

CAMPION SCHOOL

Tomorrow begins today



THE HANDBOOK

for Pupils and Parents

Campion Senior School

2022/23

THE HANDBOOK FOR PUPILS AND PARENTS

It is with great pleasure that we share with you the Handbook for Pupils and Parents 2022/23. The focus this year is very much planning for a return to normalcy. Campion is famed not only for the excellent education within the classroom, but also for all the extracurricular activities that children think of so fondly. We are also looking forward to being able to welcome parents back onto campus. However, we are committed to keeping the Campion School community as safe as possible whilst providing an excellent learning experience for all pupils and will adapt our safety protocols based on the latest epidemiological picture.

Wishing you a successful and healthy 2022/23!

Aims, Mission and Philosophy

In 1970, Campion was established with the following three Founding Aims:

*To achieve **academic excellence** for the English speaking community of Athens*

*To create a wholesome environment based on **moral values** to enable pupils to develop their characters and become responsible citizens in their respective communities*

*To engender and develop an **understanding and love for Greece** and for Greek ideals*

Although the world has changed radically since then, we believe that these three aims still hold good today and form the basis of our Mission:

Campion's purpose is to provide a first-class education for boys and girls aged between three and eighteen, fostering abilities both in the field of academic and general education, and in sporting activities and the performing arts. It is the school's intention to educate the whole person in the hope of developing responsible world citizens of good character. The school ultimately aims to prepare pupils for university education in Britain, North America and worldwide.

How we wish to achieve our aims and mission is contained in our Philosophy Statement:

To achieve its purpose, Campion possesses a challenging academic curriculum through which children are inspired to develop open and enquiring minds, and a rich extra-curricular programme in which every child is encouraged to participate. In the final years of school, hard work towards success in public examinations is considered important, as evidence of the performance of our pupils and as their passport for the future. The school believes, however, that there is more to education than this. Each pupil is treated as an individual and cared for within a supportive environment where both teachers and fellow pupils feel the responsibility for each other's general welfare, and where service to the community at large is considered essential.

We are delighted that our most recent ISI inspection in November 2015 recognises our success in achieving our mission, still staying loyal to our 3 founding aims, having achieved the top grade of "Excellent" in all 8 categories.

THE SCHOOL'S EXPECTATION

Campion's rules and regulations are designed to ensure appropriate behaviour, to promote healthy habits in the individual and to protect others from harm or hurt. These are positive qualities which each individual child should develop, and to assist this development, the following list of expectations attempts to define a framework for pupils to work within.

Campion School expects pupils:

- *to be truthful*
- *to express themselves accurately and without resorting to profane, abusive, or crude language*
- *to be punctual and meet obligations in a timely manner*
- *to adhere to the school's stated standards of appearance and dress*
- *to get sufficient sleep at night in order to stay well and wide awake during the day*
- *to do their own work and to give proper credit to materials or ideas that are not their own*
- *to avoid contact with non-prescribed drugs at all times and to refrain from using alcohol or tobacco on school premises and at school functions*
- *to refrain from sexually intimate behaviour*
- *to treat others with courtesy and respect*
- *to respect the property of others and to protect the property of the school*
- *to be participating and contributing members of the school community*
- *to help preserve the earth and our global environment*
- *to respect the school's aims, philosophy and ethos and to respect the beliefs and customs of others*

RULES AND PROCEDURES

In order to achieve a smooth running organisation in which all pupils know how to play their part and in which all are treated fairly, the codes of conduct, study and dress have been carefully designed and should be adhered to by all pupils at all times.

Child Protection

Our school is committed to the well-being and safeguarding of children. The designated safeguarding leads (DSL's) are Mrs Korakakis, Ms Gargareta and Mr Diamandouros. Please speak with them directly if you have any concerns about a child's welfare.

Cleanliness / Hygiene

Hand gel is located at every entrance and exit point of the school. In addition, every classroom has hand gel and well as cleaning spray/paper towels.

