

**CAMPION JUNIOR
SCHOOL
THE HANDBOOK
FOR
PUPILS AND PARENTS
2023-2024**



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CAMPION SCHOOL
Established 1970

Welcome from the Head of the Junior School

Dear Parents,

Welcome to a new school year and your updated handbook, containing information about the day-to-day running of the Junior School.

This guide to the coming school year is designed to be the first port of call when you have a query or want to find out about the usual routines at our school. There are a few amendments and additions this year, so please take some time to read it through to familiarise yourself with the contents. If you have any questions about anything, please do not hesitate to get in touch with your child's Class Teacher in the first instance, or the Junior School secretary. Please do check emails regularly which will give you updated changes to routines should that be necessary.

I wish you all a wonderful school year full of successful learning experiences both academically and socially.

Kind regards,

Judi Korakaki

Aims

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.*

We believe that children will learn if they feel happy and secure, and if their natural curiosity is aroused. They learn best when they are actively involved in the learning, with skilled teachers to guide them. Children learn at different speeds and in different ways. As a school our aim is to provide an atmosphere and a richness of experience within which each child's unique qualities can flourish.

Our curriculum has been developed from the British system combined with the use of the International Primary Curriculum. Full advantage is taken of the special relationship we have with our host country Greece, and the excellent opportunities our pupils have to study Greece's uniquely rich heritage.

More specifically we aim to:

- Provide a secure and happy environment that supports the development of the whole child;
- Encourage each child's strengths and address any weaknesses;
- Inspire a love of learning so that children become lifelong learners;
- Promote self-respect and respect for all people whatever their religion, race, gender, ability or disability;
- Provide a broad and balanced curriculum that is taught creatively, encouraging collaboration, independence and an investigative approach;
- Have high expectations of behaviour and academic achievement;
- Recognise the crucial role which parents play in their children's education and make every effort to encourage parental involvement in the educational process;
- Develop links within the local and wider communities;
- Ensure that children develop strong skills in literacy, mathematics and information and communication technology (ICT);
- Develop children's appreciation of the arts;
- Help children to develop strong English language skills to support their work across the curriculum;
- Foster a sense of belonging to a community.

Scheduled School Dates 2023 - 2024

AUTUMN TERM 2023

Term Commences	Tues, 5 th September
Half Term	Mon, 23 rd October – Fri, 27 th October
Term Finishes	Wed, 20 th December

SPRING TERM 2024

Term Commences	Mon, 8 th January
Half Term	Mon, 26 th February – Fri, 1 st March
Clean Monday	Mon, 18 th March
National Holiday	Mon, 25 th March
Term Finishes	Fri, 26 th April

SUMMER TERM 2024

Term Commences	Mon, 13 th May
Term Finishes	Fri, 21 st June (1.25pm)

The dates of school events can be accessed from the School Calendar which is available on the school website.

<http://www.campion.edu.gr/campion-calendar/>

Contact Information

Address:

Campion School
Aghias Ioulianis
Pallini
GR 15351

Postal address:

P.O. Box 67484
Pallini
GR 15302

Website:

www.campion.edu.gr

Headmaster - Mr M Henderson**Headmaster's Office - Eleni Michael**

Telephone: (0030) 210 6071 721

Email: emichael@campion.edu.gr

Junior School

Telephone: (0030) 210 6071 800

Email: junior@campion.edu.gr

School Nurse

Telephone: (0030) 210 6071 755

Email: kkonstantopoulou@campion.edu.gr

Senior School

Reception: (0030) 210 6071 700

Business Manager: (0030) 210 6071 715 (Mr Calafatis)

Canteen: (0030) 210 6071 778

Transportation: (0030) 210 6071 716 (Mrs Patouha)

Email Transportation: mariapat@campion.edu.gr

School Staff 2023-2024

Head Teacher Junior School	Judi Korakaki
Deputy Head (Academic)	Marina Iatropoulou
Assistant Head (Co-curricular)	Effie Panagopoulou
Nursery Teacher	Despoina Ermidi
Reception Teacher – EYFS Coordinator	Jessica Tzamaras
Reception Teacher	Gina Tsitsos
EYFS/KS1 Teacher (Part-time)	Vivi Henderson
Teaching Assistant	Vassia Delidimitri
Teaching Assistant	Fani Dantsioudi
Teaching Assistant	Marina Vayanou
Teaching Assistant	Konstantina Andreou
Teaching Assistant	Zoe Ratford
Teaching Assistant	Hind Murra
Year 1 Teacher	Dina Polideras
Year 1 Teacher	Vanda Iatropoulos
Year 2 Teacher/Phase Leader	Stella Billios
Year 2 Teacher/Literacy Leader	Panayiota Zinelis
Year 3 Teacher/Maths Leader	Maria Koralli
Year 3 Teacher	Voula Stathopoulos
Year 4 Teacher/IPC Leader	Marianthi Chalkiopoulos
Year 4 Teacher/Art Coordinator	Nikki Burley
Year 5 Teacher	Rachel Bradley
Year 5 Teacher/Houses Coordinator	Janet Crossland
Year 5 Teacher	Charlie Korovilas
Year 6 Teacher /Phase Leader	Catherine Bersis
Year 6 Teacher/ICT Coordinator	Georgia Vourloumi
Greek Teacher	Dimitra Nanopoulou
Greek Teacher (also Snr Sch)	Ioanna Lazaridi
Greek Teacher (also Snr Sch)	Christina Papadatou
Arabic Teacher (also Snr Sch)	Sana Boustanji
Arabic Teacher	Rita Aoun
EAL Teacher	Julia Walter
PE Teacher/PE Coordinator	Catherine Dorans
PE Teacher	Giannis Karamitsos
Learning Support/SENCo	Nicole Myers
Music Teacher/Music Coordinator	Goldi Novkovic
Music Teacher EYFS	Katerina Venetsanou
Junior School Secretary	Mariza Thiveou

