



Europa School UK

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Europa School UK

Primary Parents'/Carers' Handbook

2016-2017

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Introduction

We hope that you and your children will be very happy at the Europa School. The purpose of this handbook is to enable parents of the Europa School to know as much as possible about what happens at school. We will make every effort to keep you informed about what is happening and are happy to answer further questions. Please note that any reference to “parents” in this document also includes carers with legal responsibility for the children.

The key aims of the handbook are to:

- provide information for parents about key aspects and procedures of the school;
- provide a reference base of information for all parents so that a consistent approach is followed by everyone;
- maintain a high standard of communication;
- help us achieve our Mission Statement;
- foster a growing sense of community among the Europa School families, which will support our children and help them thrive.

Europa School Mission Statement

The Europa School offers a European Education to pupils in and around Oxfordshire. The driving vision for the school will be for every pupil to develop a deep understanding and enjoyment of all learning, particularly the Sciences.

Pupils who graduate should be fluent and literate in at least two languages. This will fully prepare them for a future in which language skills and a global perspective will enhance job prospects and enable a richer cultural life.

Underpinning this vision is our passionate belief in the educational and economic benefits of multi-lingual, multi-cultural education. We also desire to respond to the growing demand for a school of this kind from many families living and working in the area.

General Information

Contact

Address: Europa School UK Thame Lane, Culham Abingdon OX14 3DZ Tel: 01235 524060	e-mail: reception@europaschooluk.org Web site: http://www.europaschooluk.org
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The Office is open between 08.00 – 16.30 during term time. Out of these hours you can contact the school via e-mail at reception@europaschooluk.org

The school hours are 08:25 – 15:35. There is supervision from 08:00 am onwards.

All parents and carers will complete an information form at the beginning of their child's schooling.

Parents/carers should provide the school with a regular phone contact number and at least one additional emergency telephone number. It is also very important to notify the school immediately of any change in address, telephone number, or personal circumstances.

When sending a letter/e-mail to the school, parents whose surnames are different from their children's name should quote the child's surname or name and class as a reference.

In normal circumstances, your first point of contact concerning your child's *education* is one of the two principal class teachers. Your first point of contact concerning anything practical, such as pick-up arrangements, absenteeism, bus routine, etc. is **reception@europaschooluk.org**.

We ask you to keep e-mail communication with teachers short. Any detailed matters can then be dealt with by appointment.

Admin Staff

Principal	Peter Ashbourne	principal@europaschooluk.org
Head of Primary	Pascal Maréchau	p.marechau@europaschooluk.org
Business Manager	Marie-Christine Greenwood	m.greenwood@europaschooluk.org
Finance Manager	Nicola Tanner	n.tanner@europaschooluk.org
PA to principal	Dési Correia	d.correia@europaschooluk.org
PA to Head of Primary	Sue Gibbons	s.gibbons@europaschooluk.org
Reception	Bee Matthiesen and Kathy Rushton	reception@europaschooluk.org
School dinners	Raquel Arevalo	r.arevalo@europaschooluk.org

Absences

Where possible, absences should be notified in advance to the office by e-mail or phone. Unforeseen absences must be notified by a telephone call or e-mail to the office no later than 08:25 on the first day of absence.

A leave of absence form can be obtained from the office and has to be returned at least two weeks prior to the first day of absence requested.

Attendance

A pupil's absence during term time can seriously disrupt their continuity of learning. They miss teaching and learning, leaving them less prepared for future lessons and disrupting the learning of their class.

There is a consequent risk of underachievement, which we must all seek to avoid. Teachers take the register at the start of morning and afternoon school and this is a good time for pupils to be welcomed, and means they understand that school has now started for that part of the day. We ask for your assistance in seeing that pupils are punctual. If you are late, the teachers will not be able to sign the pupil in and you will have to sign your child in at the Office to avoid an unauthorised absence for the day. School starts promptly at 08.25, so ideally you need to drop off your child before 08.20. There is supervision from 08.00 onwards.

Children are expected to attend school for all days of the academic year, unless there is a valid reason for them not being there. However, we do make allowances for children aged four. These can be collected before lunch at 11:10 on Wednesdays. They must be signed out at the Office upon collection by the parent/carer.

There are two types of absence:

- *authorised* (where the school approves pupil absence, for example, to attend a dental appointment)
- *unauthorised* (where the school will not approve absence, for example, to go shopping for a birthday).

If a child cannot come to school, parents must get in touch with the school on the first day of the absence, explaining why the child will not be coming in that day. The school will then decide whether to authorise the absence. Your own child's attendance record is available for you to see, please ask at the school office for a copy. When the absence of a pupil is over 10%, which is 18 days over the whole year, the Department for Education demands that the school takes measures.

