



# St. Lawrence College

## The British School in Greece

Dear Parents,

Welcome to St. Lawrence College and a new school year.

This updated handbook contains information about your child's year group and the day-to-day running of the school.

Within the handbook, you should be able to answer any queries you have about the regular school routine at St. Lawrence College Early Years and Junior School. However, if you still have any questions, please do not hesitate to get in touch with your child's class teacher, Mrs Diplas or myself.

May I take this opportunity to wish all of our pupils and their families a truly successful and enjoyable school year.

Kind regards,

Shona Good

Headmistress Junior Section and Early Years

### Contact Details

**Address:** Anemon Street, Koropi, Attiki

**Postal Address:** P.O. Box 74221, 16602 Varkiza, Athens, Hellas

**Website:** [www.slc.gr](http://www.slc.gr)

### Junior School

**Telephone:** 210 8917000

**Fax:** 210 8917010

**Email:** [juniorschool@slc.gr](mailto:juniorschool@slc.gr)

## **School Staff 2019-2020**

|                                 |                      |                        |
|---------------------------------|----------------------|------------------------|
| Head of Junior School           | Shona Good           | s.good@slc.gr          |
| Deputy Head                     | Suzanna Diplas       | diplas@slc.gr          |
| Early Years Lead Practitioner   | Caroline Economides  | c.economides@slc.gr    |
| Head of Key Stage 1 & Reception | Cathy Archolekas     | cathyarcholekas@slc.gr |
| Head of Key Stage 2             | Toni Rickard         | trickard@slc.gr        |
| School Secretary                | Olympia Kenevetzidou | juniorschool@slc.gr    |
| School Nurses                   | Jean Charles         | nurse@slc.gr           |
|                                 | Matilda Kelematis    |                        |

## **Class teachers**

|                        |   |  |
|------------------------|---|--|
| Y6 Teachers            | Toni Rickard<br>Maya Babti<br>Smaragda Maniatis<br>Ela Feeney<br>Despina Kladidis<br>Heather Blythe | trickard@slc.gr<br>m.babti@slc.gr<br>s.maniatis@slc.gr<br>e.feeney@slc.gr                              |
| Y5 Teachers            | Cathy Siafakas  | csiafakas@slc.gr   |
| KS1 & KS2 Maths Leader | Poppy Tsabanaki<br>Manos Alachouzos<br>Jane Potts   | p.tsabanaki@slc.gr<br>m.alachouzos@slc.gr  |
| Y4 Teachers            | Demetra Grivas<br>Peppi Orfanogianni<br>Miranda Roumanas<br>Helen Carbery                           | d.grivas@slc.gr<br>orfanogianni@slc.gr<br>roumanas@slc.gr  |
| Y3 Teachers            | Chrysy Bondiotis<br>Helen Kokkalis<br>Amanda Veroutsos<br>Michelle Rush                             | bondiotis@slc.gr<br>h.kokkalis@slc.gr<br>a.veroutsos@slc.gr  |
| Greek Teachers         | Ioanna Sapountzaki<br>Mariliz Tsirigoti<br>Fenia Giannakou<br>Dora Giaouri<br>Rania Kouvari         | isapountzaki@slc.gr<br>m.tsirigoti@slc.gr<br>f.giannakou@slc.gr<br>dgiaouri@slc.gr<br>r.kouvari@slc.gr |
| History                | Vassia Kyriakopoulou  | vkyriakopoulou@slc.gr  |

|                    |                            |                          |
|--------------------|----------------------------|--------------------------|
| French Teachers    | Beatrice Connolly          | bconnolly@slc.gr         |
|                    | Francois Jacob             | f.jacob@slc.gr           |
| Spanish Teachers   | Hara Economou              | h.economou@slc.gr        |
|                    | Ricardo Lopez              | r.lopez@slc.gr           |
| Chinese Teacher    | Lukas Tay                  | ltay@slc.gr              |
| Russian Teacher    | Marina Litke               | m.litke@slc.gr           |
| Computing          | Mary Dova                  | m.dova@slc.gr            |
| Music              | Rania Papalamprou          | r.papalamprou@slc.gr     |
| Physical Education | Maria Kalara               |                          |
|                    | Nassia Voyiatzi            | pe@slc.gr                |
|                    | Vasilis Dikaioulas         |                          |
| Swimming           | Marina Katsogianni         | marinakatsogianni@slc.gr |
|                    | Konstantina Tzavella       | k.tzavella@slc.gr        |
|                    | Pablo Antonakoglou-Fonseca | pablofonseca@slc.gr      |