Musical Instrument Teachers

Piano	Katerina Venetsanou/Neville Fahy
Guitar	Marty Eisenstein
Violin	Irina Shalenkova/Elena Shalenkova
Clarinet/Saxophone	Grammenos Chalkias
Cello	Konstantinos Sfetsas
Flute	Michaela Panayiotopoulou
Greek Dancing	Neville Fahy
Latin Dancing	Janet Sideris/Angelos Ignatov

Maintenance Staff

Caretaker	Vangelis Bakalis
Cleaners	Apostolia Agianoglou/Ioanna Fousteri/Thenia Ioannou/Katerina Petropoulou

The School Day Timings

9.00am - 9.10am	Registration
10.30am -10.50am	Morning Break N-Y3
11.00am -11.20am	Morning Break Y4-Y6
12.20pm	Early Years lunch time
12.50pm	Junior classes lunch time
1.05pm - 1.45pm	Playtime/Lunch time clubs
1.50pm	Afternoon lessons start
3.10pm	Class time
3.20pm	Children are checked onto buses or escorted to pick-up areas
3.40-4.45pm	After-school clubs

A half-day programme (until 1.00pm) is possible only for Nursery pupils.

Child Protection

Our school is committed to maintain high standards in Child Protection and the safeguarding of children. The school's Child Protection and Safeguarding policy is available on the website.

<https://www.campion.edu.gr/wp-content/uploads/2023/03/Campion-Safe-guarding-Policy-January-2023.docx-2-1.pdf>

Pupils and parents are encouraged to take an active role in safeguarding in school and any concerns about a child's welfare, no matter how small should be reported to the appropriate member of staff.

The safeguarding team consists of:

Designated Trustee for Safeguarding

Virginia Murray safeguardingtrustee@campion.edu.gr

Designated Safeguarding Leads (DSL)

Mrs J. Korakaki (Head of Juniors)

jkorakaki@campion.edu.gr

Ms A. Gargareta (Assistant Head Senior School)

agargareta@campion.edu.gr

Assistant DSL

Mrs M. Iatropoulou (Deputy Head Junior)

miatropoulou@campion.edu.gr

Ms K. Konstantopoulou (School Nurse)

kkonstantopoulou@campion.edu.gr

Please speak with them directly if you have any concerns about any child's welfare.

The School Day

Timings

(continued)

Before 9am

Children are allowed on the playground from 8.40 am when there is a staff member on duty. **Please note that there is no supervision for children arriving before 8.40 am and parents should wait with their children at the main gate.** The bell will be rung at 9.00 am to enable children to line up ready to be collected by their Class Teachers.

Punctuality

Punctuality is most important and parental support in maintaining this is greatly appreciated. Children's learning activities begin promptly at 9 am. and children arriving after that time will be marked as late. The total number of lates is recorded on school reports. When arriving late the child must be signed in at the office.

Lateness disrupts your child's learning and the learning of their peers. The first ten minutes of the day helps children settle quickly, ready for their first lesson and teachers use this time as a learning opportunity promoting independence and effective organisation skills.

Collecting children at the end of the day

Children who do not travel on a school bus should be collected from school at 3.20 pm. by the main gate. On the rare occasion that you may need to collect your child before the end of the school day, please inform the school office. On your arrival you should check in at the gate. Ms Thiveou will bring your child to you at the main entrance. Class Teachers will not release a child unless the office has been informed by the parents. This is to ensure that we keep track of children on the premises in the event of an emergency and also to ensure that any necessary changes are made to bus lists.



Travel To School



By school bus

Please remember:

- always be at the bus stop on time;
- pupils should not turn round and lean over the back of seats to talk to those behind;
- pupils should not consume food or drink or chew gum;
- pupils should not sit sideways with feet in the aisle;
- pupils should remain seated at all times with their seat belt properly fastened;
- electronic devices and mobile phones are not permitted on the bus for Junior School pupils unless specific permission has been granted by the school.

Changes to transport arrangements

Changes to transport arrangements should go through Mrs Patouha in the transport office. She can be contacted on 210 6071716 or via email mariapat@campion.edu.gr. Please make sure to contact her **by noon** as we compile lists for the buses and collect groups so that teachers can check that children are in the correct groups.

If you usually collect your child and for some reason someone else will be picking up you will need to inform Ms Thiveou (210 6071800 mthiveou@campion.edu.gr) by midday. Teachers will not hand over a child to anyone other than the parent or guardian unless we have been informed.

Please note that verbal messages from children are not accepted and phone messages should come directly from a parent or guardian. Children will remain on their usual method of transport (bus or collect) if we have not been informed officially.

Mrs Patouha and the relevant bus monitor should be notified if you make a change to the morning pick-up so that they know not to wait at the bus stop.