Please avoid booking a family holiday during term time. The Education (Pupil Registration) Regulations 2006 act has been amended in 2013 and references to family holidays, extended leave as well as the threshold of ten school days have been removed. The amendments make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. These amendments came into force on 1st September 2013.

Schools are required to notify the DfE (the Department for Education) and the LEA (Local Education Agency) of all unauthorised absences. By law, there is no “entitlement” or “allowance” as of right. Any absence from school is authorised in exceptional circumstances only and solely at the discretion of the Headteacher, within the framework of current legislation and LEA policy. Parents must make a case for leave of absence, and each case will be considered on its individual merits. When considering granting leave for holiday during term time, the school will consider: the pupil’s attendance record, the curriculum planned for the time of absence, family circumstances, duration of the proposed trip, whether the trip/event is rare, educational merit of trip, clashes with periods of formal assessment.

All such cases should be discussed with the Headteacher as a child who is absent for longer than 10 days after an agreed return date can legally be removed from the school roll.

Term dates and Holidays 2016-17

Please note that all dates are inclusive.

There are 3 weeks that the holidays do not coincide with those of the other County Council Schools. These are highlighted below.

Autumn Term, 2016	First day: Tuesday 6 September 2016 Half-term Break: Monday 31 October to Friday 4 November 2016 Staff Training Day Monday 7 November 2016 (no school for pupils) Last day: Tuesday 20 December 2016 (15.35) Christmas Holidays: Wednesday 21 December 2016 to Wednesday 4 January 2017
Spring Term, 2017	First day: Thu 5 January 2017 Half-term Break Friday 17 February to Friday 24 February 2017 Last Day: Friday 7 April 2017 Easter Holidays Monday 10 April to Friday 21 April 2017
Summer Term, 2017	First day: Monday 24 April Early May Bank Holiday 1 May 2017 (no school) Half-term Break Monday 22 May to Monday 29 May 2017 Last Day: Friday 7 July 2017
Autumn Term, 2017	Beginning of September, to be confirmed

Lunch, snacks and drinks

No nut policy

Some of our students are highly allergic to nuts and therefore nuts and nut products are not allowed in school. Please be aware that NUTELLA contains nuts, as well as many cereal bars and chocolates (like Kinder). If a product says “may contain nuts”, it is fine. If it says “may contain peanuts (or another specific type of nut)”, please do not bring it in. “Pine nuts” are not actual nuts, but seeds, and are fine.

Water

Please give your child a named bottle of water to drink during the day. Drinking fountains are also available in school.

Snacks

For the Reception year, Year 1 and Year 2 a piece of fruit (or carrots/tomatoes) is provided for a morning snack. We ask that older children bring in their own healthy snack, if required.

Please provide an extra nibble for children who leave home early.

Canteen

School dinners are available to all pupils, provided by the company 2Dine4, that is in contract with the European School for this school year. An order form will be sent out by e-mail a couple of weeks before every half term for Year 3, 4, 5 and 6 and added to our website, including the menu's:

<http://www.europaschooluk.org/parent-info/canteen/>

You can return the form by e-mail to the office. Payment can be made by bank transfer or cheques made payable to the European School Canteen. No cash please. Reception, Year 1 and Year 2 will be provided with a free school meal subsidised by the State. Please inform the school office in case you do NOT wish your child to have school dinners, or of any known allergies.

For enquiries, and particularly if there are special dietary requirements, please call or e-mail r.arevalo@europaschooluk.org.

Packed Lunch

Children may bring a named packed lunch. If you do so, please also provide water.

Pupil Premium – Free School Meals

Meals are available free of charge to children from families who are on Income support or Income Based Job Seekers Allowance. Please contact the school office if you are entitled to this provision. Confidentiality will be respected.

Also, your child may receive extra support if you are entitled to pupil premium. So please contact the school, even if your child already receives the free school meals of Key Stage 1.

School dress code

There is no uniform at the Europa School. However pupils are expected to dress sensibly for the weather and activities (they may well get dirty) and to look smart. Please make sure that your child has a waterproof coat in school. Even if it's sunny in the morning, the weather may not hold.

Children should take off any outdoor clothing, e.g. headwear, scarves, gloves and coats, in class. For Reception and Year 1 please provide a spare set of labelled plimsolls or other shoes to wear indoors. Some teachers ask you to bring in an old t-shirt for art work.

Physical Education and Swimming

Physical Education and Swimming are part of the curriculum and the children are required to attend these sessions.

For PE, we ask that you provide a bag which can be hung up on your child's peg. There is insufficient space for big rucksacks or satchels. Some PE activities will take place in their normal clothes though.