PUPIL CODE OF CONDUCT

Attendance at school

- Arrive at school on time (by 8:50am) with all the necessary books and materials. Report to reception if you arrive late (after 9:10am).
- The wearing of a mask within the school building is optional. However, it is highly recommend in crowded areas or areas where ventilation is not possible, e.g. school buses, assemblies etc.
- Bring a written note or ask your parents to telephone reception to explain why you are absent.
- Report to the Nurse if you are hurt or unwell.
- Remain within the designated bounds of the Senior School, and do not leave the premises before the end of school without permission from your Year Tutor or the Nurse.

Treatment of persons and property

- Be polite, respectful and helpful, and refrain from sexually intimate behaviour.
- Do not use obscene or insulting language, whether in English, Greek or any other language, to any member of the school community.
- *Bullying – causing physical or emotional distress to any member of the community – is unacceptable under any circumstances.*
- Keep your possessions in your locker, and safeguard your valuables. The school does not accept any responsibility for personal possessions. Valuable items and money other than that required for the day should not be brought to school.
- Be honest with the property of others.

Personal behaviour

- Dress in the correct manner.
- Switch off mobile phones and personal music players inside the school building.
- Do not chew gum inside the school building.
- Do not bring to school non-prescription medicines, alcoholic drinks, smoking materials, or illegal or dangerous drugs.
- Where prescription medicines are required, they should be deposited with the school nurse, together with instructions for admission.

Safety

- In case of emergency, keep quiet, listen for instructions, and obey the emergency procedures.
- Do nothing which endangers the health or safety of others.

School environment

- While lessons (or examinations) are taking place, behave in such a way that these are not disturbed.
- Walk on the right of corridors and stairs, and do not run.
- Obey the rules for conduct before, during and at the conclusion of lessons which are displayed in the classroom.
- Food and drink may be consumed only in the canteen area or at the picnic benches in the upper playground.
- Place all litter in the bins provided. In particular, maintain the canteen in a clean and tidy state.
- You may use open ground floor classrooms during break and lunch, provided that no food or drink is brought into them, that nothing in them is removed or damaged, and that they are left clean and tidy.
- Use the toilets and changing rooms in a proper manner.

- Ball games are not allowed on the upper playground (The Quad).

School buses

All the school rules, where appropriate, apply to the school buses. In addition:

- Wear a seat belt at all times!!!
- Wear a mask at all times
- Sit either in the correct learning bubble or next to a sibling.
- Comply with the instructions of the bus monitor, who is in charge.
- Remain seated throughout the journey and until the bus has stopped and the door opened.
- Report damage immediately to the bus monitor.
- Do not consume food or drink, nor chew gum.
- Do not throw anything down in, or from, the bus.
- Do not speak to the driver.
- Do not obstruct the aisles.
- Do not use mobile phones or computers except with the permission of the bus monitor to listen to music.
- Music played through speakers is not allowed.
- We do not allow pupils to change buses (one of the safety measures to prevent any potential spread of Covid-19).
- Late buses are available for any Senior School pupil staying for after-school activities. Only children from Year 6 in the Junior School children are not allowed to use the late bus.

Travel to School By Car

Any parent dropping their Senior School child/children in the morning should do so by leaving their child at the main gate/car park by 8.50am. Cars should not pass down the “driveway”.

Always drive slowly on school grounds. Never attempt to drive through a group of pupils.

Afternoon Collection

- In the afternoons, pupils should be collected from the car park at 3.30pm and cars should depart as quickly as possible.
- Junior School collection is timed for 3.20pm so Senior School parents are encouraged not to arrive too early as the car park has limited spaces.

Lost Property

- All clothing and any other items brought into school should be named.
- Any lost property is to be handed in immediately to the Nurse. Pupils are responsible for enquiring for lost items.
- Pupils must report any losses to their Year Tutor.
- Form Notices may be used in an attempt to track down lost articles.
- Whilst the school does not take responsibility for “valuable” items which are brought into school, wherever possible, the school will try to support locating the missing item.
- Unnamed, unclaimed articles are displayed at the end of each term and at the end of the school year any articles still unclaimed are given to a local charity.