Travel To School (continued)



By Car

We ask your cooperation in the following:

Morning Drop-off

- Drive slowly with caution in the vicinity of the school;
- Parking is only permitted in the parking area opposite the main gate;
- Older children, from Y1 upwards, can be dropped off at the main gate and are encouraged to walk down the driveway by themselves and enter the Junior playground;
- Parents may escort younger children (EYFS) down the driveway to the Junior School main entrance or EYFS entrance after parking but they should remain outside the school building unless they have a pre-arranged appointment with a member of staff. No parent vehicles will be allowed to drive onto the premises during the school day.

Afternoon Collection

Cars are not permitted to drive down the driveway in the afternoon. Parents will need to park at the car park outside the school as instructed by the security guard.

Children should be collected from the area just inside the main gate. Children will be escorted to this area at 3.20 pm by teachers who will supervise them until they have been collected.

Once you have collected your child, please leave the area quickly as we need the area to be free for the departure of the Senior School children and the buses. Please note that Senior School lessons finish at 3.30pm so it is important to keep the noise down in the area. This is particularly important during exam periods.

Children should not be allowed to play once they have been collected. If you have to wait to collect an older child please supervise your child/children. The wooded area leads to the school carpark and children are not be allowed to play there after school.

In the unlikely event of **severe stormy weather** at pick up time please be patient and staff will walk children up the main gate in year groups. EYFS and Y1/Y2 will wait in the covered area by the Senior School library. Y3-6 will wait in the covered foyer of the Senior School for collection if the rain is deemed severe. Parents should not attempt to collect from the Junior School building.

Eating Arrangements

The school makes every effort to encourage the children to eat healthily. Children are not permitted to bring in food to share with their classmates. This includes birthday/name day cakes and sweets.

Please be aware that we have several children with severe allergies to certain foods which are potentially life threatening.

For this reason we do not allow nuts of any kind in school.

Some classes may have additional restrictions which we would ask you to adhere to for our children's safety. Specific requests are sent to respective classes if necessary for medical reasons.

Break Time

Children are expected to bring a healthy snack to school for break times.

Children in Nursery and Reception should bring fruit daily. This will be prepared by the teacher and eaten with the class group in the morning and mid-afternoon. Children in Years 1-6 should bring a piece of fruit and/or a healthy option snack.

Sweets, chocolates and crisps/chips are not allowed. In addition, for your child's safety, we ask that you **do not send whole grapes or cherries which are potential choking hazards for children.**

Lunches

There are two options:

A packed lunch may be brought from home or lunch may be ordered from the school catering service.

Packed Lunches

These need to be in suitable containers (**no glass**). Packets of sweets, fizzy drinks or chocolate bars are not acceptable in packed lunches. We assume that what you send with your child is what you expect them to eat so we discourage the children from throwing food away at school. We ask that packed lunches reflect the school's commitment to healthy eating and that they contribute to your child's balanced diet.

Ordering from the canteen

Canteen menus are available online and are updated weekly. You may choose and pay for the food via the catering supplier, Daily Fresh.

<https://www.dailyfresh.gr/>

We are not able to order lunches on a daily basis so please do not call school asking to order lunch or send your child in with money and a request to order food.

Please ensure you order food that your child will eat, and keep a record of the days when you have ordered food.

Practicalities

Attendance & Absence

It is a legal requirement that children attend school. Taking a child out of school in term time is very disruptive to his/her education and social development. Work missed is seldom caught up in a qualitative way. For some activities, children work with partners or groups, and these valuable experiences cannot be regained. Parents are therefore discouraged from withdrawing their children during term time. In the event that this is unavoidable, please submit a request for an absence form to Ms Thiveou.

Class teachers are not always able to give homework for children who take days off in term time. Absent children may access activities set via Google Classroom. Even then it may not be possible to complete set work, particularly if a child misses the introduction of a new concept.

Please notify school if you go away on a trip or your home situation changes. This can be unsettling for children and teachers should be aware of any changes at home.

Absence Due to Sickness

Please inform us as soon as possible of the reason for any absence by telephone. The school has an answering machine and the office is manned between 8.45am and 5.00pm every day. When children return to school they should be fully recovered and ready to participate in all aspects of school life. Following three days of absence, a doctor's note is required. If the child's participation in school life is to be affected (e.g. no sports for a period of time) a doctor's note is also required.

Essential Appointments

Please inform the school in writing, in advance, if you are taking your child out during part of the day. Children needing to attend medical and other appointments should be signed in and out of school at the Office. Where possible we do encourage you to make appointments outside of school times.

Practicalities

(continued)

Lost Property

It is essential that every item of clothing and equipment (bag, lunchbox, etc.) is clearly named. We prefer not to spend valuable time on lengthy searches for unmarked possessions. If your child has lost items they may ask at the school office or check the lost property store.

School Bags and Equipment

Please do not provide your child with an oversized bag as these do not fit in the lockers. A bag large enough to hold folders and books slightly larger than A4 should be sufficient. Children from Year 1 upwards will need a pencil case equipped with pencils, crayons, felt-pens, an eraser, a pencil-sharpener, a ruler, stick glue and scissors. Class teachers will provide more details about specific equipment requirements. Each child will also need a placemat, an art overall or old t-shirt and a PE bag.

Toys and Valuables

Children are not allowed to bring in toys unless a specific request is made by the Class Teacher. Whilst we endeavour to look after items which children bring into class to support learning, we cannot accept responsibility for any loss or damage incurred to toys or valuables brought to school. This includes watches removed for PE and swimming. Please note that electronic devices and mobile telephones are not allowed in school or on the school bus.

