



**AMERICAN  
ACADEMY**  
LARNACA

Junior School  
Pre-Junior School  
Nursery

Parent Handbook  
2024-2025

Tel: 24746364

Email: [aajuniorschool@academy.ac.cy](mailto:aajuniorschool@academy.ac.cy)

## **American Academy Larnaca**

As a non-profit institution, our school is committed to delivering a holistic educational experience that begins in the classroom and extends far beyond it. At the heart of the school's philosophy is its motto - "to grow and to serve" - which embodies the true ethos and culture of our learning environment. Our students grow intellectually, emotionally, socially and morally, and are encouraged to serve their community actively and generously. Our school ethos is reinforced in our unique management structure; we are a private, non-elitist, co-educational independent school that is uniquely run by its own graduates.

The American Academy Larnaca Junior School is a Private School which operates under a Ministry of Education & Culture (MOEC) licence as a Different Type of School. The Early Years classes are regulated by the Ministry of Welfare, Labour and Social Insurance.

At the heart of the American Academy Larnaca are the key values that underpin and are reflected in all of our activities and initiatives. These are:

### **Academic Excellence**

We allow students to flourish academically, achieving their full potential and loving learning for its own sake.

### **Behaviours**

We encourage respect, empathy, integrity, collaboration, tolerance, perseverance, humour and discernment amongst the students.

### **Community**

We provide a sense of each person belonging to the wider Academy family while enjoying his or her years in the school.

### **Innovative Educational Practice**

We provide inspiring and creative teaching through immersive learning and the integration of the latest technologies that enhance 21st century learning.

### **Independent Learning**

We nurture young people's creative and inquiring minds to make them global citizens.

### **Pastoral Care**

We sponsor individualised growth and self-esteem, while fostering positive relationships among teachers, parents and students in a safe environment, with equal opportunities for all.

### **Communications**

Our aim is to have a meaningful dialogue with all stakeholders.

### **Christian Kindness**

In respect to the historical foundation of the Academy, to see beyond the material world and through 'growth and service', our aim is to build responsible young people of conscience.

### **Our Vision**

To be a school that promotes academic excellence and personal growth within a caring community.

### **Our Mission**

Our graduates will be prepared for the challenges that lie ahead. They will be prepared for the Senior School academically and socially. They will be ready to become leading citizens and lifelong learners who make a positive contribution to the community.

## **Our Aims**

- to provide a broad and balanced primary education of the highest standard for our students;
- to enable students to appreciate the cultural and scientific achievements of our times;
- to provide students with a supportive learning environment which will enable every student to achieve their maximum potential - intellectually, physically, socially, emotionally, morally and spiritually;
- to encourage each individual student to develop those personal qualities which will make them responsible, thinking and caring adults, set within the context of the Christian faith and ideals, to which all in the Academy will aspire to, in their daily life.

## **Our One Rule**

At the Junior School, we have one rule which encompasses everything we do and everything we expect of staff and students. It is part of who we are.

Our one rule is:

Be Safe; Be Kind; Work Hard.

## Contact Details

| Senior Leadership Team                                |                          |
|---|--------------------------|
| Fiona M Smith - Headteacher                           | fsmith@academy.ac.cy     |
| Stephanie Miltiadou – Deputy Headteacher              | smiltiadou@academy.ac.cy |
| Recruitment Pending - Senior Teacher: Greek           |                          |
| Zoe Nicolaou - Senior Teacher: Curriculum & Inclusion | zvnicolaou@academy.ac.cy |

Teachers do not access their email during the day. All emails should be sent to the school office and our administrative staff will ensure that teachers are informed of your enquiry and that you receive a prompt response. The school email is [aajuniorschool@academy.ac.cy](mailto:aajuniorschool@academy.ac.cy)

| Class Based Teams – Early Years |  |  |
|---------------------------------|--|--|
| Daisy / Μαργαρίτα               | Mrs Nicola Rainbow                       | Mrs Christiana Charalambous                  |
| Lily/ Κρίνα                     | Ms Rebecca Workert                       | Mrs Anthea Ellis<br>TA – Recruitment Pending |
| Daffodil/ Ματσικόριδα           | Miss Elina Artemi                        | Miss Erato Tziorta                           |
| Anemone/ Ανεμώνες               | Mrs Wendy Hudson                         | Mrs Nastazia Charalambous                    |
| Cyclamen/ Κυκλάμινα             | Mrs Joanna Pelekanou<br><b>EYFS Lead</b> | Mrs Elena Christou                           |

| Class Based Teams –Phase 1 |   |                                    |
|----------------------------|---|------------------------------------|
| Mint/ Δυόσμος              | Mrs Elena Trifourkis  | Ms Ellie Demetriou                 |
| Rosemary / Δεντρολίβανο    | Mrs Emily Yiannitarou<br>Miss Haroulla Christoudia<br>(Maternity Leave Cover) | Mrs Patricia McParland             |
| Oregano/ Ρίγανη            | Mrs Stylianie Christodoulou   | Ms Sue Patsalou                    |
| Thyme - Θυμάρι             | Mrs Chris Mercouri Pieris<br><b>Phase 1 Lead</b>                              | Mrs Jackie Healey                  |
| Anise/ Γλυκάνισος          | Miss Petroulla Christodoulou  | Mrs Chryso Petrou                  |
| Basil / Βασιλικός          | Mrs Mary Michaela   | Miss Haroulla Christoudia (Jan 25) |

| Class Based Teams –Phase 2 |   |                      |
|----------------------------|---|----------------------|
| Sycamore / Πλάτανος        | Mrs Lorna Khatchadourian<br><b>Phase 2 Lead</b> | Mrs Helen Macedo     |
| Cedar - Κέδρος             | Miss Georgia Costa                              | Mrs Maria Sinapidis  |
| Olive/ Ελιές               | Mrs Christa Karsa                               |                      |
| Cypress / Κυπαρίσσια       | Mrs Andria Michaela                             | Mrs Catherine Pavlou |
| Oak / Δρυς                 | Mrs Soulla Sophocli                             |                      |

| Greek Teachers   |                     |                   |                        |                  |                              |
|------------------|---------------------|-------------------|------------------------|------------------|------------------------------|
| Ms Stella Adamou | Mrs Loukia Anastasi | Ms Maria Antoniou | Mrs Suzanna Karagiorgi | Mrs Andri Kariou | Mrs Dimitra Petrou Mouchtari |

| Specialist Teachers |                           |                     |
|---------------------|---------------------------|---------------------|
| Art                 | Mrs Ria Loizou            |                     |
| PE                  | Miss Haroulla Christoudia | Mr Dimitris Kounnas |

| Support Services |                         |                      |
|------------------|-------------------------|----------------------|
| Administrator    | Mrs Yianna Mavroleftiou |                      |
| Receptionist     | Ms Maria Matosian       |                      |
| Cleaners         | Mrs Nina Minasidou      | Mrs Thekla Theodorou |

