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Europa School UK

Parent / Guardian Handbook

2018-2019

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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 and updated and are happy to answer further questions. Please note that any reference to “parents” in this document also includes guardians / 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 both schools – Europa Primary and Secondary
- 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 rich 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 - Whole School

Contacting the School

<i>Address:</i> Europa School UK Thame Lane, Culham Abingdon OX14 3DZ Tel: 01235 524060	<i>E-mail:</i> reception@europaschool.uk <i>Web site:</i> https://europaschooluk.org <i>Parent portal:</i> https://mis.europaschooluk.org Parent portal app: Schoolbase (school code is 7587)
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The Office is open between **08.00 – 16.30** during term time.

The school office is located in the main school building, reached from the Thame Lane side by following the full extent of the yellow line.

In normal circumstances, your first point of contact concerning your child's *education* will be the class teacher. Your first point of contact concerning anything practical, such as pick-up arrangements, and absenteeism, will be the school office. We ask you to keep e-mail communication with teachers short. Any detailed matters can then be dealt with by appointment.

Primary school hours are 08:25 – 15:35. There is supervision from 08:00 onwards. Secondary school hours are 08.15 to 15.45, entry to the school from 08.00 onwards.

Education and Pedagogical Team

Principal (acting)	Lynn Wood	principal@europaschool.uk
Head of Primary	Pascal Maréchau	primary@europaschool.uk
Head of Secondary	Lynn Wood	secondary@europaschool.uk
SENCo Primary	Sarah Kynoch	s.kynoch@europaschool.uk
SENCO Secondary	Francis Corrie	f.corrie@europaschool.uk

Administration Staff

PA to Head of Primary	Sue Gibbons	s.gibbons@europaschool.uk
PA to Head of Secondary	Sophie Huyghues Despointes	s.huyghuesdespointes@europaschool.uk
Finance manager	Nicola Tanner	n.tanner@europaschool.uk
HR and Admin	Anna Cole-Morgan	a.cole-morgan@europaschool.uk
Data management /Admissions	Dési Correia	d.correia@europaschool.uk
IT support	Steve Millmore	s.millmore@europaschool.uk

Office Staff	Bee Matthiesen Kathy Rushton Susi Dalton	reception@europaschool.uk bus@europaschool.uk
Activities Coordination	Georgina Neville Hanne Starling	activities@europaschool.uk

Bank details

Europa School UK
Sort code: 30 67 53
Account number: 25856968
Ref: Name child and class

Home/School communication

All parents will complete an information form when their child enters the school. Parents 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 or phoning, ALWAYS give the name and class of your child, so that messages can be delivered efficiently.

Parents will be provided with a login to the **parent portal** - SchoolBase: <https://mis.europaschooluk.org> (domain name: europa) The parent portal can be used to change personal details, to check the bus schedule, to book activities, to book parent evenings, to check a child's attendance and to read the school reports and other documents. The school calendar is kept up-to-date and can be imported in your personal calendar or you can use the SchoolBase app. Free to download via Apple store or Android. Set up should be ready when term starts, the school code is 7587. Please contact [Desi Correia](#) for login details or to reset your password.

Calendar feeds:

All parent events: <webcal://ical.schoolbaseonline.biz/Calendar/ICSFiles/7587/5%2341%236.ics>

Primary parents: <webcal://ical.schoolbaseonline.biz/Calendar/ICSFiles/7587/5%2342%236.ics>

Secondary Parents: <webcal://ical.schoolbaseonline.biz/Calendar/ICSFiles/7587/5%2341%236.ics>

Unforeseen Absence and lateness

Unforeseen absences must be notified no later than 8.15 /08:25 on the first day of absence. We recommend you use the parent portal to do so. Alternatively, please call the school office on: 01235 524060.

Teachers take the register at the start of morning 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 pupil must be signed in at the Office to avoid an unauthorised absence for the day. School starts promptly at 08.25 for Primary and 08.15 for Secondary. There is supervision of Primary children from 08.00 onwards. Secondary pupils can enter the site at 08.00 too.

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 ; and
- an email will be sent out to all parents in the parent email group.

Visitors

Parents and other visitors to the school must report to Reception on arrival. No visitor is allowed into the school without permission and a visitor's badge. No visitor is allowed into a classroom without the specific permission of the Head Teacher. No visitors are allowed on the last day of the school year.

Attendance

From Article 30 of the General Rules of the European Schools:

Regular attendance at classes

1. Without prejudice to the SEN regulations, attendance at classes shall be organised as follows
 - Acceptance of a place at the School shall imply the right and the obligation to attend all courses of instruction listed in the curriculum and to do such work as is set. Pupils are also required to take part in any organised activities declared compulsory by the Headteacher .
 - b) Attending all courses of instruction shall mean regular and punctual attendance at the classes indicated in a calendar and timetable produced and given to pupils at the beginning of the year.
 - c) A pupil's attendance at classes is necessary to ensure his/her development and to enable the teacher to make a full and accurate assessment.
 - d) A pupil's attendance at a course shall be considered regular if the number of periods of presence is at least 90% of the number of periods actually organised.

2. Dispensations

- a) Physical education

i A pupil may be excused attendance at physical education classes only at the request of the pupil's parent and on production of a medical certificate that it would be inadvisable for him/her to take part.

ii Except in duly certified cases of permanent disability, dispensation may only be granted for one term, according to the organisation of the school year. It may be renewed only if a further medical certificate is produced.

b) In exceptional cases and on duly certified medical grounds, a pupil may be excused part of his homework by the Head teacher. Such authorisation may not be outright; it may be granted for a specified period only, at the express request of the pupil's parents on the understanding that the pupil's chances of promotion at the end of the years S5 and S6 may be jeopardised.

c) Allowances are made for pupils aged four, up to the beginning of the term following their 5th birthday. These pupils can be collected before lunch at 11:10 on Wednesdays. They must be signed out at the Office upon collection by the parent/carer.

Absences – Primary and Secondary

There are two types of absence:

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

a) Recording of absences

The School shall keep a record and daily register of pupils' absences. At the end of each term, the School shall draw up a list of absences for each pupil. Unauthorised absences will be clearly identified. Parents can keep track of their child's absences via the parent portal.

b) Consequences of absences

i In the event of unauthorised absence for more than 15 consecutive days, **the pupil shall be deemed to have left the School. The pupil's parent shall be so informed by registered letter.**

ii **Should repeated unauthorised absences of one or more periods continue to occur after the Head teacher's warning, the Discipline Council may decide on the pupil's exclusion.**

iii In Secondary, should the number of periods during which a pupil is absent from a course be such that there is a risk that it will not be possible for an A mark to be awarded, the Headteacher will warn the pupil's parents of the consequences outlined in paragraph e) for classes 4 – 6 and in paragraph g) for 7th year classes.

iv In Secondary year 7, if at the end of the first term, the number of absences seems likely to exceed the threshold of 10% of the periods actually organised in one or more subjects, the Headteacher will warn the pupil's parents of the risk of non-promotion or of being unable to take the Baccalaureate examinations.

c) Absences on personal grounds

i. Only the Headteacher or Principal may give a pupil permission to be absent from School.

ii. Except in cases of force majeure, the pupil's parent must apply for such permission at least one week in advance. Applications shall be made in writing (e-mail), indicating the period of absence and giving reasons.

- iii. Permission may be granted for a maximum of two days plus reasonable travelling time.
 - iv. Except in cases of force majeure, permission may not be granted for the week preceding or the week following school holiday periods or public holidays.
 - v. In the case of the death of a close relative a longer absence may be permitted.
- d) Absences on sick grounds
- i. In the event of a pupil's being unable to attend school because of illness, the pupil's parents will inform the school, not later than the second day of absence.
 - ii. Without written notification from the pupil's parents or production of a medical certificate within the period laid down in points i , such absences shall be regarded as unauthorised and raised with the Headteacher.
 - v. Where a pupil contracts an infectious disease, the pupil's parents must notify the Headteacher in writing and adhere strictly to the quarantine for him/her and other pupils living under the same roof. The pupil shall be readmitted to the School only on production of a medical certificate from a doctor.

Absences – Secondary only

- e) Absence for a valid reason in years 4 to 6
- i. If a pupil in years 4 to 6 has a long period of absence for a valid reason, with the result that A marks for class work in the first semester cannot be awarded, the A marks for class work in the second semester will be doubled for calculation of the final mark.
 - ii. If this absence means that a pupil cannot be awarded A marks for either the first or the second semester, his/her promotion in S5 and S6 will not be possible.
 - iii. Normally, a pupil, who by reason of a long period of absence for a valid reason has not been able to attend classes in the second semester, may not be promoted in S5 and S6. In exceptional cases the Class Council may reconsider the case of such a pupil.
- f) Absences from written examinations in years 4 to 6
- i. Where a pupil is absent from a written examination in years 4 to 6, the pupil's legal representatives shall inform the Principal of the reasons for his/her absence, immediately or the next day.. The Principal will pronounce on the validity of all other reasons and shall decide whether the absence is justified or not.
 - ii. A pupil who is absent (for a valid reason) from one or more first semester written examinations and has not had the opportunity to take a substitute examination, but who takes the second semester examinations in the same subjects, will have his/her final annual marks calculated on the basis of the results achieved in the second semester.
 - iii. A pupil who is absent (for a valid reason) from one or more second semester written examinations and has not had the opportunity to take a substitute examination shall be required to sit a promotion examination early in the new school year in the subjects he/she has missed, unless he/she obtained a mark of at least 7 in these subjects in the first semester and an A mark of at least 7 in the second semester.
 - iv. If a pupil is absent for a valid reason for the examinations in one or more subjects in the first and in the second semester, he/she shall be required to sit promotion examinations in the subjects which he/she has missed.

v. In cases where there is no valid reason for the absence or absences mentioned in points ii, iii, and iv, a pupil shall be awarded no marks (0) for the examinations missed. The pupil's parent shall be notified of this decision.

g) Absences in year 7: A marks

Without prejudice to the provisions in Article 8 of the Arrangements for implementing the Regulations for the European Baccalaureate:

i. Where a pupil in year 7 has a long period of absence because of duly certified illness, with the result that A marks for class work in the first semester cannot be awarded, the A marks for class work in the second semester will be doubled for calculation of the final mark.

ii. If this absence means that a pupil cannot be awarded A marks for either the first or the second semester, it will not be possible for him/her to take the Baccalaureate examinations in that year.

iii. In the event of frequent periodic absences in year 7, the Class Council shall be required to decide whether the pupil's studies conform to the rules and may, in certain cases, call into question the validity of his/her registration for the Baccalaureate, determination of the A mark being jeopardised.

h) Absences from written examinations in year 7: B marks

Without prejudice to the provisions in Article 8 of the Arrangements for implementing the Regulations for the European Baccalaureate:

i. Where a pupil is absent for a valid reason from one or more long part examinations organised by the School at the end of the first term, he/she must sit replacement examinations conducted under the same conditions as the initial examinations, on dates decided by the Principal.

ii. Where a pupil is absent for a valid reason from one or more short part examinations, he/she must sit tests conducted under the same conditions as the initial tests, on dates decided by the teachers concerned.

iii. Where a pupil is absent without grounds from one or more part examinations in year 7, he/she will not be allowed to take the Baccalaureate examinations.