## Welcome to Key Stage 2

Our aim in KS2 is to develop learners who support and respect each other and are confident, responsible, innovative and engaged. The curriculum frameworks for English, Mathematics, Science, History, Geography and Computing are designed to involve learners in an active and creative learning journey that will provide a solid foundation on which the later stages of education can be built, thus preparing them for success.

### Cambridge Curriculum Frameworks

In KS2, we deliver a rich, varied curriculum, using the Cambridge Primary Frameworks in the core curriculum of English, Mathematics and Science. All other foundation curriculum subjects follow the UK Department for Education's National Curriculum in England.

### Assessment

Teachers use a wide range of assessment tools alongside ongoing marking and pupil observations to inform their assessment of progress for individual pupils and groups.

End of unit reviews are regularly given in English, Maths and Science. In mid-May, pupils in Year 6 take the Cambridge Progression tests in English, Maths and Science. Pupils are prepared and informed in advance when they need to prepare and what they need to prepare for.

In addition, pupils take part in the InCAS computer based assessments established by the Centre of Evaluation and Monitoring (CEM) at Durham University. InCAS is a diagnostic, computer-adaptive assessment tool for schools to inform personalised learning. As a diagnostic assessment, it informs teachers where interventions may be helpful to improve pupil outcomes. Please note, these are not tests that have to be taught for. Rather, they provide a 'snapshot' of a pupil's ability and the progress that they have made. The children do not prepare in any way to take these assessments.

### Whole School Assemblies

Each morning, weather permitting, there is an assembly to announce the day's news.

### Quiz

The Inter-House Quiz, which is held in the spring, is also an effective revision tool. Each House, in each year, is represented by a team of 4 children who answer questions in Spellings, Mental Maths and General Knowledge. Please note that Quiz heats or finals cannot be rearranged to suit a pupil's absence.

### For parents bringing their children to school

Punctuality is important. The school day begins at 8:40 a.m. and ends at 3:15 p.m. Please respect the fact that late arrivals result in the class being interrupted. Parents bringing their child to school after morning assembly will need to take their children to the school office and sign in, picking up a *late slip* which must then be given to the class teacher. Parents must not take their child straight to class if arriving after assembly without first visiting the office and signing in.

All children have set learning tasks which they have to complete as soon as they arrive. Arriving late can also hold up the lesson and disrupt the learning of the rest of the class. Additionally children who repeatedly arrive late for school can miss considerable amounts of learning time, for example:

Arriving 5 minutes late every day adds up to over 3 days lost each year.

Arriving 15 minutes late every day is the same as being absent for 2 weeks a year.

If a pupil is repeatedly arriving late, you will be requested to visit the Head of School to discuss the disruption to your child's learning and steps to remedy the issue.

Parents wishing to speak to a teacher may only do so by arranging an appointment at a mutually agreed time. Teachers must not be detained from beginning their lessons. Also, be advised that there is no supervision in the playground until 8:25a.m., so pupils should not be left alone until that time. At the end of the day, parents picking up their children may do so after 3:15 p.m. from the assigned classroom.

## **Buses**

Pupils using a school bus are walked to the buses by a member of staff. In the event that your child will not be using their usual school bus service, please notify the bus office ([busoffice@slc.gr](mailto:busoffice@slc.gr)), the class teacher and the junior school office ([juniorschool@slc.gr](mailto:juniorschool@slc.gr)) as soon as possible.

## **Home Learning**

All exercise books are to be kept in school unless being used for homework. Pupils will be encouraged to develop a love for reading, bringing home library and reading books to be read to you, the parents. Extensive reading for pleasure in English is a necessity in primary education. Strong reading skills will aid them tremendously throughout the curriculum. Please encourage this practice. Online platforms that encourage interactive learning through play are also used to enhance enjoyment of home learning.

Each pupil will be given a homework diary which should be checked and signed every evening by a parent/guardian. The diary makes it easy to communicate with teachers and know what homework assignments have been set. The class timetable is attached to the back of the diary for easy reference. Please include emergency contact numbers on the form inside the front cover.

