



# St. Lawrence College

## The British School in Greece



A handbook for the  
parents of pupils in Early Years:  
FS1, FS2, Reception

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 behavior  
every day.



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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, Ms Economides, Ms Diplas, Ms Rickard 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*

Shona Good

Head teacher Junior Section and Early Years

### Contact Details

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**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 2023-2024**

Headteacher	Shona Good	<a href="mailto:s.good@slc.gr">s.good@slc.gr</a>
Deputy Head	Suzanna Diplas	<a href="mailto:diplas@slc.gr">diplas@slc.gr</a>
Assistant Head & HoKS2	Toni Rickard	<a href="mailto:trickard@slc.gr">trickard@slc.gr</a>
Early Years Lead Practitioner	Caroline Economides	<a href="mailto:c.economides@slc.gr">c.economides@slc.gr</a>
HoKS1 & Reception	Cathy Archolekas	<a href="mailto:cathyarcholekas@slc.gr">cathyarcholekas@slc.gr</a>
School Secretaries	Olympia Kenevetzidou & Thenia Yfantopoulou	<a href="mailto:juniorschool@slc.gr">juniorschool@slc.gr</a>
School Nurses	Matilda Kelematis & Marcy Romeos	<a href="mailto:nurse@slc.gr">nurse@slc.gr</a>

## **Class teachers**

<u>FS1 Teachers</u>	Caroline Economides	<a href="mailto:c.economides@slc.gr">c.economides@slc.gr</a>
	Eirini Romeos	<a href="mailto:e.romeos@slc.gr">e.romeos@slc.gr</a>
<u>FS2 Teachers</u>	Evi Pateloudi	<a href="mailto:e.pateloudi@slc.gr">e.pateloudi@slc.gr</a>
	Jenny Tsampanaki	<a href="mailto:e.tsampanaki@slc.gr">e.tsampanaki@slc.gr</a>
	Venetia Panos	<a href="mailto:venice@slc.gr">venice@slc.gr</a>
TA	Irene Katsiotis	
<u>Reception Teachers</u>	Christina Bakou	<a href="mailto:c.bakou@slc.gr">c.bakou@slc.gr</a>
	Effie Katsamba	<a href="mailto:e.katsamba@slc.gr">e.katsamba@slc.gr</a>
	Artemis Fermelis	<a href="mailto:a.fermelis@slc.gr">a.fermelis@slc.gr</a>
TAs	Ira Tsatsoulis & Maria Stefanaki	

## **Specialist Teachers**

### Physical Education & Swimming

Marina Katsogianni	<a href="mailto:marinakatsogianni@slc.gr">marinakatsogianni@slc.gr</a>
Konstantina Tzavella	<a href="mailto:k.tzavella@slc.gr">k.tzavella@slc.gr</a>
Pablo Antonakoglou-Fonseca	<a href="mailto:pablofonseca@slc.gr">pablofonseca@slc.gr</a>

### Music

Rania Papalambrou

## **Welcome to St. Lawrence College, Early Years**

At St. Lawrence, we aim to develop the whole child, laying the foundation for well-balanced, confident children who are healthy in mind, body and spirit. To this end we foster a happy learning atmosphere in the belief that children who enjoy their school days will achieve their potential.

Your child is embarking on an exciting journey that will take him/her from the familiar home environment to a new setting that will become equally familiar and secure. It can, however, be a time during which your child may occasionally feel apprehensive and so we would like to advise you on how to make this transition smoother.

### **School Day**

This may well be the first time that your child will be sharing an adult's attention and care with other children, so it is important that you arrive before the day's activities start, thus, making your child feel completely involved. The children should be taken to their play area after 8:25 a.m., but before 8:40 a.m. when they go to their respective classrooms. A late arrival results in the class being interrupted, causing not only a feeling of awkwardness, but even a reluctance or, in extreme cases, a refusal to enter the classroom. Please be mindful of the impact of such lateness on your child.

