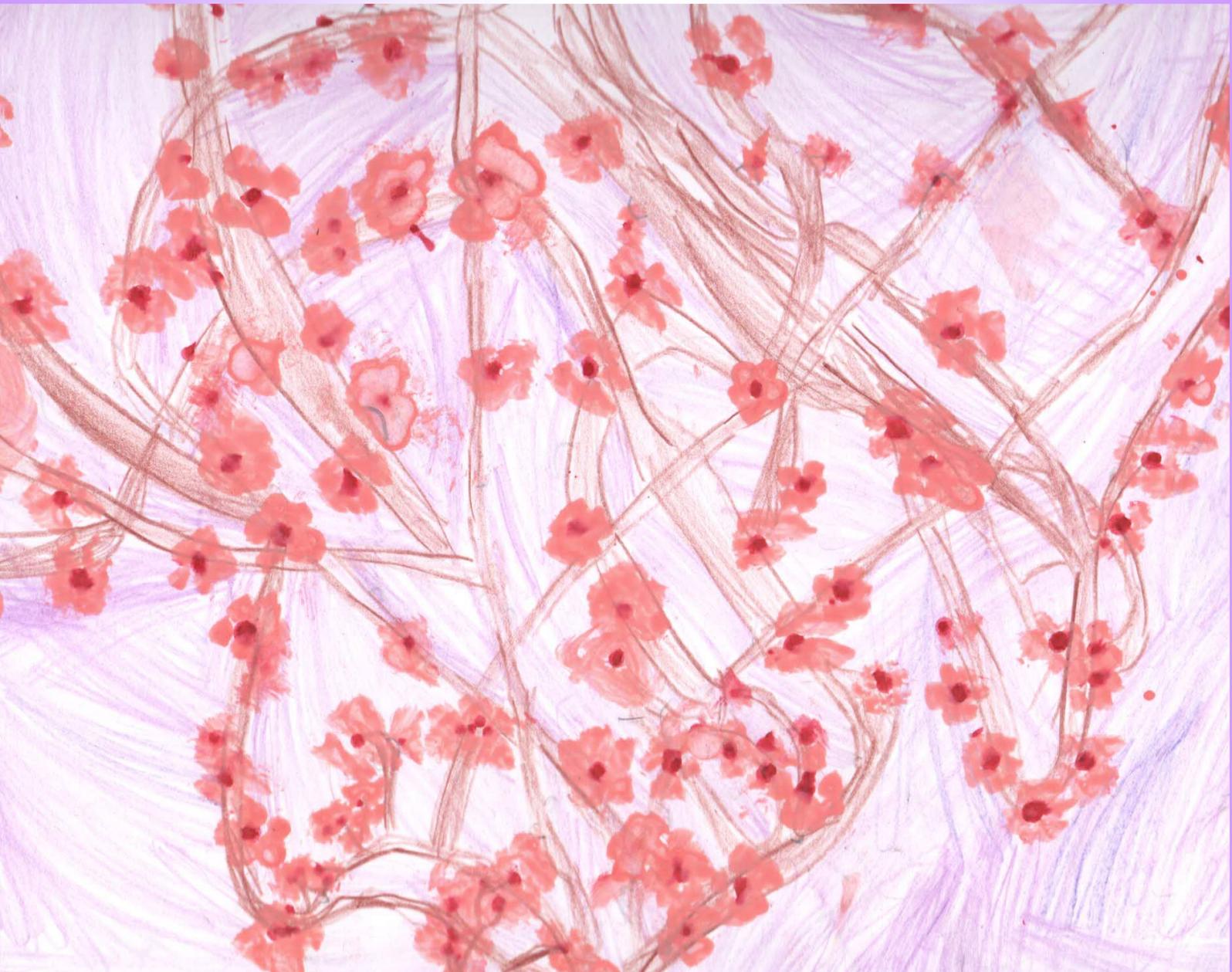


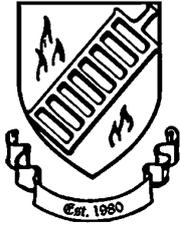
St. Lawrence College

The British School in Greece



**A Handbook For The
Parents Of Pupils In
E.A.L.**

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

Junior School

Telephone: 210 8917000

Fax: 210 8917010

Email: juniorschool@slc.gr

School Nurse email: nurse@slc.gr

School Staff 2018-2019

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	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 Matilda Kelematis	nurse@slc.gr
E.A.L. Teachers	Rachel Theodoropoulou Sophia Terzian	racheltheo@slc.gr s.terzian@slc.gr
E.A.L. Teaching Assistant	Despina Kladidis	

Specialist Teachers

Greek	Mariliz Tsirigoti	m.tsirigoti@slc.gr
Greek	Ioanna Sapountzaki	isapountzaki@slc.gr
Greek	Dora Giaouri	dgiaouri@slc.gr
Greek	Vassia Kyriakopoulou	vkyriakopoulou@slc.gr
Greek	Rania Kouvari	r.kouvari@slc.gr
Greek	Fenia Giannakou	f.giannakou@slc.gr
Music	Claire Bakewell	c.bakewell@slc.gr
Computing	Mary Dova	m.dova@slc.gr
Physical Education	Maria Kalara, Nassia Voyiatzi & Vasilis Dikaioulas	pe@slc.gr
Swimming	Marina Katsogianni Konstantina Tzavella Pablo Antonakoglou-Fonseca	marinakatsogianni@slc.gr k.tzavella@slc.gr pablofonseca@slc.gr

Welcome to the English as an Additional Language classroom

Welcome to St. Lawrence College and to the English as an Additional Language class (EAL). Your child will be here for the greater part of the day and will be taken on the exciting journey of learning a new language.