First Aiders – Highlighted green

## Term Dates

| Month       | Su | Mo | Tu | We | Th | Fr | Sa |          | Day  | Comments                                 |
|-------------|----|----|----|----|----|----|----|----------|--|--|
|             | 25 | 26 | 27 | 28 | 29 | 30 | 31 |          |  |  |
| SEP<br>2024 | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 1st Term | 6  | Induction for new children               |
|             | 8  | 9  | 10 | 11 | 12 | 13 | 14 |          | 9  | Pupils return to School                  |
|             | 15 | 16 | 17 | 18 | 19 | 20 | 21 |          |  |  |
|             | 22 | 23 | 24 | 25 | 26 | 27 | 28 |          | 1  | Cypriot Independence Day, School Closed  |
| OCT         | 29 | 30 | 1  | 2  | 3  | 4  | 5  |          |  |  |
|             | 6  | 7  | 8  | 9  | 10 | 11 | 12 |          |  |  |
|             | 13 | 14 | 15 | 16 | 17 | 18 | 19 |          | 24   | Half Term Holiday - School Closed        |
|             | 20 | 21 | 22 | 23 | 24 | 25 | 26 |          | 28   | Ochi Day. Public Holiday, School Closed. |
| NOV         | 27 | 28 | 29 | 30 | 31 | 1  | 2  |          |  |  |
|             | 3  | 4  | 5  | 6  | 7  | 8  | 9  |          |  |  |
|             | 10 | 11 | 12 | 13 | 14 | 15 | 16 |          |  |  |
|             | 17 | 18 | 19 | 20 | 21 | 22 | 23 |          | 28-29  | Thanksgiving Holiday, School Closed      |
| DEC         | 24 | 25 | 26 | 27 | 28 | 29 | 30 |          |  |  |
|             | 1  | 2  | 3  | 4  | 5  | 6  | 7  |          |  |  |
|             | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 20       | Last Day at School - Early finish 11.30              |  |
|             | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 23-31    | Christmas Holidays. School Closed                    |  |
| JAN<br>2025 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |          |  |  |
|             | 29 | 30 | 31 | 1  | 2  | 3  | 4  | 1-7      | Christmas Holidays. School Closed                    |  |
|             | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 6        | Epiphany   |  |
|             | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 8        | Students return to school - Start of the Spring Term |  |
|             | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 30       | Education Day - School Holiday                       |  |
| FEB         | 26 | 27 | 28 | 29 | 30 | 31 | 1  |          |  |  |
|             | 2  | 3  | 4  | 5  | 6  | 7  | 8  |          |  |  |
|             | 9  | 10 | 11 | 12 | 13 | 14 | 15 |          |  |  |
|             | 16 | 17 | 18 | 19 | 20 | 21 | 22 |          |  |  |
| MAR         | 23 | 24 | 25 | 26 | 27 | 28 | 1  |          |  |  |
|             | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 3        | Green Monday - School Closed                         |  |
|             | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 4-5      | Spring Half Term Holiday - School Closed             |  |
|             | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 25       | Greek Independence Day. School Closed                |  |
| APR         | 23 | 24 | 25 | 26 | 27 | 28 | 29 |          |  |  |
|             | 30 | 31 | 1  | 2  | 3  | 4  | 5  | 1        | Cyprus National Day - School Closed                  |  |
|             | 6  | 7  | 8  | 9  | 10 | 11 | 12 |          |  |  |
|             | 13 | 14 | 15 | 16 | 17 | 18 | 19 |          |  |  |
|             | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 14-25    | Easter Holidays                                      |  |
| MAY         | 27 | 28 | 29 | 30 | 1  | 2  | 3  |          |  |  |
|             | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 28       | Students Return to School - Start of the Summer Term |  |
|             | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 1        | Labour Day - School Closed                           |  |
|             | 18 | 19 | 20 | 21 | 22 | 23 | 24 |          |  |  |
|             | 25 | 26 | 27 | 28 | 29 | 30 | 31 |          |  |  |
| JUN         | 1  | 2  | 3  | 4  | 5  | 6  | 7  |          |  |  |
|             | 8  | 9  | 10 | 11 | 12 | 13 | 14 |          |  |  |
|             | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 9        | Whit Monday. School Closed                           |  |
|             | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 18       | Last Day at School - Early finish 11.30              |  |

## **Accidents & First Aid**

It is inevitable that young children will occasionally have minor accidents such as trips when playing out. We ensure that we have First Aid kits out on the playground and in PE lessons.

An accident form is completed as appropriate in line with the American Academy Health and Safety (H&S) Policies.

The school has a high number of staff who have received First Aid training and we more than meet the required number of qualified members of staff for a school of 350 students. In addition, we have an Automated External Defibrillator (AED) located outside the Junior School Admin Office and ample staff trained to use it.

All First Aiders at the Junior School have completed a 21 hour course with specialism in Paediatric First Aid.

Parents will be notified if the First Aider feels it is appropriate. This may be via a phone call or a note in your child's diary. Please note that it is impractical to contact parents for every minor bump and bruise.

You will always be informed by phone if:

- Your child hurts their head
- Has a relevant underlying medical condition, which you have notified the school about.
- The First Aider feels it is appropriate.

Parents are asked to remember that sometimes with a minor bump, children do not inform staff at the time, but later remember when they are chatting about their day. If you have any worries, please contact the school office.

## **Assessment**

Our teachers are constantly assessing the progress of children in all subject areas. This is done through a variety of means including verbal feedback in lessons, coded information in books which children understand e.g. Sp – Spelling Error or ^ word/ letter missing, and written comments when marking books.

