

PARENTS' INFORMATION HANDBOOK

**ACADEMIC YEAR
2021-22**



**NON SIBI SED SCHOLAE
NOT FOR YOURSELF BUT FOR YOUR SCHOOL**

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Message from the School

Dear Parents,

Our school staff have worked hard to review and update our information booklet. Effective Communication between home and School is essential for education to thrive, and we hope you will take time to familiarise yourself with the information.

Should the booklet not be at hand, the documents are available from our website clicking by [here](#).

We request that the following online information be completed and submitted to the School by **September 03 2021**

- a) COVID-19 Protocols Form click [here](#)
- b) Health Information Form
 - New students click [here](#)
 - Current ES students click [here](#)
- c) Parental consent for COVID-19 Rapid testing organised by the Ministry of Education and Ministry of Health. Would you please click [here](#)
- d) Through each academic year, The English School ("School") is organising many activities, events, ceremonies as part of the unique educational experience and opportunities available to our students. Most of the time, these events are covered by photography and/or video recording to promote these events, informing the public and keeping records of the historical record of the School. Parental and Students Consent is needed for students over the age of 14. Therefore we ask you to take the time to complete this consent form. **Even if you disagree, it is important to complete the form indicating this, so we can follow up on all parents to get this information.**
 - Parental consent form to be completed by clicking [here](#)
 - Students that are 14 years old need to complete the form by clicking [here](#)
- e) We would like to have all parental consents for Category A Education trips. (non-residential, domestic visits that typically have low-risk activities), this will cover lower Pastoral Trips, Extra-curricular and Subject-specific day trips organised by the School. Click [here](#)
- f) Acknowledgement that you have read and receive the Home/School Agreement click [here](#) (this can be submitted by the September 15 2021)

Should you require information not in the booklet, please do not hesitate to contact the School, and we will endeavour to assist you.

We look forward to a productive year.

With all good wishes,

The English School

COVID-19 Protocols

Dear Parent/Guardian

We hope you and your family have had a restful summer.

We are, of course, looking forward to welcoming your child back to school and are making all the required preparations with the aim of ensuring the health and safety of all members of the community at the School.

We are still awaiting additional clarifications from the relevant authorities on any changes to the COVID-19 protocols, but in the meantime I would like to list the measures and expectations that we will have in place as listed below:

- Appropriate surgical or cloth masks/face coverings must be worn at all times both in classrooms and outside. This is mandatory. Exceptions are for eating and drinking during breaks.
- Social distancing must be maintained. Students must avoid close contact at all times
- When entering a classroom, students must sanitise the desk they have been allocated.
- Students must remain seated in their allocated seat at all times in lessons.
- Frequent handwashing is recommended. We strongly recommend that students have with them a small bottle of sanitiser.
- We have a one-way system on stairways in the school, clearly sign-posted. These must be respected so as to avoid face to face contact when going up and down stairs. Exceptions apply at the end and beginning of Breaks when the traffic flow is uniform.
- When queuing at the Canteen, masks must be worn, and distances maintained.
- If a student is feeling unwell, he or she must stay home until fully recovered. For any suspected cases of COVID-19, medical advice must be sought immediately.
- Note that if your child has a PE class, he or she may come to school wearing their PE gear as the changing rooms will remain closed until further notice due to COVID-19 protocols still in place. ONLY school uniform PE gear will be permitted.

We are expecting that students will be required to show a 'Safepass' when attending school. Details on the rapid or PCR test requirement will be forwarded when confirmed by the Ministry of Education in due course.

In the meantime, with a view to allowing us to ascertain the degree of protection of our school community, please could you indicate in the link by clicking [here](#) whether your child has been fully vaccinated or not. If your child has indeed been fully vaccinated, you will also need to forward to us (via the link) the relevant evidence (either the digital Safepass or the paper based record).

For those who may have already been infected with COVID-19 within the last 6 months, again, we will need evidence that this is the case. This will be indicated in the link.

We are anticipating that students will be required to have a rapid/PCR test to attend school. We hope to have details on this soon and will be in touch once we have received confirmation from the authorities of the Republic.

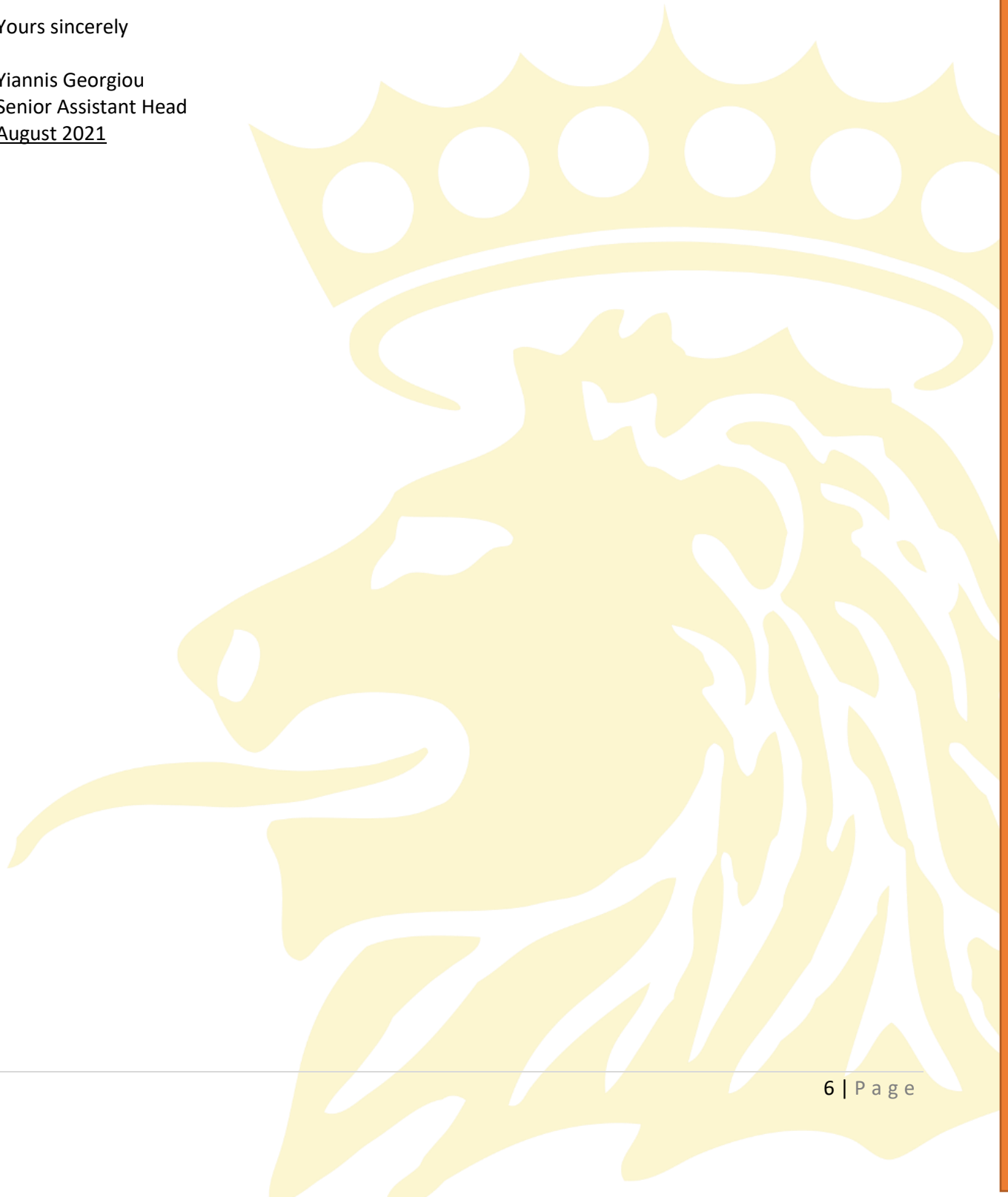
Despite the relatively stable situation regarding COVID-19 infections in Cyprus, we are still determined to continue to make no assumptions that we are approaching the end of the pandemic. We are particularly

sensitive to the fact that when schools and institutes begin classes, there may be a spike in cases in the local community, some of them very serious. We, therefore, strongly advise that you emphasize to your child the need to maintain all protocols when outside the home to reduce the risk to bringing the virus into our school. As you will be aware, the current Delta variant is particularly aggressive and prevalent amongst young people. It is essential that the measures we have in place are fully respected by all students and staff. If not, we raise the risk of exposing the community to the virus.

Wishing you and your family a safe year ahead.

Yours sincerely

Yiannis Georgiou
Senior Assistant Head
August 2021



School Information

Address: P.O. Box 23575, CY-1684 Nicosia, Cyprus
0 Proedrikou Megarou and Kyriacou Matsi Street, CY-1082, Strovolos, Nicosia, Cyprus

Telephone: 22799300 **Fax:** 22799301

Email: info@englishschool.ac.cy

Website: <https://www.englishschool.ac.cy>

Facebook: <https://www.facebook.com/TheEnglishSchoolNicosia/>

YouTube: https://www.youtube.com/channel/UCpSVVX_wHimCxyWA9_8WhA

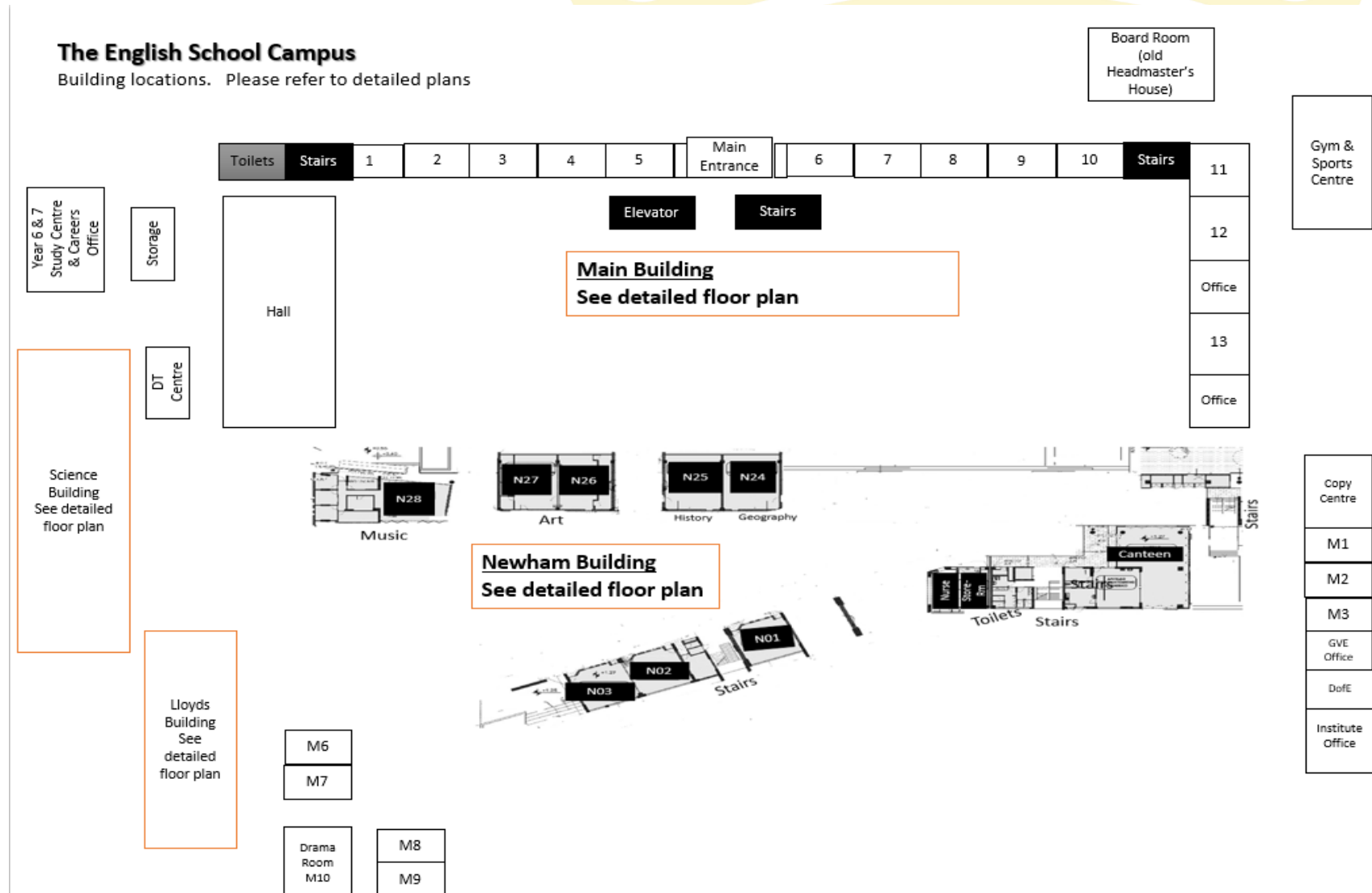
LinkedIn: <https://www.linkedin.com/school/the-english-school-nicosia/>