After a full, stimulating day the children prepare for their departure. Those travelling by bus leave the room first while the rest await their parents. At this young age, children are often tired and naturally anxious to see their parents by the end of the day. We do not want to jeopardize their sense of security so parents are requested to be punctual for the 3:15 p.m. bell. All parents who have children in the junior school should collect the youngest child first.

For children in FS1 & FS2, if for any reason you wish to collect them earlier in the day, the pick-up time is 1:30 p.m.

If the school bus service is used, the class teacher, [the junior school secretary](#) and [the transportation office](#) should be notified directly by you of any change in your child's travel arrangements.

### **Discipline and Social Skills**

A positive attitude towards discipline is fostered and many reinforcement strategies are used to encourage desired behaviour, independence, cooperation and caring. We have a set of 'Golden Rules' that are discussed in class and which the children adhere to. These are explained and reinforced as needed.

In the playground, we learn to share, to respect ourselves and others. Should a child become overly excited even after being quietly spoken to, then he or she would be asked to take time out. The length of time-out corresponds with the age of the child: the same number of minutes as the child's age.

### **Parent-Teacher Meetings**

After the initial orientation, the next Parent-Teacher meeting will take place when stated on the school calendar. These meetings give parents and teachers an opportunity to get to know each other. Close parental contact helps children and the school alike.



You will be contacted immediately should any problems arise with your child's learning or behaviour. If you have any concerns, you may phone the school or write a note in your child's diary. The teacher will contact you as soon as possible.

### **Communication with the Home**

General school information is sent by email while specific information concerning your child is either written in the diary or by telephone. Please check your child's diary daily.

### **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 the autumn and summer terms.

### **School Uniform**

At St. Lawrence College, we have a school uniform which all pupils must wear and is clearly explained in the [uniform policy](#). Please note that in FS1 & FS2 pupils do not belong to a school house, so they do not need to purchase the sporting kit in house colours, however they do in Reception. Also, children play outside on a daily basis, so on wet days, pupils should wear Wellington boots and bring their other shoes with them.

### **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.

### **School Bags**

At this stage of your child's schooling, a 'big school bag' is not necessary. It should be of an appropriate size to fit comfortably on your child's back. Your child will only be carrying a packed lunch, a snack, a cloth placemat, a small hairbrush and the school diary. Please do not send a bag on wheels as they are dangerous and difficult for the child to control.

### **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. Chocolate, chocolate milk, sweets, crisps, chewing gum and carbonated drinks are not allowed in school.

### **Birthdays and Name Days**

Children are only permitted to share individual wrapped treats, not whole celebration cakes. They must not contain nuts or nut traces. Please note that we are happy to hand out party invitations only if the whole class is invited. Otherwise, party arrangements must be made outside of school.

## **Nurse**

Upon registration, the school nurse needs to have in her possession a current health certificate, otherwise your child will be unable to follow the physical education and swimming programmes.

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

## **Intimate care/Toilet Training/Independence**

Please see [the Early Years School policy](#) for details.

## **School Trips/Events**

To increase the children's knowledge and understanding of the world around them, they are taken on trips throughout the year. These excursions are closely tied to their learning in school.

## **Early Years Curriculum**

At St. Lawrence College, your child will follow the Early Years Foundation Stage (E.Y.F.S) of the English National Curriculum. E.Y.F.S. is based on the recognition that children learn best through play and active learning. The children are always encouraged to play a full active role in all curricular areas. At times, a teacher may have to find a way to encourage a child to take part in, or respond, in an activity. Be assured that the teachers do not force their pupils in an aggressive manner but always in a stimulating way. The curriculum is divided into 7 areas of learning:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts & Design

All the teachers who are involved in your child's care and development will take the time needed to build a sense of security before the child starts formal physical education or swimming lessons. You will be notified through the diary of the days on which your child has Physical Education, Swimming and Music. Please be aware that the swimming pool does not operate during the Easter term. Instead of swimming, the children will have movement lessons.

## **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 fundraising events. We hope you and your child will join us in making these successful ventures.