CODE OF STUDY

Attendance at lessons

- The use of a mask is compulsory for all lessons taking place in the school building.
- Arrive at lessons on time and quietly enter the classroom, be seated and quietly await further instructions from the class teacher.
- Pupils should quietly line up outside “specialist” classrooms e.g. Science labs, computer room, etc.
- When your teacher is absent, you must turn up for the lesson as normal.
- You may only be excused from attending a lesson by the Nurse or your Year Tutor.

Homework

- It is the pupil’s responsibility to write down their homework in their student planner.
- Teachers will also utilise Google Classroom to help communicate homework to pupils.
- Pupils should complete all homework to the best of their ability and bring it to the lesson by the time specified. It is the responsibility of the pupil to communicate with the teacher if they foresee any problem with the completion of homework.
- When you have been absent, for whatever reason, it is your responsibility to find out what has been covered while you were away, and catch up on what you have missed.
- Where homework has been given while you were away, talk to your teacher if you would like an extension. Absence is no excuse for not knowing about, or not completing homework.
- Early in the school year, pupils should identify a “homework buddy”, where upon absence, the homework buddy can be contacted to find out what the missed homework is.
- If there is a genuine reason for not completing homework, such as illness, you must bring a note from your parents to show to the teacher.

UNIFORM AND DRESS

Pupils in years 12 & 13 are not expected to wear school uniform. We are of the opinion that it is more important to be wearing a clean set of clothes each day than necessarily wearing full school uniform. Therefore, as far as possible we expect the following guidelines to be applied for pupils in years 7-11:

- When a child has PE they should come to school in their PE kit. Changing facilities will NOT be available either before or after the lesson.
- If a child has a second PE lesson in the week and the PE kit remains dirty, then appropriate sports clothes will be acceptable.
- On the first day of the week (when the child does not have PE), the expectation is that school uniform will be worn.

Where a child has a clean second (or third) set of uniform, the expectation is that school uniform will be worn. Where this is not the case, clothes as close to the theme of Champion’s uniform are acceptable.

Campion school uniform is supplied by Marks & Spencer – Marinopoulos SA, Uniform can be ordered either by:

- 1. Accessing the online ordering tool created by M&S-Marinopoulos SA**
 - Please click on ‘uniform’ on the Champion School homepage
 - Click on the link <https://marksandspencerschooluniform.gr/>

Once you have selected your preferred items you may then proceed to checkout.

At this point you will be given the option:

- To collect from a store and pay by:
 - Cash or
 - Credit / Debit card
- To have the items couriered to your home with a delivery charge of €2.50 and pay upon delivery by:
 - Cash or
 - Credit / Debit card

The following stores may be chosen to collect your order:

| Store | Address | Phone Nr |
|--------------|---|-------------|
| KIFISIA | Kiprou 3, Kifisia 145 62, Greece | 210 8018130 |
| GERAKAS | Leof. Marathonos 151, Gerakas 153 44, Greece | 210 6654373 |
| VRILISSIA | Leof. Pentelis 51, Vrilissia 152 35, Greece | 210 6132774 |
| MALL | Andrea Papandreou 35, Marousi 151 22, Greece | 210 6300294 |
| NEA ERYTHREA | Char. Trikoupi 152, Nea Erithrea 146 71, Greece | 210 8070208 |
| PSYCHIKO | Omirou 6, Neo Psychiko 154 51, Greece | 210 6778402 |
| GLYFADA 1 | Antheon 2, Glifada 166 74, Greece | 210 9630825 |
| GLYFADA 2 | Lazaraki 13, Glifada 166 75, Greece | 210 8943147 |
| PIREAS | Grigoriou Lampraki 156, Pireas 185 34, Greece | 210 4296219 |
| NEA SMYRNI | Konstantinou Palaiologou 1, Nea Smyrni 171 21, Greece | 210 9320210 |
| ERMOU | Ermou 33-35, Athina 105 63, Greece | 210 3240675 |
| AIOLOU | Aiolou 72, Athina 105 59, Greece | 210 3224025 |

2. Over the phone

- Download the list of products you will find on the Marks and Spencer's site
- Contact number to give your order: **211 1087351**

Items are arranged by school year group so please do adhere to the requirements of your child's particular age group.