Pupil Premium and Free School Meals

Your child may receive extra support if you are entitled to pupil premium. Free school meals at Year 3 and above and other financial help are available to children from families who are on Income support or Income Based Job Seekers Allowance. Please return the pupil premium form at the beginning of each school year, if you are entitled to this provision, which is helpful to your child and to the school. Confidentiality will be respected at all times.

<https://europaschooluk.org/parent-info/forms-and-guides/>

Term dates and Holidays 2018-19

Please note that all dates are inclusive.

Autumn Term, 2018	<p><i>Wednesday 5 September to Thursday 20 December</i></p> <p>Staff training day: Monday 3 September</p> <p>Staff training day: Tuesday 4 September</p> <p>First school day: Wednesday 5 September</p> <p>Half term: Monday 22 October to Friday 26 October</p> <p>Staff training day: Friday 21 December</p> <p>Christmas holidays: Monday 24 December to Friday 4 January</p>
Spring Term, 2019	<p><i>Monday 7 January to Friday 05 April 2019</i></p> <p>Half-term Break Monday 18 February to Friday 22 February 2019</p> <p>Easter Holidays: Saturday 06 April - Monday 22 April</p>
Summer Term, 2019	<p><i>Tuesday 23 April to Friday 5 July</i></p> <p>Early May bank holiday: Monday 6 May</p> <p>Half term: Monday 27 May - Friday 31 May</p> <p>Last Day: Friday 5 July 2019 (full day)</p> <p>Autumn Term, 2020</p> <p>Beginning of September, to be confirmed</p>

Lost & found

Pupils should 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**. Please do NOT email teachers or office staff about lost property. If your Primary-aged child loses 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 taken to the lost property room (near the school reception) which is shared by primary and secondary. It is open every Friday from 3.30 till 4 for parents to come and retrieve the lost things (depending on the availability of the volunteers). After one month, if items 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 your child takes the bus or you cannot come to school on a Tuesday AND your clothes are named, please email 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! Our PTA tries to get good deals on labels on behalf of all of the parents, so please check their website: <http://www.europa-pta.org/>

Please, please label at least the coats and sports kits so we can reunite them with the children. Please do not keep the 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 whom 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. If you have some time available, the lost property team can always do with a helping hand.

Taking note of the above it should go without saying that pupils should not bring anything of value (emotional or monetary) into school.

Drop off and pick up

Introduction

Our assumption is that Primary pupils 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 email suffices. If there are any special arrangements for secondary pupils, we would appreciate to be informed. Secondary pupils should be enrolled in an activity or leave the school grounds promptly at the end of the day.

Arrival – Car and Bus

Car

Pupils 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 pupils, so if you use the drop off in the mornings, your children must be old and responsible enough to make their way into school. Primary children go to the enclosed Primary playground, 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. Secondary pupils can enter the grounds at 08.00 and make their way to the secondary part of the school.

Pupils coming to school in their own cars may use the school car park, provided they have been granted permission by the school and that they drive sensibly and with care, otherwise this permission will be withdrawn. Permission forms are issued by the school office. If pupils have permission to leave school during the day, they must not take other pupils with them.

Departure – Bus

Links:

- Please read the information on our website carefully:
<https://europaschooluk.org/parent-info/transport/>
- Parent Portal – bus menu (read only): <https://mis.europaschooluk.org>
- E-mail address: bus@europaschool.uk

All pupils:

Please send an email to bus@europaschool.uk with the regular schedule at the latest 7 days before the start of term. Mention “Routine Name Child, year and BUS no.” in the title please. Check this is entered correctly in our database on the first day of term please.

Primary pupils travelling by bus are supervised until the buses leave. Last year there were about 185 primary pupils that took the bus on a regular basis and at the moment there are at least 10 members of staff involved in the supervision and ensuring the younger children are ticked off a list and put on the right bus. Please consider a monthly donation to help us with the costs of

this, so we can use school funding for education:

<http://uk.virginmoneygiving.com/charity-web/charity/finalCharityHomepage.action?charityId=1010802>

Pupils should know the number of their bus, its destination and their stop and have your contact details with them. Please check the parent portal on the first day of term whether we have the schedule right in our database.

Pupils who miss their bus, will be sent to the School office where the necessary arrangements will be made.

Reception up to and including year 3:

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.

For these children we ask you to not deviate from the normal schedule unless there is an emergency. If a child is absent, our database will pick this up automatically, so you don't need to notify us about that separately.

Please report changes to bus@europaschool.uk: teachers may not have the time to check their emails regularly and in our experience the children are unreliable messengers. **In case of any doubt, children will remain at school. The school staff will not make any last-minute decisions.**

The best way to ensure there is no confusion is by choosing a routine and to not change it.

Departure - Car

There is no supervision of pupils 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.

The children will have to be old enough to cross the zebra crossing by themselves, if you wish to wait in the car park. 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).

The reception aged children can be picked up early, at 15.15. If you don't have older siblings, please leave promptly so there are car park spaces for the older pupils. On Wednesdays you are welcome to stay and chat for a while though.

Cyclists

Cyclists should use the cycle path up to the driveway by the Chapel, and not Thame Lane, as the bend in the road can be quite tricky. Cycling across the playground is forbidden. Bicycles may be left only in the racks by the Chapel or at the rear of the school and should be properly locked. The school does not accept any responsibility for lost or broken bicycles. Cyclists are strongly recommended to use safety equipment at all times.

Rules, Regulations & Policies/ Code of Conduct

Whole School

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 no-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. 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.

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.
- For primary pupils, we ask parents to provide the teachers with a named box with appropriate snacks that can be given to the child whenever there is a special treat.

Mobile Devices

The school is aware of the need for some pupils to carry mobile phones for personal safety and protection while travelling to and from school.

The school is also conscious of the possible dangers and problems that may arise from the use of mobile phones by pupils attending school. These arise from:

- bullying of pupils through SMS or other means
- possession or transmission of inappropriate/unlawful images
- general nuisance in the classroom and social area
- accessing inappropriate websites on the internet
- possible theft of phones and the resultant loss of time to staff due to investigations

For the reasons mentioned above mobile telephones are not banned by the school but their use in the school building, on the school grounds or while on school activities is banned. The only exceptions to this rule are that mobile phones may be used in the reception on request. **The pupil is not permitted to use its camera or browse the internet (including social media) on school premises.** Mobile phones must be switched off at all times and they are confiscated from pupils in breach of this rule. This includes the practice of having the mobile phone in pockets and using them to listen to music with an earplug. Confiscated mobiles may be collected at Reception after school and parents will be informed. If repeated, pupils will receive a detention and the phone will be confiscated and kept at the school office until **the parents** can collect it. Parents must ensure their children are aware of all these rules before letting their child enter school premises with a phone.

Parents are asked to support the school by 1) not allowing pupils to bring phones to school unless absolutely necessary and by 2) contacting Reception instead of their children's mobile phone. The school will not take responsibility for mobile phones that are stolen or disappear on school grounds.

If a pupil needs to contact home in an emergency during the course of the day, this contact must be made through the Reception or the Counsellors.

For primary pupils, mobile phones are not permitted in school. If a pupil brings a phone to school, for an exceptional reason, it must be handed in to the teacher or office until the end of the day. Please make sure the phone has sufficient parental control on it, so that the internet is not readily available. If a child uses the internet on a phone, the school cannot control which sites it can access.

Anti-bullying & Harassment Policy

Definition: Bullying means that one person is deliberately using his or her power over another to make them feel bad. Bullying does not include having a single argument or fight with someone, or saying something bad to someone once when you are angry. Bullying goes on deliberately over a period of time.

The School's policy prohibits harassment or bullying, among children or adults. 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.

A group of parents and teachers work together specifically to foster our whole school relationship. The group promotes values that the children themselves have chosen, to create the school environment they want to be part of.

Europa School values are:

Greet Each Other	Allow Personal Space
Say Please and Thank you	Share Your Opinions
Be Kind	Find Solutions
Look After Each Other	Understand Each Other

Include Others	Speak Out
Respect All Feelings	Seek Help When Needed
Find Forgiveness	Respect Equipment
Say Sorry	

School dress code

There is no uniform at the Europa School. However pupils are expected to dress sensibly for the weather and activities and to look smart, ready for learning. Children should take off any outdoor clothing, e.g. headwear, scarves, gloves and coats, in class. For safety reasons, please don't wear large hoops or dangly earrings.