Instagram: https://www.instagram.com/the_english_school_nicosia/

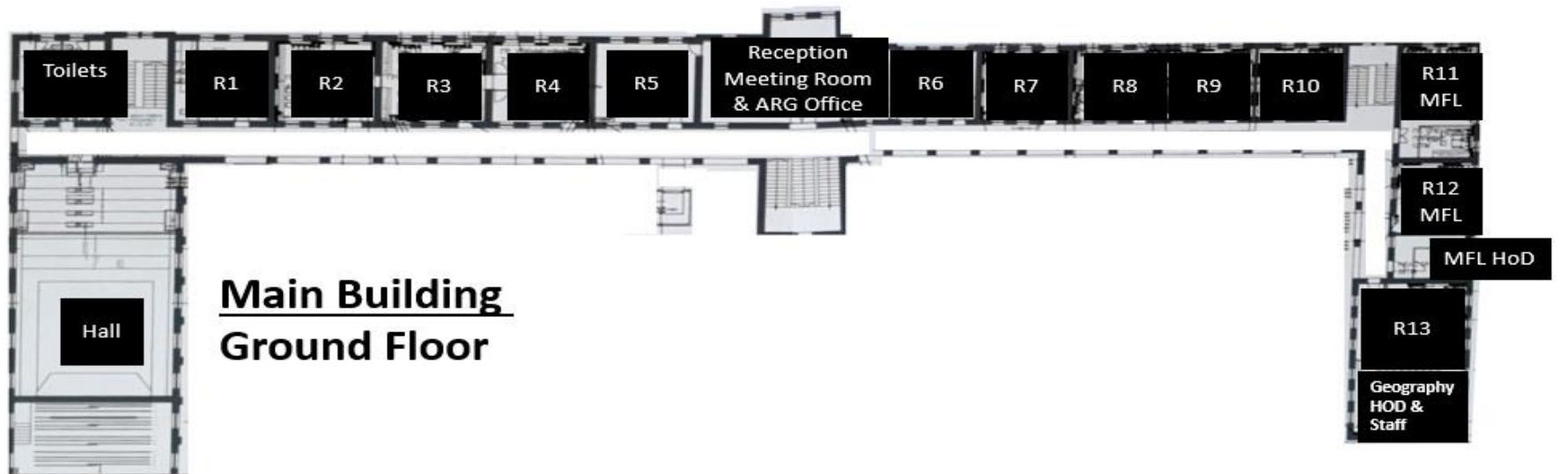
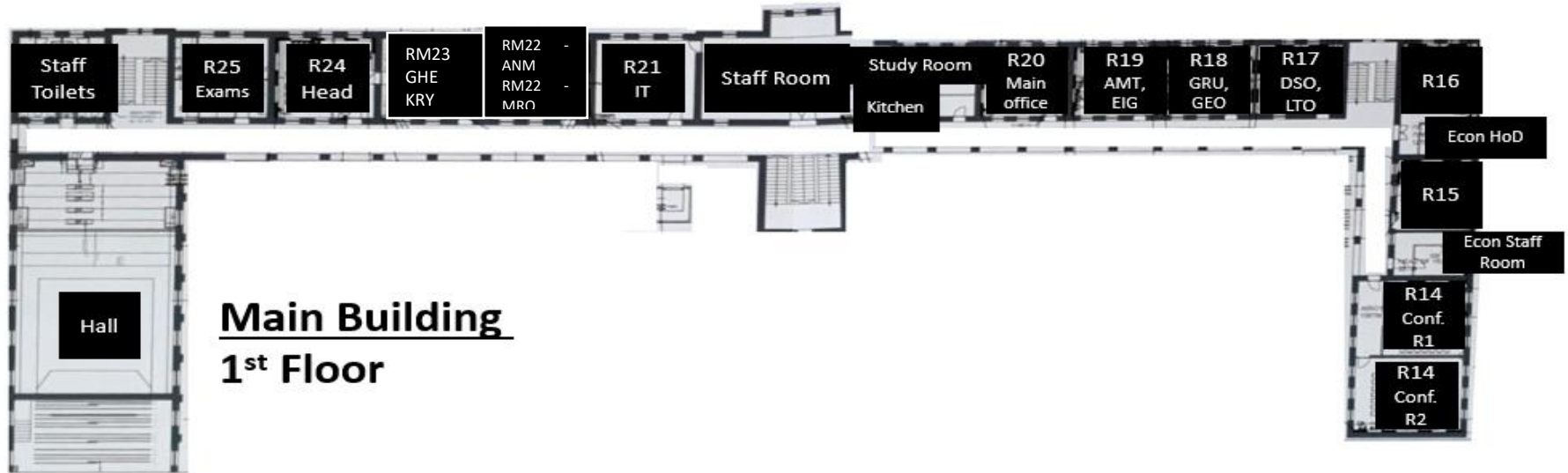
| Useful Telephone Numbers/Emails: | | |
|--|----------------|--|
| Reception Angela Pericleous | 22799300 | info@englishschool.ac.cy |
| Security Marios Hadjizorzis | 22799300 | Marios.Hadjizorzis@englishschool.ac.cy |
| Main Office Souzana Anastasiou | 22799304 | info@englishschool.ac.cy |
| Headmaster's Personal Assistant Georgia Herodotou | 22799302 | Georgia.Herodotou@englishschool.ac.cy |
| Administration Assistant (Teaching & Learning & Staff Development) Elena Michaelides | 22799305 | Elena.Michaelides@englishschool.ac.cy |
| Administration Assistant (Attendance & Pastoral) Georgia Argyrou | 22799360 | Georgia.Argyrou@englishschool.ac.cy |
| Pastoral Issues | 22799304 / 360 | pastoral@englishschool.ac.cy |
| IT Department Yiannos Nearchou, Marios Koupepides | 22799307 | helpdesk@englishschool.ac.cy |
| Examinations and Assessment Coordinator Elena Kazantzi | 22799303 | elena.kazantzi@englishschool.ac.cy |
| Data and Admissions Officer Christina Kkolou | 22799353 | christina.kkolou@englishschool.ac.cy |
| Board Accountant Andreas Moyseos | 22799321 | Andreas.Moyseos@englishschool.ac.cy |
| Careers Office Natasa Ashiotis, Stella Nicolaou | 22799397/396 | careers.office@englishschool.ac.cy |
| Library Resource Centre Elena Bashiardes | 22799322 | Elena.Bashiardes@englishschool.ac.cy |
| Human Resources Manager Lilian Tourapi | 22799515 | Lilian.Tourapi@englishschool.ac.cy |
| School Nurse Despina Giannikouri | 22799366 | nurse@englishschool.ac.cy |

SECTION A – Our Campus

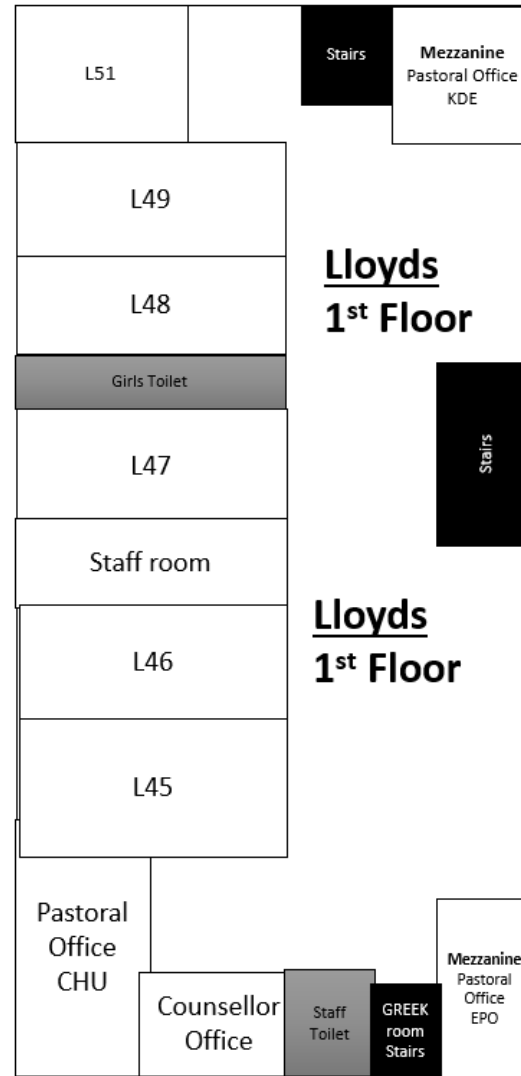
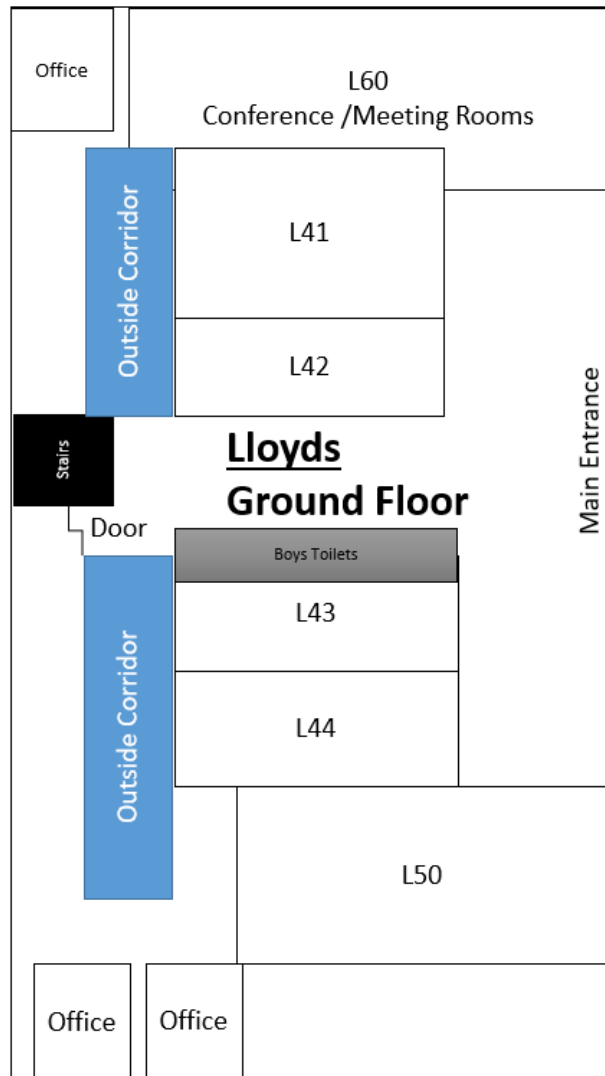
Overview of our Campus



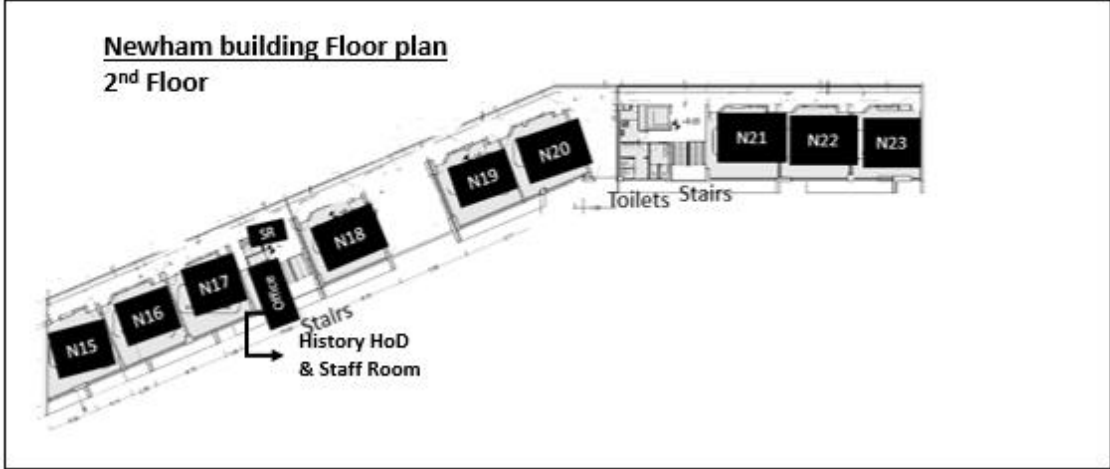
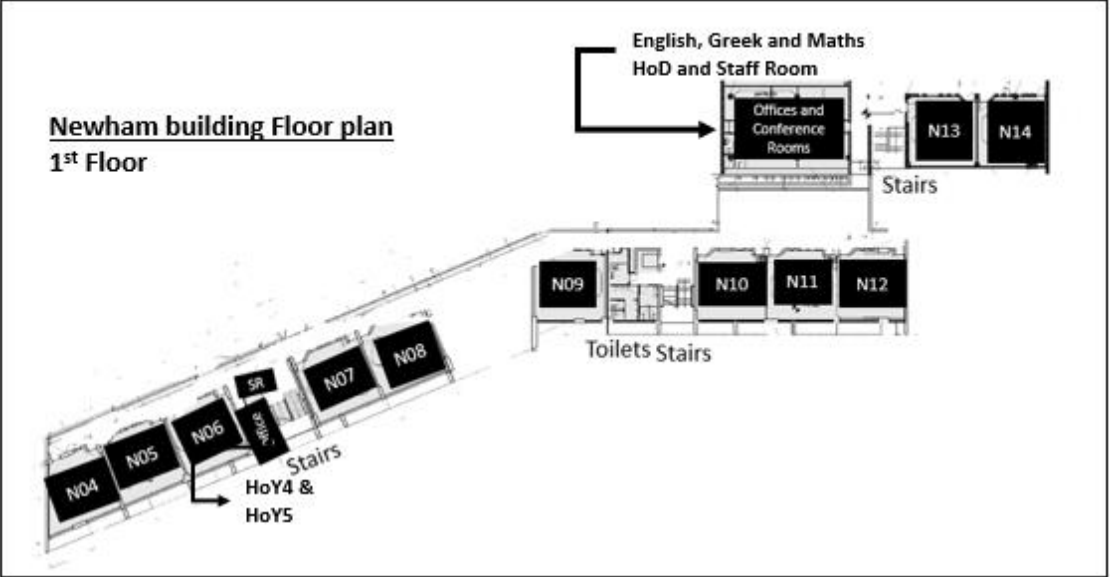
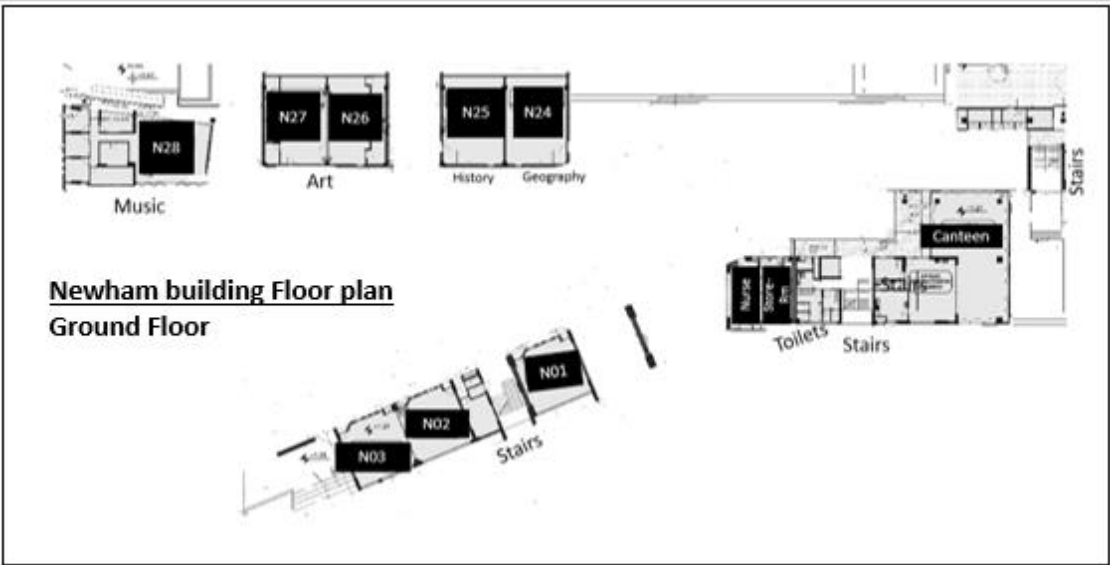
Main Building