There are three formal assessment points in the year:

November / December

March / April

May / June

Children complete a range of assessments in Reading, GPS (Grammar, Punctuation & Spelling) and Maths. Parents will receive a letter confirming their child's results.

As a school we aim to ensure that students understand the purpose of the assessments, which is to celebrate their ability to independently apply their classroom learning. Assessments should not be seen as a highly stressful activity, but a learning opportunity which is part of the standard routine of the Junior School.

In Nursery, Pre-Junior and Grade 1, children are assessed on materials which they have been taught during the year to date. Most assessments are individual or small group activities done with their teacher in the classroom setting. Grade 1 students start to learn how to do an assessment test so that they are ready for the transition to Grade 2. They sit very short Assessment Tests from the Spring Term Assessments.

In Grades 2-6 children sit formal exam-based assessments.

These test their knowledge against all curriculum objectives for the year and not just taught materials. This allows teachers to understand what children have retained from the previous year and therefore informs teacher planning to ensure maximum progress.

Children sit the following assessment tests:

|           |   |   |                        |
|-----------|---|---|------------------------|
|           | Reading   | Grammar, Punctuation and Spelling (GPS) | Maths                  |
| Grade 1   | Spring and Summer only  | Summer only                             | Spring and Summer only |
| Grade 2-5 | 1 Paper per term  | 1 paper per term                        | 1 paper per term       |
| Grade 6   | Grade 6 complete mock exams for the Placement Exam and sit standard Junior School Assessments in the Summer term. |   |                        |

In Greek, our assessment is just as intentional. Children complete their termly assessments in Greek lessons during Assessment Week

|                |          |         |         |         |          |
|----------------|----------|---------|---------|---------|----------|
|                | Speaking | Reading | Writing | Grammar | Spelling |
| Native Pathway |          | ✓       | ✓       | ✓       | ✓        |
| GSL Pathway    | ✓        | ✓       | ✓       |         | ✓        |

### Attendance

The school gives high priority to attendance and punctuality and all staff, parents and students are encouraged to recognise the importance attached to it. Regular school attendance is essential if children are to achieve their full potential. Students are expected to arrive at school on time every day. Having excellent punctuality encourages good habits early in life and ensures that students do not miss out on important information. Time in class is vital for learning.

Children at the Junior School are expected to be on time each day and to maintain a good attendance level throughout the school year. School starts at 7.30. This is the time all children are expected at school.

Attendance is included within the End of Year Reports from Pre-Junior to Grade 6.

Attendance is a measure of in or out of school – it is about how much classroom time is missed.

Whilst parents are expected to inform school about why their child is absent, this does not change the fact that they are absent.

In the Reports, the Attendance of a child is recorded as follows:

|             |      |              |                      |                   |
|-------------|------|--------------|----------------------|-------------------|
| Outstanding | Good | Satisfactory | Requires Improvement | Cause for Concern |
| 98%+        | 95%+ | 90%+         | 85%+                 | Below 85%         |

The school will write to parents in the event that there are any concerns about their child's attendance and hold supportive attendance meetings where necessary.

The Junior School is fully compliant with all MOEC regulations in respect of attendance.

### Banning Adults from Site

Whilst this is considered a last resort, any adult who is consistently abusive to staff, students or other parents will no longer be permitted onsite. In the event that this is deemed necessary, you will be informed by letter and a copy will also be sent to the local police station.

## **Behaviour**

The very best standards of behaviour are expected from students at all times. By accepting a place at the Academy, parents commit to supporting the school.

The behaviour management system of the Junior school centres around the concept of choices.

Children are encouraged to make positive choices about their learning and conduct.

We use the one rule – Be Safe; Be Kind; Work Hard as the foundation of our behaviour system.

Rewarding positive choices is essential. Each class has their own collective reward system which is age appropriate and which encourages a team ethos of working towards a collective goal. This may be building up table points or putting marbles in a jar etc.

Where standards of behaviour fall below the expected standard, it is essential that children understand why it is not acceptable and what is expected. When it is deemed that a consequence for poor behaviour is appropriate, teachers will make sensitive decisions based on the age of the student and what has happened.

Consequences may include:

- Reflective recess
- Writing a letter of apology
- Short period of time out

If the matter is very serious or has been an ongoing and escalating matter, consequences may include:

- A set time away from class
- Fixed term exclusion
- Permanent exclusion
- Notice given that the school will not register a child for the next academic year

Where appropriate, parents will be informed. It is essential to maintain a balance of allowing children to make mistakes and keeping parents informed. This balance is struck through regular liaison with parents discussing all aspects of a child's development and learning.

## **Birthday Lists / Christmas Card Lists**

On request, we will provide parents with a list of first names for children in the class/ year group. If there are 2 children with the same first name, we will provide the first letter of the surname too.

Andreas A  
Andreas C  
Sofia  
Daniel

These are provided to assist parents with birthday invitations and Christmas cards etc.

If you do not wish for your child to be included in these lists, you must inform the school in writing using [aa juniorschool@academy.ac.cy](mailto:aa juniorschool@academy.ac.cy)

## **Birthday / Name Day Celebrations**

Children may bring a treat for their friends. Treats must be individually prepacked – we cannot slice cakes etc. Where possible, families are encouraged to consider a small gift other than sweets and cakes.

Treats will be sent home and not consumed within the school day to allow parents to make choices about the suitability of that treat for their child.



## Canteen / Ordering Hot Meals

The Junior School is serviced by a canteen service which serves a range of healthy snacks and hot meals. All food preparation is completed at the Senior School.

The Canteen is run and managed by Swiss Cottage.

Parents may order hot meals directly with the canteen by contacting Andreas – 99682121

Meals are brought to the Nursery and Pre-Junior Classes at 12.30.

Children in Grades 1-6 attending After School Programme have their lunch at 1.30 – which is when their food is brought to the Junior School.

