

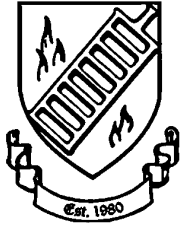
St. Lawrence College

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 or the school office.

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

Shona Good.

Kind regards,

Shona Good

Headteacher Junior Section and Early Years

Junior School Staff 2024 - 2025

Headteacher	Shona Good	s.good@slc.gr
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Head of Key Stage 1 & Reception	Cathy Archolekas	cathyarcholekas@slc.gr
School Secretaries	Olympia Kenevetzidou & Christina Tzavella	juniorschool@slc.gr
School Nurses	Matilda Kelematis & Marcy Romeos	nurse@slc.gr

Class teachers

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	Melissa Dunkley	m.dunkley@slc.gr
	Colin Jones	c.jones@slc.gr
	Rhianna White	r.white@slc.gr
Teaching Assistants (TAs)	Christina Nugent & Elena Bosinakou	
<u>Y5 Teachers</u>	Georgia Agoglossaki	g.agoglossaki@slc.gr
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<u>Y3 Teachers</u>	Helen Kokkalis	h.kokkalis@slc.gr
	Sophia Terzian	s.terzian@slc.gr
	Amanda Veroutsos	a.veroutsos@slc.gr
TAs	Nadia Papazarcadas, Irene Siaperas & Tina Tachou	

Modern Foreign Languages (MFL) & Other Subject Specialists

Head of Greek Dept	Ioanna Sapountzaki	isapountzaki@slc.gr
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Computing teacher	Mary Dova	m.dova@slc.gr
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Physical Education teachers	Maria Kalara	pe@slc.gr
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	Christos Karamatsios	
	Stefanos Strzemiecki	
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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, Computing, PSHE, P4C and Art 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 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.

Our Annual Awards Ceremony is held at the end of the academic year. This event celebrates and acknowledges the exceptional effort, progress and achievement of a select few pupils in different categories and subject areas. Class Prizes are awarded for:

Attainment: awarded to the pupil having the highest overall average on tests in the core subjects (Maths, English and Science), combined.

Outstanding Effort: awarded to the pupil who has consistently shown a positive learning attitude to all aspects of school life.

Progress: awarded to the pupil who has made the most overall academic progress on assessments and tests given in the core subjects throughout the school year.

Whole School Assemblies

Regular assemblies either outdoors or via Microsoft Teams are held. They celebrate achievements and inform the children of important events.

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. 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. The gates are kept locked from 2:30—3:15 pm so no child can be picked up during that time.

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 early as possible.

Home Learning

Homework assignments are shared via Microsoft Teams or your child's school diary. 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. These platforms are mandatory, not optional extras.

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 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 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, chocolate milk or carbonated soft drinks are not allowed at school.

Birthdays and Name Days

Please note children are only permitted to share individual treats, not whole 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.

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 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, there are quite a few children in KS2 who have social networking accounts such as Facebook, Tik tok, 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 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.