All children should have in their PE bag: a t-shirt; shorts; trainers/plimsolls; a spare set of clothes in case children get dirty or wet (underwear, trousers, t-shirt and socks) and a track suit for the winter months. Children with long hair should also bring in hairbands. The PE bags should go home for washing at the end of each half-term. Remind your children please, as they will otherwise end up in lost property. Please make sure the clothes still fit at this time, especially the plimsolls/shoes. Do not take the PE bag home during term time, as children without suitable PE clothing may be asked to sit PE out.

For Reception children, please bring wellies to keep at school with their name on the bottom soles and slippers for indoor use. The school provides an apron for your child to use for art work. Remember to label everything please.

For **swimming lessons** (The first half-term of Year 4 and the remainder of the year for Year 3) the children need: swim trunks (not shorts) for the boys and a bathing suit for the girls (not a bikini please), a swimming hat (mandatory), swimming goggles (optional), a towel and a packed lunch. The children will not be able to eat in the canteen the day they swim. From this school year the sessions will take place in Brookes Sport Botley, Harcourt Hill, Oxford. The children will have a session of half an hour per class, but will travel together by bus. The pool is dedicated to our school between 10:45 and 12:15. The swimming session dates are (unless parents are notified otherwise):

Autumn Term 2016

Year 4:

September: 16,23,30

October: 7,14,21

Year 3:

November: 11,18,25

December: 2,9,16

Spring Term 2016

January: 6,13,20,27

February: 3,10

March: 3,10,17,24,31

April: 7

Summer Term 2016

April: 28

May: 5,12,19

June: 9,16

These dates can also be found in the SchoolBase calendar.

Lost & found

Please ensure that pupils do not bring particularly valuable items to school. Everything (lunch boxes, water bottles, coats, PE shoes, sweaters, etc.) which pupils bring to the school must be clearly labelled with their **name, class and ESUK**. Please do NOT e-mail teachers about lost property.

If your child lost something, the first place to look is in the hallway of your class or the other classes of the year group. For Reception and Year 1 there are tables where items brought in from the playground are displayed. Since they share playgrounds, it can get quite muddled up.

Lost property is run by volunteers. All lost things are first kept in a basket of the Europa reception and then taken to the lost property room (near the European School reception) which is shared by both schools. It is open every Friday from 3.30 till 4 for parents to come and retrieve the lost things. After two months if things have not been retrieved, we either give them to charity or we wash and sell them (any profits either go to the PTA or we use the money to buy equipment for lost property). If items are labelled and we know the children, we aim to take the clothes back to them. If your child takes the bus or you cannot come to school on a Friday AND your clothes are named, please e-mail our volunteer lost property coordinator at patanddunja@btinternet.com and she will try and reunite your child with the lost things. She CANNOT do this for unlabelled items!

Please, please label at least the coats and sports kits so we can reunite them with the children. Please do not keep your PE kit in plastic bags. If they are lost and collected and then thrown into our room, they often open up, everything falls out and we have no idea who it belongs to. Also, please remember to take home all your children's belongings from all the pegs outside the classrooms. During every holiday all remaining items are collected and end up in lost property. Sometimes there is so much, we can hardly get into the door.

Please remember that the coordinator and other parents staffing the lost property are volunteering their time taking on a BIG JOB, so please show them courtesy and respect. The main thing you can do to help them is to LABEL absolutely everything and to regularly drop by.

Emergency Closure of the School

If it ever proves necessary to close the school on account of severe weather conditions or for any other reason:

- an announcement will be made on local radio as soon as possible;
- information will be put on the school website www.europaschooluk.org; and
- an e-mail will be sent out to all parents in the parent e-mail group.

School Routine (approximately, depending on year group)

Rec/Yr3

Morning		Afternoon	
Class	08.25 - 10.05	Break	12.00 - 12:30
Break	10.05 - 10.30	Class	12:30 - 14.00
Class	10.30 - 11.30	Break	14.00 - 14.20
Lunch	11.10/11.30 - 12.00	Class	14.20 - 15.35

Year 4/6

Morning		Afternoon	
Class	08.25 - 10.10	Break	12.30 - 13.05
Break	10.10 - 10.30	Class	13.05 - 14.35
Class	10.30 - 12.00	Break	14.35 - 14.50
Lunch	12.00 – 12.30	Class	14.50 - 15.35

Car park, drop off and pick up

Introduction

Our assumption is that children will arrive at school and leave school accompanied by a parent or recognised carer. There are many good reasons to vary that, such as travelling with an older responsible sibling, car-pooling, travel on the school bus, but it is important that you notify the office of such arrangements and of any changes in writing. An e-mail suffices.