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.

Especially for primary, please do not let your child wear clothes at school that you do not wish to get dirty.

For Reception, year 1 and year 2, please provide a spare set of labelled plimsolls or other shoes to wear indoors. Make sure they have waterproof soles though, for when the children have to go outside for fire alarm practise. Some teachers ask you to bring in an old t-shirt for art work.

Code of Conduct for Parents

We expect parents will support school by:

- Spending time speaking to their child and listening to what they have to say
- Upholding the ethos and rules of the school
- For primary children, reading a bedtime story most nights and helping their child with any homework
- Being polite and courteous to adults and children alike
- Talking to school if they have any concerns or compliments!
- Bringing and collecting their children on time
- Not discussing the business of school or children attending school in any public forum including social networking sites
- The school staff is made up of people from many cultural backgrounds and there may be things that surprise you or even shock you. Please feel free to contact our staff with any queries, but please do so in the spirit that the school has the interest of your child at heart.

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.

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.

Dangerous and Forbidden Items

Dangerous items may not be brought to the school. Any pupil found with a dangerous item, eg knives, fireworks etc, will be severely punished.

In addition to illegal items, the following are among those banned: chewing gum, cigarettes, matches, lighters, knives, roller skates, roller blades, skateboards, frisbees and remote-controlled equipment.

I-Pods and other similar devices may only be switched on in the common rooms. They will be confiscated from pupils who are in breach of this rule. The rules as for mobile phones in the mobile phone section will be applied. The school cannot be made liable for any lost or stolen items.

Other Valuables

Pupils should not bring valuable possessions to school. The school does not accept any responsibility in case of damage to or loss of these.

Damage to school property

Damage to school property, including the buildings, must be reported without delay to the nearest teacher, the Counsellors, the Deputy Head or the Head. Parents will be required to compensate the school for any damage, accidental or otherwise.

Smoking / alcohol

Smoking is forbidden. This includes the smoking of E-Cigarettes. Being in possession of or under the influence of alcohol is strictly forbidden and will be severely punished.

Drugs

Pupils are strictly forbidden to bring drugs to school or to any activity organised by the school or to come to school under the influence of drugs. Any pupil who breaks this rule will be sent home immediately and severely punished. Any pupil distributing or selling drugs will be called before the Disciplinary Committee with a recommendation for his/her expulsion.

Cleanliness

It is the responsibility of all members of the school community to keep the school a clean and tidy place. It is forbidden to throw things on the floor, e.g. the remains of sandwiches, paper wrappers, empty tins. All must be put in the dustbins provided around the school. There is a weekly rota for each Class to perform a litter duty throughout the academic year (with the exception of Keystage 1).

Primary Specific rules

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 (Yr1-3), go to the canteen for the older year groups.
- 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!

Primary classroom Rules

Each class draws up their own rules, which will be based on the Europa School Values (see below) and according to their particular cohort. There is a high expectation that all children will embrace the rules. When this does not happen, Teachers take steps to help the individual or group to understand their importance. Steps might include agreeing a home - school reward

scheme for improving behaviour, or some tailored help, individually or in a group, outside the classroom. This fits with our inclusive ethos that all children are able to enjoy and thrive in their learning environment.

Secondary Specific rules

The school is a community and the School Rules are an expression of the need to safeguard the rights of all pupils, individually and collectively. The Rules have been made in order to create the best conditions possible for the school to be a place of learning, of personal development and of preparation for membership of a democratic society for each pupil. Pupils must be aware of the clear boundaries between acceptable and unacceptable behaviour. Pupils are expected to behave in a courteous, civilized and responsible manner to everybody and to respect personal and school property. Breaking the School Rules shows disrespect towards the other members of the school community.

Breaches of the Rules will be noted in a pupil's file; in serious cases and in the case of a series of breaches of the Rules parents will be notified and a meeting of the Disciplinary Committee called.

The Rules state some of the duties of the pupils but pupils also enjoy a number of rights, eg: The pupil has the right to:

- be informed of anything important concerning him/her and be heard in accordance with the Rules;
- talk to the Head if he/she believes his/her rights not to have been respected;
- be encouraged and treated with respect;
- be given the best possible chances of progression in his/her school life.

Timetable

School starts at 8.15 hrs and pupils must be in front of their classroom by 8.10 hrs. Pupils who arrive late will be registered and they will be detained after school or have a detention during a break time should this happen repeatedly (lateness due to the bus being late will not be held against them).

When changing classrooms, pupils will walk in a reasonable manner to their new classroom. If the teacher is not yet present, the class will wait quietly outside the classroom standing close to the wall so as to leave space for others to pass by. Should the teacher not appear after ten minutes, the pupils should go to the Library and one of them should go to the Reception to check.

S1-S5 have no lessons on Wednesday afternoons, except those who receive learning support. There will be a number of activities available pupils can sign up for via the portal, or there is supervised study.

Lessons

It is the responsibility of the teacher to create a positive learning environment in the classes and to do what he/she can to make sure that the individual pupil's progress as far as his/her abilities will let him/her. It is not a case of equal partners: the teacher is there to teach and the pupils are there to learn. The pupils also have a responsibility for establishing a positive learning atmosphere. They should be active and concentrate on the work in class. If they do not live up to this responsibility, it will not be possible for the teacher to do his/her job to the best of his/her ability.

This means that:

- Pupils must be on time for the lessons.
- Each pupil must occupy the place in class assigned by the teacher; pupils may not leave their seats to go to the dustbin etc.
- Pupils must have all necessary books and materials when coming to class.
- All homework assignments must be completed by each pupil in accordance with the direction of the teacher.
- Pupils must not interrupt the conduct of the class without first obtaining the permission of the teacher to speak; they do not talk to other pupils in class about irrelevant matters or occupy themselves with other things.
- Pupils are not allowed to eat or drink in class, unless the teacher gives permission.
- Class finishes only when the teacher dismisses the class.
- Pupils are expected to keep classrooms tidy at all times and not damage school property.

Any pupil who engages in abusive behaviour, who uses abusive language will be disciplined.

Disruption of lessons

Pupils who disrupt lessons may be sent out of class and in this case registered as being absent. They will be given a special piece of work by the teacher which must be done in the Library or the Study Room under the supervision of the Librarian or the Counsellors. Continued cases of disruption will be reported to the Head, who will take further necessary measures.

General rules

Around the school

General movement about the school should be characterised by respect for others and for the building. Running in corridors and all forms of rough behaviour within the school building and grounds is forbidden.

Outside school

Pupils are expected to behave in a proper manner when travelling to and from school. They should also remember that they represent the Europa School when they are on class trips and school trips. On such trips pupils should realize that at a minimum the school rules apply.

Free periods and cancelled lessons

In free periods and cancelled lessons pupils will be informed the room or area where they must stay.

The Library

Pupils who wish to work in silence or who have been given work to do on their own by their teacher may go to the Library.

The Study Room

In the Study Room the pupils may read or study in groups or on their own. Conversation is allowed in moderation.

Common rooms

Room 13 is currently designated as the common room for S6 and S7. Students are expected to keep the room clean and tidy and establish a common room committee with a weekly cleaning rota.

Canteen

When the canteen doors are open, the pupils can sit in the canteen or Annexe, making sure they leave everything tidy and neat. The area is out of bounds from 10.50 to 12.35, for set up and when primary pupils have lunch.

Outside

Pupils may go outside. No permission is needed during the official morning and lunch breaks. When going outside, pupils can go to the designated outside area for secondary, which is the football/basketball pitch behind the Chapel. Access to the football/basketball pitch can be via the Art Block or via the terrace under the flags. During normal break times they are also allowed to go to the fields if open via the former tennis courts adjacent to the main entrance. They can also use the big P1 playground until the primary children come out for their breaks. The school will however have the right to withdraw the permission to be out and about in the case of any kind of misbehaviour and confine all the pupils to certain supervised areas only.

S1-6 pupils may not leave the premises during the school day. However, on written parents' request, permission may be granted for a pupil to arrive later or leave earlier according to the timetable. S7 pupils may leave the school premises if the Counsellors have received a signed parental consent form and after the pupils have been signed out in reception.

Out of Bounds Areas

The following areas are strictly out of bounds:

- The car park
- The bike shed
- The bus bay
- The staff room
- The path next to the Nursery playground via the field
- The old football pitch near the huts
- The sunken garden
- All Primary playgrounds, apart from P1
- The sports field across the road, including the footbridge
- The orchards
- Within 10 metres of the field boundary
- The Reception corridor (except at break times for access to Reception).
- During examinations the area around the Chapel, including the football/basketball pitch, and around Rooms 113 and 114 (and possibly 115) will be out of bounds.

Discipline

Articles 40, 41, 42 & 43 of the General Rules of the European Schools

The purpose of disciplinary measures shall be to educate and train. The Principal shall ensure that the measures are coordinated and standardised.

A pupil who fails to observe the School rules and general rules on communal life within the school shall be subject to disciplinary measures.

Serious breaches of discipline shall be immediately reported to the Principal and a written report provided to the director on the first working day following the incident.

a) The list of disciplinary measures shall not imply that they can be imposed only in the order given.

All disciplinary measures from detention onwards shall be entered in the pupil's personal file and kept for a maximum of 3 years.

In a serious case, involving a risk to safety or health within the School, the Principal may, as a precaution, return a pupil to the care of his/her legal representatives pending the convening of the Discipline Council.

b) Disciplinary measures in the secondary cycle shall be as follows:

1. Reprimand.
2. Extra work.
3. Detention.

4. Warning and/or sanction by the Principal.
5. Temporary exclusion from the School by the Principal, for a maximum of three working days
6. Expulsion from the School decided by the Principal

A pupil's expulsion does not automatically give him/her the right to enrol in another European School.

c) Disciplinary measures in the primary cycle shall be of the same nature, except that expulsion shall not be possible.