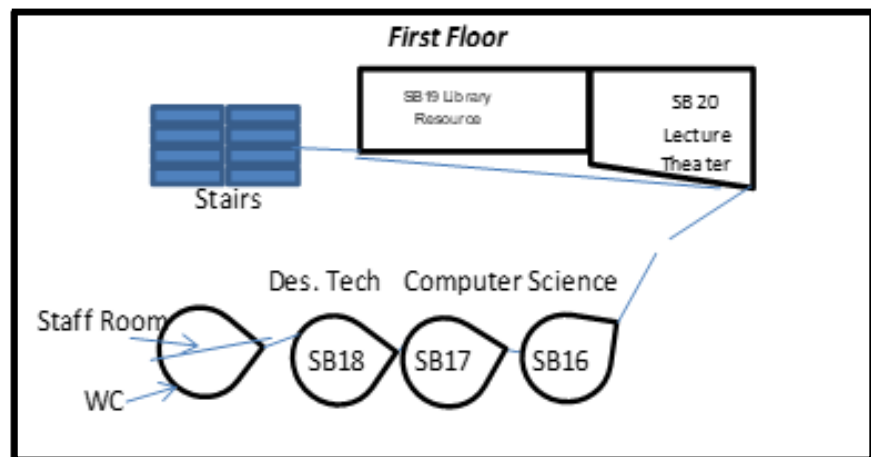
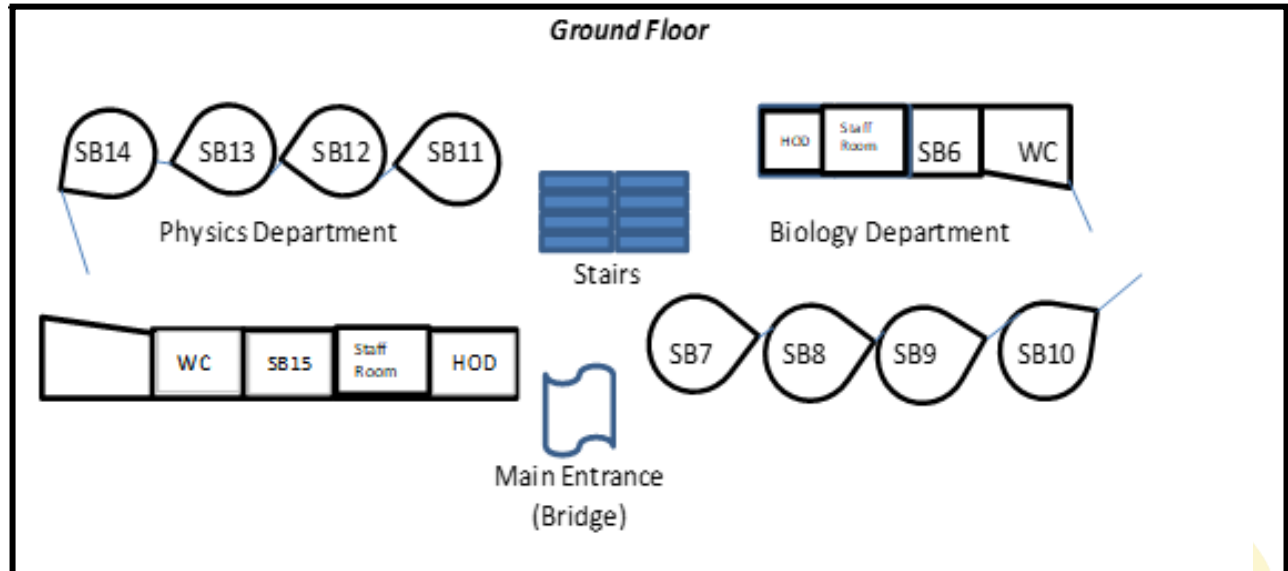
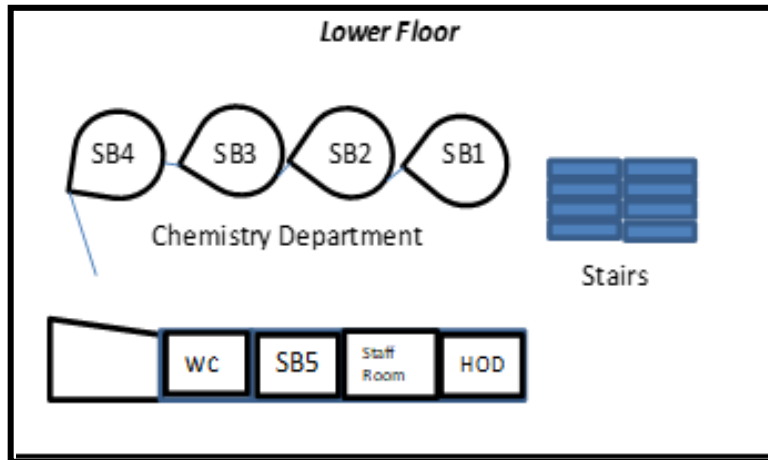
Lloyds Building



Newham Building



The Science Building



SECTION B – Board of Management, Senior Leadership Team and School Staff

Board of Management

The Board of Management governs the English School. This Board comprises prominent local figures, including, in many cases, former pupils of the School and is appointed by the Council of Ministers of the Government of Cyprus.

The Board of Management meets once or twice per month to discuss broad financial or strategic matters of importance relating to the School.

The Board may be contacted via the Board Secretary (board@englishschool.ac.cy).

Our Board members are:

A brief biography of our board members can be found on our website by clicking this link: <http://www.englishschool.ac.cy/board-of-management>.

- | | |
|--|---------------------------|
| • Mr Charalambos Josephides | Board Chairman |
| • Ms Angela Hennelly | Director, British Council |
| • Mr Şener Elcil Hassan | Board Member |
| • Dr George Kassinis | Board Member |
| • Ms Mikaela Messiou | Board Member |
| • Ms Doris Paraskevaides | Board Member |
| • Ms Myrna Demetriou Pattichis | Board Member |
| • Ms Mariza Platritou | Board Member |
| • Mr Nicos Stylianou | Board Member |
| • Andreas Moyseos, Chief Accounting Officer (CFO) | |

Senior Leadership Team

| Name | Areas of responsibility |
|--|--|
| Mr David Lambon David.Lambon@englishschool.ac.cy head@englishschool.ac.cy | Headmaster <ol style="list-style-type: none"> Oversight of the School Development Plan. Management of UCAS/University entrance programme/Careers. Health and Safety across the School Site (in conjunction with GEO). Line Management of 7 Departments: MATHEMATICS , BIOLOGY, ENGLISH, HISTORY, MUSIC, PE and DESIGN & TECHNOLOGY |
| Mr Yiannis Georgiou Yiannis.Georgiou@englishschool.ac.cy | Senior Assistant Head - Pastoral <ol style="list-style-type: none"> Pastoral planning and development across the School with specific responsibility for years 6 and 7 (to include American university entrance). Pupil discipline and conduct. Management and development of the English Institute Oversight of Health & Safety (in conjunction with DL) and staff wellbeing. Designated Safeguarding Lead. Line Manager of CHEMISTRY and RE (Group A and B) Department |
| Ms Ursula Pantelides Ursula.Pantelides@englishschool.ac.cy | Senior Assistant Head - Curriculum <ol style="list-style-type: none"> Curriculum planning and development (Chair of Curriculum/Academic committee). Options, timetabling and staff deployment. Management of Staff Development and appraisal. Entrance Examination, school marketing and admissions. Line Management of ECONOMICS, GREEK and TURKISH Department |
| Ms Popi Grouta Popi.Grouta@englishschool.ac.cy | Assistant Head <ol style="list-style-type: none"> Co-ordination of teaching and learning and assessment: <ol style="list-style-type: none"> Review and consistent implementation across all departments of relevant policies from teaching and learning to work scrutiny to effective use of data for departmental targets Appropriate monitoring of student feedback Development of T+L group. Management of educational visits (to include appropriate Risk Assessment). Line Management of MODERN LANGUAGES, GEOGRAPHY Departments AND LOWER SCHOOL SCIENCE |
| Ms Elena Ignatiou Elena.Ignatiou@englishschool.ac.cy | Assistant Head <ol style="list-style-type: none"> Pastoral care of Years 1 to 3: development of high quality PSHCE programme which builds from pupil induction to GCSE Choices (includes pupil mentoring, appropriate staff development to support pastoral structure and monitoring of all aspects of pupil performance). |

| Name | Areas of responsibility |
|--|---|
| | <ul style="list-style-type: none"> 2. Development of IT to support teaching and learning (pupil performance and Communication with parents – to include further development of portal /VLE or other appropriate mechanism). 3. School council and effective use of Student Voice (Y1-3). 4. Development and review of anti-bullying policy and practice (Y1-3). 5. Line Management of COMPUTING STUDIES Department |
| <p>Ms Maria Rousou Maria.Rousou@englishschool.ac.cy</p> | <p>Assistant Head</p> <ul style="list-style-type: none"> 1. Public and internal Examinations and all associated administrations. 2. Management and development of SIMS (or any future MIS) to assist with academic and pastoral needs. 3. Founder's Day activities. 4. Line Management of the PHYSICS AND GLOBAL PERSPECTIVES Department. |
| <p>Ms Anne-Marie Tellalis Anne-Marie.Tellalis@englishschool.ac.cy</p> | <p>Assistant Head</p> <ul style="list-style-type: none"> 1. Pastoral Care of Years 4 and 5: development of high quality PSHCE programme (includes pupil mentoring, appropriate staff development to support pastoral structure and ongoing monitoring of all aspects of pupil performance). 2. SEN/G&T coordinator 3. Development and quality assurance of extra-curricular/co-curricular activities 4. School council and effective use of Student Voice (Year 4 & 5). 5. Development and review of anti-bullying policy and practice (Year 4 & 5). 6. Graduation Ceremony 7. Line Management of the ART & DESIGN Department |

Staff lists

The Staff List for 2021-22 and Form Tutors can be viewed on our website by clicking on this link:
<http://www.englishschool.ac.cy/staff-list>

SECTION C – Mission Statement, The English School Code of Conduct and Staff Code of Conduct

Mission Statement

The English School exists to promote academic excellence through high-quality processes of teaching and learning. The School seeks to maximise individual potential by providing rich and engaging educational experiences and challenges, supported by talented and trained staff, in a safe and caring environment and using modern pedagogical techniques and new technologies.

The English School student is an articulate, autonomous, lifelong learner who is developing the cognitive skills to think critically and creatively, evaluate information, and collaborate with staff and other students to assess his/her attainment and progress.

The School is committed to the principle of equal opportunities for all and seeks to uphold the rights of every individual within the school community. It celebrates diversity, and its ethos is one of trust, mutual respect and understanding of each other's culture, ethnicity, religion, gender and individual needs.

The English School's primary goal is to prepare students to access the highest quality tertiary education and to become global and democratic citizens, empowered to adopt key leadership roles in their adult lives.

The school motto is '*Non-Sibi sed scholae*', which means that students should be proud to be a member of the School and put the school community and other people before their own needs.

The English School Code of Conduct

The Code of Conduct is intended to support and encourage all students in the school community to meet the following standards, which reflect the significant values underlying the school mission statement: Respect, Tolerance, Fairness, Selflessness and Responsibility.

The Code of Student Conduct has **three sections**.

- A Students' Rights section
- A Students' Responsibility section
- A Sanction section to deal with transgressions

All English School Students have the following Rights:

- To be treated equally and respectfully by all others in the school community
- To have access to formal complaint procedures for those situations in which they believe themselves to be victims of discrimination based on gender, ethnic background, colour, religion, sexual orientation or disability
- To have access to procedures to appeal a decision pertaining to misconduct charges or sanctions on their part
- To expect safety, confidentiality, and privacy when being considered for misconduct or when reporting the misconduct of others

All English School Students have the following Responsibilities:*

- To complete all academic work honestly and responsibly, rejecting all forms of cheating, plagiarism or dishonest presentation of one's work
- To respect the rights and responsibilities of all individuals in the school community
- To behave safely and responsibly by refraining from all forms of misconduct or aggressive or disrespectful behaviour toward individuals or property
- To refrain from the use of disrespectful Communication to or about others
- To reject all forms of discrimination or harassment toward others
- To attend all classes on time
- To meet school standards on appearance and dress/uniform regulations
- To refrain from the use of mobile phones and extraneous electronic equipment while in classes or educational activities
- To not engage in any behaviours involving the use of drugs, alcohol, addictive substances or smoking
- To participate as required in all school activities and functions, including all lessons and sporting activities
- To refrain from any political party campaigning or promotion in the School
- To act at all times in a manner which will not bring discredit upon themselves, their family and their School
- To use the Internet and ICT in School safely and to refrain from using social networking sites or the Internet to harass other students or staff
- To refrain from the use of violence towards other students and staff

**The above list is not exhaustive and can be extended in the future*

Home / School Agreement

The English School has the following responsibilities:

- To provide a comprehensive and engaging education to all its students
- To place the individual child at the heart of everything it does
- To monitor individual student progress and intervene if there is evidence of underachievement
- To keep all of its students safe
- To respect the rights and responsibilities of all individuals in the school community
- To ensure that staff provide regular and useful feedback on written and classwork completed by their students
- To offer a modern and relevant curriculum
- To offer a wide range of extra-curricular activities and educational visits
- To monitor student attendance and take action when there are problems
- To refrain from any party political campaigning or promotion in the School
- To prepare students adequately for higher education and employment

- To provide an active programme of social, moral, spiritual and health guidance through its assemblies, PSHCE programmes
- To liaise regularly with parents to maintain excellent Communication and effective care *in loco parentis*
- To implement an effective behaviour management system to ensure all students are in an environment conducive to learning, using both rewards and sanctions
- To deal with communications from parents in a courteous and prompt manner

The English School parents have the following responsibilities:

- To ensure their children attend School regularly and arrive promptly in the morning
- To monitor their child in his/her home learning to ensure that he/she completes all task and activities set by the teacher and submits them on time
- To communicate with the School if their child is having difficulties, experiencing bullying or falling behind academically
- To support the School and the actions of the Leadership team if their child is involved in bullying
- To communicate promptly with the School if their child is ill and cannot attend
- To support the School by emphasising the need for good behaviour, regular attendance and promptness to their child
- To work in close collaboration with school staff to ensure that the best possible educational experience is provided for their child
- To communicate with the School if their child has any long-term medical conditions which will hinder his/her learning
- To refrain from imposing undue pressure on their child in terms of attainment expectations and to act in a supportive and encouraging capacity
- To attend parents' consultations and review days regularly and with their child
- To communicate with school staff in a positive spirit of collaboration
- To encourage their child to participate in extra-curricular activities
- To check the school website, portal /parental app (to be launch in 2018/2019) regularly for information

Sanctions for Misconduct:

Failure on the part of students to live up to these standards will be seen as a breach of the Code of Student Conduct. It will incur intervention or disciplinary action, which will take one or more of the following forms, depending on the severity of the misbehaviour. In some instances, restitution or restoration to the victim will also be expected.

Sanctions might include the following but not necessarily in this order depending on the severity of the misconduct:

- A work assignment
- Guidance intervention by a member of staff
- Contact with parents/parental meeting
- School detention

- Immediate withdrawal from class or activity for a referral to Leadership Team
- Community service assignment
- Suspension
- Discipline Committee hearing
- Permanent exclusion

Wherever possible, the sanctions will be guided by restorative principles in an attempt to educate the students not to transgress the Code of Student Conduct again.

Note that the School reserves the right to inspect student property, including electronic devices, in cases of suspected bullying.