Children should not have 'smartwatches' on at school.



Practicalities

(continued)

Extra-curricular Activities

Break and Lunchtime clubs

A timetable for these is published termly and a copy is posted on the school website, the parents' notice board and the notice board opposite the staff room.

After-school Activities

These generally run from 3.45 pm to 4.45pm. Children who have returned the signed permission slip will be under teacher supervision until 4.45pm. Junior School children in Y1-4 are not permitted to use the late bus and so children attending after school clubs should be collected at the main gate. Children in Y5 and 6 may use the Senior School late bus but must be met by an adult at the appropriate stop. Please be aware that the late bus routes are not the same as the usual buses. Please ask for more details of this service.

Attendees of clubs taking place in the Athletic Stadium should be collected directly from there. We ask that you park in the school car park and then walk down to the stadium as the road is narrow and there is limited parking available. If a club has to be cancelled at short notice, we will contact you via email. Please collect children promptly at 4.45 pm. Any children who are regularly collected late may have their attendance at afternoon clubs suspended.

Siblings of children attending after-school clubs must not remain on the premises if they are not involved in the club/activity.

Private Music Tuition

Instrumental lessons can be taken during the school day by children from Year 3 upwards. There are 30 one-to-one lessons given during the school year. Initially, sign-up and payment is for 15 lessons from September-February. A second instalment is then paid in February if your child wishes to continue. Please note that fees cannot be returned if the child decides to stop in the middle of either session. Lessons are available for piano, guitar, violin, cello, flute, clarinet and saxophone. There are a small number of school instruments available for children to borrow.

Practicalities

(continued)

The School Website

Please make full use of our school website: <http://www.campion.edu.gr> and social media pages where you will be able to access the calendar and reminders about forthcoming events.

Educational Visits

These are an integral part of learning and are usually planned in conjunction with the particular topic being studied to give children access to resources and experiences that we cannot reproduce in school. There is often a small cost involved if the trip has an entry fee. Please ensure you return your trip money and permission slip in time as children are not permitted to join the trip without parental permission.

The Year 6 residential trip this year is to Nafplion. Details of this trip and the payments required will be sent home nearer the time.

The School Library

Every class visits the library once a week in order to borrow books for home use. Please encourage your child to take good care of his/her library books. There is a penalty for lost books. The library is also open during some lunch breaks for pupils who like to read or change their books more regularly.

Donations of good quality books that your children have outgrown (in any language) are always welcome.

Practicalities

(continued)

Birthdays and Name Days

It is not possible for children to have birthday/name day parties in school. **We have a strict no sweets/cake rule and we request that you do not send them in to school to share with the class as teachers will not distribute them.**

Should you wish to send in something non-edible to share to celebrate, **you should always check with the Class Teacher** first, in order to avoid conflict with other organised activities.

Class teachers will help to hand out party invitations only if **every member of the class** is to receive one. If you decide to have a smaller party you will need to contact parents yourself. Please bear in mind how hurtful it may be for only one or two children in a class to be excluded from a party.

Houses

We aim to reward effort and attainment and one of the ways we do this is through the awarding of house points. House point totals are announced weekly in assembly.

There are four houses and members wear the following colours:

Alexander	-	Blue
Heracles	-	Green
Pericles	-	Red
Theseus	-	Yellow

All children from Years 3 to Year 6 are in a house. Siblings are placed in the same house. Each child should have a house T-shirt for participation in quizzes and sporting events.

Health & Safety

The School Nurse

Ms Konstantopoulou is our school nurse. She should receive a fully completed Health/Medical form on registration. We request that you keep her up-to-date with all health issues (her contact details can be found at the beginning of this booklet). Ms Konstantopoulou should be notified immediately in cases of infectious disease or skin conditions. In the event of your child being unwell during the day, we will contact you to come and collect him/her. Ms Konstantopoulou is also involved in health education throughout the school.

Medication

Children should not be in possession of any form of medication.

Ms Konstantopoulou can administer medication during the school day, if it is sent in the original container with written instructions signed by the parent.

Head Lice

If your child has head lice please keep him/her at home until the infestation has been treated. The school needs to be informed so that we can notify other parents of children in the same class to check their children's hair. Please check your child's hair regularly (particularly after a school holiday) for louse eggs (similar to dandruff, but they cling to the hair) in partings, fringes, behind ears and the nape of the neck.

Health Records

Please keep records up to date as requested by the school nurse. This includes an annual health form to allow participation in Physical Exercise lessons and clubs. Do keep us up-to-date with any changes to your daytime contact numbers. In the event of an emergency, it could be vitally important that we can contact you immediately.

Please do not send your child to school if he/she is unwell. In particular, please do not send your child to school if they have a fever. If they have had a fever, they must stay home at least 24 hours fever-free without the use of fever reducing medications. Similarly, children should stay at home at least 24 hours after vomiting.

Health & Safety

(continued)

Sun Protection

We encourage children to protect themselves from the harmful effects of the sun. Please send your child into school with a named sunhat. This will be kept in the classroom for use on sunny days. Please also apply sunscreen before school. Children may also bring sunscreen into school for use during the day. This should be clearly labelled with your child's name and we suggest a spray for ease of application.