The pupil's parents shall be informed of all disciplinary measures, with the exception of reprimands.

Disciplinary measures shall be taken at the three following levels:

1.1 The offence may be dealt with directly by the member of staff who witnessed the incident: reprimand.

1.2 Appropriate action by the teacher concerned in collaboration with the class teacher, an educational adviser or the principal educational adviser: detention and/or extra work, both with notification of the pupil's legal representatives and information to the Director.

2. Principal's intervention: on the basis of a report submitted to him (Article 42), the Principal shall summon the pupil and may issue a warning or take disciplinary measures extending to a temporary exclusion of a maximum of 3 working days.

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 in primary 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 classroom.

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.

Emergency evacuation of the buildings

In the event of fire or other emergency, pupils will leave the building by the nearest route and go to the assembly point with their teacher. They must assemble in Class groups in alphabetical

order: Year 1 at the south end (near the main building), descending in order to Year 7 at the North end (bus bay).

PRIMARY

Shape of Day

Reception to Year 3			
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 to Year 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

Lunch, snacks and drinks

No nut policy

Some of our pupils 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, but are closed when it freezes, so especially in the winter months, the children will need their water bottles.

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.

Reception, Year 1 and Year 2 will be provided with a free school meal partly subsidised by the Government (Universal Free School meals). Please inform the school office in case you do NOT wish your child to have school dinners, or of any known allergies. The cost of Primary meals is £2.58 per meal from 1st September 2018, the school is funded for 2.30 per meal for Reception, Year 1 and Year 2.

For Year 3 and upwards (including secondary), you can set up your Ipay account: <https://www.ipayimpact.co.uk> Please contact d.correia@europaschool.uk for your registration code. For the menus and more information, please see: <https://europaschooluk.org/parent-info/canteen/>
Each meal will cost £2.60

Packed Lunch

Children may bring a named packed lunch. If you do so, please also provide water. For enquiries, and particularly if there are special dietary requirements, please call or e-mail r.arevalo@europaschool.uk.

Physical Education, other clothes 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, or a track suit for the winter months. Children with long hair (m/f) should also bring in hairbands.

For Reception and Year 1 also: a spare set of clothes in case children get dirty or wet (underwear, trousers, t-shirt and socks)

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.

Other items to bring in:

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

For **swimming lessons** (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. The children will have a session of an hour per class, each class for one term. You will receive the dates for the swimming lessons and more details at the beginning of term.

Oxfordshire County Council Primary Music Service

The individual lessons provided by the music service during school hours are not suitable for children below Year 4. The younger ones, because they need someone to bring and collect them, and year 3 as they are already doing violin lessons and swimming during school hours.

By signing older pupils up to the music classes, you acknowledge that:

- the school has no system in place to keep track of the lessons/exams, so you need to coordinate with the teacher about school trips/music exams, etc. and inform the school in time.
- payment, the organisation of missed classes and any music exams, need to be arranged directly with the county council music service, not the school.
- missed school work must be sought and caught up with.
- if your child needs to attend an exam during school hours, you need to fill in leave of absence form (unless there is an educational reason the school objects, this permission will generally be granted).
- you authorise the school to let your child make their way to the lessons and back unaccompanied.

Whilst the school endeavours to provide a location for the music lessons to take place, we cannot guarantee this to be the case for all proposed time slots.

E-safety

For the Primary school, we make the following, shorter version of the ICT code of conduct, which picks out the salient, age-related points.

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 school work 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.

Years 5 and 6 receive workshops on internet safety kindly funded by our PTA.

SECONDARY

Shape of day

Morning		Afternoon	
Period 1	08.15 – 09.00 hrs	<i>Period 6 (Break)</i>	<i>12.35 – 13.20 hrs</i>
Period 2	09.05 – 09.50 hrs	Period 7	13.20 – 14.05 hrs
<i>Break</i>	<i>09.50 – 10.10 hrs</i>	Period 8	14.10 – 14.55 hrs
Period 3	<i>10.10 – 10.55 hrs</i>	Period 9	15.00 – 15.45 hrs
Period 4	11.00 – 11.45 hrs		
Period 5	11.50 – 12.35 hrs		

Pupils in S1-S5 will finish timetabled lessons at 12.35 hrs on Wednesdays, although some pupils will have Learning Support lessons or replacement test/exams in the afternoon.

It is essential that all pupils read the information given on the Daily Notice Board situated outside Room 1 and on the Electronic Notice Board situated outdoors on the wall of the tower block.

Dining hall

Opening times of Dining Hall: 09.50 - 10.10 hrs; 12.35 - 13.30 hrs

Students must behave correctly at all times. Proper queuing is essential. Keep the Dining Hall clean and tidy. At the end of the meal, it is the duty of each pupil to remove his/her own used plates, cutlery and wrappings from the table. If there are any plates, cutlery and wrappings which have been abandoned by someone else, please have the courtesy to remove them as well.

Meals may be eaten only in the Dining Hall and outside the buildings. Cutlery and plates may not be taken out of the Dining Hall. Secondary pupils may start entering the Dining Hall at 12.35 according to their accorded time slots. Pupils who are free in period 5 may not enter the Dining Hall before 12.35. Any pupils scheduled for a lesson during the lunch hour, can get lunch either before or after with a card they can pick up from the school office.

The canteen is cashless, so any pupil that wants to make use of the canteen needs to sign up for an Ipay account: <https://www.ipayimpact.co.uk>

The registration code can be obtained by contacting d.correia@europaschool.uk

Children can be registered for biometric payments (with their finger). For registration please contact Desi Correia d.correia@europaschool.uk. Parents will need to give their consent for this. Our new enrolment form has a section where you can give your consent.

It is also possible that the children are given a pin code, but it's less secure than the biometric system, so please make sure your child does not share the code with any of his or her friends. The school cannot take responsibility for any items bought with a pin code by someone else.

Class Teachers

The Head of Secondary shall appoint a class teacher for each class in the Secondary cycle.

Class teachers shall be responsible for:

- Centralising information on the progress and conduct of pupils in their class;
- Assisting the Head and colleagues in disciplinary matters concerning these pupils;
- Preparing for meetings of Class Councils on instructions from the Head;
- Reporting to the Principal/Head of secondary on all questions s/he refers to them, and in general ensuring that the General Rules and the Management's instructions are adhered to.
- The class teacher is the link between the parents individually (or the parent representatives of the class), the pupil delegates of the class and all the teachers who teach the class.

The Class Teacher is expected to:

- Ensure that students are familiar with the general rules of the school.
- Pass on relevant information to students and make sure they understand how it affects them.
- Act as a central collecting point for information about students.
- Give support and guidance to their students.
- Prepare and lead Class Councils
- Work closely with other teachers, the Counsellors, the management and parents in dealing with problems concerning their class.
- Assist in the resolution of individual or class problems.
- Encourage, along with other staff, high standards of work and behaviour.
- Assist in the integration of new students, particularly those who are new to the school.
- Liaise with the group's previous and succeeding Class Teacher about specific problems.

Absent teachers

Absent teachers are replaced as far as possible. The pupils should go to their classroom and wait for the teacher replacing. If however an absent teacher is not being replaced, his/her name will be mentioned on the absence list on the Daily Notice Board. . If a teacher does not come to his/her lesson, pupils have to report to the Reception after waiting for ten minutes.

Library & study room

Our substantial and well-stocked Library and the adjacent Study Room are at the heart of the School and provide a quiet study and work environment. Both rooms are open all day. It is essential that all pupils work quietly and treat the Library and everything and everyone in it with respect.

The Librarian seeks to support all Secondary pupils, but she cannot do her duties properly unless pupils are quiet, disciplined and willing to support an agreeable working atmosphere. Pupils are therefore asked to observe the following rules:

- Please be quiet at all times.
- Only use the Library for **individual work**. Groups may use the Study Room.
- No food or drink may be brought into or consumed in the Library or Study Room
- Do not come into the Library to look for/socialise with friends. Use other facilities.
- Books must be properly checked out by the Librarian. Ask the Librarian if you are unsure.
- Returned books must not be placed on any of the shelves. Either place them on the special trolley by the Counsellors' office or hand them personally to the Librarian.
- Pupils must follow any instructions given by the Librarian or any other members of staff.
- Please note that unruly, disruptive or otherwise unacceptable behaviour will not be tolerated in the Library. Pupils whose behaviour or attitude is unacceptable may be banned from the Library at the Librarian's discretion. The management may take further action if necessary.

ICT

The school encourages students to make use of the school network and the Internet to access educational resources, to research material and to access material from institutions such as museums and libraries. Pupils will receive a login in the school's domain for email and storage of documents. They are expected to keep their login details private. The school can monitor everything in the domain, and we expect it to be used for school related conversations and work only.

The school network is closely monitored and is protected to guard against misuse and viruses, but the school cannot guarantee that the filtering is 100% effective. Any pupils coming across

something inappropriate are expected to report this to the school office or available member of staff if harmful to themselves or others, or to exit immediately.

ICT Facilities

For ICT tuition, there are three computer rooms in the Tower Block . The rooms can also be booked in advance by teachers for the use of ICT in their subject. Each room is equipped with a whiteboard and a modern fixed data projector (beamer). The ICT Administrator keeps digital cameras, digital video recorders, laptops and mobile data projectors which can also be booked in advance by teachers.

Every classroom around the school has at least one computer connected to the school network, therefore providing each teacher and pupil access to the internet and email during lessons. Some classrooms also have interactive whiteboards and fixed digital projectors.

There are a number of computers available in the library, and students can borrow a laptop from the librarian in exchange for a deposit (for example their wallet or phone). They have to check the state of the laptop when signing it out and mention any damages, as they are responsible for any damages when they return the laptop.

Years S1-4 may use the computers in front of the Counsellor's office (room 8), if the Counsellor is present. They may also use the computers in room 131 and 132 during break times, if supervision is present.