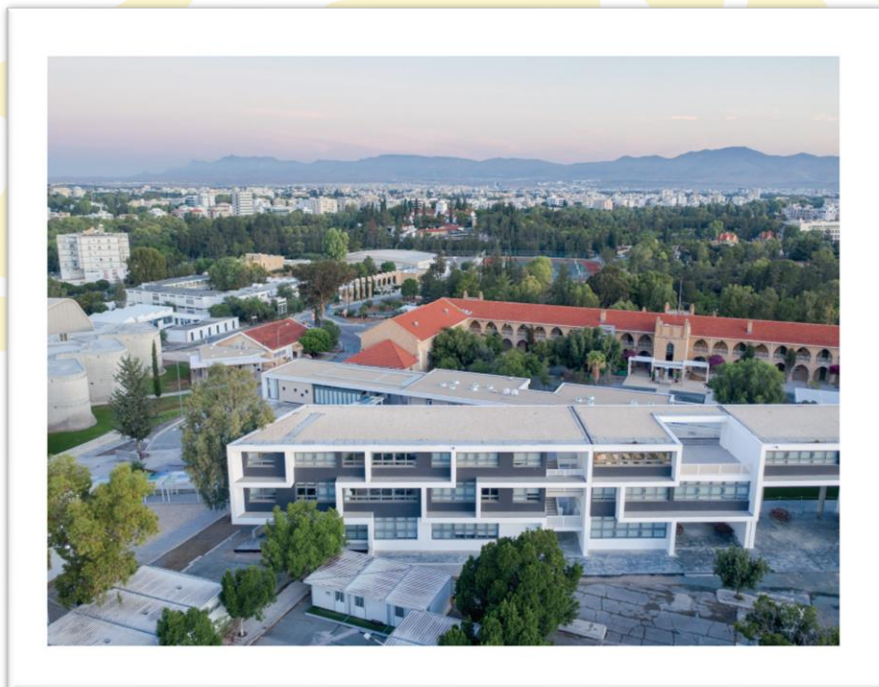
To ensure all students are adequately protected, the School reserves the right to sanction students who may be found to be perpetrators of bullying or harassment of other students outside school hours and/or off the school premises.

Such sanctions will be implemented according to the School's Behaviour Policy

Acknowledgement Form **(Should be completed by September 10 2021.)**

All parents must confirm that they have read The English School Code of Conduct and Home/School Agreement.

Click [here](#) to confirm receipt.



SECTION D – Beginning of the Term School Essentials

Beginning of Academic Year 2021-22

Friday, September 03 2021

- Year 4 Yellis testing and ID photos
(See separate notification in this handbook)

Monday, September 06 2021

Year 1 New Entry and Mid-Programme Entry Induction day
(See separate notification in this handbook)

Tuesday, September 07 2021

Only Years 6 and 7 in School

07:40 – 08:00: Assembly (Year 6 in Lecture Theatre, Year 7 in Hall)

08:00 – 08:05: Year 7 & 6 Students to meet with their Form Tutors outside the Hall and LT respectively and get a hard copy of their timetables.

Remember Form Tutor period is held after period 2 according to the new Timetable structure.

08:10 – 13:40: Lessons

Wednesday, September 08 2021

All year groups in School

- **07:40- 08:05** - Year 4 Assembly (Hall)
- **07:40- 08:05** - Year 2 Assembly (Lecture Theatre)
- **07:40- 08:05** - Year 1, 3, 5, 6 and 7 Form Tutor Period
- **07:40- 08:05** - Year 3, 5, 6 and 7 Student rep elections

- **08:10-08:35** - Year 5 Assembly (Hall)
- **08:10-08:35** - Year 3 Assembly (Lecture Theatre)
- **08:10-08:35** - Year 1, 2, 4, 6 and 7 Form Tutor Period
- **08:10-08:35** - Year 2 and 4 Student rep elections

08:35 – 13:25: Normal school day.

School Calendar

(Academic Year 2021-22)

The Parent's School Calendar can be found on our website:

Link: <https://www.englishschool.ac.cy/calendar>

Main Term and Exam Dates

GCE External Exam results released: **August 10 2021**

IGCSE External Exams results released: **August 12 2021**

Autumn Term:

New Staff Induction: **August 31 2021**

Autumn Term begins: **September 01 2021**

Year 4 Yellis and Photos: **September 03 2021**

New Students Induction Day and + ID Photos: **September 06 2021**

Years 6 & 7 in School: **September 07 2021**

All students in School: **September 08 2021**

Training day (students stay home): **October 27 2021**

Half Term: **October 28 to the November 01 2021**

Term Ends: **December 22 2021**

Spring Term:

Term Starts: **07th January 2022** (Note: This will be Friday Week 16B)

Half Term: February 21 to **February 25 2022**

Mock Exams: **February 28 2022 to March 16 2022**

Training day (students stay home): **March 24 2022**

Provisional last day for Years 5: **April 15 2022**

Term Ends: **April 15 2022**

Summer Term:

Term Starts: **May 02 2022**

Provisional last day for Year 7: **May 06 2022**

Provisional last day for Year 1-4 and 6: **May 20 2022**

Year 1-4 and 6 EoY Exams: **May 25 2022 to June 10 2022**

EoY Feedback days: **June 14 to June 17 2022**

Students last day: **June 17 2022**

Terms End: **June 30 2022**

Public and School Holidays

Cyprus Independence Day: **October 01 2021**

Ochi Day: **October 28 2021**

Archbishop's Name day: **November 13 2021**

Christmas Holidays: **December 23 2021 to January 06 2022**

The 3 Hierarchs Day: **January 30 2022**

Green Monday: **March 07 2022**

Greek Independence Day: **March 25 2022**

Cyprus National Day: **April 01 2022**
Easter Break: April 18 2022 to **April 29 2022**
Labour Day: **May 01 2022**
Apostolos Varnavas: **11th June 2022**
Pentecost (Kataklysmos): **June 13 2022**

Assessment Calendar

The Common Assessment can be viewed by clicking [here](#) or copy this link in your browser.
<http://www.englishschool.ac.cy/assessment-calendar>.

Each student will now have access to view their CA schedule by clicking <https://ca.englishschool.ac.cy/> and using English School computer passwords to download or print their schedules.



Calendar Reference Table

| Week | Day | Date | Month | Week | Day | Date | Month | Week | Day | Date | Month | Week | Day | Date | Month | Week | Day | Date | Month |
|------|-----|------|-------|------|-----|------|-------|------|-----|------|-------|------|-----|------|-------|------|-----|------|-------|
| 1A | Mon | 6 | Sep | 10B | Mon | 8 | Nov | 17A | Mon | 10 | Jan | 25A | Mon | 14 | Mar | 32B | Mon | 16 | May |
| 1A | Tue | 7 | Sep | 10B | Tue | 9 | Nov | 17A | Tue | 11 | Jan | 25A | Tue | 15 | Mar | 32B | Tue | 17 | May |
| 1A | Wed | 8 | Sep | 10B | Wed | 10 | Nov | 17A | Wed | 12 | Jan | 25A | Wed | 16 | Mar | 32B | Wed | 18 | May |
| 1A | Thu | 9 | Sep | 10B | Thu | 11 | Nov | 17A | Thu | 13 | Jan | 25A | Thu | 17 | Mar | 32B | Thu | 19 | May |
| 1A | Fri | 10 | Sep | 10B | Fri | 12 | Nov | 17A | Fri | 14 | Jan | 25A | Fri | 18 | Mar | 32B | Fri | 20 | May |
| | Sat | 11 | Sep | | Sat | 13 | Nov | | Sat | 15 | Jan | | Sat | 19 | Mar | | Sat | 21 | May |
| | Sun | 12 | Sep | | Sun | 14 | Nov | | Sun | 16 | Jan | | Sun | 20 | Mar | | Sun | 22 | May |
| 2B | Mon | 13 | Sep | 11A | Mon | 15 | Nov | 18B | Mon | 17 | Jan | 26B | Mon | 21 | Mar | 33A | Mon | 23 | May |
| 2B | Tue | 14 | Sep | 11A | Tue | 16 | Nov | 18B | Tue | 18 | Jan | 26B | Tue | 22 | Mar | 33A | Tue | 24 | May |
| 2B | Wed | 15 | Sep | 11A | Wed | 17 | Nov | 18B | Wed | 19 | Jan | 26B | Wed | 23 | Mar | 33A | Wed | 25 | May |
| 2B | Thu | 16 | Sep | 11A | Thu | 18 | Nov | 18B | Thu | 20 | Jan | 26B | Thu | 24 | Mar | 33A | Thu | 26 | May |
| 2B | Fri | 17 | Sep | 11A | Fri | 19 | Nov | 18B | Fri | 21 | Jan | 26B | Fri | 25 | Mar | 33A | Fri | 27 | May |
| | Sat | 18 | Sep | | Sat | 20 | Nov | | Sat | 22 | Jan | | Sat | 26 | Mar | | Sat | 28 | May |
| | Sun | 19 | Sep | | Sun | 21 | Nov | | Sun | 23 | Jan | | Sun | 27 | Mar | | Sun | 29 | May |
| 3A | Mon | 20 | Sep | 12B | Mon | 22 | Nov | 19A | Mon | 24 | Jan | 27A | Mon | 28 | Mar | 34B | Mon | 30 | May |
| 3A | Tue | 21 | Sep | 12B | Tue | 23 | Nov | 19A | Tue | 25 | Jan | 27A | Tue | 29 | Mar | 34B | Tue | 31 | May |
| 3A | Wed | 22 | Sep | 12B | Wed | 24 | Nov | 19A | Wed | 26 | Jan | 27A | Wed | 30 | Mar | 34B | Wed | 1 | Jun |
| 3A | Thu | 23 | Sep | 12B | Thu | 25 | Nov | 19A | Thu | 27 | Jan | 27A | Thu | 31 | Mar | 34B | Thu | 2 | Jun |
| 3A | Fri | 24 | Sep | 12B | Fri | 26 | Nov | 19A | Fri | 28 | Jan | 27A | Fri | 1 | Apr | 34B | Fri | 3 | Jun |
| | Sat | 25 | Sep | | Sat | 27 | Nov | | Sat | 29 | Jan | | Sat | 2 | Apr | | Sat | 4 | Jun |
| | Sun | 26 | Sep | | Sun | 28 | Nov | | Sun | 30 | Jan | | Sun | 3 | Apr | | Sun | 5 | Jun |
| 4B | Mon | 27 | Sep | 13A | Mon | 29 | Nov | 20B | Mon | 31 | Jan | 28B | Mon | 4 | Apr | 35A | Mon | 6 | Jun |
| 4B | Tue | 28 | Sep | 13A | Tue | 30 | Nov | 20B | Tue | 1 | Feb | 28B | Tue | 5 | Apr | 35A | Tue | 7 | Jun |
| 4B | Wed | 29 | Sep | 13A | Wed | 1 | Dec | 20B | Wed | 2 | Feb | 28B | Wed | 6 | Apr | 35A | Wed | 8 | Jun |
| 4B | Thu | 30 | Sep | 13A | Thu | 2 | Dec | 20B | Thu | 3 | Feb | 28B | Thu | 7 | Apr | 35A | Thu | 9 | Jun |
| 4B | Fri | 1 | Oct | 13A | Fri | 3 | Dec | 20B | Fri | 4 | Feb | 28B | Fri | 8 | Apr | 35A | Fri | 10 | Jun |
| | Sat | 2 | Oct | | Sat | 4 | Dec | | Sat | 5 | Feb | | Sat | 9 | Apr | | Sat | 11 | Jun |
| | Sun | 3 | Oct | | Sun | 5 | Dec | | Sun | 6 | Feb | | Sun | 10 | Apr | | Sun | 12 | Jun |
| 5A | Mon | 4 | Oct | 14B | Mon | 6 | Dec | 21A | Mon | 7 | Feb | 29A | Mon | 11 | Apr | 36B | Mon | 13 | Jun |
| 5A | Tue | 5 | Oct | 14B | Tue | 7 | Dec | 21A | Tue | 8 | Feb | 29A | Tue | 12 | Apr | 36B | Tue | 14 | Jun |
| 5A | Wed | 6 | Oct | 14B | Wed | 8 | Dec | 21A | Wed | 9 | Feb | 29A | Wed | 13 | Apr | 36B | Wed | 15 | Jun |
| 5A | Thu | 7 | Oct | 14B | Thu | 9 | Dec | 21A | Thu | 10 | Feb | 29A | Thu | 14 | Apr | 36B | Thu | 16 | Jun |
| 5A | Fri | 8 | Oct | 14B | Fri | 10 | Dec | 21A | Fri | 11 | Feb | 29A | Fri | 15 | Apr | 36B | Fri | 17 | Jun |
| | Sat | 9 | Oct | | Sat | 11 | Dec | | Sat | 12 | Feb | | Sat | 16 | Apr | | Sat | 18 | Jun |
| | Sun | 10 | Oct | | Sun | 12 | Dec | | Sun | 13 | Feb | | Sun | 17 | Apr | | Sun | 19 | Jun |
| 6B | Mon | 11 | Oct | 15A | Mon | 13 | Dec | 22B | Mon | 14 | Feb | | Mon | 18 | Apr | 37A | Mon | 20 | Jun |
| 6B | Tue | 12 | Oct | 15A | Tue | 14 | Dec | 22B | Tue | 15 | Feb | | Tue | 19 | Apr | 37A | Tue | 21 | Jun |
| 6B | Wed | 13 | Oct | 15A | Wed | 15 | Dec | 22B | Wed | 16 | Feb | | Wed | 20 | Apr | 37A | Wed | 22 | Jun |
| 6B | Thu | 14 | Oct | 15A | Thu | 16 | Dec | 22B | Thu | 17 | Feb | | Thu | 21 | Apr | 37A | Thu | 23 | Jun |
| 6B | Fri | 15 | Oct | 15A | Fri | 17 | Dec | 22B | Fri | 18 | Feb | | Fri | 22 | Apr | 37A | Fri | 24 | Jun |
| | Sat | 16 | Oct | | Sat | 18 | Dec | | Sat | 19 | Feb | | Sat | 23 | Apr | | Sat | 25 | Jun |
| | Sun | 17 | Oct | | Sun | 19 | Dec | | Sun | 20 | Feb | | Sun | 24 | Apr | | Sun | 26 | Jun |
| 7A | Mon | 18 | Oct | 16B | Mon | 20 | Dec | | Mon | 21 | Feb | | Mon | 25 | Apr | 38B | Mon | 27 | Jun |
| 7A | Tue | 19 | Oct | 16B | Tue | 21 | Dec | | Tue | 22 | Feb | | Tue | 26 | Apr | 38B | Tue | 28 | Jun |
| 7A | Wed | 20 | Oct | 16B | Wed | 22 | Dec | | Wed | 23 | Feb | | Wed | 27 | Apr | 38B | Wed | 29 | Jun |
| 7A | Thu | 21 | Oct | 16B | Thu | 23 | Dec | | Thu | 24 | Feb | | Thu | 28 | Apr | 38B | Thu | 30 | Jun |
| 7A | Fri | 22 | Oct | 16B | Fri | 24 | Dec | | Fri | 25 | Feb | | Fri | 29 | Apr | | | | |
| | Sat | 23 | Oct | | Sat | 25 | Dec | | Sat | 26 | Feb | | Sat | 30 | Apr | | | | |
| | Sun | 24 | Oct | | Sun | 26 | Dec | | Sun | 27 | Feb | | Sun | 1 | May | | | | |
| 8B | Mon | 25 | Oct | | Mon | 27 | Dec | 23A | Mon | 28 | Feb | 30B | Mon | 2 | May | | | | |
| 8B | Tue | 26 | Oct | | Tue | 28 | Dec | 23A | Tue | 1 | Mar | 30B | Tue | 3 | May | | | | |
| 8B | Wed | 27 | Oct | | Wed | 29 | Dec | 23A | Wed | 2 | Mar | 30B | Wed | 4 | May | | | | |
| 8B | Thu | 28 | Oct | | Thu | 30 | Dec | 23A | Thu | 3 | Mar | 30B | Thu | 5 | May | | | | |
| 8B | Fri | 29 | Oct | | Fri | 31 | Dec | 23A | Fri | 4 | Mar | 30B | Fri | 6 | May | | | | |
| | Sat | 30 | Oct | | Sat | 1 | Jan | | Sat | 5 | Mar | | Sat | 7 | May | | | | |
| | Sun | 31 | Oct | | Sun | 2 | Jan | | Sun | 6 | Mar | | Sun | 8 | May | | | | |
| 9A | Mon | 1 | Nov | | Mon | 3 | Jan | 24B | Mon | 7 | Mar | 31A | Mon | 9 | May | | | | |
| 9A | Tue | 2 | Nov | | Tue | 4 | Jan | 24B | Tue | 8 | Mar | 31A | Tue | 10 | May | | | | |
| 9A | Wed | 3 | Nov | | Wed | 5 | Jan | 24B | Wed | 9 | Mar | 31A | Wed | 11 | May | | | | |
| 9A | Thu | 4 | Nov | | Thu | 6 | Jan | 24B | Thu | 10 | Mar | 31A | Thu | 12 | May | | | | |
| 9A | Fri | 5 | Nov | 16B | Fri | 7 | Jan | 24B | Fri | 11 | Mar | 31A | Fri | 13 | May | | | | |
| | Sat | 6 | Nov | | Sat | 8 | Jan | | Sat | 12 | Mar | | Sat | 14 | May | | | | |
| | Sun | 7 | Nov | | Sun | 9 | Jan | | Sun | 13 | Mar | | Sun | 15 | May | | | | |