Health & Safety

We are always mindful of our legal duties with regard to Health & Safety, and follow specific guidelines to ensure that all children and adults in school are made aware of legislation and responsibility with regard to safe practices and procedures. Parents are requested to comply with these practices at all times to help ensure that the whole school site is maintained as a safe environment. Should you be aware of anything potentially hazardous we encourage you to report it to a member of staff immediately.

Many members of staff are trained as First Aiders and parents are notified of any injuries suffered by a child during their school day.

The entire school campus is a **non-smoking area, including the car park area.**

Parents should not approach children in the playground or any other area of the school to discuss behavioural issues. This includes during school events such as International Day and Hallowe'en. If you have a concern, please contact your child's Class Teacher or the Head Teacher.



Health & Safety

(continued)

Health & Safety Rules for Children

Parents and guardians are requested to encourage their children, who are pupils at this school, to:

- Conduct themselves in a manner which is considerate to their own safety and the safety of others;
- Observe standards of dress consistent with safety and/or hygiene;
- Observe all the safety rules of the school and in particular the instructions staff give in an emergency;
- To treat all school premises and equipment with respect;
- Not to use the lift unless they are accompanied by an adult.

Anti-Bullying Policy

Campion does not tolerate bullying and we follow the procedures set out in our Anti-Bullying Policy if we believe that a child is being bullied. If you have any concerns about bullying, please contact your child's Class Teacher or the Head Teacher.

Security

Perimeter gates to the school site are locked during the school day. There are safety chains on the gates which lead into the Early Years Playground. Children are always supervised by an adult in all areas of school.

Health & Safety

(continued)

Visitors

All visitors and parents must have an appointment to gain entry to the campus. Visitors will be given a visitor's badge which they should wear whilst on site. Visitors to the school are requested to enter the school via the main entrance and report to the Junior School office and sign the visitor's book if they are remaining on the premises. This is an important requirement in the event of an emergency evacuation. Appointments should be made in advance.

Evacuation Drills

During the school year, pupils will practise the evacuation procedure for fire and earthquake. These drills should always be performed seriously and in silence. Volunteers in school should familiarise themselves with the evacuation procedures.

Emergency School Closure

In the event of emergency school closure:

- You will receive a text message and/or email;
- A notice will be posted on the school website and Facebook page;
- Listen to the radio – we follow the Ministry's directives concerning the Pallini area see: <http://www.palini.gr/> .

Emergency Contacts

It is imperative that parents keep the school informed of all changes to daytime contact numbers, particularly mobile numbers. This can be done through the school's parent portal.



Sharing Information and Communication

Parents as Partners

Parents are partners with the school in their child's learning experiences. We aim to keep you fully informed about school life and your child's progress. This is achieved through a combination of written information, meetings and consultations with teachers.

The Homework Diary or Contact Book for younger children, is an important channel of communication and should be returned to school daily. Please do check this regularly for notes and information.

Children in EYFS will have the use of an online progress tracker, Tapestry, where teachers will share regular updates and photos highlighting your child's development.

Children will have access to Google Classrooms via their school Gmail. Older children will make use of this to access homework and submit work. The teachers of younger children use this to share pictures and information with children and parents. Do keep a note of your child's login details.

Parent Teacher Evenings

Formal meetings will take place in the Autumn and Spring terms. Meetings will be held in your child's classroom. They will be held online if we are unable to invite parents into school. If you have concerns about your child and need to speak to them at an alternative point do make an appointment to meet with the teacher.

Dates and times are as follows:

Autumn Term: Tuesday, October 17th 4.00pm to 6.30pm

or

Thursday, October 19th 4.00pm to 6.30pm

Spring Term: Tuesday, March 26th 4.00pm to 6.30 pm

or

Thursday, March 28th 4.00pm to 6.30 pm

At these meetings you will be able to speak to your child's Class Teacher and the Specialist Teachers.

Children should not be on the premises for these meetings so you will need to make childcare arrangements.

Sharing Information and Communication

(continued)

Written Reports

Years 1-6 will receive written reports at Christmas and at the end of the school year. Reception pupils receive an EYFS profile report on completion of the school year.

Assessment and Testing

During the summer term children in Years 1-6 take computer-adaptive tests. The results of these are reported to parents in the summer reports of Y2-6. Regular testing and assessment also takes place within the classroom so that teachers can build up a clear picture of each child's strengths and weaknesses.

EYFS Learning and Development

Parents of children in EYFS (Nursery and Reception) will be given access to *Tapestry*, an easy-to-use and secure online learning journal helping staff and families celebrate their children's learning and development

Tapestry builds a very special record of a child's experiences, development and learning journey through their early years and primary education. Using photos, videos, and diary entries, a teacher, along with the child's parents or carers, and the child themselves if they're ready, 'weaves' the story of the child and how they are growing and developing.

Communication with the Class Teacher

If you have a specific concern, Class Teachers can be contacted via their emails or by telephone. Please remember that teachers have busy teaching schedules and may not be able to respond to emails immediately so please allow up to 48 hours for a response. If you have an urgent concern, contact the school secretary who will be able to notify the relevant member of staff.

Sharing Information and Communication

(continued)

Newsletters and Information

These will be sent electronically to notify you of events that have happened within school. Please ensure we have your current e-mail address. A variety of additional letters will be sent electronically. Please check your child's homework diary/school bag each night for any other correspondence and return any reply slips promptly. Class Teachers will also send information advising you of the teaching programme.