The menu is sent by email to parents regularly – here is a sample menu from last academic year:

|               | MONDAY  | TUESDAY  | WEDNESDAY  | THURSDAY  | FRIDAY  |
|---------------|---|--|--|---|---|
| <b>WEEK 1</b> | <u>Lunch:</u><br>Cheese sticks with rice<br><br><u>Dessert:</u> Fruit             | <u>Lunch:</u><br>Chicken souvlaki with rice and yogurt<br><br><u>Dessert:</u><br>Marble Cake | <u>Lunch:</u><br>Lentils and yogurt<br><br><u>Dessert:</u><br>Jelly          | <u>Lunch:</u><br>Meat balls with bulgur and yogurt<br><br><u>Dessert:</u><br>Fruit  | <u>Lunch:</u><br>Plain orzo with halloumi<br><br><u>Dessert:</u> Fruit                    |
| <b>WEEK 2</b> | <u>Lunch:</u><br>Pork burger with chips<br><br><u>Dessert:</u><br>Orange cake     | <u>Lunch:</u><br>Fish fingers with rice<br><br><u>Dessert:</u><br>Fruit                      | <u>Lunch:</u><br>Lentils and yogurt<br><br><u>Dessert:</u><br>Jelly          | <u>Lunch:</u><br>Penne Carbonara<br><br><u>Dessert:</u><br>Fruit                    | <u>Lunch:</u><br>Chicken strips with potato puree<br><br><u>Dessert:</u><br>Vanilla cream |
| <b>WEEK 3</b> | <u>Lunch:</u><br>Chicken nuggets with chips<br><br><u>Dessert:</u> Chocolate Cake | <u>Lunch:</u><br>Penne with chicken curry (not spicy)<br><br><u>Dessert:</u> Fruit           | <u>Lunch:</u><br>Beefteki with oven potatoes<br><br><u>Dessert:</u><br>Jelly | <u>Lunch:</u><br>Green beans with yogurt<br><br><u>Dessert:</u><br>Fruit            | <u>Lunch:</u><br>Noodles with vegetables<br><br><u>Dessert:</u><br>Cake                   |
| <b>WEEK 4</b> | <u>Lunch:</u><br>Meat balls with puree<br><br><u>Dessert:</u> Fruit               | <u>Lunch:</u><br>Orzo with mincemeat and yogurt<br><br><u>Dessert:</u><br>Cake               | <u>Lunch:</u><br>Lentils and yogurt<br><br><u>Dessert:</u><br>Jelly          | <u>Lunch:</u><br>Chicken burger with wedges<br><br><u>Dessert:</u><br>Vanilla Cream | <u>Lunch:</u><br>Fish fingers with rice<br><br><u>Dessert:</u> Fruit                      |

## Charities and Fundraising

At the Junior School, we fully embrace the American Academy motto of *To Grow and Serve*.

We support a number of local and international charities.

The Sofia Foundation.

The Larnaca Food Bank.

One Wish

St Lazarus Centre for People with Special Needs

Throughout the year, we participate in a range of fundraising events which might include: non- uniform days, cake sales, food collections etc.

We will also become involved in humanitarian appeals as appropriate.

## Collecting your Child Other Than at the End of the Day

If you need to collect your child during the school day, please inform the school office by email in advance. Please state who is collecting them and at what time. Please also include the reason they need to be out of school and when you expect them to return.

Please remember that absence from school directly impacts progress and, as such, medical appointments etc should be made outside of school hours where at all possible.

### **Collective Worship**

We are very proud of our Christian character which dates back to 1908. Our Assemblies have a Christian perspective which may include *worship* music / songs though we do not say prayers.

Children are taught about Christian Values such as kindness, honesty and love through Assemblies, RE and PSHE.

Bible Fun Club is part of the After School provision – further information is available from the Institute.

### **Communication with School Staff**

All parents and staff are expected to treat each other with respect. Neither party should shout or be aggressive towards the other.

Parents are expected to follow the instructions of staff when on school site and address any concerns they may have with the Headteacher.

The best outcomes for children are achieved which school staff and parents work in partnership.

### **Complaints**

The Junior School staff work extremely hard to ensure the best possible educational experience for our students.

Very occasionally, parents may feel that something has happened that they are not happy about. If this happens, it is very important to communicate concerns directly to the school as soon as it happens so that the matter can be resolved quickly. Parents can discuss their concern with the class teacher, phase leader or any member of the senior team.

The school has a formal complaints policy, should it be required, which is available from the school office on request.

The Junior School will not formally respond to anonymous complaints or any complaint including phrases from an individual parents such as, *parents are saying...*

### **Class Allocation**

On entry to the school, year group allocation is based on the date of birth of the child and in-line with Cypriot Law.

All class allocation decisions are made by educational professionals including Class Teachers, Senior Teachers and where appropriate the Educational Psychologist. Whilst friendships are considered, the primary focus is educational progress.

Class allocations will not be changed at parental request.

Students will not be allocated a class until the deposit is paid for the coming year.

### **Class Blog**

Each class has a Class Blog which keeps parents up to date with learning activities. They are updated on a regular basis but not daily. The platform we use is Seesaw – your child's access codes will be shared via their diary.

Please note that Seesaw is not a communication channel that is checked and should not be used to correspond with staff. Please contact the school office / use the communication section in the diary.

### Crossing Patrol

The Junior School benefits from a Crossing Patrol Officer who supports road safety on Markou Drakou at the beginning and end of the school day. She is posted at the zebra crossing directly outside the school.

Parents are expected to follow her instructions regarding parking, crossing the road and all other matters pertaining to safety.

### Curriculum Model

It is inevitable within a Junior School setting that lessons will occasionally have to be moved about due to events, poor weather, public holidays or simply to allow children to finish something off. This however, is not the norm and classes are expected to stick to their designated timetable.

A copy of your child's timetable will be placed in their school diary during September.

These tables show how the 30 lessons of the Junior School timetable are distributed between subject areas.

#### Nursery

| Early Years Framework | Greek |
|-----------------------|-------|
| 25                    | 5     |

#### Pre-Junior

| Phonics | Maths | Greek | Early Years Framework | PE | Performing Arts |
|---------|-------|-------|-----------------------|----|-----------------|
| 5       | 5     | 5     | 16                    | 1  | 1               |

#### Grades 1-6

| English | Maths | Greek | ICT | Science | Topic | PE | Art | Performing Arts | PSHE |
|---------|-------|-------|-----|---------|-------|----|-----|-----------------|------|
| 7       | 6     | 6     | 2   | 2       | 1     | 2  | 2   | 1               | 1    |

Topic includes;

- Geography
- History
- Religious Studies
- Cypriot History

The topics covered are:

|         | Geography                   | History                   |
|---------|-----------------------------|---------------------------|
| Grade 1 | We Live in Cyprus           | Kings, Queens and Castles |
| Grade 2 | Weather                     | Transport                 |
| Grade 3 | Capitals and Continents     | Vikings                   |
| Grade 4 | Extreme Earth               | Ancient Egyptians         |
| Grade 5 | Energy and the Environment  | WWII                      |
| Grade 6 | Coastal / Mountain Features | Black History             |

Mrs Lorna will teach Religious Studies to all children in Grades 1-6.