Timetable Structure

2021-22

| Period | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---------------|---------------|----------------------|---|---|
| 1 | 07:40 – 08:35 | 07:40 – 08:35 | 07:40 – 08:35 | 07:40 – 08:35 | 07:40 – 08:35 |
| 2 | 08:35 – 09:25 | 08:35 – 09:25 | 08:35 – 09:25 | 08:35 – 09:25 | 08:35 – 09:25 |
| Assembly, Mentoring or PSHCE suppl. /Themes | 09:25 – 09:45 | 09:25 – 09:45 | | 09:25 – 09:35: Mentoring / Form Tutoring Time | 09:25 – 09:35: Mentoring / Form Tutoring Time |
| Break | 09:45 – 10:05 | 09:45 – 10:05 | 09:25 – 09:45 | 09:35 – 09:55 | 09:35 – 09:55 |
| 3 | 10:05 – 10:55 | 10:05 – 10:55 | 09:45 – 10:35 | 09:55 – 10:45 | 09:55 – 10:45 |
| 4 | 10:55 – 11:45 | 10:55 – 11:45 | 10:35 – 11:25 | 10:45 – 11:35 | 10:45 – 11:35 |
| Break | 11:45 – 12:05 | 11:45 – 12:05 | 11:25 – 11:45 | 11:35 – 11:55 | 11:35 – 11:55 |
| 5 | 12:05 – 12:55 | 12:05 – 12:55 | 11:45 – 12:35 | 11:55 – 12:45 | 11:55 – 12:45 |
| 6 | 12:55 – 13:40 | 12:55 – 13:40 | 12:35 – 13:25 | 12:45 – 13:35 | 12:45 – 13:35 |
| School ECAs*/Meetings begin | 13:50 | 13:50 | 13:30-14:15 Meetings | 13:45 | 13:45 |

*ECAs = Extra-curricular activities / clubs

Note:

- Mentoring is scheduled for Years 4-7 Students on Thursday and Friday
- Form Tutoring is scheduled for Years 1-3 Students on Thursday and Friday

New Students' Induction Day Programme

Monday, September 06 2021

Students must be in School Uniform

7.30 Arrive outside the Main Building Reception and meet up outside the Hall in the quadrant (older students or staff to support the new students)

7.40 All new students to gather in the Hall

- Welcome by the Headmaster, Mr David Lambon, and introduction of Senior Assistant Head i/c Pastoral Mr Yiannis Georgiou and the Assistant Heads, Ms Elena Ignatiou and Ms Anne-Marie Tellalis. Introduction of the Student Leaders.

7.50 Mid-Programme entry students go to N25 to be split into classes

- Welcome by Mr Yiannis Georgiou, and introduction of Heads of Year and relevant form tutors (Years 2, 3, and 6)
- Music Department welcome speech
- PE Department welcome speech
- Mid-Programme entry students Year 2, 3 and 6 students remain in the N25 with Form Tutors, who will explain School Routine and distribute PE house labels.

7.50 Year 1 Class Lists and move to Form Rooms

- Welcome presentation by Assistant Head, Ms Elena Ignatiou
- Welcome by the Head of Year 1, Ms Katie Demetriou and introduction of Year 1 Form Tutors
- Form Tutors will read out their class list and take their students to their form room

8.20 All Mid-Programme entry students meet in NB03 for photos

8.30 Mid-Programme entry students orientation walk around the School

Student Leaders and Peer mentors to escort students around the campus as per a schedule provided to them.

9:05 Year 1 students orientation walk around the School

Guides/Peer Mentors will escort each **Year 1** form on an orientation walk around the School (there will be students speaking in the new students' mother tongue)

9.00 Mid-Programme entry students to report to SB17

Introduction to School's email and Weduc led by ICT Teacher-in-charge Ms Thekla Papastavrou

9.45 Year 1 students to take a break near the canteen area

Guides also accompany students to break

9.45 End of Induction Day for Year 2, 3 and 6 Mid-Programme Entry students

Parents may pick up their children

10.00 New Students (Group A) - 1B, 1G, 1J report to SB16, SB17 and SB18 Respectively

Introduction to the School's email and Weduc led by ICT Teachers

10.00 New Students (Group B) – 1R, 1W, 1Y Alternating 15-minutes sessions for (a) School ID, (b) Introduction to Games and Houses, and (c) Music and Instrumental programme

- NB02: Introduction to Games and Houses presented by Head of Department Mr Yiannos Papaioannou
- Hall: Introduction to Music by Head of Department Ms Monica Theodotou
- NB03: School ID photos taken by our School Photographer Mr Marios Koupepides

10:45 New Students (Group B) – 1R, 1W, 1Y report to SB16, SB17 and SB18 Respectively

Introduction to the School's email and Weduc led by ICT Teachers

10:45 New Students (Group A) – 1B, 1G, 1J Alternating 15-minutes sessions for (a) School ID, (b) Introduction to Games and Houses, and (c) Music and Instrumental programme

- NB02: Introduction to Games and Houses presented by Head of Department Mr Yiannos Papaioannou
- Hall: Introduction to Music by Head of Department Ms Monica Theodotou
- NB03: School ID photos taken by our School Photographer Mr Marios Koupepides

11:30 End of Induction Day for Year 1 students

Parents may pick up their children



Year 4 YELLIS Aptitude On-Line Test and ID Photographs

Test Date: **Friday, 03rd September 2021**

Duration of the test (without administration): **Maximum 1 hour.**

ID Photographs will run concurrently. Students will need to be at School from 8.00 and stay until they have completed the YELLIS test and had their ID photo taken (see details below.)

YELLIS is a set of three tests we routinely administer to all Year 4 students to measure each Student's developed ability or aptitude for learning. The three areas are Vocabulary, Maths and Non-Verbal (ability to match patterns and apply visual intuition.)

It is an adaptive computer test, meaning that each Student will progress through the test and be given questions related to their level of response. The level of questions is thus adjusted according to each Student's answers.

The data produced from the tests can then be used to set academic targets for students during Years 4 and 5. This test is completely separate from the students' academic programme at School.

Students do not need to revise anything for these tests, but they need to concentrate and give their best effort.

Additionally, we will be taking ID photos of all students on this day to create up to date school ID photo identification cards. The cost of this ID is EUR10.00 and will be added to the annual tuition fee, so no need for the students to bring this amount of money for the photographer. Students need to bring these ID cards to all end of year and external exams and use them for the school buses and Library.

Location details:

| Yellis | | | |
|-------------|-------------------------------|-------------|-------------------------------|
| 8.00-9.20 | 4B – Science Building Room 16 | 9.30-10.40 | 4R – Science Building Room 16 |
| 8.00-9.20 | 4G – Science Building Room 17 | 9.30-10.40 | 4W – Science Building Room 17 |
| 8.00-9.20 | 4J – Science Building Room 18 | 9.30-10.40 | 4Y – Science Building Room 18 |
| Photographs | | | |
| 8.30-8.50 | 4R – Outside the Library | 9.30-9.50 | 4B – Outside the Library |
| 8.50-9.10 | 4W – Outside the library | 9.50-10.10 | 4G – Outside the Library |
| 9.10-9.30 | 4Y – Outside the Library | 10.10-10.30 | 4J – Outside the Library |

Book Purchasing 2021-22

Textbooks:

Textbooks can be purchased from **The Soloneion Book Centre**.

For any questions, please get in touch with Soloneion either by phone, email, Facebook or in person (details below).

For books provided by the Soloneion Book Centre:

Soloneion Book Centre

24 Vyzantiou Street

Strovolos

2064 Nicosia

Email: info@soloneion.com.cy

Facebook: [SOLONEION BOOK CENTRE-ΣΟΛΩΝΕΙΟΝ ΚΕΝΤΡΟΝ ΒΙΒΛΙΟΥ](#)

Tel: 22 666799

Exercise and Subject Handbooks:

Online purchases – Currently, there is an issue with the online system. Parents can visit The English School Copy Centre (PrintXpress) to get the books between the August 23 to the August 27 2021.

Venue:

Exercise books will be on sale next to the Reprographics Centre (mobile offices behind the Newham Building on the side of the Sports Centre)

For those who prefer to purchase in person, booklet and exercise books will be on sale for all forms as follow:

- Form 1 Monday, August 30, 2021 (09.00 am to 04.00 pm)
- Form 2 Tuesday, August 31, 2021 (09.00 am to 04.00 pm)
- Form 3 Wednesday, September 1, 2021 (09.00 am to 04.00 pm)
- Forms 4&5 Thursday, September 2, 2021 (09.00 am to 04.00 pm)
- Forms 6&7 Friday, September 3, 2021 (09.00 am to 04.00 pm)
- Forms 1-7 Saturday, September 4, 2021 (8:30 am to 1.00 pm)

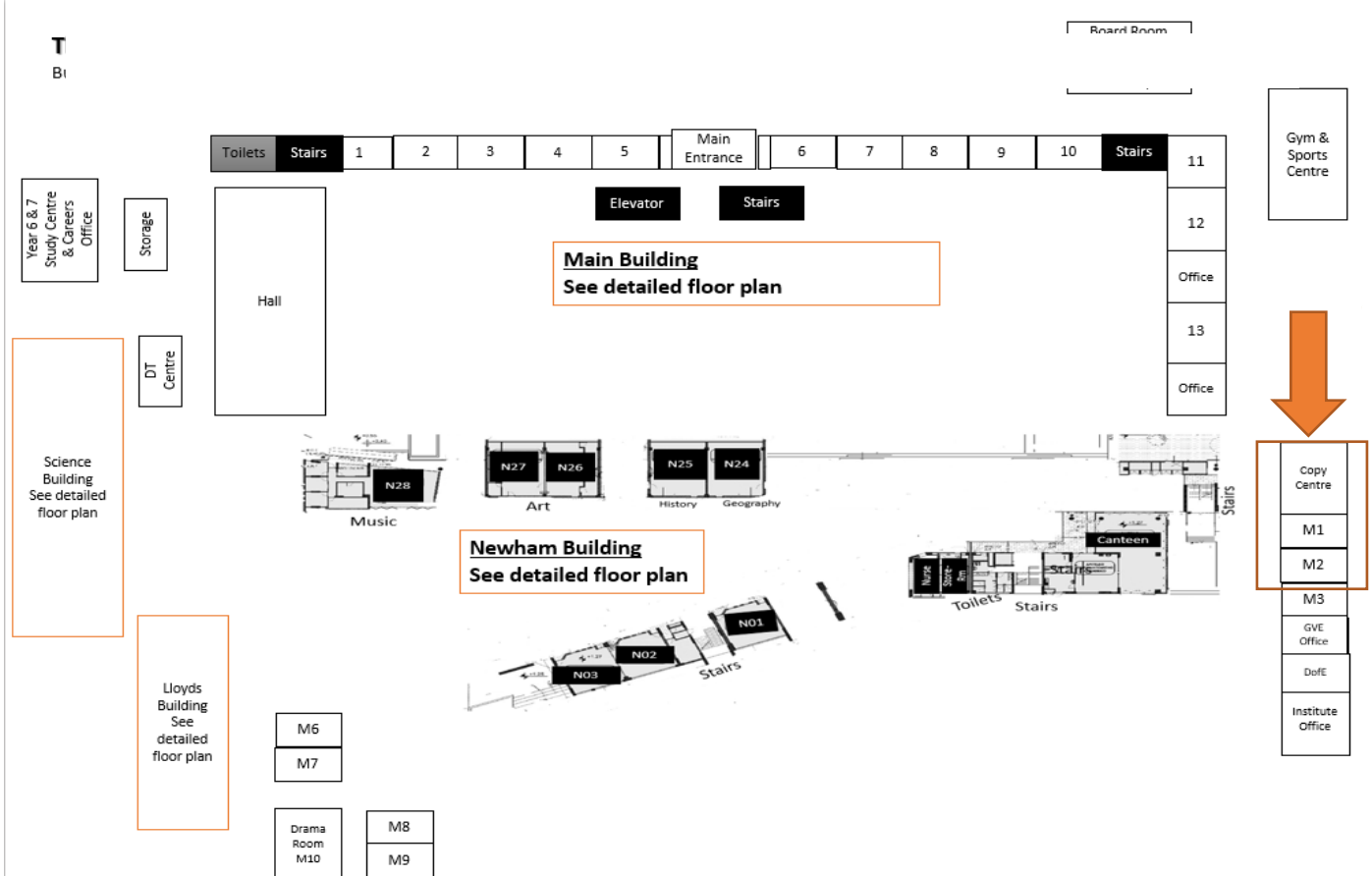
For any assistance, please contact:

For books provided by The English School:

PrintXpress (Reprographics / Copy Centre located on The English School Premises)

Mr Doros

Email: eschool.reprographics@englishschool.ac.cy
Tel: 22 799323



First Aid – Health Care and Administration of Medicines Policy



Aim

The School's aim is to respond successfully to both acknowledged and emerging medical cases occurring in School's grounds via a well-planned, fast and effective approach, by providing excellent health services and first aid assistance where appropriate and by adhering to the related regulations and guidelines. As well as providing the best care possible during off-site activities.