About changing goods purchase or refunds:

M&S offers a 'goodwill' returns policy, which gives you 35 days to return or exchange an item with a valid receipt. You can return or exchange an item to any of the above four M&S stores. For any clarification or questions, you may send your email at:

DL-OPGreeceB2BTeam@marks-and-spencer.com

Please note that the store at Gerakas holds the supply of Champion uniform, so this is the best place to go to try on uniform for the correct size. Should uniform size be an issue, then please speak to the Marks and Spencer staff who should be able to advise further. More information regarding sizing can be found at <http://www.marksandspencer.com/c/size-guides>

Year 7-11 Uniform

WINTER: BOYS & GIRLS

Sweatshirt: Navy blue with Champion crest.

Shirt: White polo shirt with collar and Champion crest *or* a long-sleeved white shirt with collar, to be worn under the crested sweatshirt. A white embroidered T-Shirt is NOT

acceptable in the Senior School.

Trousers: Navy blue tailored trousers *or* Campion School navy blue tracksuit trousers, if preferred. Denim or jean-like material is not allowed.

Skirt: Girls might prefer a navy blue skirt.

Leggings: For girls: these are NOT allowed unless worn under a skirt. Leggings, if worn, should be black or navy blue.

Jacket: Navy blue or dark-coloured jacket for outdoor wear.

Footwear: dark-coloured shoes, sandals, boots or trainers; dark socks. High heels or platform soles are NOT allowed. For girls, dark or tan tights.

OPTIONAL SUMMER UNIFORM: BOYS & GIRLS; to be worn in hot weather

Sweatshirt: As above

Shirt: white short-sleeved polo shirt with collar and Campion crest *or* a short-sleeved white shirt with collar to be worn under the crested sweatshirt

Trousers: As above, Campion tracksuit short trousers or navy blue Bermuda shorts may be worn if preferred. Any other style of shorts is not allowed. Denim or jean-like material is not allowed.

Skirt: Girls might prefer a navy blue skirt.

Leggings: For girls: as above

Footwear: As above

Jewellery

- Jewellery should be discreet and not liable to cause either offence or injury.
- It may include: small earrings in the earlobes, a watch, a bracelet, a modest necklace and/or ring. Body piercings, apart from those intended for discreet earrings, are not allowed.

Appearance

- Pupils must be clean and smart.
- Clothing must be in reasonable condition, not dirty, frayed or torn. **All items should be named.**
- Boys must be clean-shaven and all pupils must have tidy hair. Styles involving hair extensions, dreadlocks, shaved heads, etc. are not allowed.
- Nail varnish and make-up is not allowed in Lower School and, if worn, must be discreet in Middle School.
- Hats, sunglasses, hats, caps etc. and other accessories must not be worn indoors.

PE UNIFORM: BOYS & GIRLS

- All pupils must wear the compulsory grey and red PE uniform.
- Sports shoes or trainers, which are not the ones worn in the classroom
- House colour T-Shirts are needed for Sport Day.

IB Dress Code

Students:

The pupils in Years 12 and 13 are role models for younger pupils and they are expected to exercise judgement in their choice of attire.

The following offers guidance on what we would consider to be appropriate or otherwise.

Shoes

- Sensible footwear, sensible height of heels

Trousers

- Jeans
- Champion style tracksuit bottoms
- No low rise trousers

Shorts, Skirts and Dresses

- No more than three or four inches above the knee while seated

Tops

- Hoodies are allowed, but hoods should not be worn up in the school building
- No low cut tops
- *No midriff showing*
- No see-through tops

The Pastoral System

Each pupil is assigned to a form teacher who records attendance every morning at 9 am, and gives pupils essential information about the day's events, etc. In Years 7 – 9, the form teacher will inspect and sign each pupil's organiser on a weekly basis.

