



St. Lawrence College

The British School in Greece

A handbook for
parents of pupils
in the EAL class



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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.



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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, [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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Junior School Staff 2024-2025

Head teacher	Shona Good	s.good@slc.gr
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Assistant Head & HoKS2	Toni Rickard	trickard@slc.gr
Early Years Lead Practitioner	Caroline Economides	c.economides@slc.gr
Head of Key Stage 1 & Reception	Cathy Archolekas	cathyarcholekas@slc.gr
School Secretaries	Olympia Kenevetzidou & Christina Tzavella	juniorschool@slc.gr
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Class teachers

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<u>Y3 Teachers</u>	Smaragda Maniatis Sophia Terzian Amanda Veroutsos	s.maniatis@slc.gr s.terzian@slc.gr a.veroutsos@slc.gr
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Other Specialist staff

Greek Teachers	Ioanna Sapountzaki (HoD)	isapountzaki@slc.gr
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Welcome to the English as an Additional Language class

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 acquisition and attainment. All activities will expose your child to the language necessary to feel comfortable listening to teachers and classmates in their new, all-English environment. 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.

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 but EAL pupils will only be expected to take those tests they have been prepared 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.

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 teacher assessments of your child's increasing fluency, they will be fully integrated into the mainstream class for Maths, then Science, Geography, History PSHE & P4C. Your child may then become more involved in ongoing classroom assessment in Maths and Science. Please refer to the [Junior School EAL Policy](#) for further details.

Whole School Assemblies

There are regular whole school or key stage assemblies outdoors to make announcements including the day's news. Regular assemblies via Microsoft Teams are also held.

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 that 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 Headteacher to discuss the disruption to your child's learning and steps to remedy the issue.

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.

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. Homework tasks are posted on Teams daily for you and your child to easily see.

Each pupil will be given a homework diary that 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 in the diary for easy reference. A list of your child's teachers is included inside.

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 slc.gr.

Canteen & Lunch at school

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 that 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 & Name Days

To ensure maximum enjoyment with minimum intrusion on class time, only individual cakes and treats can be offered to others at school. Whole cakes are not to be sent in, as they will have to be returned if they are. 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 that 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 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.

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.

Safety on the Web

Unfortunately, some children in KS2 have social networking accounts such as Facebook, Tiktok, Instagram and Snapchat. Officially, the age restriction is usually thirteen or older, so minors under this age legally should not be registered on such sites. Therefore, parents are strongly urged to speak to and monitor 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 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. Parent teacher meetings take place termly and you are invited to make appointments with your children's teachers to discuss their academic progress on these occasions.

Events

We usually have a variety of school events which take place throughout the year and to which parents and friends are warmly invited. These may include the Autumn Festival or pumpkin competition, the Christmas carol concert, the Greek national celebrations including 25th March and the Annual Award ceremony.