Students' Health Information

All students, before their registration to the School, complete and submit their Health Form and their Vaccination Coverage Certificate to the School. It is the parent's responsibility to inform the School Nurse of any health-related condition a student might experience throughout his / her tenure with the School. In Communication with the School Nurse, parents might be requested to provide the School with an Individual Health Care Plan Information regarding any prescribed medication should be made available to the School by the parents

Health Information Form

- New students click [here](#)
- Current ES students click [here](#)

Policy on Specific Medical Issues

The School welcomes all students and encourages participation in all activities.

To facilitate all our Student's needs, the School is committed to making appropriate arrangements within rational grounds. This can be operationalised without the emergence of other complications to facilitate all students in need.

If required, the School Nurse will advise staff in regards to the management/treatment of particular aspects such as:

- Asthma Attacks
- Diabetes
- Epilepsy
- Anaphylactic Shock
- Etc.

The School Nurse keeps a record on SIMS of students who may require special treatments.

The School expects all parents whose children may require special treatment to ensure that appropriate medication has been lodged with the School Nurse, together with clear guidance on the usage of the medication (see *Appendix 3*).

The School stores additional inhalers, insulin and epi-pens after receiving a written request by the parents. These are safely kept in the Medical Room.

School Nurse Contact Details

| Nu. | Name / Surname | Position | Ext. number |
|-----|---------------------|--------------|-------------|
| 1. | Despina Giannikouri | School Nurse | 366 |

To read the full "First Aid – Health Care and Administration of Medicines Policy" please click [here](#)

Uniform – Summary of Items

Boys' Uniform



White Polo shirt S/S,
Forms 1-5



F. Blue Polo shirt S/S,
Forms 6-7



White Polo shirt L/S,
Forms 1-5



F. Blue Polo shirt L/S,
Forms 6-7



Charcoal Grey Boys'
Trousers



Charcoal Grey Junior
Boys' Trousers



Charcoal Grey Boys'
Bermuda



Scarf



V-Neck Sweater



College Sweatshirt -
Metal zip



Full Zip Polar Fleece



Anorak with Detachable
sleeves

Sportswear



Nike PE T-shirt in 4 House colors



Nike PE Short



Tracksuit Pant

Official Uniform



Shirt



Tie



Blazer

Classmates

Girls' Uniform



White Polo shirt girls' fit
S/S, Forms 1-5



F. Blue Polo shirt girls' fit
S/S, Forms 6-7



White Polo shirt girls' fit
L/S, Forms 1-5



F. Blue Polo shirt girls' fit
L/S, Forms 6-7



Charcoal Grey Trousers
(Tight Fit)



Charcoal Grey Trousers
(Regular Fit)



Skirt



Scarf



V-Neck Sweater



College Sweatshirt -
Metal zip



Full Zip Polar Fleece



Anorak with Detachable
sleeves

Sportswear



Nike PE Tshirt in 4 House colors



P.E Leggings



Tracksuit Pant

Official Uniform



Shirt - Girls' fit



Tie



Blazer

Where to find us:

Classmates Shop

Our shop is located at 14 Photi Pitta str, 1065 Nicosia.

(same road as EAC Central Offices. Parallel to Stassikratous Str.)



Contact information

Tel: 22761080

Fax: 22765192

Email: drousko@drousko.com

Opening Hours

Monday 9:00 - 13:00, 15:00 - 18:30

Tuesday 9:00 - 13:00, 15:00 - 18:30

Wednesday 9:00 - 13:00

Thursday 9:00 - 13:00, 15:00 - 18:30

Friday 9:00 - 13:00, 15:00 - 18:30

Saturday 9:00 - 13:30

Sunday Closed

Online Store

The English School uniform can also be ordered online: www.classmates.com.cy

Classmates

Please note the following:

All students are expected to wear the correct school uniform, and parents must ensure that this is done.

Note: that all items are badged with The English School colours and logos to achieve uniformity of colour and fabric. No items of uniform from other suppliers will be acceptable apart from the shoes and trainers.

Sports uniform:

All New Students will be informed of their Houses during Induction Day. Following this, students have one week to purchase the relevant Sports uniform.

1. The Nike School House shirt
2. The Nike blue School short or black stretch shorts (for girls only)
3. The blue School tracksuit
4. Any good quality trainers.

Regulations

- The highest standards of appearance, in dress, personal neatness and cleanliness, are expected of students at all times.
- Students coming to School improperly dressed or otherwise of unacceptable appearance **may be sent home or kept out of class.**
- Non-uniform items are not allowed in School. This includes sweaters, T-shirts etc.
- Black or brown shoes only.



X



X



- **ONLY discreet** "Sleepers" may be worn if ears are pierced.
- No make-up is allowed at School except for Senior Girls (Years 6 and 7), who are permitted light makeup and nail varnish.
- Boys in Years 1-5 **must be clean-shaven**.
- Boys in Years 6 and 7 can expect a little more tolerance with regard to facial hair **but are not allowed to grow beards**. All boys in Years 6 and 7 are expected to be clean-shaven at the beginning of any school week (Normally, Monday, but this may be another day as a result of school holidays encroaching into the start of the week). Any boys with beards will be required to shave before returning to lessons or School.
- Hair must be neat and tidy. Extreme hairstyles/haircuts are not allowed.
- No hoodies are permitted

The highest standards of appearance are expected at all times.

Students should take **pride** in their **school uniforms**. Suppose any student is found not to be in uniform or whose appearance is judged to be unacceptable. In that case, he/she may expect to be kept out of class until the correct uniform is worn or until general appearance has been addressed. Students who habitually come to School inappropriately dressed or with unsatisfactory appearance will be sanctioned.



External Examinations Information Guide (May/ June exams session)

IGCSE/ GCSE/ GCE (AS/A2)/ IAL

This document has been designed to assist students and parents/ guardians to apply for external exams through The English School. The English School is an accredited examinations centre for Pearson/ Edexcel, Cambridge International and AQA examinations and registers the school's students for the summer exams session for the subjects they do at school, only.

Students are expected to register for the following external exams:

Year 3: GCSE Greek (Greek non-native group only)

Year 4: IGCSE Mathematics

IGCSE Greek

IAS Greek (Greek non-native group only)

IGCSE Turkish

Year 5: IGCSE First Language English

IGCSE Literature in English

Level 2 Certificate Further Mathematics

IAL Greek (Greek non-native group only)

GCSE/ IGCSE for the 5 subjects selected since Year 4

Year 6: A Level Greek

A Level Turkish

AS Geography (students who have opted for the subject for the year)

AS Computer Science (students who have opted for the subject for the year)

Year 7: A Level for the subjects selected for the year

Accessing the Registration System

Students will be able to access the exams registrations through *Exams* in the school's website under Login Links (www.englishschool.ac.cy > Login > Exams). Students will be able to login using their current login details for the school's account for Microsoft Office 365. The username is the students Admin. Number i.e. s***** and their personal password. No further login details are required.

External Examinations: some important information

It is important to make a note of the information below:

System availability

The summer exams session registrations period is during the month of **November**. Specific guidelines and dates will be announced to parents and students in due time.

a) ALL ENTRIES MUST BE MADE DURING THE SPECIFIC REGISTRATIONS PERIOD.

b) **ANY NEW UNIT ENTRIES MADE AFTER THIS TIME WILL BE CHARGED WITH A LATE PENALTY FEE OF EUR120.00, PER UNIT.**

- c) A double or even triple fee may be incurred after certain deadlines set by the Exam Boards, depending on the period you register.

Expected Exams for the academic year

The policy of the school is that all students enter for the exams of the subjects they follow at school, preparing them for IGCSE, GCSE, Level 2 Certificate, GCE A2, IAS and IAL. The subjects students will enter are indicated on the **Expected Entries** document emailed to each student. The expected entries will also be automatically displayed once students enter the Exams registration system.

The school accepts registrations only from current school students and only for the subjects they follow at school.

Any exams for subjects studied outside of school will not be accepted **unless they clash (scheduled for the same day and time) with an exam studied at school**. Students interested to register for exams in subjects followed out of school may register through another exams centre, i.e. the British Council.

Year 6 students wishing to register for GCE AS exams due to university requirements need to have permission for registering by the school. If this is the case, please email the Exams Office (exams@englishschool.ac.cy) and we will get back to you accordingly.

Upon confirmation of entries through the school's system, students also confirm that their personal details (i.e. spelling of name and date of birth) are correct. If any of these details are not correct, please inform the Exams Office immediately by uploading a legal document such as Birth Certificate through the Exams registration system. Failure to do so will result in Exam Boards issuing certificates with the wrong name. Exam Boards charge a fee for reprinting certificates after the summer session's results are out (September onwards) and provide a confirmation statement (not a certificate reprint) after December.

Payment

Payment can be made at any Bank of Cyprus or Hellenic Bank branch or online. The school's bank accounts are as follows:

- **Bank of Cyprus:** The English School account: 0117-05-040011. For online transfers: IBAN No. CY31 0020 0117 0000 0005 0400 1100, BIC: BCYPCY2N.
- **Hellenic Bank:** The English School account: 115-01-391685-01. For online transfers: IBAN No. CY71 0050 0115 0001 1501 3916 8501, BIC: HEBACY2N.

The Bank will issue a deposit receipt or, for online payments, a transfer payment confirmation. **It is important that a copy of the application form with the payment receipt is returned to the English School Exams Office.** Please email a copy of the transfer payment confirmation or payment receipt to exams@englishschool.ac.cy

Payments can be made until the **beginning of December**. Applications will not normally be accepted after this deadline.

Our school's Accounts Office will accept payments either by cash or cheque. If you pay at the school, you do not need to submit a copy of the payment receipt and application form to the Exams Office.

Failure to provide the English School's Exams Office with the payment receipt and application form before the middle of December may result in your entries being cancelled.

Refunds for cancellations or changes to entries

If you cancel an entry during the registrations window in November, the refund will be issued to you late February.

The full refund of the exam fees paid is granted for withdrawals made before the **20th February for Cambridge International** and before the **21st March for Pearson/ Edexcel and AQA**. After these deadlines, the school cannot guarantee that the money will be returned, as this will be at the discretion of the Exam Board involved.

Exam withdrawals are possible until the **22nd April** without prior approval from the Exam Boards. After this date, approval is needed from the Exam Boards, and there have been instances in the past where the Exam Board did not accept the withdrawal request and the students were given an "X" on their Statement of Results. Furthermore, when students submit the coursework component of a subject registered, the Exam Boards will not allow them to drop the subject's exams registration.

The school will issue any refund cheques after the 22nd April.

Important Note: It is The English School's policy to issue refund cheques on the name of the student's father. Therefore, please inform the Exams Office should you wish the refund cheque to be issued in another name.

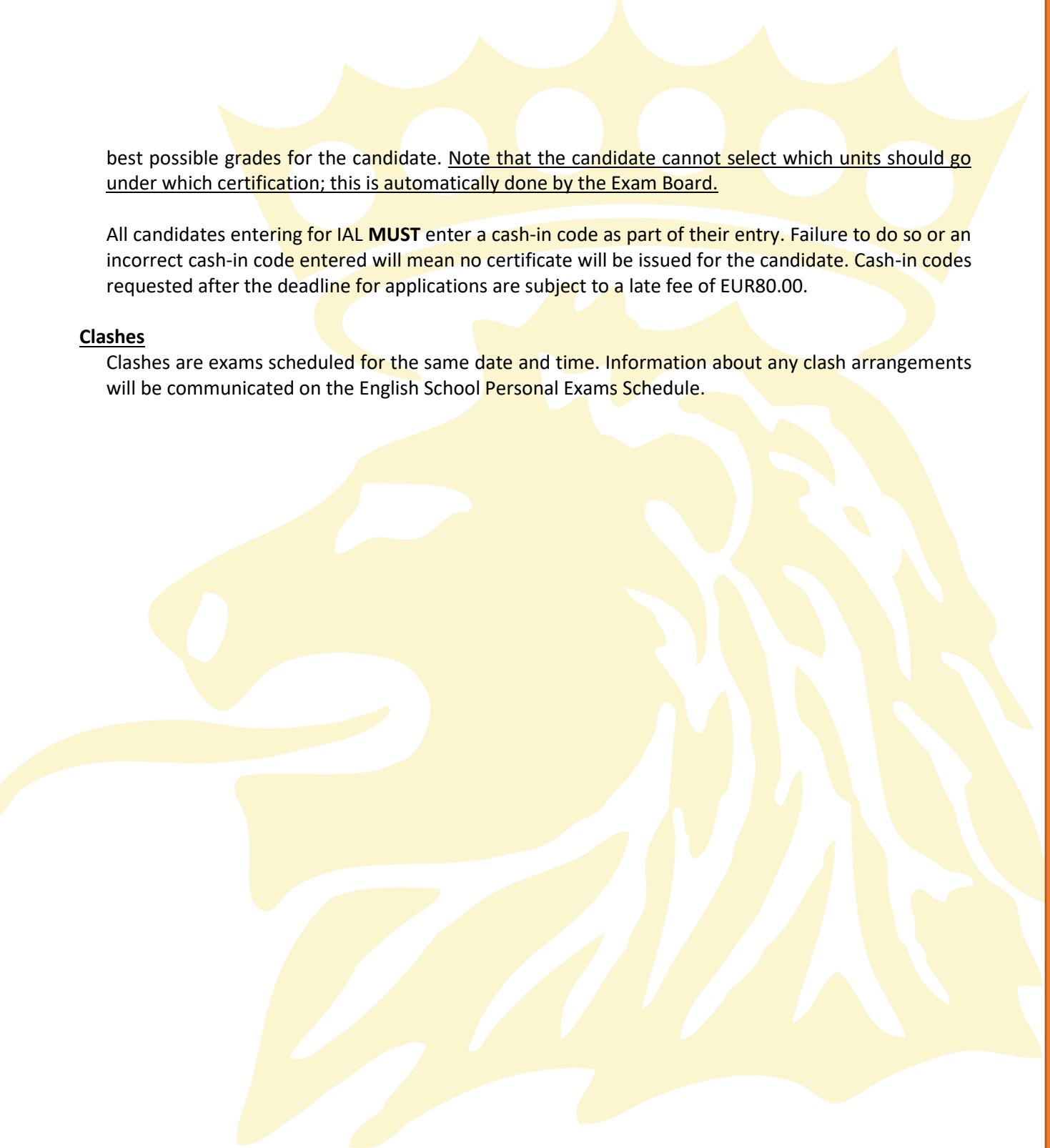
Cash-in Codes (applicable for IAS and IAL only)

Kindly note that almost all subjects delivered at school are under the linear system. These subjects do not have a cash-in code and this will show on the Expected Entries document emailed to students by the Exams Office.