Arrival - Bus and Car

Children arriving by car must be brought to the Thame Lane car park (not to the front of the school) and the younger children must be accompanied across Thame Lane. The bus bay supervisor is there to aid the buses, not to supervise the children, so if you use the drop off, your children must be old and responsible enough to make their way to the enclosed Primary playground (P2) where there is supervision from 08:00. They should not go to their classrooms unless instructed to do so by the teaching assistant. This playground has a covered area for wet weather.

Departure - Bus

Children travelling by bus are supervised until the buses leave. Children should know the number of their bus, its destination and their stop and have your contact details with them. We ask the parents of young children to send the bus information to our office as soon as arrangements have been made, as we create a daily bus list for children from Reception up to and including year 3. Children, who miss their bus or whose bus is delayed, will be sent to the Europa School office where the necessary arrangements will be made.

It is very important to notify the school in time of any changes in your planning. We want to be sure that the children we put on the bus have someone waiting for them when they arrive at their destination. If any changes are made on the day itself, please contact our office to ensure the message gets safely through. Teachers may not have the time to check their e-mails during the day and in our experience the children are unreliable messengers. **In case of any doubt, children will remain at school.**

Departure - Car

There is no supervision after school. Parents must ensure that their children are collected promptly or alternative arrangements made. The children who are not collected in time will be asked to wait in the office. If no-one in the office is available to look after them, they will be dropped off at the After School Club and charged by the After School Club.

There is a gate from the “drop and go” car park, which runs between the Sports Hall and the Hostel Block. The children will have to be old enough to cross the zebra crossing by themselves, if you wish to use the “drop and go” car park, as you may not leave the car to accompany them across.

Cars must never be:

- left unattended in the ‘drop and go’.
- parked in the bus lane.
- parked on the grass verge along Thame Lane.

Please remember that the people in the other cars are likely to be parents too. We understand that the situation in the car park may be frustrating at times, but please remain calm and polite to each other. Consider making use of the After School Club, parent-run buses or activities (the latter mostly from Yr2 onwards).

Bicycles

If you accompany your child to school by bicycle (Bravo!), please do not use the Thame Lane entrance as circulation of traffic makes access dangerous during normal pick-up times. There is a sign-posted entrance to the east of the secondary school off Abingdon Road. It is locked with a code. If you wish to obtain the code, please come to reception, where you will be asked to fill in a form. Cyclists should dismount at the line marked for that purpose and proceed on foot to the drop-off points.

Late arrival and early pick up

Children who arrive late to school must report to school office to sign in. If you are taking children out during the day for an appointment, please notify the office in advance and then sign your son/daughter out at the school office, signing them back in on your return. This ensures we keep a fire register up to date at all times.

Please note that every effort should be made to make dentist or doctor appointments before or after school or during the holidays. Only emergency dentist appointments should be made during school time.

Programs & Course of Study

Curriculum

Our Curriculum is based on that of the European Schools and references are given below for your benefit. However we will also ensure compliance with the English National Curriculum and the programme will be adapted accordingly.

Please see <http://www.europaschooluk.org/school-info/curriculum/> for more information.

Foundation Stage Reception Year

There is a strong emphasis on the use of play to support and enrich children's development in the Early Years. Formal reading and writing will be introduced when a child is ready, but phonics will be taught and phonic awareness will be developed.

European School Programme used is that of the Nursery cycle/Kindergarten/Cycle Maternel This is supplemented to meet the requirements of DfE Early Years Foundation Stage Framework.

Year 1

The Year 1 children will be gradually introduced to a more formal style of learning but there is still a strong emphasis on the need for young children to learn through play and experimentation. We will meet the requirements of the national phonics test. The test usually takes place around the beginning of June. The children will be prepared in school; you do not need to do any additional preparation at home with them.

Year 2

The end of Year 2 corresponds to the completion of Key Stage 1 in the English National Curriculum. As a benchmark, we will measure progress against the ENC criteria (SATS) as well as those expected within the European Schools.

Year 3

Year 3 is the beginning of Key Stage 2, and there is no statutory assessment this year. However, we will still measure the progress of our pupils on a regular basis. The children will learn to play the violin at school. The teacher is from the music service of Oxfordshire County Council:

Rosie.Bruce@Oxfordshire.gov.uk

From after the first half-term onwards, the children will go swimming on Friday afternoons. The voluntary contribution for swimming is £4.40 /session and there are 24 sessions planned for the school year, in total £105.60. It is possible to pay in once, monthly or in 2 parts. Please refer to the Educational trips section for the bank details and to the Physical Education section for the dates.

Year 4

Year 4 will continue swimming until the first half term (6 sessions) and will go on a residential trip for 3 nights. We will continue the European Curriculum. The children will do a number of singing sessions with a professional choir teacher.

The price of the residential trip is £145.00. And the voluntary contribution for the 6 swimming sessions is £26.50. Please refer to the Educational trips section for the bank details and to the Physical Education section for the dates.