As a Christian school, our Religious Studies lessons will be taught from a Christian Perspective and have been carefully planned in conjunction with the Church Representatives of the Board of Directors.

The topics covered are:

|         | RE              |
|---------|-----------------|
| Grade 1 | Parables        |
| Grade 2 | Miracles        |
| Grade 3 | Heroes          |
| Grade 4 | Journeys        |
| Grade 5 | Values          |
| Grade 6 | People of Faith |

Parents have the right to withdraw their children from Religious Studies ONLY. If you wish to withdraw your child, you must inform the school in writing. You can change your mind at any point – you just need to inform us in writing.

Children not attending Religious Studies will be supervised in the library – they will not be taught an alternative curriculum.

Cypriot History will be taught by a qualified Greek Teacher. Cypriot History is a mandatory part of the curriculum of all schools in Cyprus from Grade 3 upwards.

The Topics covered are:

|         | Cypriot History   |
|---------|---|
| Grade 1 | Olive – the plant, the products, importance in Greek culture, myths related, symbolism throughout Greek culture |
| Grade 2 | Ancient Greek pottery- black figured pottery and the stories they tell  |
| Grade 3 | Ancient Greek Gods, Labours of Hercules   |
| Grade 4 | Paleolithic, Neolithic and Bronze Ages  |
| Grade 5 | Mycenaean migration, Cypriot Kingdoms – Salamina - King Evagoras  |
| Grade 6 | Medieval Cyprus: Legends (Digenis Akritas), Castles- Pendadaktilos  |

|                         | Unit 1<br>9/9/2023 | Unit 2<br>11/11/2023 | Unit 3<br>27/1/2024 | Unit 4<br>31/3/2024 |
|-------------------------|--------------------|----------------------|---------------------|---------------------|
| <b>Grade 1 Mint</b>     | Cypriot History    | History              | Geography           | RE                  |
| <b>Grade 1 Rosemary</b> | RE                 | Cypriot History      | History             | Geography           |
| <b>Grade 2 Oregano</b>  | Geography          | RE                   | Cypriot History     | History             |
| <b>Grade 2 Thyme</b>    | History            | Geography            | RE                  | Cypriot History     |
| <b>Grade 3 Anise</b>    | Cypriot History    | History              | RE                  | Geography           |
| <b>Grade 3 Basil</b>    | RE                 | History              | Geography           | Cypriot History     |
| <b>Grade 4 Sycamore</b> | RE                 | Cypriot History      | History             | Geography           |
| <b>Grade 5 Cedar</b>    | History            | RE                   | Cypriot History     | Geography           |
| <b>Grade 5 Olives</b>   | History            | Cypriot History      | Geography           | RE                  |
| <b>Grade 6 Cypress</b>  | Cypriot History    | Geography            | History             | RE                  |
| <b>Grade 6 Oak</b>      | Geography          | Cypriot History      | History             | RE                  |

The Junior School uses the following set schemes as a basis in some subjects, although resources from a wide range of sources are required to fully meet all our children's needs:

Maths – White Rose Maths

Spelling – No Nonsense Spelling

Handwriting – Letter Join

Science – Oxford International Science

Computing – Rising Stars; switched on Computing

### **Damage to School Property**

As a school we understand that accidents happen – we are working with children. In the event of wilful damage, however – we may invoice for the damage done.

### **Emergency Contact**

If a child needs to contact parents urgently, they will be permitted to use the school telephone.

It is essential that parents keep the emergency contact details the school has up to date. Parents are expected to ensure that we can contact them in the event of an emergency. If you are travelling on business, it is essential that we know who to contact in an emergency.

It is important that an emergency contact speaks enough English or Greek to understand what is happening and what the school needs them to do.

If the school deems that a child needs to be collected from school, parents are expected to be at school within 30 minutes generally.

### **Entrance Exams**

As a selective Academic School, all places are subject to appraisal and places are only offered if the child reaches the necessary academic standard.

Junior School children must pass the placement assessment to transition to Senior School. They are tested in English and Maths. Currently the pass mark is 65%.

Junior School children benefit from preferential entry to the Senior School, but do not get direct entry.

If, as a school, we are at all worried about your child's ability to secure a place in the Senior School, we will ensure that you are aware. Generally, however, if they are achieving assessment grades which are yellow (working towards the expected standard) in Grade 5 and 6, it may be difficult for them to pass the Placement Exam. Please discuss your child's progress with their teacher in the first instance.

### **Events Across the American Academy**

As a Junior School, we will share with parents all events and information relating to all departments within the American Academy. These include:

Senior School

Sports Academy

Summer School

Institute

## **Fees**

The fees for the current school year are provided in Appendix 1.

All parents are expected to ensure that they have paid their child's fees in full by the end of February each year.

Deposits for the next school year are required for the Junior School in March – If you do not pay the deposit on time, you may lose your child's place for the following year – we are highly over-subscribed as a school.

## **Front Gate Pick Up**

The school drive is no longer used as part of the standard systems for drop off or pick up.

The front blue gate next to the office is generally only used by staff and visitors.

We understand, however, that some parents / grandparents cannot collect children from the playground.

Generally speaking, permission to use the drive is permitted to:

- Disabled parents / Grandparents
- Parents of disable students
- Pregnant Mums
- Parents with a baby (only if the baby is in the car!)
- Parents with 3 or more **JUNIOR SCHOOL** children
- Parents who are post operation (for a short / agreed period of time)

Wearing your pyjamas and running late, are not reasons to be using the drive.

If you feel that this applies to you / your family, please complete the necessary form which is available from the school office.

**You must make a new application each year or as and when circumstances change.**

## **GDPR**

The school is fully compliant with all aspects of GDPR.

The School's Data Protection Officer is Ms Eleni Tsekoura – she is based at the Treasury.

Your child's file will be passed to the Senior School / destroyed in the August after they leave the American Academy Junior School.