There is a colour multifunction Scanner/Printer available to all teachers and pupils of S6 and S7. All other pupils are discouraged from printing materials, homework assignments can be submitted via email. In exceptional circumstances, a teacher or office staff can print something for them.

ICT Code of Conduct

By signing in, the students agrees to abide by the ICT code of conduct. The code of conduct is subject to change during the academic year as it may be updated in response to particular behaviour/new phenomenon. In this instance, only pupils (not parents) will be notified.

If any pupil is in breach of the ICT Code of Conduct, the following sanctions will apply:

- Violations of the rules will result in a temporary or permanent ban on internet/computer use.
- Your parents/guardians will be informed.
- Additional disciplinary action may be taken in line with existing practice on inappropriate language or behaviour.
- When applicable, police or local authorities may be involved.
- If necessary, external agencies such as Social Networking may be informed.

This code applies to users of Information and Communication Technology at the Europa School. Access to the school ICT network is only permitted to those that have accepted this agreement.

Behaviour:

- You will treat the ICT facilities with care and leave the area clean and tidy when finished, ready for the next person.
- You should use email sensibly and constructively, using polite language.
- You should not cause any physical damage to ICT equipment.
- Eating, drinking and irresponsible behaviour is not permitted in ICT rooms under any circumstances.
- You should not enter the ICT rooms unless your intention is to do schoolwork, quietly.
- You should not spend more than 90 minutes using a monitor without taking a 15 minute break.
- You should not use any of the school's facilities to cause distress to others.
- Any reports of cyber bullying will be referred to the school leadership and are taken **extremely** serious.
- If you accidentally come across something inappropriate, you notify a member of staff. If no member of staff is available, exit immediately.
- The school email address/account should only be used for school related purposes.

Use of Facilities:

- Only use the school's facilities for work related to school such as subject work, homework and coursework.
- At school premises, you should only use your school email account and only for educational purposes. You are aware that the management has access to all communication via a log.
- When leaving the computer, you should always make sure you log out of your europaschool.uk account.
- Only use Streaming media for schoolwork, never for personal use (Youtube, Iplayer, Netflix, Amazon, etc.).
- You should not use social media at school (Facebook, twitter, flickr, Instagram, etc).
- Only print where necessary for school and be mindful of your print quota. (S6&7)
- Do not create or store files that are excessive in size.
- Do not use the ICT facilities to access, send or receive offensive or unacceptable mail or material (such as pornography, sexist or racist material).
- You should never attempt to fix computer problems yourself. Please report them to a teacher, Reception or ICT Services.
- You should not attempt to log on using another person's account or in any way try to use logon privileges that are not yours.
- You should not attempt to circumnavigate any security restrictions.

- You should not gain, or attempt to gain, unauthorized access to any part of the school's ICT system.
- You should not make, or attempt to make, unauthorized changes to any computer document or file that is not yours.
- You should not download computer documents/files (including games, video clips, sound) without permission.
- The presence of executable files or scripts is not acceptable, unless for the purpose of your ICT coursework.
- You should not breach copyright regulations.
- You should not deliberately place a virus, malicious code or other inappropriate program onto the school computers and you should make efforts to avoid doing so.
- All work produced on the school network must be saved to your drive in your google domain. Anything saved locally can be deleted without warning and can be accessed by others.
- You should never introduce alien hardware to the network without the agreement of the IT Administrator. This includes USB storage devices.

Access to Rooms:

- Access to any Computer room is not allowed unless a member of staff is present and has given direct consent.

E Safety:

- You should never opt to save your password automatically or write it down somewhere. You should not share your password with anyone else.
- You should keep access to all of your accounts private and take reasonable steps to prevent unauthorised use.
- You should not engage in real time chat without your teacher's permission.
- You should not disclose to anyone that you communicate with on the Internet any details that could identify you or your family, unless your teacher specifically gives you permission.
- You should not send anyone your picture (or that of others!) without permission from your teacher/parents/carer.
- You should not arrange to meet anyone in person without first agreeing it with your parents/teacher/carer and you should get them to come along to the first meeting.
- You should not remain in an Internet chat room if someone says or writes something which makes you feel uncomfortable or worried, and you should always report it to a teacher or parent.
- You should not respond to unpleasant, suggestive or bullying emails or bulletin boards and you should always report it to a teacher or parent.

Monitoring:

- The school has security cameras in the computer rooms, and the videostream is recorded
- The school retains the right to randomly monitor Internet use, emails and documents stored in your account.
- Use of the school's facilities for unauthorised activity may be a criminal offence under the Computer Misuse Act, will be treated as such by the school, and the appropriate authorities may be notified.
- All print jobs will be charged against the user's print credit quota (S6&S7)
- A user area and all the files in it remain the sole property of Europa School UK and are subject to inspection at any time.

These rules are not necessarily exhaustive, but explain the kind of behaviour and responsibility that is expected of pupils in school. Any user breaking any of these rules may have their access to the school computers withdrawn, and may face possible further action.

Class Trips and School Trips

Excursions and class trips are considered to be an important part of the school curriculum and pupils benefit both academically and socially. They may be organised in all subjects. All class trips must have clearly defined educational objectives and be prepared and followed up in class. There are regular day trips during the school year with visits to museums, institutions, environmental centres etc.

It is not possible to organise school trips without a disruptive effect on normal school life because classes are often made up of pupils from a number of sections and because teachers who accompany trips will be absent from their other classes. However the school will try to minimise the disruptive effect.

There are school trips that are part of the curriculum, and the school asks for a voluntary contribution of the costs of the trip for the child. The school's policy is to cancel the trip if the voluntary contribution is insufficient to cover the costs of the trip, we will not exclude individuals. The Department for Education's guidance for schools says:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

“It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be. “

Some of the trips are not part of the core curriculum, and children can only participate if the parents pay for these.

There will be some day trips that will be communicated on a pretty last minute basis, as teachers will want to make use of opportunities that come up. The costs for these will be communicated as soon as possible after a teacher has decided to make the booking.

In Year S2 pupils usually spend 3 nights at Hadrian's Wall in the north of England. This trip covers work both on Human Science and second language.

In Year S4 students participate in a language exchange. One week is spent with a host family in France/ Germany/Spain/Italy, and the host student spends one week in the UK with their guest. Students not having Language 2 English must visit the country of their first foreign language. Other students visit the country of their second foreign language (Language 3).

In Year S4 students also participate in a residential trip on Ecology as required by the Biology syllabus.

The school also organises a number of outings/trips with overnight stay (participation in competitions such as EUROSPOORT, music exchanges etc ...).

In Year 6 the trip is for one week and is of a cultural nature. Previous years' trips have been to Prague, Berlin, Rome, Warsaw, Brittany, and Latvia.

The Secondary Education Committee, following consultation between teachers, parents and pupils, defines the general agreements for the obligatory trips including its length and the costs entailed. Approval for school trips is given by the Head on the basis of a request submitted in good time beforehand. The Head will check in particular whether the activity involved is consistent with the school's education and training task and that a risk assessment is completed. She will ensure that the general arrangements and the funding, as proposed by the Education Committee, give the required guarantees.

Overview:

The costs below are estimates based on last year. The price is influenced by the price of the transport and the accommodation costs, so it may be higher than indicated. If the school finds better prices, the costs will be reduced. Where it says "selection" it is usually based on interest, sometimes based on performance (like the Science Symposium).

Trip	All or some?	year Group	Estimated Cost Per Pupil	Core curriculum? Yes/No?
Ecology	All	S4	£269.00	y
Puy Du Fou	All	S3	£256.00	n
French Exchange	See comments	S4	£400.00	n
Spanish Exchange	See comments	S4	£400.00	n
Italian Exchange	See comments	S4	£400.00	n
German Exchange	See comments	S4	£400.00	n
MUN (Model United Nations)	Selection	S4 & S7	£390.00	n
FAMES (ES festival of Arts and Music)	Selection	S4-S7	£300.00	n
MEC 2018 Model European Council	Selection	S6	£300.00	n
Hadrian's Wall	All	S2	£350.00	y
S6 Cultural Trip	Selection	S6	£550.00	n
S6 geography trip	Selection	S6	£270.00	n
Science Symposium	Selection	S1-S7	£210.00	n
Eurosport	Selection	S2-S7	£350.00	n

Lockers

Lockers are available for secondary pupils' use. Pupils must supply their own padlock with key. Please do not store food in your locker. Please use your locker to store your bag during non-teaching periods. For safety reasons, do not leave bags, files etc. lying around in corridors.

Basic Materials

For daily use, pupils are expected to bring to School a general notebook, pen, pencil, ruler and rubber. For pupils in S1-S5 a school homework diary is provided, as well as access to an online calendar. Pupils must have their diaries with them at all times while in school. Parents should check their child's diary for messages from the school and for the pupil's homework assignments. The homework diary is recommended for all other pupils. Pupils may also need A4 hard-backed ring files for the storage of loose papers. Teachers will advise pupils on what is needed.

For Mathematics, all pupils in the Secondary School will require a calculator. In accordance with the characteristics required by the mathematics syllabuses for years s4, s5, s6 and s7, each student in S4-7 must have the TI-Nspire CX CAS calculator, equipped with version 4.4.X.X or higher of the software.

In S1-S3 we recommend a Casio FX-85ES or similar.

All parents of S6 and S7 are asked to buy the textbooks used by their children at school.

Booklists are available on the school website:

<https://europaschooluk.org/parent-info/forms-and-guides/>

Physical Education

Facilities

The school has a purpose-built Sports Centre, good playing fields and a series of all-weather courts.

Participation

The principal sports are football, volleyball, basketball, table tennis and badminton in the winter and athletics, tennis and rounders in the summer. There are also sessions of cross-country running, fitness, dance and gymnastics offered throughout the whole school year.