Year 5

Year 5 will focus on sports with a sports coach. The fields will be used to discover plenty of team sports. We will continue the European Curriculum. There are no formal assessments this year.

Year 6

Year 6 will focus on the SATS (the UK assessments) and continue with the discovery of sports. They will also go on a residential trip. The provisional cost for this trip is £250.00. You will be informed of the actual costs as soon as possible.

Religious Education (RE)

Religious Education forms part of the statutory requirements and the curriculum is defined by Oxfordshire County Council. "The study of RE develops an individual's knowledge and understanding of the religions and beliefs which form part of contemporary society."

You can find the syllabus here:

<https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/childreducationandfamilies/educationandlearning/schools/atschool/TheAgreedSyllabus2015-2020.pdf>

The school itself does not adhere to any specific religion, but aims to respect all social aspects of our pupil's lives, including their religious backgrounds.

Assessment

Teachers will conduct regular and continuous assessment for learning in all areas of the curriculum. This formative assessment will support their planning so that children's learning needs are identified and included in their planning.

Each pupil's work will be monitored to ensure progress is as expected. The school emphasises language acquisition and scientific knowledge and expectations in these areas will be ambitious, as will those for the base areas of numeracy and literacy.

Parents will receive formal reports on their child's progress twice a year.

Special Educational Needs and a child's Individual Education Plan (IEP)

Where a child has been identified as having a special educational need in the form of a statement, he or she will receive additional support in school, to ensure that he/she can access the curriculum, learn effectively and make good progress. The SEN teacher and the Class teacher will work together in partnership with the child's parents or carers to set realistic but challenging targets for the child. This is sometimes embedded in the Individual Education Plan (IEP)

The school will, where necessary, work in partnership with external specialists or agencies to provide the best possible support for an individual child.

Many children have some kind of special need during their time in school. This may be emotional, social or academic. Even if a child does not have a specific statement, he/she may benefit from extra support in the classroom or a short-term intervention for a specific reason. Please communicate to the class teachers any known or suspected special needs.

Educational day trips, workshops and visits

We offer many out of classroom opportunities for learning. We aim to have one outing or workshop per term and often have visitors coming to our school. These learning opportunities have a cost and the school asks for an annual contribution of £50.00. (This contribution does not include the costs for residential trips and swimming, see above). If the contributions are not sufficient to cover the costs, some trips may be cancelled, so please make sure that you pay your contribution at the beginning of the school year.

You can pay by cheque or bank transfer:

Europa School UK

Sort code: 30 67 53

Account number: 25856968

Ref: Name child and class

Typical trips include visits to museums, historical sites and the theatre. Transportation is generally by bus. If you do not wish for your child to partake in a certain trip, please contact the head of primary as soon as possible, so that other arrangements can be made.

Homework

Purpose of Homework

- It is useful at the outset to remind ourselves of the aims of homework. Homework encourages the pupils to take personal responsibility for their learning by their own independent study and research. Homework should stimulate and satisfy their curiosity.
- For the parents, homework is a link between school and home. It affords parents a special opportunity to take an interest in their child's schoolwork, to foster his/her independence and to praise his/her endeavours.

- For the teacher, homework is a means of furthering the children's autonomy, allowing them to develop memory skills and to organise their work for themselves.

Principles

- The Europa School recognises the importance of children's leisure time and the place of extra-curricular activities in the development of the child. After a day's work, which is already quite long, children need rest and relaxation.
- A little regular homework every day is an aid to learning. Reading every day is particularly important through primary school. For the Europa School pupils, this means reading in at least one of the child's two languages.
- On average, the time spent on homework in Years 1 and 2 should not exceed 20 minutes a day, and Year 3 and 4 not more than 30, Yr5 and 6 not more than 45 minutes per day.

Communication with parents

The Europa School encourages open channels of communication, so that small problems are not left to become large ones and each child knows that there are strong links between home and school.

We will use e-mail and web-based communication for announcements and some communication with individual parents.

Each parent will receive a login for the Parent Portal: [SchoolBase Parent Portal](#)

On this you will be able to:

- Check and update your personal details
- See a record of absences for your child
- See a calendar and list of upcoming events – you can create a calendar feed to add to your own calendar (including when the swimming sessions are).
- Sign-up for a slot for parent-teacher meetings
- Access various school documents which we will make available. Generally speaking, if we have sent you a document, you can login here to find it again.

Teachers will send an e-mail every term informing parents of what their child's class plan to study in that term. If you do not have access to internet at home, please let the teacher know, so we can provide you with a paper copy.