Individual Needs

Each child at Campion is valued as a unique individual. We recognise that all children have individual needs and school experiences are planned to ensure the necessary provision to achieve the child's fullest potential. We have a designated teacher (SENCo – Mrs Nicole Myers) with responsibility for coordinating support for children with special educational needs whether those be learning, emotional, behavioural or physical. Please speak to your child's teacher if you have specific concerns regarding your child's development. The school also keeps a register of suitably qualified specialists should you need specialist professional advice.

Gifted and Talented

We aim through early identification and the provision of rigorously differentiated learning activities to ensure the needs of each child are being met, thus enabling them to achieve their full potential. This includes provision for children who demonstrate that they have exceptional ability in one or more areas of the curriculum, whether this be in academic studies, playing a musical instrument or a sporting talent.

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 he/she cannot answer your questions then make an appointment to see the Head Teacher.

If you have raised a complaint and feel that the matter has not be resolved satisfactorily, you should follow the complaints procedure on the school website: https://campion.edu.gr/wp-content/uploads/2009/02/Parental_Complaint_Procedure18.pdf

School Uniform

All pupils are expected to adhere to the uniform policy.

We believe that our school uniform helps children to feel that they 'belong' and encourages a sense of pride in their school. **Please assist us in maintaining high standards by ensuring that your child comes to school in correct uniform.** Regular uniform checks are made and parents will be informed if their child's dress is not appropriate. It is upsetting for children to be questioned about incorrect uniform and time consuming for teachers to monitor it.

Children from Years 3-6 are expected to change for Games lessons in physical education (PE). If a child does not have the appropriate clothing for these lessons they will **not be permitted to participate.**

See Appendix 1 for details of how to order uniform.

Jewellery

For health and safety reasons, jewellery is not to be worn in school with the exception of inexpensive watches (for which we expect the pupil to be responsible). Pupils with pierced ears are allowed to wear studs only.

Hair accessories etc.

No make-up, nail varnish or tattoos should be worn in school. Children with long hair should have it tied back at all times and wear hair accessories in the school colours, red, white or blue.

Shoes

These must be the formal leather style. Please note that trainers are only permitted for PE and that more informal leisure shoes (Vans/Converse/Nike etc) are not permitted.



School Life

Class Arrangements

Children are grouped into classes according to age.

The Junior School is divided into 4 stages as follows:

Early Years: Nursery and Reception (3-5 years of age)

Milepost 1: Years 1-2 (5-7 years of age)

Milepost 2: Years 3-4 (7-9 years of age)

Milepost 3: Years 5-6 (9-11 years of age)

Home learning

A great deal of consideration is given to the question of homework. Having spent more than six hours at school, reading, writing and concentrating, our children should not have to spend too much time on further study once they get home.

The purpose of home learning is to:

- develop an effective partnership between the school and parents;
- consolidate and reinforce skills and understanding;
- exploit resources for learning of all kinds at home;
- extend school learning e.g. through additional reading;
- encourage pupils, as they get older, to develop the confidence and self-discipline needed to study with increasing independence;
- prepare them for the requirements of secondary school;
- share with parents on a week by week basis, what children have been learning in school.

School Life

(continued)

A balance of English, maths and other subjects is set in Mileposts 1-3. In the Reception year, homework will generally be reading-based activities. From Year 1 homework may be set daily.

Homework should be done in an area without distractions – no background noise like television or family conversations. Some parents prefer to supervise this time, but children should gradually be encouraged to take responsibility for their own work. A homework diary is provided throughout the Junior School and parents should sign this on completion of homework assignments. There is space available for short comments. Children from Y1 upwards will need access at a computer to complete some homework activities and Google Classroom.

Our guidelines for time to be spent on homework are as follows:

Reception	10 minutes approximately
Year 1	20 minutes
Year 2	30 minutes
Year 3	40 minutes
Year 4	45 minutes
Year 5	50 minutes
Year 6	1 hour maximum

On occasions when a pupil is unable to complete the set homework, a parent is asked to write a note giving the reason.

Home learning should be enjoyable! If it is not, you should discuss it with the Class Teacher. Children should be encouraged to reflect on the benefits of hard work. Parents should praise children for good effort. Parents are encouraged to let the teacher know if their child has tried particularly hard on a piece of home learning.

Teachers are not able to provide homework for children who are taken out of school to go on holiday during term time.

School Life

(continued)

Assemblies

Our assemblies are an important part of school life, where children have opportunities to be reflective and celebrate and share their learning. We have the chance to celebrate our school life, the successes within our school and the personal achievements of our pupils. At least once a year, each class organises and presents an assembly based on some aspect of the work that they have been doing. Where possible this will be filmed and uploaded onto your child's Google Classroom. Parents may be invited into school to watch extended assemblies.

Curriculum

In Nursery and Reception, the curriculum is based on the Early Years Foundation Stage curriculum. In Mileposts 1, 2 and 3 the programmes for mathematics and English follow the National Curriculum in England. All other subjects are taught through a cross-curricular approach to learning, using the International Primary Curriculum. Each year group receives two music lessons and at least two PE lessons per week from a specialist teacher. Greek (Native and Foreign language) and Arabic (Native language only) are also offered once English is secure.