There is a full extra-curricular programme made up of clubs at lunch-times, Wednesday afternoons and after school, occasional fixtures with other schools, and the school promotes opportunities for community clubs and pathways for county competitions and beyond.

Medical Notes

Pupils should bring a letter from home or from their doctor if they are suffering from an illness or injury which prevents them from taking an active part in a Physical Education lesson. Pupils will still be required to take part as a non active participant therefore, if able, should also be in PE kit. If a pupil has a long term injury or relevant medical history of which the staff should be aware, parents should notify the Physical Education department. Inhalers and other medication, if required, and water should be taken to each activity.

Sports Kit

Pupils are required to wear clothing appropriate for each physical activity studied.

As a minimum pupils are required to have;

- Indoor trainers
- Outdoor trainers
- Football boots
- Shin pads

- A sleeved t-shirt (no vests)
- Shorts
- Tracksuit trousers
- Jumper

Pupils are welcome to bring in their own specialised equipment (tennis racquets, running spikes etc.) but there is no necessity to do so and the Physical Education department has equipment for all pupils to participate fully and effectively. Pupils may also want to consider under-shirts, hats, gloves, knee pads etc. to allow participation to be most enjoyable.

Programs & Course of Study

Curriculum – Primary

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.

Early Years Foundation Stage (EYFS) also known as Reception Year

Teachers in Reception classes follow the DfE Early Years Foundation Stage Framework, supplemented by The European School programme for Nursery cycle / Kindergarten/ Cycle Maternelle:

There is a strong emphasis on play to support and enrich children’s development in reception classes. Formal reading and writing will be introduced when a child is ready and phonic awareness will be developed, through the teaching of systematic synthetic phonics, as specified by the UK DfE.

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 Check. 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 with the completion of Key Stage 1 (KS1) in the English National Curriculum (NC). As a benchmark, we will measure progress against the NC criteria, in a test known as SATS, as well as those expected within the European Schools curriculum for the language the children are following.

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 and continue to follow both English and European curricula. The children will learn to play the violin at school. The teacher is from the music service of Oxfordshire County Council.

The children will go swimming once a week for 10 sessions. The voluntary contribution is £90.00 for the term. The session will last an hour. It is possible to pay in once or in 2 parts. Please refer to the Educational trips section for the bank details. You will receive further information from your class teacher. The first swimming session is 22 September, the class to be determined.

Year 4

Year 4 will go on a residential trip for 2 nights. We will continue with the European Curriculum. The children will do a number of singing sessions with a professional choir teacher.

The provisional price of the residential trip is £160.00, you will be informed of the actual costs as soon as possible.. Please refer to the Educational trips section for the bank details. It will take place from 25-27 March 2019.

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 with European Curriculum. There are no formal assessments this year.

As part of our pastoral care duties, we will organise e-safety workshops and a session on puberty by the school nursing team. The e-safety workshops are sponsored by the PTA.

Year 6

Year 6 will focus on the statutory **KS2 SATS** for part of the year, whilst continuing with the discovery of sports and experiencing a residential trip.

The provisional cost for the residential trip is £260.00 and it will take place from 24-26 June 2019. You will be informed of the actual costs as soon as possible, it usually depends on the prices for the buses, which can vary. Please refer to the Educational trips section for the bank details.

As part of our pastoral care duties, we will organise the school nursing team to come in for a sex education session.

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:

<http://www.oxford.anglican.org/wp-content/uploads/2015/06/Oxford-Agreed-RE-Syllabus-2015-2020.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 and encourage our pupils to do so too.

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 emphasis on language acquisition and scientific knowledge, means expectations in these areas will be as ambitious as those for numeracy and literacy.

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

During their Primary years, children will be statutorily assessed at four points:

end of Reception (EYFS Profile); June of Year 1 (Phonics Check); May of Year 2 (KS1 SATS); May of Year 6 (KS2 SATS)

Special Educational Needs (SEN)

Where a child has been identified as having a special educational need, the school will offer additional support to help the child access the curriculum, learn effectively and make good progress. (See the SEN Policy). The SEN co-ordinator 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 recorded in an Individual Provision Tracker (IPT) and will be reviewed 3 times per year.

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

Sometimes children face difficulties during their time in school which may arise from events outside school. We ask that parents communicate to teachers any changes / upheavals/ concerns that may affect the child's well-being. If well informed, the school can organise support for the child, to keep them focussed and engaged in school.

Educational day trips, workshops and visits - primary

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, for example authors of children's books. These learning opportunities have a cost and the school asks for an annual contribution of approximately £60.00 specifically for the trips. (This contribution does not include the costs for residential trips, swimming, and the theatre in French or German). If the

contributions are not sufficient to cover the costs, some trips may have to 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 in writing as soon as possible, so that other arrangements can be made.

Many teachers are keen to organise trips when the weather is nice, so there may be fewer trips in the winter months, and more in the summer term.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Government guidance: "If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled."

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.

Home school communication

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 email and web-based communication for announcements and some communication with individual parents. A weekly newsletter will be published in the portal on Friday afternoon.

Each parent will receive a login for the Parent Portal:

On this you will be able to:

- Check and update your personal details
- See a record of absences for your child
- Book most after school activities
- See a calendar and list of upcoming events
- Sign-up for a slot for parent-teacher meetings
- Find your child's reports
- 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 may communicate curriculum information and homework by email, or via the book bags. If you do not have access to internet at home, please let the teacher know, so we can provide you with paper copies.

When emailing teachers, please be aware that when they are in class they do not have many opportunities to read their email. Also, be aware of their working days, as staff are not expected to deal with school matters on non-working days and we have many part-time teachers.

If you have an urgent matter, contact the school office instead. If you have a complicated matter to discuss, or if you have questions to ask, please make an appointment to see the teacher in the first instance. We do not support the sending of long emails and we discourage teachers from responding to them. All our staff are dedicated to the education and nurture of your children and are therefore willing to hear all points of view.

Parents' evenings are held in the Autumn term and parents are welcome to make an appointment with the class or head teacher at any time. Please contact members of staff by email to make an appointment. End of Year Reports are issued to parents in June of each year.

Curriculum – Secondary

Subject	Number of Lessons		
	Year S1	Year S2	Year S3
English (L1)	5	5	4
Mathematics	4	4	4
First foreign language (L2)	5	4	4
Second foreign language (L3)	2	3	3
Latin (option)	--	2	2
Human Science	3	3	3
Integrated Science	4	4	4
Art	2	2	2
Music	2	2	2
Physical Education	4	3	3
Religion/Moral Education	2	2	2
ICT	1	1	2
	34	33/35	31/33

Latin is a 2 period option course in Years S2 and S3 together. ICT is a 2 period option course in Year S3. Latin and ICT options may not be chosen together.

There are extra study periods timetables in S1-S3.

Years S4 and S5

Compulsory Subjects	No of Lessons
Mother Tongue (L1)	4
First foreign language (L2)	3
Second foreign language (L3)	3
Mathematics	4/6
Chemistry	2
Biology	2
Physics	2
Geography (in L2)	2
History (in L2)	2
Physical Education	2
Religion/Moral Education	1__
	27/29

Options (minimum of 2/4 periods to be chosen) to give a minimum of 31 and a maximum of 35 periods

	No of Lessons
Third foreign language (L4)	4
Latin	4
Economics	4
Art	2
Music	2
ICT	2

Year S6 and S7

Compulsory Subjects	No of Lessons
Mother Tongue	4
First foreign language (L2)	3
Mathematics	3/5
Physical Education	2
Religion/Moral Education	1
Compulsory Subjects (if not chosen as 4-period option)	
Biology*	2
Geography (in L2)	2
History (in L2)	2
Philosophy 2	2

* if any 4-period science subject is not chosen

Options	No of Lessons
Latin	4
Economics	4
Biology	4
Chemistry	4
Physics	4
Second foreign language (L3)	4
Third foreign language (L4)	4
History (in L2)	4
Geography (in L2)	4
Philosophy	4
Art	4
Music	4

A minimum of two of the above 4-period options must be chosen

Advanced Options _	No of Lessons
Mother tongue (L1)	3
First foreign language (L2)	3
Mathematics	3

The student must have a minimum of 29 periods from all the above options before complementary courses can be chosen

Complementary subjects	No of Lessons
Art	2
Economics*	2
ICT	2
Lab Biology/Chemistry (combined)	2
Lab Physics	2
Language 5 (fourth foreign language)*	2
Music	2
Politics	2
Sociology	2

* *beginners only*

The choice of courses must satisfy the minimum number of core courses (29), the minimum number of overall periods (31) as well as a permitted combination of written and oral BAC exams. Students are examined in all subjects except Religion/Moral Education, PE and the

complementary subjects. B-tests are given in complementary subjects. Demonstration of skills and performance tests are required in PE.

Choice of subjects

Choices of subjects should have been made before commencing the year. Please contact d.correia@europaschool.uk urgently if you have not been asked to fill in a form.

Changes of subjects

The change of one choice of subject for another is a matter that must be considered very carefully on the basis of a written request from the pupil's parents, giving the reasons for the wish to change. There are special rules about the possibilities of changes on entering the S6/7 cycle.

Entering S6

Possible changes which should be discussed at the Class Council at the end of Year S5:

- a) A change from a lower to a higher level of a language, eg L4 to L3
The decision will be made by the Head after consultation with the Class Council and on the basis of an assessment by the language teacher to confirm the pupil's ability to follow the course requested.
- b) A change from a higher to a lower level of the language, eg L3 to L4
The decision will be made by the Head after consultation with the Class Council, and on the basis of evidence of the pupil's ability to follow the course requested.
- c) The choice of another L2
The decision will be made by the Head after consultation with the Class Council, and on the basis of clear evidence of the pupil's ability to follow the course requested. Regulations require a standard consistent with 10 years of continuous and progressive teaching of the language.
History and Geography will continue to be taught in the original L2. In the case of a change of L2, the school strongly advises the pupil to choose the original L2 as L3 or L4.
- d) It is possible for a pupil to choose as L3 or L4 a language which has not been studied previously in a European School, provided that the pupil has passed an assessment (both written and oral) at the level required conducted by the language teacher concerned.
- e) Normally pupils who choose Maths 5 will have had Maths 6 in S4/5. However pupils who have had Maths 4 in S4/5 may opt for Maths 5 if they have the ability to follow it in S6/7.
- f) A choice of subject not studied in S4/5 is not normally possible. However the Head and the teacher concerned may permit this if the pupil can provide proof that their background is sufficient to follow the subject successfully in S6/7.