Many of our teachers work half-time and teachers do not have the time to check their e-mail when they are teaching. Please do not expect teachers to reply to your e-mails fast. Allow them at least 3/4 working days to get back to you. If you have an urgent matter, contact the school office instead. Also, if the matter is complicated, please make an appointment with the teacher, and do not send long e-mails.

Parents' evenings are held in the Autumn term but parents are welcome to make an appointment with the class or head teacher at any time. Please contact the teachers via e-mail to make an appointment. End of Year Reports are issued to parents in June of each year.

Rules Regulations & Policies/ Code of Conduct

Please note that all policies are available to read from the school office.

1. Lateness

School begins at 8:25 am all pupils are expected to be in school for registration at this time. Any child arriving later than 8:25 am should report to the School Office. You will be asked to provide a reason for the lateness, which will be added to the register. Please aim to be in the car park at least 5 minutes before starting time. You can drop your child off as early as 08.00, for an early play.

Pupils who are consistently late are disrupting not only their own education but also that of others. Early morning is used for key subjects like phonics, because the children are able to concentrate well during this time. Where persistent lateness gives cause for concern, further action may have to be taken.

2. No-Nut policy

This is a No-Nut school.

Nut allergies affect a lot of people in England. For some people, nut allergies may result in anaphylaxis (an acute allergic reaction that can shock the respiratory and/or cardiovascular systems) which can be fatal. Significantly, allergic reactions to nuts and nut products may occur from mere physical contact, as opposed to actual consumption. Because of the serious dangers that these allergies pose to some of our pupils, the Europa School has developed the following nut policy;

Nuts and all other nuts, as well as foods containing nuts or nut by products (like Nutella), are not permitted or consumed at school or in the school grounds. Birthday cakes or other food products, such as chocolate products, brought into the classroom must be nut-free.

In developing and implementing this policy, the Europa School does not guarantee that the school will be completely nut-free. Instead, this policy is intended to educate the Europa School community about the dangers associated with nut allergies, as well as to create a layer of protection for our pupils. We believe this policy will create a safer environment for everyone. The Europa School calls upon each and every family, pupil, and staff member to adhere to the policy. For its part, the Europa School will take the following precautions and actions:

- The parents or carers of any child who is allergic to nuts must inform the School of this allergy. The Europa School will make sure that each member of staff knows which children suffer from nut or other allergies.
- The parents or carers are responsible to ensure that there is appropriate medication in the school and that it is in date.
- The Europa School will conduct an annual staff training to educate staff about nut allergies and about proper response to an emergency involving an allergic reaction to nuts including administration of an EpiPen.

- Any nut products brought by students or staff to the school will be confiscated and removed from the premises.
- The canteen staff will take precautions when ordering food products that it does not contain nuts.
- Each child identified as having a nut allergy will be required to provide the School with written guidance from his/her medical doctor about the nature and severity of the allergy, and how to treat the student should he or she suffer a reaction. A child-specific emergency plan will be developed by the staff, in collaboration with each child's parent, for all children known to have a nut allergy. Moreover, if a doctor prescribes epinephrine to a pupil, the pupil will be required to keep an updated dosage at school, which may be administered by the pupil or staff in the event of an emergency.

3. Playground and dining hall rules

Introduction

Children may spend up to eight hours a week outside class having lunch or in the playground. For most of them most of the time, these hours provide a welcome break from the routine demands in class, an opportunity to socialise and to be active and creative on their own terms. However, some may find the more informal structure challenging and may need support in learning to cope. To create the best possible atmosphere for all, there are rules for the Dining Hall and playgrounds. Class teachers talk to the children regularly about behaviour and how everyone benefits when the rules are followed.

Consideration for others is always emphasised, and children are brought to understand why particular behaviour is unacceptable. They are encouraged to reflect on the consequences of their actions and to find ways of avoiding/preventing similar situations in the future. We trust that you will encourage your child to play well with others, learning to share and to compromise where necessary and to develop strong and lasting friendships, based upon mutual respect, good manners and kindness.

Supervision at play times is provided by teachers and/or teaching assistants, who are aware of the standard of behaviour expected. The class teachers will be informed if the playground rules are not respected.

The Europa School will not tolerate bullying in any form and we do not want name-calling, teasing or rudeness to spoil anyone's right to a happy playtime or learning. Where necessary, the class teachers or head of primary may decide to contact the parents, to ensure that the child is receiving consistent guidance from both home and school.

Older pupils in the school can volunteer for a buddy rota, where they visit the playgrounds of the younger pupils, and actively engage the children in play.

You can read our playground and dining hall rules here. It would be very helpful if the parents/carers of children reinforce these rules by explaining them when a child questions them at home.