The work of the form teacher is supervised by the Year Tutor. In addition, the Year Tutor is responsible for activities within the Year Group, pupils' attendance and dress.

| <u>Year Group</u> | <u>Year Tutor</u> |
|-------------------|-------------------|
| 7 | Ms Ly |
| 8 | Ms Theoharopoulou |
| 9 | Mrs Bodington |
| 10 | Mr Nitsche |
| 11 | Ms Gargareta |
| 12 | Ms Kyritsis |
| 13 | Mr Yates |

The work of the Year Tutors is supervised by the Assistant Head – Pastoral, and the Headmaster, who are also responsible for pupils' academic programmes and progress.

Nurse and Medical Records

Each pupil must have a current “Pupil Medical Health Form” on file at the school this should be updated at the beginning of Year 1, 4, 7 and 10. If a pupil's health situation has changed in any way (for example, a newly diagnosed condition, the need for medication), this should be reported to the nurse as soon as possible so that the health record can be amended and appropriate measures can be taken to assure the pupil's health and safety while in school.

If a pupil feels unwell or is injured during the school day, they must report to the nurse. Should it be deemed necessary, the nurse will inform the parents and appropriate action will be taken.

Pupils may leave class to go to the health office only for a serious issue. They may also visit the nurse during their free time or between classes. Please note that pupils should not contact their parents without consultation with the nurse.

Absences

All written communication regarding absence from school should be addressed to the Year Tutor and handed to the form teacher during form time.

In the event of an unforeseen absence (illness or otherwise), the pupil must bring an absence slip or an explanatory note to the form teacher on the following school day. An email to the Year Tutor is an acceptable alternative.

Year Tutors will attempt to telephone/email the parents of absent pupils. Parents may telephone Reception or the Year Tutor in the early morning to explain the reason for their child's absence. In such cases, an absence note is not normally required.

Homework

All classes will be set homework on a regular basis. The pupil in the pupil planner/homework diary records homework. Parents are invited to enter comments in it where appropriate and sign it on a weekly basis. Guidelines for the amount of time allotted to each subject in a given grade are contained in the relevant curriculum guide. Teachers will also utilise Google Classroom to help communicate homework to pupils.

Reports

Reports are sent home at the following times:

- **Years 11 and 13:** report cards at the autumn and spring half-terms; written reports at the end of the autumn and spring terms. Mock exam grades are published at the Parents' Meeting following the exams.
- **All other Years:** report cards at the autumn half term and spring parents meeting, and the end of term in the spring. Written reports are issued at the end of the autumn and summer terms; an examination report is provided at the end of the summer term.

The grading system

Lower and Middle Schools

The letter grades used to denote level of achievement are as follows:

| | | | |
|----|-------------|----|-------------------------------|
| A | (Excellent) | C+ | |
| A- | | C | (Minimum acceptable standard) |
| B+ | | C- | (Below standard) |
| B | (Good) | D+ | |
| B- | | D | |

Grades are based on the standard appropriate to the particular teaching group. The level of the set, or whether the group is one of mixed ability, is specified both on the Report Card and written reports. It should be noted, however, that in Years 10-11, where pupils are preparing for GCSE examinations, account is taken of the level of achievement appropriate to the exam being prepared for.

The number grades used to denote effort are 1 - 5 (1 represents exceptional effort), which are awarded for term's work only.

Upper School

All courses are graded on the IB Diploma scale of 1 to 7; this includes courses which do not attract such a grade in IB, such as Theory of Knowledge or PE. The grade represents actual achievement in that subject as follows:

| | | | |
|---|--------------|---|------------|
| 7 | Excellent | 3 | Mediocre |
| 6 | Very good | 2 | Poor |
| 5 | Good | 1 | Elementary |
| 4 | Satisfactory | | |

Parents' Meetings

If you have an issue relating to the progress of your child, please do not wait for the scheduled parent-teacher meeting. Instead, please contact your child's year tutor. There will be a Parent Teacher meeting for Year 7 and new parents in early October. All other Parent teacher meeting will happen shortly afterwards. Meeting will take place either on campus or online and are scheduled via our online Parent Teacher platform - <https://championschool.schoolcloud.co.uk/>.