The focus in EAL is on language and maths. All activities will expose your child to the language necessary to feel comfortable listening to teachers and classmates in his/her new, all-English environment. They will give opportunities for your child to feel confident expressing himself or herself both orally and in written form. Your child will be learning to read and write in English, learn standard expressions and phrases as well as grammar structures and vocabulary, in order to understand tasks, information and ask questions for clarification.

Maths lessons will focus primarily on the maths language necessary to do simple problem solving and to allow integration into the mainstream class at a later date in the year.

Assessment

Formative assessment will be used continually to inform us of the progress your child is making. Our main aim is for your child to feel confident in English, to enjoy time with classmates and teachers, in and out of the classroom, while preparing to join the mainstream class.

In addition, pupils in Key Stage 1 and Key Stage 2 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' for your child's ability and the progress that they have made. The children do not prepare in any way to take these assessments.

Integration into mainstream

Your child has also been assigned to a mainstream class in his/her Year group level where part of the day will be spent from the second week onwards. The lessons that he/she will follow there, are: Art, Computing, Library, Music, P.E. (Physical Education) and Swimming. As the year progresses, and depending on your child's increasing fluency, he/she will be fully integrated into the mainstream class for Maths, then Science, Geography and/or History. Your child may then become more involved in ongoing classroom assessment in Maths and Science.

Whole School Assemblies

Each morning, weather permitting, there is an assembly to announce the day's news. Termly, whole school assemblies will be held regularly for the pupils and staff only. It will be an opportunity to generate a whole school focus and highlight a key learning message.

School Day

Punctuality is important. The school day begins at 8:40a.m. and it ends at 3:15p.m. Please respect the fact that a late arrival results in the class being interrupted. If a parent wishes to speak to a teacher, she/he may do so by arranging an appointment. Do not detain teachers from beginning their lessons. Also, be advised that there is supervision in the playground after 8:25 a.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. Pupils using the school bus service are walked to the buses by a teacher.

In the event that your child will not be using their usual school bus service, please notify the bus office (busoffice@slc.gr), the class teacher and the junior school office (juniorschool@slc.gr) as soon as possible.

Home Learning

All books are to be kept in school unless being used for homework. E.A.L. 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 at this age. Strong reading skills will aid them tremendously throughout the curriculum. Please encourage this practice.

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 your child's 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 inside of 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 the class teacher are arranged in advance.

Canteen

Children have the option of bringing food 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 should then be put into a small, zipped wallet or purse. These are then collected first thing in the morning. Canteen food can only be ordered for lunch, so a snack should be sent from home for morning break. Please ensure that food sent from home is always a healthy option. Chocolate, sweets, crisps, chewing gum and carbonated drinks are not allowed in school; however, if a child wishes to celebrate a birthday/a name day etc. he/she may bring individual cakes, sweets or biscuits but not a gateau. Make sure that these **do not contain nuts**. *Note, we are happy to allow pupils to hand out party invitations if the whole class are invited. If only a select few pupils from another class are invited, please arrange outside of school.*

School Uniform

At St. Lawrence, we have a school uniform which all pupils must wear. On entering St. Lawrence, pupils are placed in one of three houses: Attica (blue), Epirus (green), or Macedonia (red). At certain sporting events, pupils are expected to wear a sports kit in the House colour.

It is essential that your child's full name (not only initials) is on all items of clothing, in order to identify and return anything lost or misplaced.

Long hair should always be tied back and jewellery should not be worn.

*** In Summer**

Navy blue shorts
White, short-sleeved, St. Lawrence polo shirt or T-shirt
Sports kit in the house colour

*** In Winter**

St. Lawrence track suit
White, long-sleeved, St. Lawrence polo shirt
Warm St. Lawrence fleece jacket

*** Footwear**

Children should wear dark-coloured, leather sports shoes at all times. Sports shoes should be in a monochromatic colour (e.g. white, blue or black). Football shoes with studs are not permitted in school. Encourage your child to respect the school uniform and to take pride in his/her appearance. All items of clothing should be purchased at the school uniform shop and must be clearly labelled with your child's name.

*** Sun Protection**

During summer months pupils should have sunscreen applied at home before they leave for school. Pupils are encouraged to wear sun-hats, particularly wide-brimmed or legionnaire style hats when outside. Please ensure hats are labeled with your child's name. Pupils may wear UV protective sunglasses which again must be labeled.

*** Swimming Kit**

On swimming days pupils need to bring with them:

- * Crocs /flip flops
- * a bathing costume
- * a towel
- * 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 (either two certificates, one from a cardiologist and one from a dermatologist, or one certificate from a paediatrician stating that the child has dermatological or cardiological problems).

School Nurse

Please be aware that if a child is on antibiotics, then she/he should not attend school. Never send a bottle of antibiotics with a child. 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 will continue to make regular visits checking for head lice, nits, etc. On her first visit to each class, she will issue newly registered pupils with a medical questionnaire, which you are kindly asked to complete and return. Parents must make the nurse aware if any previously given information has been changed. Should the nurse feel that any injury need to receive further attention, she informs the parents concerned immediately.

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. Furthermore, no personal toys, electronic games or mobile phones are 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. ***Please note that electronic games and mobile phones are not permitted on school trips.*** Likewise, pupils should not have large amounts of money on them either on trips or on the school premises. 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 behavioural problems that your child may have.

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.

Helping Hands

At St. Lawrence, we are very aware of how fortunate we are and we do like to help those who are not so blessed. We call ourselves 'Helping Hands'. At various times throughout the school year, you will receive information about fund-raising events. We hope you and your child will join us in making these successful ventures.