Playground rules

- Please go directly to the playground P2 when you arrive in the morning.
- Raining: go to playground P2 and stay under the covered areas.
- Go to your own playground at all other play times.
- Stay within the playground boundaries until the bell rings.
- Please use only the toilets directly accessible from outside.
- Respect the signal from other children which says: “Stop that behaviour!” or “I’ve had enough”.
- Walk. Don’t run in the narrow areas.
- Ball games are subject to approval by the playground supervisor and their rules must be followed.

Equipment

- Play safely and appropriately.
- No pushing or pulling on any of the equipment.
- Give others a chance.

Take care of yourself and your belongings and your friends and their belongings and look after everyone and everything in our school.

Dining hall rules

Please come to eat your lunch with clean hands.

- Wait in line quietly and sensibly.
- Remain seated until you have finished eating.
- Please clear away your tray and glass.
- Please leave your table clean.
- Please put all rubbish in the bin on your way out.
- In the Annexe: please tuck your chair under the table.

Please remember:

- Be polite to children and adults.
- Eat in a mannerly way.
- Enjoy your lunch!

4. Mobile Devices

If a pupil brings a phone to school, the school is not responsible for its loss or damage. The pupil needs to hand in the phone to the teacher at the beginning of the day and needs to retrieve it at the end of the day. The pupil is not permitted to use its camera or browse the internet (including social media) on school premises. Parents have to ensure their children are aware of these rules before letting their child enter school premises with a phone.

Other mobile devices are not permitted for primary school pupils.

5. Anti-bullying & Harassment Policy

The Europa School has a clear policy of equal opportunity and non-discrimination in employment and admissions. This policy is integral to our School philosophy and values and is part of the foundation of the quality education and supportive environment we are committed to providing to our students, faculty, and staff.

The School's policy prohibits harassment or bullying. We want to foster appropriate interactions, free speech, and academic freedom, but we must also recognise our boundaries and obligations with respect to each other and the School. Harassment and bullying are defined by the School as including threats, inappropriate physical contact, intimidation, demeaning remarks, jokes, or insults based on legally protected characteristics, as well as unequal treatment premised on such characteristics. The full policy is available as a separate document and is intended to provide guidelines to all of us, so that we will understand the kinds of conduct that will not be tolerated at the school;

- if any harassment or bullying occurs, it will be recognised quickly;
- everyone who is a victim of, or a witness to, harassment or bullying will feel free to express his or her concerns;
- any instances of harassment or bullying will be dealt with appropriately and,
- those who indulge in bullying are themselves helped to renounce such behaviour.

In the playground, there is a buddy system, with pupils looking out for the children that need support or attention. The buddies are volunteers from the older year groups.

6. Smoking

The school and the school grounds are designated "No Smoking" areas. This applies at all time and is in line with Oxfordshire County Council Policy. All adults entering the school and school grounds need to comply with this policy. Please note that "vaping" and the use of e-cigarettes is also not permitted on the school site.

Health and Safety

If your child is unwell at school, you will be contacted to make appropriate arrangements for their care. We keep a register of emergency contact information for all children. Please keep us up to date with any changes.

We provide staff with basic first aid training. The Key First Aiders are Bee Matthiesen and Dési Correia.

Medication

Pupils are not allowed to carry any medicine with them, however mild it may seem (with the exception of inhalers). Please ask your GP for medication that can be given in the mornings and evenings only. If it is not possible, parents may arrange to come to school at lunchtime to administer the medication.

In exceptional circumstances, you can ask for a member of staff to administer the medication via the school office. Any parental request for medicine to be administered to a pupil by a member of staff must be made by completion of a detailed pro-forma available from the **office but no guarantee can be made that it will be given at the appropriate time**. If permission is given for medicine to be left, the container must be clearly labelled with the pupil's name and must be delivered to and collected from **the school office** by a parent or guardian. A medicine spoon or syringe must also be provided. Please note that school staff is not obliged to accept responsibility for administering medicine to pupils. You should always consider carefully whether it is wise for your child to be attending school during a period of illness.

Minor Accidents

If a child has a minor injury i.e. minor cuts and grazes, a qualified first aider will administer first aid and allow the child time to recover in a quiet place with supervision. If the member of staff feels the parents need to be informed, the details of the incident will be recorded on the incident form which will be given to the parents and a copy will be also kept into the school incident book.

Serious accident or illness while at school

In the event of a serious accident or illness involving a pupil, they will be transported to hospital either by taxi or ambulance, as appropriate, and the parent/carer informed immediately.

Diarrhoea, vomiting and raised temperature/Illness

Parents are asked not to send their children to school if they are unwell. They should be kept at home for at least 48 hours after vomiting/diarrhoea and 24 hours after having a raised temperature, to ensure that they are fully recovered.