In particular, we are keen that children begin to acquire skills which will develop them as lifelong learners. Information Technology plays a vital role in teaching and learning through the use of interactive whiteboards, the internet, word processing and data handling to name but a few. Children in Years 1-6 have a weekly slot in our ICT suite and access to tablets and a class set of laptops. Nursery and Reception pupils have access to IT facilities within their classroom.

All children are allocated a school Gmail account. This is used to access information from the teacher and access their Google Classrooms. Provision is made to actively teach children how to work safely and responsibly online.

School Life

(continued)

Behaviour

Our school aims to include and encourage all children in appropriate patterns of behaviour and standards of discipline. We seek to inspire children to achieve high standards of discipline and academic achievement through the use of praise, encouragement and positive reinforcement of good behaviour.

Some indicators are:

Certificates in assembly

Awarding of stickers

Granting of privileges

Commendation to the Head Teacher

Awarding of stars and house points for individual and class effort

Class reward schemes

General Expectations

Campion School expects pupils:

- To treat others with courtesy and respect;
- To respect the property of others and to protect the property of the school;
- To be truthful;
- To be punctual and meet obligations promptly;
- To respect the environment, both locally and globally;
- To respect the beliefs and customs of others;
- To adhere to the school's uniform
- policy.

Expectations in the Playground

- To play carefully, respecting others' space and safety;
- To use only the designated areas;
- To sit down when eating;
- Never to play in the toilets or go back into the school without permission;
- To use the litter bins provided;
- To report any suspected bullying to the teachers on duty;
- To react to the bell, which means to stand still and be quiet.

School Life

(continued)

Dealing with serious inappropriate behaviour

The child will be sent immediately to the Head Teacher or Deputy Head Teacher should any of the below occur:

- Repeated refusal to do as asked;
- Continuing to be unkind, when a warning has been given;
- Hurting someone deliberately;
- Damaging property deliberately;
- Fighting;
- Using inappropriate/ offensive language, after being given a warning from a teacher.

Rewards and Sanctions

The balance between rewards and sanctions is important. The ideal is where rewards are intrinsic and virtue is its own reward. However, it may be necessary, as an interim measure, to employ extrinsic rewards while pupils are being encouraged to internalise positive attitudes and values. It is accepted that there is a need for sanctions to register disapproval of unacceptable behaviour. These should contain a degree of flexibility to take account of individual circumstances.

Playground or class behaviour which results in physical injury to another child, fighting, or any other behaviour deemed to be a serious or repeated breach of the school rules will be entered into the Incident Book, which is in the Head's office. Should a child have three entries in this book in any school term or when an incident is deemed more serious, then the parents will be contacted.

In coordination with the class teacher/SENCo, parents and child, the school will consider developing a behaviour support plan for pupils regularly breaking the school rules.

School Life

(continued)

School Council

School Council members are made up from Year 5 and Year 6. The Council members are elected by the pupils in their class. The Council members meet at least once every month. The representatives take the views of their classmates to the meetings and take part in the discussions. They let their class know what was discussed, and are involved in coming up with ideas for and organising projects.

Google accounts

All children are issued with a school Google account. This gives them access to their email account, shared documents on Google Drive and the Google Classroom. All children (Years 3-6) and parents (Nursery to Year 2) are expected to sign a "Pupil User Agreement". This will be sent out at the beginning of each year. Please monitor your child's use of their account and notify us of any concerns. We take inappropriate use very seriously and accounts are suspended so that children receive a clear message that there are consequences for inappropriate use. We advise all parents to have access to their children's accounts.

Parental Help in School

We are very grateful for the help we receive in school from parents. We welcome support from parents in a variety of ways - help in the school library, as visiting speakers for IPC topics, help with one-off projects such as cooking, sewing and craft projects, accompanying children on school trips, to name but a few.

Each class has a Parent Representative who liaises with the class teacher to coordinate help for school events.

Please contact your child's class teacher or Ms Panagopoulou epanago@campion.edu.gr if you are able to help.

School Life

(continued)

Parent Recreation Club (PRC)