The school accepts registrations for the subjects delivered at the school only. Any exams for subjects studied outside of school will not be accepted **unless they clash (scheduled for the same day and time) with an exam studied at school**. Students interested to register for exams in subjects they study out of school, may register through the British Council.

For students with a clash that will need to register through the school, if the clash is with an IAL where cash-in codes are applicable, the cash-in codes will be automatically entered by the system with the exception of IAL Mathematics. The reason for this is that candidates sitting the same units can apply for different types of certification and thus different cash-in codes are available. For example certification in Mathematics, Pure Mathematics or Further Mathematics.

It is the Exam Boards requirement for candidates to enter the cash-in code(s) once they are eligible for a certification. Should candidates resit, a subject's unit(s) will re-open by stating the cash-in codes upon registration, so that the board can once again arrange the units in the best combination to give the



best possible grades for the candidate. Note that the candidate cannot select which units should go under which certification; this is automatically done by the Exam Board.

All candidates entering for IAL **MUST** enter a cash-in code as part of their entry. Failure to do so or an incorrect cash-in code entered will mean no certificate will be issued for the candidate. Cash-in codes requested after the deadline for applications are subject to a late fee of EUR80.00.

Clashes

Clashes are exams scheduled for the same date and time. Information about any clash arrangements will be communicated on the English School Personal Exams Schedule.

SECTION E – Information about School Life

Procedure for signing out of School

1) If you are leaving School for an extended period of time, e.g. Holiday abroad, accompanying a parent abroad etc. Parents need to write a letter to the Headmaster and the relevant Assistant Head: Ms Elena Ignatiou (Lower School, Years 1-3), Ms Anne-Marie Tellalis (Middle School, Years 4-5) or Mr Yiannis Georgiou (Upper School, Years 6-7) two weeks in advance to request permission.

2) If need to leave School early for ANY reason, e.g. driving exam, a specialist appointment that cannot be arranged at any other time, Parents need to write and sign a letter requesting your early departure. During the breaks, you need to complete the sign out form found in the Main Office. The sign-out form accompanied by the letter from home needs to be approved by any Senior Leadership team: The Headmaster, Mr David Lambon, Senior Assistant Heads: Ms Ursula Pantelides or Mr Yiannis Georgiou or any other Assistant Head: Ms Popi Grouta, Ms Anne-Marie Tellalis, Ms Elena Ignatiou or Ms Maria Rousou). After approval, the Main Office Assistant will be calling your parents to confirm who will pick you up and at what time.

3) If you are feeling unwell, you are advised to stay home and rest. This will ensure your best recovery and respect others by avoiding cross-contamination.

4) GAMES are part of your school curriculum, and it is mandatory to attend. On these days, the school day ends at 3:30 pm. Games attendance is included in the overall attendance statistic.

The school policy clearly states, if you are well enough to stay during all your lessons, then you must remain for afternoon games. There is a non-physical activity for those unable to be physically active. Even if you have a medical note or parent's letter, not to participate in sports activities, you are not authorised to sign out.

Non-physical activity: at 2:10 pm or earlier and upon your arrival at the sports centre ALL non-physically active students, need to gather near the office for attendance and further instructions will be given.

5) If you are feeling unwell and you cannot participate in afternoon games, you need to see the nurse before 1.30 pm.

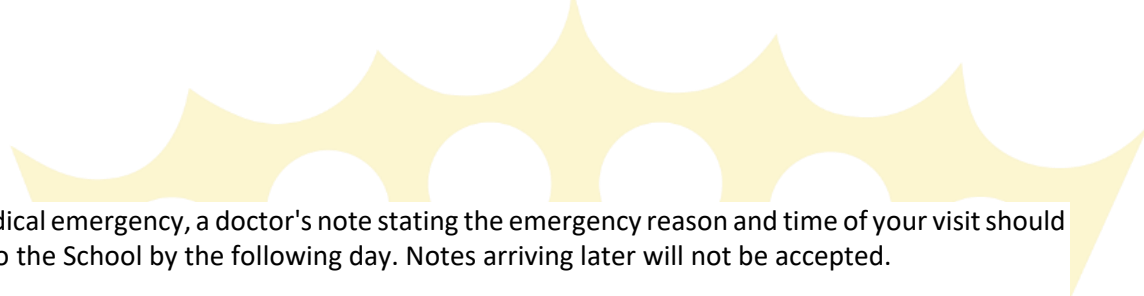
6) Only medical emergencies will be able to sign-out from School, e.g. fever, trauma acquiring immediate medical support.

Students must see the nurse first who will sign them out after speaking to the parents **under no circumstance should a student call the parent directly to collect them from School**. This will be seen as truancy.

Important reminders

1) All unauthorised sign-outs and absence from afternoon games will be recorded as an unauthorised absence, and three (3) behaviour points will be imposed, with possible further sanctions

2) Do not arrange any appointments during afternoon games unless it is a medical emergency.



If there is a medical emergency, a doctor's note stating the emergency reason and time of your visit should be submitted to the School by the following day. Notes arriving later will not be accepted.

3) Medical Reports and Parents' Letters:

Should state the condition, symptoms and treatment, if immediate rest is required, this should be stated on the report.


4) For those who have a medical reason not to be physically active, you are not to sign out; you will attend the non-physical option unless there is a written request for rest after the School signed by the doctors or parents.

5) Upon arrival at the nursing station, inform the nurse you are outside (time of your arrival and departure will be noted on your permission slip)

6) During lessons ONLY if there is an emergency should you visit the nurse.

7) If you have a parent/medical note to submit, do this during breaks; otherwise, this will not be accepted.

Parents will be contacted by the nurse (for medical reasons), or admin staff as outlined above to collect their children.



Instrumental Music Programme

2021-22



We offer private instrumental lessons in the following:

- (a) Piano,
- (b) Electric guitar,
- (c) Classical/Acoustic guitar,
- (d) Vocal
- (e) Electric bass,
- (f) Drums
- (h) Jazz piano
- (i) As well as all orchestral instruments.

Theory Grade 1-8

Music exams with all Examining Boards (ABRSM, Trinity, Rock School)

Registrations are now open: <https://music.englishschool.ac.cy/>

Email: instrumental@englishschool.ac.cy

Tel: 22799342

The English School Performing Arts Club and Activities

You are joining a long tradition of students who have come to the School and who have enjoyed music, drama, taken instrumental lessons, sung in the choir and performed in plays and musicals. There are many opportunities to become involved - the only thing missing is YOU!

To give you a brief taste of our activities, recent years' activities include our annual Talent Night performance at Strovolos Theatre, a joint Musical Vibes / Unite concert with other schools, a trip for Music and Drama students to London an Arts Week with the theme '50s is the word!' and an amazing production of the musical 'Grease'. The year 2020-2021 despite its many challenges included an online Christmas Event, an Arts week with the theme "Breaking the Chain" and many live performances on school premises.

This school year looks just as exciting. We are planning activities, workshops and performances for all year groups and all ensembles, including a trip at the end of the academic year.

We strongly recommend that you come and visit us in our music suite, situated just behind the Hall, and talk to us about how you can get involved. Whatever you decide to take part in, we plan to make your experience as rewarding and enjoyable as possible.

Here are some of the things available to you on joining the School's Performing Arts:

Instrumental Lessons

We offer paid instrumental lessons in all instruments, including classical and jazz piano, electric and classical guitar, bass guitar, drums and voice. For more information on this programme and how to register, please click [here](#).

For the year 2021 – 2022 there will be a few orchestral scholarships available – more details will be available at the beginning of the school year. Scholarships comprise the loan of the instrument and one 30 minute lesson per week. Please note that currently, scholarships are limited to the orchestral instruments only.

Lessons in Music Theory

We also offer lessons in small groups for music theory:

- o Grade 5 (no previous knowledge required) – 8 month course
- o Grade 6 (a pass in Grade 5 is required) – 1 year course
- o Grade 7 & 8 (a pass in Grade 6 is required) – 1 – 2 year course

The day and cost of these lessons depends on the students involved. Click [here](#) for further details.

Performing Arts Clubs:

Choir

Do you like to sing? Perhaps you enjoy singing but not on your own? Or maybe, you weren't in the choir at your Primary School but you want to try something different? If so, the choir is for you!

The Junior Choir is open to all students in years 1 – 4. Rehearsals are as follows:

| | | |
|-----------|-------------|-------|
| Thursdays | 2:10 – 3:30 | Girls |
| Fridays | 2:10 – 3:00 | Boys |

Nearer the time of performance extra joint rehearsals are arranged.

We encourage students to take part in the choir and experience the joy of group singing in a large enthusiastic group! We work on the basics of good singing through a variety of musical styles. Extra care is taken of the boys' changing voices at this crucial stage in their development. This is a fun, high energy group with lots of public appearances planned throughout the year.

Drama Club

Junior Drama club meets once a week and is open to all students in years 1 – 3.

The drama club brings the joy and power of drama to students through structured performances. You will have the chance to experience the excitement and rewards of theatre arts while developing poise, social skills, confidence and the ability to work with others.

At the end of year 3 you will have the chance to choose Drama GCSE.

Talent Night

Dancing, singing, playing in a band, acting - Talent Night is one of the most popular events of the school year. The feeling of performing alongside your friends in a professional theatre to a big audience is priceless. You also learn teamwork, discipline and commitment, having fun along the way.

Auditions are open to all students – but please note that the standard is very high so start practicing now! We are available to advise, help and guide you – come and talk to us.

Students are invited to visit us in the music room at break time to discuss any activities. Notices are also posted on the school website. <http://www.englishschool.ac.cy/> Please do not hesitate to call (22 799342) or

Email: music@englishschool.ac.cy for any further details regarding all activities.

| | |
|--------------------|--|
| Monica Theodotou | Head of Music Department |
| Anna Tellalis | Assistant Head / Extra-Curricular Activities, Music Department |
| Athena Agrotis | Drama Teacher |
| Leonie Hadjithomas | Music Teacher KS 3 |

Instrumental staff:

- Eleana Andreou - Double Bass
- Ronja Burve - Voice
- Evaggelos Christodoulou - Bassoon
- Iro Michael – Clarinet
- Achilleas Tomasides - Saxophone
- Renos Efstathiou - Classical Guitar
- Gareth Griffiths - Trumpet
- Nikos Koukouvinos – Trombone

- Clio Papadia – Piano
- Costas Pavlides – Piano
- Victoria Tsangari – Piano
- Andreas Panteli – Jazz/Contemporary Piano
- Leonie Hadjithoma - Piano
- Nicholas Papageorgiou - Violin / Viola
- Annita Skoutella - French Horn
- Marios Spyrou - Drums
- Monica Theodotou – Oboe/ Theory
- Odysseas Toumazou - Electric Guitar
- Diamanto Yiassemides - Flute
- Robert Grod – Cello

To find out more about our instrumental teachers please visit our website music.englishschool.ac.cy

Lastly – it's mostly up to you to get involved. Many students form bands, organise events, help with plays and festivals. Come and talk to us - we will help you.



Physical Education – Afternoon Games

Afternoon Games is one of the long-standing traditions of the English School aiming to provide further sporting opportunities to our students within our House system. They participate in a variety of sports activities with younger and older boys and girls, under the guidance of their Head of House. Students are exposed to a wide range of sports and are supervised by the members of the PE Department and our Specialist Afternoon Games Coaches. They have the opportunity to participate competitively in school sport when they are selected to represent their House and they also have the chance to develop into leaders, captaining their peers. Those who prefer a more relaxed, social and fun approach to sport, may participate in non-competitive physical recreation activities, through which they can strengthen their friendships and improve their fitness. Opportunities will also be available for students to assist their Head of House, for example, by reporting on House activities and Inter-House matches.

Afternoon Games Activities

We have continued to develop and enrich the programme of activities that we offer to our students, working with a number of specialist coaches. Following feedback from students, we decided to maintain the activities that were introduced in past years, such as Martial Arts/Self –Defence, Dance, Yoga, Handball and various Fitness Classes. Of course, we will also continue to provide the "tried and tested" options of Basketball, Volleyball, Table Tennis, Badminton, Football, Softball, Athletics, Futsal, Hockey and Tennis.

Our aim is to continuously monitor the activities that we provide to ensure that a wide variety of quality sports opportunities are made available to our students. We would be happy to receive feedback from any student/parent on any aspect of the PE Department Afternoon Activities programme.

Afternoon Games Days and Times

Afternoon Games is a compulsory part of the school curriculum and all students in years 1-3 are expected to attend on the relevant days and times.

Students Years 1-3

- Junior Boys Games: Thursday 2:10-3:30 p.m.
- Junior Girls Games: Friday: 2:10-3:30 p.m.

Students in Years 4-7

Students in Years 4-7 will be able to participate in sport through the extra-curricular programme of sports options, which includes School Teams and Sports Clubs.

Students leaving the School site whilst waiting for Afternoon Games

Some students leave the School site in the time between the end of morning lessons and 2.10 p.m. when Afternoon Games begin. There are issues of safety involved but the School cannot prevent students leaving after the final bell for morning lessons nor can the School accept any responsibility for anything that may happen whilst students are off-site. There is no direct supervision of students during this time

at School but there are always teachers around or other responsible adults who can help if the need arises. The School advises that students stay on the School site during this time for their own safety, since they have the option of using the School Canteen to buy food and drinks.

Changing Rooms and Personal Belongings

Students should use the changing rooms to change into their PE uniform for their sports lessons and Afternoon Games. A number of lockers are provided in the changing room corridor, where students can secure their valuables using a small padlock of their own (preferably a combination lock). Following requests from students, we have decided to allow those who wish, to take their School and/or sports bags with them to the facility that they will be using for Afternoon Games, so that they can better monitor their own belongings.

Given that about 250 students will be participating in Afternoon Games each time, then everyone should take special care to look after their own belongings and valuables. The PE Department takes no responsibility for valuables that are not secured in the lockers.

Advice to Students

Students are encouraged to use sunscreen and a hat to protect themselves from the sun during Afternoon Games. Also, it is good practice for everyone to have a water bottle with them, especially during the hotter months of the year, as well as an extra T-shirt to change into at the end of their activity.

Absence from Afternoon Games

Afternoon Games is part of the school programme of our Junior students and attendance is expected, as for all other parts of the curriculum. Students/Parents need to inform the School well **in advance** of any planned absences from Afternoon Games, to ensure the safety of our students. Please note that the same established procedures for leaving School early also apply to Afternoon Games:

- If a student needs to leave School early which involves them not attending Afternoon Games, then they need to make arrangements in the normal procedure, through the Main Office.
- If a student needs to leave School early because they are not feeling well, then they need to make arrangements with the School Nurse, preferably during one of the breaks. Please note that the Nurse will be based in the Sports Centre PE Office during Afternoon Games.
- Any other means of attempting to inform the School about absences from Afternoon Games (notes through other students to the PE Department/Heads of House) will not be accepted.
- If a student is absent from Afternoon Games and no arrangements were made with the Main Office nor with the School Nurse **in advance**, then they will receive an "unjustified absence". The consequence for an unjustified absence or truancy is detention together with 3 behaviour points issued to the Student, in line with school policy. If a valid excuse is presented to the School after the Student was absent from Afternoon Games, then the detention will be removed and 2 behaviour points will be issued for not making the required arrangements (for the Student to be absent from Afternoon Games) **in advance**.