Asthma policy

Parents of pupils who have asthma are required to notify the school of details of their child's condition by means of the medical form – specifically whether medication is required and whether the child is

permitted to carry his/her own inhaler. Inhalers and any spacers must be clearly named. A spare inhaler must be provided to be kept in the class room.

Specific Medical conditions

Children with specific medical conditions are supervised as appropriate following discussions with parents. If you have any anxieties, please contact your child's teacher and the office. The office keeps a printed medical record of children with medical conditions. Please contact the office for a form. The staffroom has a display of children of whom it is important that staff is aware of their condition.

E-safety

At the Europa School we believe that accessing the internet is of great educational benefit, however we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.

- Pupils must ask permission before accessing the Internet.
- Should any pupils encounter any offensive material on the internet, they are expected to report it immediately to a teacher.
- It is forbidden to be involved in sending chain letters.
- Pupils should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No personal information such as phone numbers and addresses should be given out over the internet and no arrangements to meet someone made.
- Pupils not complying with these expectations will be warned and may be denied access to Internet resources.

School community

Details of the Governing Body and Trustees are available separately.

PTA

The Europa School Parent Teacher Organisation is highly valued by the school. You can find more information on their website <http://www.europa-pta.org/>

DVD library

The PTA has organised a DVD library for the children. They can bring home a DVD once every week at the moment, although the timing may change. Please return DVD's before each holiday. If your child loses a DVD, a contribution of £5.00 will be asked to replace the DVD. If you do not wish your child to participate in the DVD library, please inform the PTA via europadvdlibrary@gmail.com

European School Culham

The Europa School has a special connection with the European School Culham (ESC). Not only with sharing the same site and curriculum, but many families will have children in both schools. Sharing a site could lead to challenges, but we hope that by using the site sensitively and respectfully, we will ensure that staff, pupils and parents all enjoy a rich and lively collaboration. We ask that you support us in this endeavour so that we can all work together for the sake of the Europa School and ESC children.

Library

A parent runs our primary library. It is open for all pupils on Tuesdays and Wednesdays after school. Please make sure your child returns all books and dvd's before each holiday.

Traditional Celebrations

In order to perpetuate and learn about traditions from different culture, various traditions are celebrated during the course of the school year. These special events, organised by the School and the Europa School-PTA, and whenever possible in conjunction with CESPAs include: Halloween, Christmas, Carnival/Mardi Gras, St Martin's Fest, Sinterklaas, La Befana, Epiphany/Los Reyes Magos, etc.

Birthdays

Children can celebrate their birthdays in school by bringing in (nut free) cakes or other snacks for their class and friends. The cakes need to be cut in pieces and please also provide napkins or paper plates. Please do not allow your children to come in with sweets to share around.

After school life

After school Club

The after school club is an independently run organisation on the school premises. Please contact Ruth Mullen at culham.afterschool@gmail.com for more information.

After School Activities (ASA)

A list of activities can be found on our website: <http://www.europaschooluk.org/school-information/after-school-activities/> Activities usually run straight after school and possibly on Saturdays during term time, both on the school premises and off-site. There is a charge for the activities which varies according to the course, but, according to need, the school will do its utmost to enable the child to attend after school activities.

Parents who enrol their children for any of these courses agree to abide by the Protocol below.

Protocol

Europa School UK parents whose children take part in the extra-curricular activities both on the school premises and off-site understand that:

- you need to inform the school office of the enrolment of your child in a certain club and inform the office of any changes in the schedule;
- details of any medical condition which could affect the safety of their children and others must be disclosed to the teacher of the club;
- with the enrolment of your child in an after school activity you allow the school to hand over your child to the teacher of that club at the end of the day;
- the Europa School has the right to exclude at any time (either temporarily or permanently) pupils that misbehave or wilfully ignore instructions for the safety of themselves or others, or indulge in any form of inappropriate behaviour without a refund;
- Public Liability insurance is provided by the School or organiser of the club, together with limited personal accident and medical expenses cover;
- control over own personal belongings and insurance of personal property remains their responsibility;
- punctual delivery and collection of their children before and after the activity is their responsibility, and you have to check before whether anything is organised for the club in question;
- supervision and safety cannot be provided by the Europa School outside the times of the courses themselves;
- accepted application forms are binding for one term and refunds cannot be made;
- courses will only be run if there is sufficient demand.

Complaints Procedure/Raising Concerns

We aim to establish good communications and relationships between home and school and we hope that if you have any concerns you will:

1. Contact the member of staff concerned.
2. Speak to the Head of Primary, if your complaints are not dealt with satisfactorily.
3. Speak to the Principal, if your complaints are not dealt with satisfactorily.
4. Contact a member of the governing body if you have done the above and are not satisfied.

Should all this fail, the local Education Authorities complaints procedure is available as an option. Details are available from the school office.