## **Graduations**

There is a formal Graduation Ceremony at the end of Pre-Junior and Grade 6.

Ceremonies are held in June. Children will receive their Graduation Certificate and a small gift.

Students will not be able to graduate if all fees for PJ or G6 have not been paid in full, in line with the standard schedule of fees issued by the treasury.

The PTA contributes towards the gifts.

Parents of Pre-Junior and Grade 6 will be invited to a meeting about Graduation in October. The purpose of this meeting is provide details of the Graduation Ceremony and also to support parents to plan a Graduation Party.

## Greek

All children have Greek lessons – it is a compulsory part of our core curriculum.

Greek is taught as two distinct pathways:

### Greek for native Greek speakers

This course follows the MOEC Greek Literature Course and is the same as that which is taught within Public Schools.

The native pathway is only suitable for children who speak Greek consistently at home. Given that the main language of the American Academy is English, families need to be ready and able to support their children. We are aiming to ensure that children reach the same standards as children in the Public Schools, despite only having 6 formal lessons per week – this is highly challenging for students, staff and parents.

Native-speaking families must be aware of what they are embarking upon and should discuss this Greek Pathway with a Greek Teacher to ensure that their child is on the right course. GSL is totally different. It is not the same but easier or slower paced. Moving between pathways is not an option.

It would be highly unlikely that children not following the Native Greek Pathway will achieve success in Greek examinations such as those taken to enter public universities in Cyprus or Greece, The Officers' Exam for the Armed Services nor the Entrance Examination for Government employment.

### Greek as a second language (GSL)

This is a course which we have developed and which focusses on developing children's ability to communicate with confidence.

This course is for children who do not consistently speak Greek at home.

Children are taught basic vocabulary and phonics within Greek to serve as a positive foundation on which to learn the language.

Children cover a wide range of topics, learn how to speak, read and write. They learn about a wide range of grammatical features of Greek too.

Children have the following number of Greek Lessons per week:

|                        |            |
|------------------------|------------|
| Nursery and Pre-Junior | Grades 1-6 |
| 5                      | 6          |

In addition, Art and PE are taught with a high level of bilingualism. Children in Grade 5 are taught Performing Arts by a qualified Greek Teacher and present their Christmas Show in Greek.

The school has one Greek Week per year, usually near Tsiknopempti.

All Children in Grades 1-6 have additional Greek History lessons throughout the year. These are taught by the Greek Teachers as part of our Topic lessons.

Dance is a core strand of PE – All children learn Greek Dancing as part of PE.

## Holidays / Travel

All children who reside in Cyprus and who are of compulsory School Age are required to attend school by law.

The American Academy Junior School does not approve/ authorise term time holidays/ travel except in exceptional circumstances. Even authorised absence is absence and will be reflected on the End of Year Report.

If you need to travel with your children, you must request permission for your child's absence in advance by emailing the school. Please include the dates of travel, destination, reason for the absence and expected date for return to school.

The school will not provide work for children to complete when on holiday / travelling except in exceptional circumstances.

## Homework

Homework is set each day and all children are expected to complete the homework and hand it in on time. In addition, there will be a range of optional tasks which children may complete should they wish to do so.

Compulsory Homework is designed to consolidate taught concepts and allow children time to practise what they have learnt in class, demonstrating their ability to work independently. It also allows children to develop skills of self-regulation, organisation and meeting deadlines – all important life skills within a supportive environment of home and Junior School. It will consist of activities including:

- Reading with an adult – Parents are expected to complete the reading diary each day
- Learning spellings
- Maths Exercises
- Handwriting
- Grammar and Reading Comprehension tasks
- Completion of written work started in class

Homework is recorded in the school diary. It is essential that your child has their diary with them every day. Replacement diaries are €5 – a limited stock is available at the school office.

It is important that the Class Teacher knows if your child is finding homework difficult or it is taking excessive amounts of time. Generally, children should be able to complete their homework with a high level of independence and it should, assuming that they do homework every day (Mon-Fri) take no longer than:

| Pre-Junior | Grade 1 | Grade 2 | Grade 3 | Grade 4 | Grade 5 | Grade 6 |
|------------|---------|---------|---------|---------|---------|---------|
| 10 mins    | 15 mins | 20 mins | 30 mins | 40 mins | 50 mins | 60 mins |

Additional optional homework is set on a termly basis so that children who want to complete a range of more open-ended tasks may do so.

Teachers will not set additional homework if a child is not in school. Nor will they send work home for children who are off sick until the absence has exceeded 3 days and then only if it is viable for the child in question to be able to complete it.



### **Independent Travel**

Some children in Grades 5 and 6 do travel to and from school independently.

If you wish for your child to travel independently, you must inform the school in writing stating which days they are to be dismissed without an adult. They will be dismissed at 1.30pm.

Families are advised to think carefully about independent travel and to ensure that their children know which route to use and how to seek assistance on their journey if they need help.

Children who meet parents at an agreed location or who meet siblings who attend Senior School are considered as Independent Travellers and will also be dismissed at 1.30pm. Parents should note that the Senior School finishes at 1.30pm.

### **Infectious Diseases**

There are some conditions which are notifiable to the MOH – this is usually done by their Paediatrician. They will advise you as a medical professional.

There are also conditions that, whilst not necessarily notifiable to the MOH, are highly infectious. If you suspect that your child may have any of the following conditions, please inform the school, do not bring them or any siblings to school and seek immediate advice from your doctor.

- Chickenpox (Varicella Virus)
- Conjunctivitis
- Gastroenteritis/Enterovirus
- Hand, Foot and Mouth (Coxsackie Virus)
- Impetigo
- Influenza
- Measles (Rubella)
- Meningococcal disease
- Mononucleosis (Epstein-Barr Virus)
- Mumps
- Ringworm
- Scabies
- Slap Cheek (FIFTH DISEASE-Parvovirus)
- Scarlett fever and Streptococcal Throat
- Whooping Cough(Pertussis)

### **Inspections**

The Junior School is subject to inspection from the Ministry of Education and Culture (MOEC) for P1 to G6 and the Ministry of Welfare, Labour and Social Insurance (MOWL&SI) for E2 to P2. The school will inform parents about inspections and the outcomes as appropriate.