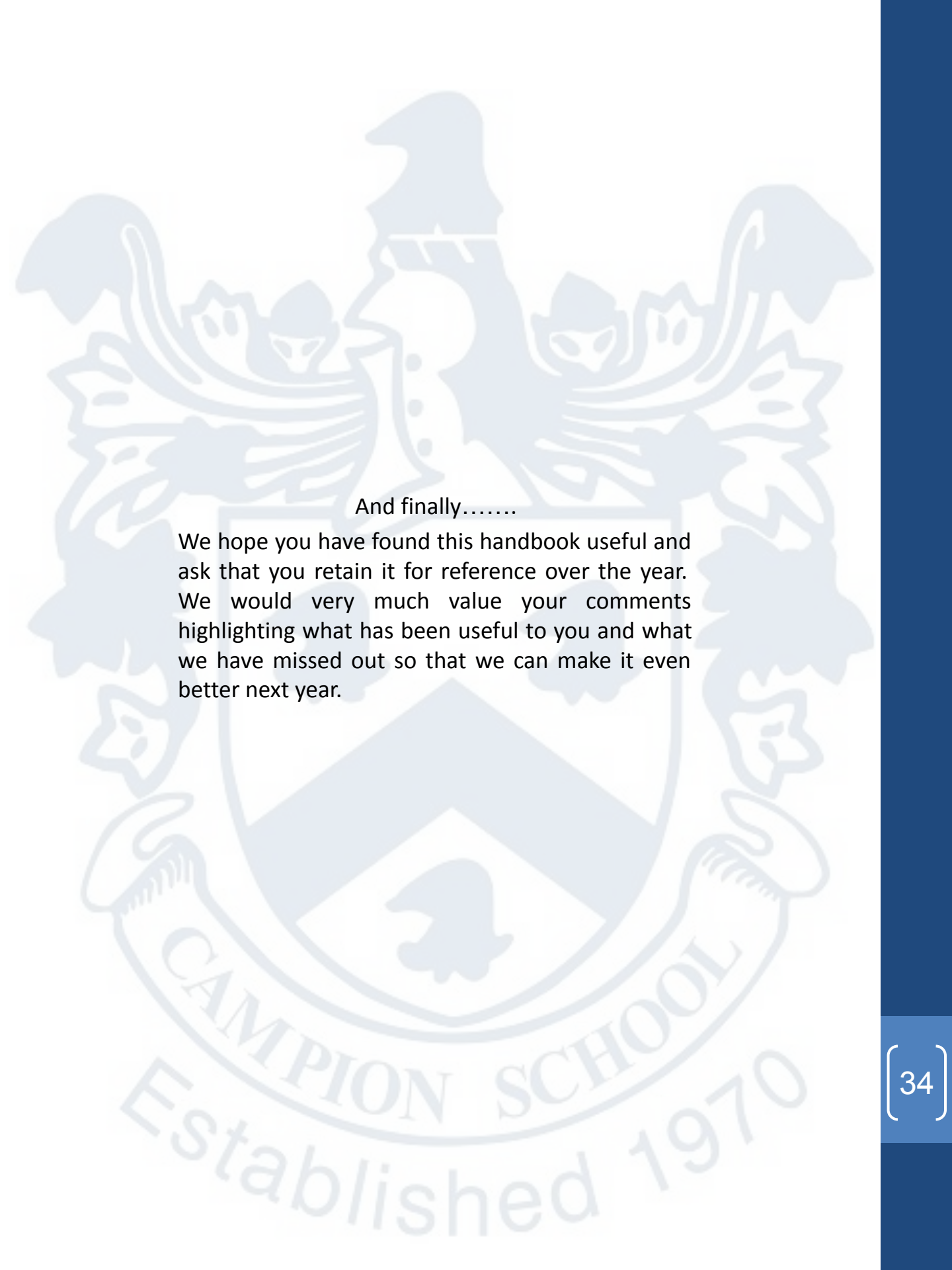
The PRC meets once a month. Meetings are open to all parents and the dates of meetings will be announced via the school website and e-mail. You can contact the PRC via the following email address:

prc@campion.edu.gr

The Parent Recreation Club is a vital source of support for our social events such as Hallowe'en and International Day and a great way for parents to get involved in the wider school community. They also run a useful second hand uniform shop.

Throughout the year they organise events for both children and parents and support many worth-while causes by organising donations of goods, financial support and time.

New members are always welcome.



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.

Appendix 1- How to order Uniform

Campion school uniform is supplied by Marks & Spencer – Marinopoulos SA. Please find below the arrangements for ordering your uniform.

Uniform can be ordered either by:

1. Accessing the online ordering tool created by M&S- Marinopoulos SA

- Please click on 'uniform' on the Campion School homepage
- Click on the link <https://marksandspencerschooluniform.gr/>
- Once you have selected your preferred items you may then proceed to checkout. Take care selecting the correct year group.

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, 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, Vriliissia 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	Omiron 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

Appendix 1- How to order Uniform (continued)

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

CAMPION SCHOOL
Established 1970

Appendix 2

Home/School Agreement

The school will do its best to:

- Provide a safe learning environment that takes account of your child's safety and happiness;
- Provide a balanced curriculum to meet the individual needs of your child, promoting high standards of work and behaviour through building strong relationships and providing opportunities for children to develop a sense of responsibility;
- Set homework regularly in line with our learning policy and to reflect your child's learning needs;
- Keep you informed about school matters in general and your child's progress in particular;
- Let you know if there are any concerns or problems that affect your child's work or behaviour, and reasons for celebration;
- Respect you and your child, building a strong relationship based on openness, honesty and mutual respect.
- Treat seriously any concerns expressed by parents or guardians, investigate thoroughly and keep parents/guardians informed.

Parents/guardians: to help my child at school I/we will do my/our best to:

- Ensure that my child comes to school regularly and arrives on time;
- Build a good relationship with all school staff, based on openness, honesty and mutual respect;
- Let the school know immediately about any concerns or problems that might affect my child's work or behaviour;
- Support the school's policies and guidelines;
- Support my child in homework and other opportunities for home learning;
- Read the school handbook and the regular newsletters;
- Attend parents' evenings and discussions about my child's progress;
- Get to know about my child's life at school;
- Ensure that my child wears the correct school uniform and is equipped to participate in the full range of school activities;
- Contact the school asap, by phone or in writing, if my child is absent.

The child: to help me do well at school, I will try my best to:

- Behave appropriately and be polite, respectful and helpful to others;
- Follow the school and class rules;
- Do all my class work and homework as well as I can;
- Take good care of the equipment, the school building and the surrounding environment.
- Work as independently as possible but ask for help when I need it;
- Tell a teacher if something is making me unhappy;
- Be friendly and play fairly and safely;
- Keep myself and others safe at all times whilst in school and on visits.