

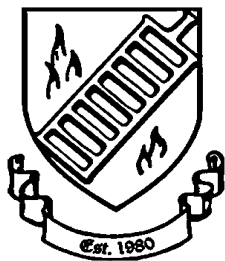
# St. Lawrence College

## The British School in Greece

**A handbook for the  
parents of pupils  
in KS1**

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, 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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### Junior School

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## **School Staff 2023-2024**

Head Teacher	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>
Head of Key Stage 1 & 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>Y1 Teachers</u>	Cathy Archolekas	<a href="mailto:cathyarcholekas@slc.gr">cathyarcholekas@slc.gr</a>
	Lesley Rowland	<a href="mailto:l.rowland@slc.gr">l.rowland@slc.gr</a>
	Effrosyni Stamatopoulou	<a href="mailto:e.stamatopoulou@slc.gr">e.stamatopoulou@slc.gr</a>
Teaching Assistants (TAs)	Vickie Katsamba, Michelle Rush, Chrysanthi Kyranou	
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	Virginia Dikaoulia	
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	Stefanos Strzemiecki	

Swimming

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Konstantina Tzavella

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## **Welcome to Key Stage 1**

Welcome to KS1 and a special welcome to all new parents and pupils.

At St. Lawrence, we follow the Cambridge Primary Framework and the National Curriculum in England. The curriculum is dedicated to developing learners who are confident, responsible, innovative and involved. The curriculum framework for English, Mathematics and Science is designed to engage learners in an active and creative learning journey. Year 1 pupils, in addition to the primary framework, start having Greek in language ability groups.

## **Home Learning**

Year 1 pupils will be bringing a reading book home on a regular basis. You are encouraged to read and discuss the content of this book with your child and return the book to school the following day. Bug Club online books may also be assigned. The importance of home reinforcement cannot be stressed enough as we are an English-medium school so the more exposure your child has to the English language, the better their progress will be. At this young age, children progress quickly and are comfortably able to absorb the new material being taught daily.

Parents are asked not to keep a child off school unless it is absolutely necessary. After any long absence, an arrangement must be made with the teacher to cover essential material that has been missed.

## **Whole School Assemblies**

Regular assemblies either outdoors or via Microsoft Teams are held to inform and celebrate

## **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. 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 teacher 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 supervision begins at 8:15am currently, so pupils should not be left at school until that time. At the end of the day, parents picking up their children may do so after 3:15 p.m. from the outside door of their 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](#), the class teacher and [the junior school office](#) as soon as possible.

## **School Day**

In the mornings, we go to the year group's playground between 8:15 and 8:40am. The school day ends at 3:15pm.

## **PE**

These lessons take place in the indoor gym where sound can reverberate noisily. Initially, young pupils, especially those pupils who have joined St. Lawrence from small pre-school settings often find the playground and the gym noisy but they are supported to make the adjustment to the larger school environment.

## **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. This has been sent to you by email but can also be found at the website of [St. Lawrence College \(slc.gr\)](#).

## **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**

Please know that children are only permitted to share treats which are individual, not whole large cakes or other special treats. These should 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.

## **School Uniform**

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

## **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:

- flip flops/sliders
- a bathing costume
- a towel/bathrobe
- a plastic bathing cap in the colour of their school house team; blue - Attica, red - Macedonia or green — Epirus

## **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.

## **Nurses**

If your child has to be attended to by a school nurse for any reason, this will be recorded in their 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 they will spend time 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 kept in school bags. Teachers cannot accept responsibility for loss or damage.

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.

## **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.