Maths in S4/5

- a) A pupil who has chosen the 6-period Mathematics course at the beginning of S4 and who realises that s/he has made the wrong choice may change to Maths 4 with the agreement of the Head and Class Council. This change must be made before the end of the first semester and the number of periods must still be no less than 31. The two periods cannot be replaced by another course.

- b) A pupil who has had Maths 6 in S4 and is promoted to S5 may change to Maths 4 with the agreement of the Head and Class Council. The number of periods must still be no less than 31 and the two periods cannot be replaced by another course.

Religion/Moral Education

Pupils may only apply to change from Religion to Moral Education or vice versa at the end of a cycle (ie after S3 and after S5).

When starting a class where subject choices had to be made in Spring for the next school year, at the beginning of the new school year pupils have the possibility to request a change, which must be made in writing, within the first two weeks of term. However a change of choice cannot be accepted if it leads to a reorganisation of classes or if it has other significant administrative consequences.

Apart from these changes of choice, pupils will not normally be allowed to make changes to their options. This is especially the case within the cycles (S1-S3; S4-5 and S6-7) or in the course of a period where the subject is obligatory. It is very important for the pupils' normal educational development towards the Baccalaureate that stability is retained in all subjects chosen or required.

Learning support

Learning support includes the normal range of differentiated teaching approaches employed by all teachers, as well as more specialised individual or group support given by Learning Support teachers. This support is given so that it meets the needs of as many pupils as possible who show motivation and a desire to learn, making them able to access the European Schools' curriculum more directly. Specific learning difficulties are detected by referral from teachers, parents and pupils themselves. Learning support can be given when it is deemed necessary in years S1-S5 in all subjects, and in exceptional cases, also in years S6-S7. A learning support co-ordinator is appointed by the school.

Reports

Written reports are issued in S1-S6 four times a year via the parent portal. Full reports with marks and comments are issued in January and July. Additional mid-semester reports will be issued in November and April. Parent Evenings, for the discussion of reports, are organised in November-December for S1-S3 and after the January reports for S4-S6. In addition, parents may meet teachers by appointment during the year. Contact details of the teachers will be posted on the portal before the beginning of the school year. Requests for meetings should be made at least one week in advance.

A meeting between Class Teachers and parents is organised at the beginning of the school year. Parents of pupils who may be at risk of non-promotion will be informed in writing in April/May, if they have not been informed already. (The fact that such a letter is not received is not in itself a guarantee of promotion to the year above).

Marking Systems

In April 2015, the Board of Governors (BoG) approved the introduction of a New Marking Scale for use at secondary in the European Schools (ES)1.

The Marking System comes into force in three steps as follows:

Step	School Year	Year Group
Step 1	2018-2019	S1-S5
Step 2	2019-2020	S6
Step 3	2020 -2021	S7

S1 - S5: New Marking Scheme

Comment	S1-S3	S4-S5	Performance Indicator
Excellent though not flawless performance entirely corresponding to the competences required by the subject	A	9.0-10	Excellent
Very good performance almost entirely corresponding to the competences required by the subject	B	8.0-8.9	Very good
Good performance corresponding overall to the competences required by the subject	C	7.0-7.9	Good
Satisfactory performance corresponding to the competences required by the subject	D	6.0-6.9	Satisfactory
Performance corresponding to the minimum of the competences required by the subject	E	5.0-5.9	Sufficient
Weak performance almost entirely failing to meet the competences required by the subject	F	3.0-4.9	Failed (Weak)
Very weak performance entirely failing to meet the competences required by the subject	FX	0-2.9	Failed (Very weak)

This new marking system contains 7 rather than 10 levels. Each level is characterized by a performance descriptor, a grade and a definition of general attainment. All ES Syllabuses now

contain subject-specific attainment descriptors. It is important that these attainment descriptors be used in planning for teaching, learning, assessment and reporting.

A student is deemed to pass at 5 (Sufficient – Grade E). A 5 can only be awarded where the requirements of the relevant attainment descriptor have been achieved.

In order to continue with the more holistic approach to assessment used in the primary cycle, in S1-S3 only grades (letters) are used, in single assessment tasks as well as in any kind of report.

In order to support progression towards the Bacculaureate, whole and half-numerical marks are used from S4 onwards.

Old Marking System (still in place for S6 and S7 in 2018-19)

For assessment purposes teachers shall use the marking scale of 0 to 10. Equivalences between the various marks on the scale and the performance of the pupil are below:

DEFINITIONS OF THE MARKS	Marks
The performance meets the requirements of the subject and the question particularly adequately. The mark 10 does not mean that the performance is flawless but it does denote a performance which is outstanding in all respects.	9 - 10
The performance fully meets the requirements of the subject and the question.	8 - 8.9
The performance generally meets the requirements of the subject and the question.	7 - 7.9
The performance does show weaknesses but still meets the requirements of the subject and the question on the whole.	6 - 6.9
The performance does not meet the requirements of the subject and the question but shows that the necessary basic knowledge exists and the weaknesses can be remedied in the foreseeable future.	4 - 5.9
The performance does not meet the requirements of the subject and the question, the basic knowledge being so sketchy that the weaknesses can be remedied only in the comparatively distant future.	2 - 3.9
The performance does not meet the requirements of the subject and question, the basic knowledge being so sketchy that the weaknesses cannot be remedied in the foreseeable future.	0.1 - 1.9
The grade should be given in the event of a blank or unacceptable paper or absence of an answer or of a practical project or in the case of cheating.	0

In Years S6 the semester mark shall comprise two components:

- the A-mark: this is a reflection of all the observations, and of the pupil's overall performance both written and oral, not taken into account in the B-mark of the subject concerned;

- the B-mark: corresponds to the marks obtained in the semester examinations, tests and part exams.

The A- and B-marks shall be expressed in whole and half-marks except in Year 7, where they shall be expressed in whole marks accurate to one decimal place.

Examinations

Pupils in Years S1-S4 do not sit formal examinations. In Years S1-S3 they will have class tests. In Year S4 they will have B-tests during class time but the Language 1 tests at the end of each semester will be centrally organised by the school.

Year S5

At the end of Year S5 there is a harmonised written examination in L1, L2, L3, Mathematics, Biology, Chemistry, Physics, History and Geography. The main aims of this evaluation are:

- a) to give an indication of the level of work achieved at the end of Year S5 and to serve as B2 marks and
- b) to offer those pupils who, for whatever reason, are not proceeding to the Baccalaureate the possibility of obtaining a certificate, thus making it easier to go either into employment linked with training or to another type of education.

There are also examinations at the end of the first semester of Year S5.

"Harmonised" means:

Languages I and Languages 2: 'Harmonised examination' means identical examinations for each language where there are parallel classes and identical assessment criteria.

Languages 3: 'Harmonised examination' means harmonised examinations whose structure is identical and subject to identical assessment criteria for all L3s.

Science-Mathematics: 'Harmonised examination' means identical questions translated into the different languages for all the language sections and identical assessment criteria.

History: "Harmonised examination" means questions on the same topics, assessing the same skills and set at the same level in the three working languages. Where there are parallel groups for one of the three languages, the questions must be identical for these groups.

Geography: 'Harmonised examination' means questions of the same type and of the same level in the three working languages. Where there are parallel groups for one of the three languages, the questions must be identical for these groups.

Year S6

There is one set of exams around Christmas and a second set at the end of June. The pupils are examined in L1, L1Adv, L2, L2Adv, Mathematics and all 4-period options. After the first semester the pupils will have an A1 and a B1 mark and after the second semester a B1 and B2 mark as well as a final year mark.

A-mark: for class work, written or oral tasks;

B-mark: the exam mark

The end-of-year mark will be calculated on the basis of these four marks: A1, B1, A2 and B2. It does not have to be the exact average of these marks, but should reflect the level of the pupil at the end of the year. It will also take into account the teacher's prediction on performance in Year S7.

Year 7 – Bacculaureate

Registration

Candidates must register before 15 October of their final year. The completed registration form, which candidates will receive at the end of Year 6, must be accompanied by a copy of the candidate's passport or birth certificate. Candidates must choose the examinations they wish to sit at the time of registering. Once made, exam choices cannot be changed. Please only use the official name of the student as in their passport or birth certificate on all forms.

General Conditions

The examinations will normally cover the Year 7 syllabus, but will also test knowledge gained in previous years, especially Year 6. As a rule the examination in each individual subject must be at the level and in the language of the course followed in Years 6 and 7.

Pupils with Special Needs

If a pupil has special needs, a medical statement must be provided. Extra time may be allowed in the exams, and/or the use of a computer may be authorised. **Requests for special measures must be made by 15 May of the pupil's Year 5 (2009-D-559-en-3).** The final decision will be taken by the Board of Inspectors, based on advice from the school.

Timetable for the Bacculaureate

Part examinations take place in January. All subjects in which a written examination is taken in the Bacculaureate are examined, ie L1, L1Adv, L2, L2Adv, Maths, all 4-period options. (Pupils taking L1Adv/L2Adv will also take the L1/L2 exam in this session).

Written Exams (early June)

Candidates take five written exams: L1/L1Adv, L2/L2Adv, Maths and two 4-period options. (The advanced exams in L1 and L2 are compulsory if studied.)