Disciplinary Procedures

Classroom discipline is normally at the discretion of the teacher, who is free to design and apply corrective measures. When deemed appropriate a disciplinary incident may be passed on to the Assistant Head - Pastoral who may refer the matter to the Headmaster. A system of lunchtime detention is in place for either work or behaviour-related problems. Parents will be informed if a child is placed on detention three times for any of the above two categories and the pupil will be placed in after school detention if they reach four detentions in any one category. Pupils who have received a detention can have their total number of detentions reduced by one if they do not receive a detention during a certain time period. Year tutors can also apply sanctions for infractions of the dress code.

Other measures include daily report, suspension and exclusion from school. Inasmuch as it is a temporary exclusion, suspension is regarded as a symbolic gesture to warn a pupil that his or her behaviour is incompatible with membership of the school community. Suspension may be recommended by the Assistant Head - Pastoral but is the decision of the Headmaster. The Headmaster will consider exclusion in the event of repeated suspensions or of behaviour so deplorable as to endanger another member of the school community or the good name of the school.

Positive reinforcement

There is a system of merit awards in the Lower School which leads to the pupil gaining house points for five merits and a gift of a stationery item for ten merits. A merit can be awarded by a class teacher for a piece of work that is exceptional for the individual and can also be awarded for service to the school community. There are other means of rewarding meritorious work such as commendations, referrals and certificates.

Promotion

Promotion normally occurs at the end of an academic year. In rare cases, however, a pupil may be asked to repeat the year if it is felt to be in his or her best interests.

In years 10 and 11, credits count towards eventual graduation from Year 13. To achieve a credit in a subject in Year 10 or 11, a pupil must achieve a grade average of higher than C- over the academic year. Pupils are expected to achieve credits in all subjects: any pupil failing to gain credits in sufficient number to endanger future graduation will be referred to the Headmaster. Similarly, pupils with more than 15 absences in an academic year are regarded as having unsatisfactory attendance and will be referred to the Headmaster. Lateness is regarded as partial absence.

The Library

The library has a large lending section, a junior section, a reference section, and subscriptions to newspapers and magazines. There are computer workstations with a diverse selection of both reference and educational material and online facilities.

The library facilities are considered to be an extension of the classroom at Campion and pupils are expected to behave accordingly by engaging in activities directly related to research, study and/or leisure reading.

Borrowing: Years 7-9 may borrow up to three books
 Years 10-13 may borrow up to six books

Pupils may borrow books for two weeks and renew them for another two weeks. All books must be checked out at the counter and returned to the counter. Books returned after the date due will be fined at a daily rate. Library users who lose or damage a book must pay for the replacement of the book.

Photocopies and computer printouts are available at a small charge.

Communication

The school has several ways of disseminating information, beginning with the School calendar, which is issued to all pupils in September. A reminder of major school dates is sent out once per term and dates are also found on the front page of the Campion website. The school newsletter, sent electronically, covers major school events. Daily announcements are given in Form Notices, which are read out during registration. There are various noticeboards around the school to disseminate information.

The school website www.campion.edu.gr provides pupils and parents with all necessary information for the smooth running of the school. Parents should therefore create a personal account by registering on the front page of the school website and consult the parents' page on a regular basis. In addition to all correspondence between the school and parents, form notices, parent-teacher meeting dates, extracurricular activity programmes and higher education information can be found on the parents' page. Please ensure that mail from the school does not go into your spam folder.

Please keep the school informed of your e-mail address and ensure that phone numbers and contact details are kept up-to-date.

Security

Visitors

Parents visiting the school should report to security at the entrance, park in the visitors' parking area and proceed to Reception. Friends of pupils are not allowed on the premises without the express permission of an Assistant Head or the Headmaster. Permission will normally only be granted to past pupils for a limited amount of time, and attendance at lessons will not normally be permitted.

Emergency procedures

Medical emergencies

All persons requiring medical attention should be immediately reported to the Nurse who will evaluate the situation and determine what care is needed. If it is felt that the pupil should go home or needs emergency medical treatment, the Nurse will make every attempt to inform parents by telephone before taking the necessary action. ***Pupils must not make their own arrangements to leave school without the permission of the Nurse.***

Other emergencies

In the event of an emergency such as a fire, members of staff are responsible for the children they are supervising at the time. The order to evacuate will be the siren, which is the signal that the Evacuation Procedure is to take place immediately. In the case of an earthquake, pupils will remain under their desks until the tremors cease and then evacuate.