Medically Excused Students

Students who cannot participate in physical activity and have presented a valid medical certificate to the School Nurse, will be offered a non-physical option for Afternoon Games. Therefore, they will still be able and expected to participate in this part of the school programme under the supervision of one of our members of staff.

Cancellation of Afternoon Games due to the weather

A decision will be made as to whether Afternoon Games need to be cancelled due to weather conditions by 2nd break, so that students can inform their parents and make arrangements to leave School earlier.

School Team Practices and Sports Clubs Training Sessions

The PE Department offers a wide range of School Teams/Sports Clubs in a variety of activities, for all ages of the School: Basketball, Volleyball, Football, Athletics, Hockey, Cross-Country, Tennis, Table-Tennis, Handball, Fitness Training, Yoga, Martial Arts, Choreography and Futsal. Furthermore, we try to provide opportunities to our students to represent the School in other sports such as Biathlon, Badminton, Gymnastics and Swimming.

Our School Teams train regularly and participate in the Ministry of Education Competitions, as well as in a number of tournaments that are organised mostly by the Nicosia Private Schools and various Cyprus Sports Federations. In recent years, our school teams had numerous successes in many sports, both in the Ministry of Education as well as in other Nicosia and Pancyprian Competitions.

Further details on the timing and venue of School Team Practices and Sports Club Training Sessions are available on our website.

Sports uniform

1. The Nike School House shirt
2. The Nike blue School shorts or black stretch shorts (for girls only)
3. The blue School tracksuit
4. Any good quality trainers (clean indoor shoes are required for the Sports Centre)

Sports Uniform Supplier

Supplier: CLASSMATES

The shop is located at 14 Photi Pitta

1065 Nicosia - (same road as EAC Central Offices. Parallel to Stassikratous street)

Contact information:

Tel: 22761080

Fax: 22765192

Email: drousko@drousko.com

NB: All items are badged with The English School colours and logos, so that we achieve uniformity of colour and fabric. No items of uniform from other suppliers will be acceptable apart from shoes/trainers.

The Careers & University Entry Office

Here at The English School, we are extremely fortunate to have a dedicated and welcoming area that you the Student, can visit and use to help you make informed decisions about your subject choices (options) and University entry.

Who we are: The Careers & University Entry Department consists of a dedicated team of people – the Headmaster, the UCAS & Careers Officer, the Senior Assistant Head & US Counsellor, and the Universities Administrator, all of whom are happy to discuss with you any questions or concerns you may have regarding your options and university entry.

We are here to: Help you maximise your potential and ultimately increase your chances of achieving your targets. The School places a great deal of emphasis on Careers & University Entry. For this reason, has a meticulous programme in place has been proven to be highly effective. It's never too early for you to begin thinking about your future, and we encourage you to make an appointment to see us.

Careers & University Entry Office:



Location: Adjacent to the 6th & 7th Form Centre

Visiting Hours: 7.30 - 2.30 (Monday-Friday)

Telephone: +357 22 799396/397

Email: careers.office@englishschool.ac.cy

Read more about us at www.englishschool.ac.cy/university-entry-welcome

Library Resource Centre

The LRC plays a crucial role in educating young people both academically and culturally. The aim of our LRC is not only to provide you with the means to pursue your knowledge of your chosen subject area, but also to promote wider reading. We strive to constantly review, improve and develop our resources, and we encourage you to make use of the facilities that our LRC has to offer.

What we offer:

- A rich selection of resources, the LRC currently holds over 30,000 titles.
- A comfortable, welcoming and friendly environment in which to study and relax.
- Computer stations with internet access.
- The latest releases in Fiction, Junior Fiction and Series Books.
- Book Club.
- A vast selection of reference books as well as Magazines to suit all interests.

So don't delay – visit your School Library Resource Centre and benefit from all it can offer you!

Where: First Floor, Science Building
Contact: Ms Elena Bashiardes
Visiting Hours: 07:30-14:30 (Monday-Friday)
Telephone: 22 799300/322
Email: elena.bashiardes@englishschool.ac.cy

Information about Communication within the ES Community, School Publications, and consents.

The English School is an open and engaged institution. The School takes its responsibility to communicate openly, honestly and promptly very seriously.

A priority is effective Communication with parents and promoting all the wonderful things our students do.

Methods of Communication:

(a) **WEDUC** – Parent and Student Communication portal. Parents can download the app and get notifications about their children and important information from the School.

(b) **TV Monitors** – We have four TV monitors around the School so that students can be informed about different events happening around the School.

(c) **Website** – The Home page has different sections:

- a. Information about the School, target audience Prospective parents
- b. Announcement band, all emergency information, or key dates are placed on this yellow announcement band
- c. News section, information about events around the School, achievements and leaver news are placed in the News section
- d. School life, all information about things running in the School during school hours. For example, special lessons, experiments, assemblies etc.

- e. Events section, information about events running outside school hours. This also includes an interactive calendar showing all the events being run in the month
- f. DofE link - website users can click on this to either register to do the DofE award or find out more information about the DofE programme run by the School.
- g. Afternoon Games – website users are taken to the Afternoon Games web pages.
- h. Twitter posts – the last 6 Twitter posts are shown in this section
- i. Careers department link – website users are taken to the Careers department pages
- j. Photo Gallery (also linked to different department data)
- k. Logo & Branding Identity Guidelines – this section has our Logos and Brand Identity Guidelines.

Note all applications that staff, parents, students need to log in have been moved under a tab called: 'Login' applications like Webmail, Exams, WEDUC, IT Support, Room Booking and Department blogs will be found clicking on this [link](#).

(d) **Email** – emails are forwarded via InTouch, Outlook or WEDUC.

Online Publications

We have two online publications, one coordinated by the School and the other produced by the Students as part of an extra-curricular club.

Take a few minutes to review the online flipbooks by clicking here <http://www.englishschool.ac.cy/school-magazine>

The latest School Publication, "[Brave New World](#)", is a fascinating reading.

Publications – Extract from the Photography Policy

Following the application of the General Data Protection Regulation EU 679/2016 (the "Regulation"), which covers the collection, handling and processing etc., of a wide range of personal data, there is a need for holistic management and security of such data in all organisations. A category of personal data that frequently raises concerns about how to process and control is photographs, videos, webcams and CCTV images, especially when they portray children. These concerns arise due to the sensitivity that prevails in society for photographs of children published on the Internet or elsewhere regarding data protection. Furthermore, there are safeguarding concerns from publishing photographs or videos that reveal children's identity on social networks and possibly pose risks to children's physical and mental security. The English School ("the School"), in the context of the promotion of Student in House and extra curriculum activities and achievements, collects audio-visual material in the form of photographs and videos. This audio-visual material is mainly published for:

- information purposes on the School's website and prospectus material
- journalistic purposes for promoting the School's brand name and students' activities
- advertisement / promotional purposes of students' achievements and events on Social media (namely Facebook, Instagram, Twitter, LinkedIn and YouTube)

There are instances that the photos of staff and students are captured but are not published globally on the Internet. These cases are:

- Staff photos for ID Cards and CCTV images for security purposes
- Photos of students posted on classroom notice boards, Plasma TVs for Internal Communication

- History photos in frames in teacher's or admin staff offices, conference rooms as part of School's rich heritage

The School in compliance with the General Data Protection Regulation has established this policy to protect the personal data of individuals appearing in the photographs and video materials and to ensure that the creation, processing and publication of the audio-visual material is in compliance with the Regulation and therefore the rights and freedoms of the persons depicted are protected. It is accepted that the taking of photos and videos and then posting them online was not an issue for English School so far and the existing policy followed served the School well. However, the Regulation offers a good opportunity that this policy is updated and linked to other policies of the School, namely Safeguarding, Anti Bullying, etc.

The complete Photography Policy can be downloaded and read by clicking on this [link](#).

Through each academic year, The English School ("School") is organising many activities, events, ceremonies as part of the unique educational experience and opportunities available to our students. Most of the time, these events are covered by photography and/or video recording to promote these events, informing the public and keeping records of the historical record of the School. Parental and Students Consent is needed for students over the age of 14. Therefore we ask you to take the time to complete this consent form. **Even if you disagree, it is important to complete the form indicating this, so we can follow up on all parents to get this information.**

- Parental consent form to be completed by clicking [here](#)
- Students that are 14 years old need to complete the form by clicking [here](#)

Parents Information Afternoon and Evenings

Different Information afternoons and evenings are prepared during the year to keep parents informed about various matters happening in the School, and parent-teacher meetings have also been scheduled as per the list below.

- Year 3 Parents DofE Information Evening – September 13
- All Parents' Information Evening – September 15
- New Parents' cocktail – September 23
- Year 6 Parents Information Evening – October 07
- Year 1 Parents Afternoon – November 03
- Year 7 Parents Afternoon – November 10
- Year 6 Parents Afternoon – November 17
- Year 5 Parents Afternoon – November 24
- Year 3 Parents Options Evening – November 25
- Year 4 Parents Afternoon – December 01
- Year 5 Parents Options Evening – December 02
- Year 3 Parents Afternoon – December 08
- Year 2 Parents Afternoon – December 15

Invitations/letters will be forwarded to parents closer to the time regarding the above events.

Should a parent wish to arrange additional parent-teacher meeting, this can be done by emailing the teacher and booking an appointment at the times the teacher is available. The parent-teacher meeting times are posted [here](#) in late September.



Educational Visits

The school policy on educational visits rests on the procedures outlined in the Guidelines for Educational Visits, introduced in June 2018 and reviewed in June 2019. A full copy of the policy can be downloaded by clicking this [link](#).

The policy aims to guide all teachers involved in planning and carrying out educational trips and visits. Within this document, the term educational visits and/or trips refers to: *'all academic, sporting, cultural, creative and personal development activities, which take place away from school and contribute to learning and development of those participating'*.

The School fully supports such trips/visits as it recognises the tremendous personal value that young people participating will gain due to such experiences. They have opportunities to participate in activities and learn from experiences not available in the regular classroom setting. Such educational visits help young people to develop a wide range of valuable personal and social skills.

Unfortunately, during the previous academic year 2020-2021 trips and visits were severely hit due to COVID and the restrictions from the Ministries of Education and Health. The Ministry of Education has forbidden all trips, both local and abroad, until this day. We are hoping that 2021-2022 will be different with the following trips proposed to happen.

Information will be made available to parents and students should the trips take place.

Internal and external trips and visits status 2021-2022

| # | Visit | Location | Year group | Proposed month |
|---|---|------------------|-----------------------------|-----------------------------|
| 1 | Pastoral, Jubilee trips | Troodos, CY | Year 1 | End August, early September |
| 2 | Year 3 Educational Trip | TBC | Year 3 | October 2021 |
| 3 | Biology trip | Kritou Terra | Year 7 | October 2021 |
| 4 | Geography Cranedale, UK Trip | UK | Year 6-7 | October 2021 |
| 5 | Geography coastal field trip | Governor's beach | Year 3 | November 2021 |
| 6 | Geography River Environments field trip | TBC | Year 5 | January 2022 |
| 7 | Thimun Trip | TBC | Senior Thimun Club Students | January 2022 |
| 8 | MFL – Spanish | Madrid | Year 3 | February 2022 |

| # | Visit | Location | Year group | Proposed month |
|----|---|----------------------|---------------------------------|-----------------------|
| 9 | Geography River Environments field Trip | TBC | Year 4 | February / March 2022 |
| 10 | Year 2 Educational Trip | TBC | Year 2 | March 2022 |
| 11 | Debate Competition In Thessaloniki | Thessaloniki, Greece | Debate Club Students | March 2022 |
| 12 | Erasmus+ trip to Spain | Spain | Erasmus+ Students | March 2022 |
| 13 | Italian Club and Music and Art Trip | Italy | Italian Club and Music Students | April 2022 |
| 14 | World Individual Debating and Public Speaking Championship Trip | TBC | Senior Debate Club Student | April 2022 |
| 15 | Year 1 Educational Trip | TBC | Year 1 | May 2022 |
| 16 | Euromaths | TBC | All years | June 2022 |
| 17 | Geography, field trip to Switzerland | Switzerland | Year 4 | June/July 2022 |
| 18 | MFL - French | Paris | TBC | Jul-2022 |
| 19 | MFL - German | Germany | TBC | Jul-2021 |

We would like to have all parental consents for Category A Education trips. (non-residential, domestic visits that typically have low-risk activities), this will cover lower Pastoral Trips, Extra-curricular and Subject-specific day trips organised by the School. We request that parents click [here](#) and complete the online consent form.


SECTION F – School Policies published on our School Website

All school policies can be found on our website by clicking [here](#) or copying this URL link in your web browser <https://www.englishschool.ac.cy/policy-procedures>





By clicking the linked files below you can download the relevant document.

Some policies will need to be updated during the course of the year, for example, the promotion criteria. We will continue updating our website; therefore, please click on the browser link above for the most recent updates.















Educational Trips

| | |
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|  | Policy - Guidelines for Educational Visits |
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Exams

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|  | Access Arrangements for External Examinations |
|  | Registrations for the external examinations |
|  | Policy Concerning Student Requesting a Reduced Timetable |
|  | The English School Admissions Policy |

Pastoral:

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|---|---|
|  | Anti-Bulling Policy |
|  | Attendance Procedure |
|  | Behaviour Policy |
|  | Child Safeguarding and Child Protection Guidelines Letter regarding Visitors to School Site Safeguarding Our Students - Visitors policy ES Missing Child Policy 2019 |
|  | General Promotion Criteria for Students |
|  | Health and welfare of students |
|  | Mobile and Smart Phone Policy Mob Phone Declarations to be signed |
|  | Online Safety Policy Online safety Declarations to be signed |
|  | Policy on Student Celebration |
|  | Reward and Sanctions |
|  | School Uniform Policy |
|  | School-based Counselling Service |
|  | Student Mental Health and Emotional Wellbeing Policy |
|  | First Aid - Health Care and Administration of Medicines English School Policy |

Teaching and Learning:

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|---|--|
| ▼ | Remote Teaching and Learning Policy |
| ▼ | Assessment and Marking Policy |
| ▼ | Policy regarding Private Lessons |
| ▼ | Submission Policy for Common Assessments |
| ▼ | Special Educational Needs and Disabilities (SEND) Policy |
| ▼ | The English School Curriculum Policy |
| ▼ | The English School Policy on Academic Integrity |

Other

| | |
|---|--|
| ▼ | Complaints Procedure |
| ▼ | ES Whistleblowing Policy |
| ▼ | Safe Recruitment Policy |
| ▼ | Photography Policy |



THE ENGLISH SCHOOL

A SECOND CENTURY OF EXCELLENCE

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