## **Communication with the Home**

General school information is sent by email while specific information concerning your child is written in the diary or contact is made by telephone. Please see the school calendar for the dates of other Parent-Teacher meetings when appointments to see teachers are arranged in advance.

## **Canteen**

Children have the option of bringing food for snack and lunch from home or ordering from the school canteen. A canteen menu is provided at the beginning of every month and orders should be written and clearly dated at home. The money and the canteen order must then be put into a small purse which will be collected first thing in the morning. Please ensure that food sent from home is always a healthy option. Unhealthy packs of biscuits, chocolate, sweets, crisps and are not allowed in school. Chocolate milk and carbonated soft drinks are also not allowed.

## **Birthdays and Name Days**

To celebrate a child's birthday/name day, small individual cakes may be sent but should not contain nuts. Please note that we are happy to hand out party invitations only if the whole class are invited. Otherwise, party arrangements must be made outside of school.

## **School Uniform**

At St. Lawrence College, we have a school uniform which all pupils must wear and is clearly explained in the uniform policy [here](#).

## **Sun Protection**

During summer months pupils should have sunscreen applied at home before they leave for school and should be encouraged to wear hats and UV protective sunglasses. All items should be labelled with your child's name.

## **Swimming Kit**

On swimming days, pupils need to bring:

- Crocs /flip flops/sliders
- a bathing costume
- a towel/bathrobe
- a plastic bathing cap in their House colour

## **Health Certificates**

In order for your child to take part in P.E. and swimming lessons, a current health certificate must be submitted to the school nurse as soon as possible. This can be either: two certificates, one from a cardiologist and one from a dermatologist; or one certificate from a paediatrician stating that the child has no dermatological or cardiological problems.

## **Nurse**

If your child has to be attended to by the school nurse for any reason, this will be recorded in his/her diary and if necessary, you will be contacted. Please note, we do not normally administer antibiotics at school. If children are well enough to attend school, then they are expected to participate in the P.E. lesson and to play outside (unless physically unable to of course).

The school nurse also regularly checks the children's heads for lice and nits; this is also noted in the diary.

Parents of newly-registered pupils must complete and return a medical questionnaire with all relevant information. Parents of current pupils must make the nurse aware if any previously given information has changed.

## **Discipline and Social Skills**

A positive attitude towards discipline is fostered and many reinforcement strategies are used to promote desired behaviour, independence, cooperation and caring. In school, pupils are always encouraged to be polite and use good manners and in the playground, to respect ourselves and others. Should a pupil fail to behave within our accepted boundaries, even after being quietly spoken to and guided, then he/she will spend playtime indoors with a duty teacher. Pupils are not allowed to run in the covered or quiet areas.

Personal toys, electronic games or mobile phones are not to be used in school. If these items are used on the bus, then on arrival at school they must be handed to the class teacher, who will return them at the end of the day.

On school trips electronic games and mobile phones are not permitted and pupils should not have large amounts of money on them at any time.

Class teachers should always be informed of any change in a child's life (e.g. moving house, absence of a parent, a death in the family, a new baby, etc.). It is essential that the school be informed of any specific learning difficulties or issues that your child may have.

## **Safety on the Web**

Unfortunately, there are quite a few children in KS2 who have social networking accounts such as Facebook and Snapchat. Officially, the age restriction is thirteen or older, so minors under this age legally should not be registered on such sites. Therefore, parents are strongly urged to speak to their children, keeping in mind the potential dangers involved when children expose themselves to online communication by posting personal information and pictures. This issue will be further addressed within the Computing syllabus. Children need guidance so as to learn internet safety and appropriate online behaviour. In addition to careful monitoring, security settings should be in place. Materials to help parents talk to their children about safe Internet use can be found on the help pages of many of these sites.

Please keep in mind that although the use of technology can be both educational and helpful tools for our children, supervision and restrictions are imperative to ensure their safety.

## **Progress Reports**

Reports on your child's progress are issued twice during the year, in December and in June. These reports are sent by email at the end of term.

## **Events**

We have a variety of school events which take place throughout the year and to which parents and friends are warmly invited. You will be informed about these events in our monthly Junior School Newsletters.