A copy of this procedure (below) is posted in each classroom.

Evacuation Procedure

If the Fire Alarm Rings:

- Do not panic.
- Close the windows.
- Leave the room in an orderly fashion.
- Leave the building by the nearest exit (towards the bus park if on B floor).
- Go to basketball court and line up in forms by year.

In the Event of an Earthquake:

- Get under the desk until the tremors cease.
- Leave the room in an orderly fashion.
- Leave the building by the nearest exit (towards the bus park if on B floor).
- Go to basketball court and line up in forms by year.

Emergency Procedures for School Closure

The following procedures hold in the event of an emergency closure of the school, e.g. for bad weather.

1. Telephones: As soon as a definite decision can be made, messages will be put on the answering machines. Please bear in mind that if cables are affected, the lines may not work.
2. Pupils travelling by school bus: Bus monitors will telephone all pupils on their routes. There may be occasions when buses will have started and are turned back en route. In this case, the buses will take the children back home. For this reason, please ensure that your child brings a house key to school each day.
3. A text message will be sent to parents and a notice placed on the school website.
4. If pupils arrive at the school on a day when it is closed, parents will be contacted **wherever possible** and the pupils sent home by whatever means are available, as in paragraph 5 below.
5. There may be occasions when bad weather forces the closure of the school after pupils have arrived, usually because school buses would not be able to return to the campus at 3.30 pm. In this case, pupils will be sent back on their buses if they are available. If their bus is not available, they may be assigned to a bus that will take them to a parent's place of work or as close as possible to their homes. Those pupils who use public transport will be allowed to leave and those whose parents collect them will telephone home to make arrangements or use taxis. No pupil will be allowed to leave the premises if they cannot give an assurance that they can arrive home. Please ensure that your son/daughter has a key to the house and clear instructions on where to go and whom to contact in the event of emergency closure happening during the school day.
6. Please note that the school comes under the jurisdiction of Pallini district for instructions issued by the Ministry regarding closure. This means that when the decision is made to close Pallini schools because of bad weather conditions, Campion will certainly be closed. For Greek speakers, news bulletins usually give up-to-date information about school closures.

Closure Due to Covid-19

While we are planning for a return towards normality, the school is prepared to reintroduce additional health and safety protocols. The information provided below is a guideline and additional information will be provided, at the time of closure, to the relevant year groups.

Closure

We will utilise Google Classroom and Google Meet to provide a variety of synchronous and asynchronous tasks to enable remote education to continue. The amount of work that it is expected for pupils to complete at home, is equal to the amount that they would receive if in school. Therefore, pupils will need access to a computer/tablet/smartphone and possibly a printer. It is important that when studying from home, pupils maintain a regular routine. Therefore, it is suggested that pupils study their normal school timetable whether in a live Google Meet lesson, or following work asynchronously. The schedule of lessons remains the same as if pupils were in school but the timing is as follows:

Schedule for Full Closure

Period 1 = 9.10am – 9.50am

Period 2 = 9.50am – 10.30am

Break

Period 3 = 10.50am – 11.30am

Period 4 = 11.30am – 12.10pm

Period 5 = 12.10pm – 12.50pm

Period 6 = 12.50pm – 1.30pm

Lunch

Period 7 = 2.10pm – 2.50pm

Period 8 = 2.50pm – 3.30pm

Partial closure (closure of one or some learning bubbles)

Please note that schedules need to remain the same as those pupils who remain in school. Pupils will need to be patient for the teacher to arrive at the lesson (Google Meet) as they may be delayed).