### **Other Family Members / Care Providers**

Parents are expected to ensure that other family members or care providers are aware of the information they require to collect children from school, etc.

### **Language of Instruction & Communication**

The language of instruction for all lessons at the Junior School is English, except for Greek.

In Greek lessons, the Native Pathway is taught entirely in Greek whereas the Greek as a Second Language Pathway is taught using both English and Greek.

The language of all parental communication is English.

### **Late Pick Up**

All children are expected to be collected no later than 1.30pm.

We understand that, very occasionally, things happen and parents are running late. It is important to ring the school to inform us that you are late and what time you expect to collect your child.

Children in Nursery to Grade 4 – children will be added to the After School Club – a service for which you may be charged.

Children in Grades 5 and 6 will be able to wait at the front of school – they will be supervised by staff out and about on corridors and not by a designated member of staff.

We do not provide childcare for children between the Junior School finishing and Senior School siblings collecting children. Parents will need to collect Junior School children at 1.15 and then wait for their Senior School children to finish school and arrive at their agreed collection point.

### **Lost Property**

Parents are requested to ensure that all their child's uniform has their name on it. Children are expected to look after their personal items. When our cleaning team gather things up, they are placed in a basket which is available to parents at the front of the school at drop off / collection.

Whilst teachers will always try to reunite children with their belongings, we do not accept responsibility for the loss of any items of uniform or personal equipment.

### **Library**

The library is situated on the first floor of the main building.

The library provision is co-ordinated by Mrs Sophocli, and she is helped by her team of Grade 6 Librarians.

Each class is able to make use of the library each week during lesson time with their class teacher.

The library is also open at second recess for children to borrow and return books.

If a child loses a library book, there will be a small charge to replace it.

The library is also open on the first, third (and fifth) Saturday of the month. For further information about Soulla's Saturday Morning Library, please email: [soullaturdaymorninglibrary@gmail.com](mailto:soullaturdaymorninglibrary@gmail.com)

### **Meeting Teachers**

There are formal opportunities to meet with teachers after the Autumn and Spring Assessment weeks.

We understand that parents may not want to wait for these times if they have a concern, or just want to check on the progress that their child is making.

All teachers have a designated meeting time during the week – if you want to meet with your child's teacher, Greek teacher or a member of the management team, please contact the school office so that an appointment time can be provided.

Teachers are also available at the end of the day to discuss occasional quick matters – though these conversations are not particularly private as they are at dismissal time on the playground.

## **Medicine**

School staff do not administer any form of medication without written parental consent.

If your child needs to be given prescribed medication during the day, parents must hand it to school staff at the gate, ensuring that there are full written instructions.

E.g. Susan Brown Grade 3  
10ml at break before food.

## **Mentor Time**

Each class has a Mentor session every day. This is an opportunity to catch up on the week and also discuss matters pertinent to that class. Mentor time is used for assembly, times table competitions and also reading for pleasure. Mentor time starts at 7.40 (immediately after registration) and is part of each child's education. Children are required to be at school by 7.30am each day.

## **Mobile Phones and Electronic Devices**

Mobile Phones are not permitted in school. Given that most children are brought to and collected from school by a parent, there is no need to bring them to school at all.

If you have a legitimate reason for your child to have their phone in school, this must be put in writing to the Headteacher requesting permission. **If** permission is granted, the phone must be handed in to staff at the school gate. Your child will not be permitted to have access to it at all during the school day.

The school accepts no responsibility for any student's device on premises.

Students are not permitted to wear smart/digital watches to school.

The school's policy on the use of Mobile Phones and Smart/Digital devices reflects the instructions of the MOEC to all Primary Schools in Cyprus.

## **My Child is Struggling. What can I do?**

Initially parents are advised to contact the school office to make an appointment to see their child's class teacher. As required, the Class Teacher will include our Inclusion Lead – Mrs Nicolaou. The American Academy benefits from an Educational Psychologist – access to Mrs Elena Asprou is via Mrs Nicolaou.

## **Other Charges**

There may be some additional charges throughout the year – these may include:

- Charitable donations for non-uniform days or other events
- Text Books and whole class guided reading novels
- School trips
- Uniforms
- Art Book
- Fees for optional activities/clubs

### **Parent Teacher Conferences**

Parents will be invited to attend a Parent Teacher Conference twice during the school year.

Dates will be confirmed nearer the time which are usually in December and April.

Parents are encouraged to attend these meetings without children present.

### **Parental Responsibilities**

We aim to work in partnership with parents at all times.

Parents are expected to support the school in upholding the school rules and creating a positive climate for learning.

Parents should expect to be informed promptly of any emerging difficulties their children may face.

Parents have particular responsibilities for ensuring regular and punctual attendance of students at school.

Acceptance of a place at the school implies parental support for the implementation of the school policies. This includes Uniform, Homework and Behaviour.

### **Parking**

The school does not provide parking for parents or other visitors.

We have 2 disabled parking spaces. If you park in one of these, you must display your valid Blue Permit. Please expect to be asked to move your vehicle if you are not displaying an appropriate permit.

When parking in the local streets, parents are required to follow all road traffic laws.

Under no circumstances should parents block the access of local residents to their properties by parking over driveways or by entering and parking on their premises.

In the event of a complaint about parent parking from a local resident, whilst we will always endeavour to resolve the matter, we will advise residents to contact the local police should they deem it appropriate.

### **Pastoral Support**

Children often need a little extra support for a period of time due to something which is happening in their lives. This might be something at school or at home.

Mrs Stephanie leads on Pastoral Support at the school and is supported by the Phase Leaders – Mrs Joanna (Nursery and Pre-Junior), Mrs Chris (Grades 1-3) and Mrs Lorna (Grades 4-6).

They are all very experienced in helping children to cope with things such as falling out with friends, new siblings or the loss of someone important to them.

If you do want to discuss anything of this nature please contact the school and request that you are contacted as soon as possible.

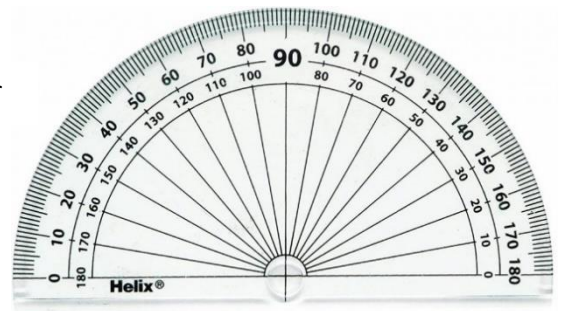
## Pencil Cases

All children in Nursery 1 upwards require a pencil case. Parents are required to ensure that they are replenished on a regular basis.