1	L1/Adv. L1 (compulsory)
2	L2/Adv. L2 (compulsory)
3	Mathematics 3 p.or 5 p.
4	Option 4 p.
5	Option 4 p.

Restrictions:

1. Written examinations 1 & 2

Candidates who have chosen to follow an advanced course in Language 1 and/or in Language 2 will be compulsorily examined on the subject matter of those courses and not on the subject matter of the corresponding basic course.

2. Written examinations 4 & 5 concern 4-period options.

Possible options:

- | | | |
|-------------------|----------------|----------------|
| Latin 4 p. | History 4 p. | Chemistry 4 p. |
| Ancient Greek 4 p | Geography 4 p. | Biology 4 p. |
| Philosophy 4 p. | Economics 4 p. | Art 4 p. |
| L3 4 p. | Physics 4 p. | Music 4 p. |
| L4 4 p. | ONL 4p. | |

3. An oral examination may not be taken in any of the subjects taken as one of written examinations 3, 4, 5.

4. Candidates choosing the ONL may not choose L4.

5. It is not permissible to be examined at two different levels in any one subject

Oral exams (late June/early July)

Candidates take three oral exams: L1 (or L1Adv if studied) is compulsory as is Advanced Maths for those pupils who have studied it.

1	L1 or Adv. L1 (compulsory)
2	L2 or Adv. L2 or History 2 p. or 4 p. (if not chosen as written examination) or Geography 2 p. or 4 p. (if not chosen as written examination)
3	Advanced mathematics (compulsory) or Biology 2 p. or 4 p.* or Philosophy 2 p. or 4 p.* or Chemistry* or Physics * or Language 3 * or Language 4 or ONL* * only if the 4-p. option has not been chosen for the written examination

Restrictions:

1. Examination 1: Language 1 or Advanced Language 1

Candidates who have followed the advanced course will be compulsorily examined on that course and not on the basic course.

2. Examination 2: Language 2 or Advanced Language 2 or Geography or History

Candidates who have followed the Advanced Language 2 course and who wish to choose L2 for their second oral examination will be required to take an examination on that course, and not on the basic course.

Candidates who do not wish to take an oral examination in L2 (basic or advanced course) will take an examination in history (2 or 4 periods) or geography (2 or 4 periods). It is possible for candidates to take the history or geography oral examination only provided that they have not chosen to take the subject in question as a written examination.

3. Examination 3

Candidates who have followed the advanced course in mathematics will be compulsorily be examined on that course.

Candidates who have not followed the advanced course in mathematics will be required to take examinations from amongst the options listed above, which they may choose freely, provided that they have not already chosen to take the subject in question as a written examination.

Candidates choosing the ONL may not choose L4.

Marks

The preliminary mark will count for 50% of the final mark, made up as follows: class marks 20%, part exam marks 30%. The final written exams will account for 35% and the orals for 15% of the final mark.

Baccalaureate Certificate

The Baccalaureate Certificate will be awarded to candidates whose overall final mark is at least 60%. It will specify the subjects studied in Years 6 and 7 and the ones in which the candidate was examined. A further certificate will indicate the marks obtained in each subject. This additional certificate will be issued to any pupil who so requests, irrespective of whether he has passed the examination, in the EU language of his choice. The European Baccalaureate is recognised throughout the EU for entry to Universities and other Institutions of Higher Education.

Plagiarism and Cheating

The Europa School UK values independent and honest learning, and we therefore expect our pupils to show respect for their own work and the work of others. We expect our pupils to abide by a code of conduct as regards all work that is submitted for evaluation.

Research for your assignments

It is perfectly natural that students use library books, magazines or the internet for personal research for an assignment. In fact we would encourage students to use these resources, but to do so with care. It is best to make your own notes on the things you read and then use your notes to create a piece of work that you have written.

If you quote directly any information which you have taken from books, magazines, the internet and/or other software programs, then it must be properly documented. This means the information must have quotation marks and a statement of the source of the information.

We welcome pupils getting background information to help in their assignment work, what we do not want is work being given in that has been cut and pasted from other sources and then submitted as the pupil's own. This is dishonest and unfair to both your teacher and fellow pupils. When you produce an assignment it must be entirely your own work unless you have quoted passages from elsewhere, and indicated with quotation marks what passages they are.

Unfortunately we have seen a number of cases of plagiarism and cheating going on amongst a small number of pupils, and because of this we need to clarify exactly what we should do in these circumstances. Firstly, we need to make clear what we mean by the terms plagiarism and cheating.

Plagiarism is:

- The use of ideas or thoughts of a person other than the writer without acknowledging this fact.
- The use of direct quotations or of materials paraphrased or summarized without proper acknowledgement.
- The submission of an essay or an assignment that has been written in part or in whole by someone else.
- Handing in work that has been obtained from the internet (or from any computerized source) with or without minor modifications as if it were your own work.

Cheating is:

- The buying or selling of essays, assignments or tests/exam questions.
- The submission of the same piece of work in more than one course or in the same course (without the permission of the teacher).
- The preparation and/or writing of an assignment by someone other than the name on the work.
- Allowing your essay or assignment to be copied by someone else.

Consequences of plagiarism or cheating

Teachers are familiar with the writing styles of their pupils and will therefore be able to identify attempts at plagiarism or cheating.

Incidents of plagiarism and cheating will be dealt with on a case-by-case basis. One or more of the following steps will be taken:

- The teacher will interview the pupil.
- The pupil will be asked orally to defend the written assignment, including answering questions about content, ideas and resources.
- The pupil's parents will be contacted.
- The school Management will be informed.
- One or more of the following sanctions will be imposed depending on the seriousness of the offence and on whether it is a repeat offence:
 - Written warning.
 - The mark 0 for the assignment
 - Detention
 - A replacement assignment
 - Suspension or expulsion

How to quote from a book or the internet

Here are some examples of how we should quote from books and the internet when we use them for research in our assignments. Notice that the passage has quotation marks around it, and underneath (often as footnotes at the bottom of the page) we have the author's name and title of the book and the publisher's name and year of publication. When quoting from the internet, again we should use quotation marks and underneath we must put the full address of the web site from which the quotation came.

How to quote from a book

"It is essential that there be inequality of opportunity and education for Plato's republic to work....There is to be selective breeding, so that the healthiest and most intellectually gifted are able to produce more children..." *M. Thompson, Ethical Theory, p55, Hodder Murray, 2005*

How to quote from the internet

"Several other authors obviously influenced William Golding in his creation of Lord of the Flies. His references to Coral Island and the use of the names Jack and Ralph are both derived from Robert Ballantyne's Coral Island. Golding, however, held a much more negative outlook on human nature, which he expressed in his works, beginning with Lord of the Flies."

"Socrates is often a character in the dialogues of Plato. How much of the content and argument of any given dialogue is Socrates' point of view, and how much of it is Plato's, is heavily disputed, since Socrates himself did not write down his teachings; this is often known as the Socratic Problem. However, Plato was doubtless strongly influenced by Socrates."
<http://en.wikipedia.org/wiki/Plato>

Careers Advice

There is a well-resourced Careers Room containing information on Higher Education and Careers. Pupils in S5 will have two weeks of work experience at the end of the school year.

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/>

Please consider joining the PTA, all hands are welcome. You are not expected to be active in every event!

DVD library

The PTA has organised a DVD library for the children in primary. 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.

Library

A parent runs our primary library. It is open for all pupils on Tuesdays and Thursdays after school. Please make sure your child returns all books and dvd's before each holiday. The secondary library is run by a member of staff.

Traditional Celebrations

In order to perpetuate and learn about traditions from different cultures, various traditions are celebrated during the course of the school year. These special events, organised by the School and the Europa School-PTA: Halloween, Christmas, Carnival/Mardi Gras, St Martin's Fest, Sinterklaas, La Befana, Epiphanie/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 admin@culhamafterschool.com for more information.
<http://www.culhamafterschool.com/>

After School Activities (ASA)

A list of activities can be found on our website:

<https://europaschooluk.org/parent-info/after-school-activities/>

Activities usually run straight after school and in weekends during term time, both on the school premises and off-site. For S1 to S5, there are also activities on Wednesday afternoons. There is a charge for the activities which varies according to the course. There are no activities for Reception children, but they can sign up for the After School Club (see above).

Parents can use the schoolbase portal to sign up for activities at the beginning of each term (it will be disabled in between, so please email the school if your child wants to start something mid-term): <https://mis.europaschooluk.org>

You will receive an invoice within the first couple of weeks on signing up.

To pay, there are a number of options:

- hand in a cheque in a clearly named envelope with "Activity, name pupil, date"
- the school is signed up for tax free childcare (for children up to 11 years old):
<https://www.childcarechoices.gov.uk/>
- By childcare vouchers
 - Computershare
 - Cooperative Flexible Benefits (school number is 85117161)
 - Kiddivouchers
 - RG Childcare (school number is 97617764635)
 - Sodexo (school number is 878957)
 - Enjoy Benefits
 - Edenred (school number is P21145566)
- By bank transfer:
 - Barclays Bank
 - Sort Code: 20-01-09
 - Account Number: 83331849
 - Ref: name pupil, activity

PS: We use a different account for school trips.

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

After School Activity 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 sign up for courses every term and pay promptly to avoid additional administrative costs, adding £5.00 to your invoice;
- 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 who 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 (primary) before and after the activity is their responsibility, and you have to check before whether anything is organised for the club in question;
- When primary children are not picked up at the end of the activity, they will be brought/send to the After School Club who will invoice the parents;
- supervision and safety cannot be provided by the Europa School outside the times of the courses themselves;
- signing up for an activity is binding for one term and refunds cannot be made;
- if a session is cancelled due to circumstances beyond the control of the school, no refunds will 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 Teacher concerned.
2. Speak to the Headteacher, 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.