| Years 7-9 | Years 10-13 |
|------------------------------|------------------------------|
| Period 1 = 9.10am – 9.50am | Period 1 = 9.10am – 9.50am |
| Period 2 = 9.50am – 10.30am | Period 2 = 9.50am – 10.30am |
| Period 3 = 10.30am – 11.10am | <i>Break</i> |
| <i>Break</i> | Period 3 = 10.50am – 11.30am |
| Period 4 = 11.30am – 12.10pm | Period 4 = 11.30am – 12.10pm |
| Period 5 = 12.10pm – 12.50pm | Period 5 = 12.10pm – 12.50pm |
| Period 6 = 12.50pm – 1.30pm | Period 6 = 12.50pm – 1.30pm |
| <i>lunch</i> | <i>lunch</i> |
| Period 7 = 2.10pm – 2.50pm | Period 7 = 2.10pm – 2.50pm |
| Period 8 = 2.50pm – 3.30pm | Period 8 = 2.50pm – 3.30pm |

School Activities

Pupils are encouraged to take part in extra-curricular activities, which may occur during break-time or after school hours. A late bus is available for after-school activities from Monday to Thursday. ***Pupils may not stay at school after normal hours if they are not involved in an organised activity.***

The “late bus” system 2022/23

The "late bus" provides transport from Pallini for Senior School pupils (years 7-13) staying after school for PE, drama, music, forensics and other extra-curricular activities. Late buses normally leave the school at 5:00 pm but are occasionally scheduled later for major rehearsals, performances and matches.

Form Notices indicate when late buses have been organised. In the event of bad weather or other possible causes for late cancellation, pupils should check the noticeboards or consult with the staff in charge of activities.

The late buses **do not** take pupils to their normal bus stops. The two buses follow standard routes, as follows:

NORTH

(towards DIONYSSOS)

Leof. Marathonas (Pallini)
Leof. Gerakas (Geraka)
Anapafseos (Vrilissia)
Dimokratias (Melissia)
Odos Pendelis (Maroussi)
Leof. Kifissias (Maroussi)
Venizelou Eleftheriou (Nea Erithrea)
Leof. Thisseos (Ekali)

SOUTH

(towards GLYFADA – Ag. Konstantinos church)

Leof. Marathonas (Pallini)
Leof. Mesogion (Agia Paraskevi)
Ethniki Amyna (METRO) (Neo Psychico)
Vas. Sofias (Ambelokipi)
Vas. Konstantinou (Stadio)
Kallirois, Leof. Syngrou (Kallithea/Nea Smyrni)
Leof. Posidonios (Paleo Faliro)

Pupils are expected to be ready to board the late buses promptly by 5:00 pm or other scheduled departure time. **They should advise the bus monitor sufficiently early to allow the bus to stop safely as close as possible to the requested drop-off along the route, either to meet parents or guardians, or to make their own way home. It is the responsibility of pupils to get off the bus at an appropriate stop.**

The list of pupils using the bus is retained by the school. The school may exclude pupils from using the late bus if incidents of bad behaviour are reported. Pupils intending to use the late bus should be familiar with the system and clear about where they are to be dropped off before joining any after school extra-curricular activities.

School Trips

The school arranges various day trips in accordance to the safety guidelines laid out by the Ministry of Education. When the whole year group is involved or the trip is a part of the educational requirement of the curriculum, it is regarded as compulsory.

Trips taking place within the school day do not normally require parental permission. In certain cases, however, parental permission will be sought in the form of a letter giving details of the proposed excursion, accompanied by a reply slip. This slip should be completed, signed and returned to the form teacher.

Queries and Complaints

If you have a query about anything to do with your child whilst they are in school, please do not hesitate to contact their Class Teacher. If they cannot answer your questions then make an appointment (outside of normal school hours) to see the Year Tutor or the relevant Assistant Head who will always meet with concerned parents in order to resolve difficulties. Should the matter not be resolved, you should follow the complaints procedure on the school website.

Parent Recreation Club (PRC)

The PRC meets once a month. Meetings are open to all parents and the dates of meetings will be announced via the school web site and e-mail. You can contact the PRC via the following email address:

prc@campion.edu.gr

The Parent Recreation Club is a vital source of support for our social events such as Halloween and International Day (Covid-19 permitting!).

And finally.....

We hope you have found this handbook useful and ask that you retain it for reference over the year. We would very much value your comments highlighting what has been useful to you and what we have missed out so that we can make it even better next year.