### Phase 2 (Grades 4-6)

- 3 HB pencils
- 1 red pen for editing work
- 15cm ruler
- Eraser
- Pencil Sharpener
- Highlighter (any colour)
- Coloured Pencils (12 Max)
- Glue Stick (no runny glue please)
- Black fine tip permanent marker
- Small set square
- Protractor
- Mini Whiteboard

Protractor

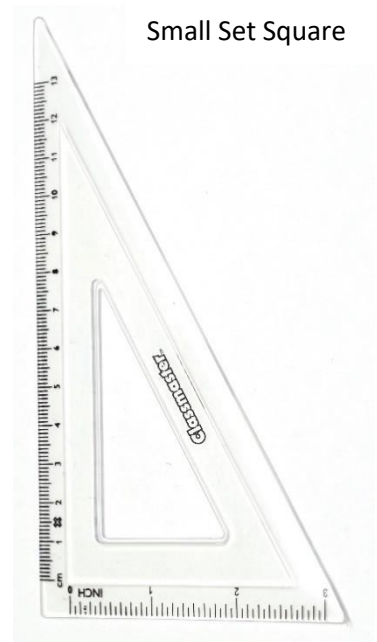


Children with a Pen Licence also need blue or black pens.

### Phase 1 (Grades 1-3) - Only these items are permitted

- 3 HB pencils
- 15cm ruler
- Eraser
- Pencil Sharpener
- Coloured Pencils (12 Max)
- Glue Stick (no runny glue please.)
- Black fine tip permanent marker
- Small set square – Grade 3 only

Small Set Square



### Pre-Junior - Only these items are permitted

- 2 pencils – Easygraph – these are available from the school bookshop
- 15cm ruler
- Eraser
- Pencil Sharpener – suitable for chunky pencil crayons
- Coloured Pencils (12 Max) These need to be the thicker Chunky style
- Glue Stick (no runny glue please)

Staff will remove items not permitted

### E2 and E3

Children in these classes do not require a pencil case.

### Items not permitted in School

Tipp-ex

Alcohol Markers / solvent based markers e.g. Posca Pens

Multiple Permanent Markers - only 1 black marker is permitted for Art

Glitter Glue

Calculators

Easygraph Pencils



## **Psychologist**

The school has an Educational Psychologist who is able to support children across both the Junior and Senior Schools. If you feel that your child requires additional support, your first point of contact at the Junior School is Mrs Nicolaou.

Please note that there is a waiting list for additional support and that parents will be charged for additional assessments and support. This will be outlined before a referral is made.

## **Phrases You Might See in Letters etc**

Here are some phrases which we use at the Junior School which you might not be familiar with. You may see these used in letters / emails etc.

AAJS – American Academy Larnaca Junior School

## Junior School Organisation of Year Groups

Early Years – Nursery and Pre-Junior

Phase 1 – Grades 1 to 3

Phase 2 – Grades 4 to 6

## The English National Curriculum

EYFS (Early Years and Foundation Stage) – Nursery and Pre-Junior

Reception Class – this is the UK name for Pre-Junior

Key Stage 1 (KS1) – Grades 1 and 2

Key Stage 2 (KS2) – Grades 3 to 6

## Other Phrases

GAPS – Grammar, Punctuation and Spelling Assessment – The Grammar and Spelling tests we use

PIRA – Progress in Reading Assessment – The Reading Comprehension Tests we use

PUMA – Progress in Understanding Mathematics Assessment – The Maths Tests we use

SEND – Special Educational Needs & Disabilities

## **PTA**

The Junior School benefits from an active PTA. The PTA's remit is to support the school and does so through a range of fundraising activities throughout the year.

All parents are encouraged to get involved in supporting the work of the PTA.

The PTA is not the correct means for communicating concern about any school-based matter. Please contact your child's Teacher or Headteacher if you have any concerns.

## **Qualifications of Staff**

Our recruitment procedures ensure that all staff are fully qualified for their role.

All teachers (as required) have had their teaching qualifications ratified by KYSATS.

The Headteacher holds an NPQH - National Professional Qualification for Headship (this is a qualification issued by the UK Government, which is recognised via KYSATS by the Cypriot Government)

The Junior School will not share the exact qualifications any individual member of staff has with parents.

## **Reading Records & Reading With Your Child**

Parents are expected to read with their children each day and to complete the Reading Record which is inside the school diary. Specific information for your child's class will be provided by their teacher.

At the American Academy Junior School, we encourage every student to read for pleasure and enjoy their reading. Reading comes with so many benefits, from helping with grammar, punctuation and spelling to improving creativity, comprehension and empathy.

Every student must have a reading book with them every day in order to do some silent reading in class when required or during mentor time. Additionally, there is a section in each week's planner for the students to note down what they are reading every evening at home, and this needs to be signed by the parent daily.

It is expected that parents should share a book with their child / listening to them read for at least 10 minutes per day. In addition, parents should encourage their child to read for pleasure for at least an additional 15-30 minutes daily, as soon as they are able to read independently.

Reading to your child is always beneficial. It supports them to access books which they cannot yet access independently – this greatly improves their vocabulary and exposes them to a range of different writing styles. Even when children can read well, they love being read to by an adult.

Reading with your child in any language is beneficial and is important that children develop a love for reading in their mother tongue as well as in English. It is however important that all children are able to read in English daily to an adult with competent English. If this causes a challenge to your family, please inform your child's teacher, There are a range of ways we can work together to support your child.

## **Registration/ Deposits**

### Current Students

All current students are required to have paid their deposit by the end of March each year. Until the deposit is paid, their place is not secured for the following school year. Please note that you are not able to pay the deposit for the coming school year until their account has been cleared for the current year.

### New Students

A family wishing to register a new student must complete the application form which is available from the school office and also downloadable from the school website. It must be sent to the school office along with a copy of the child's birth certificate, passport and immigration papers (where applicable).

Appraisals for the new school year start in January. There is a €75 charge for the appraisal which is payable before the date of the appraisal and not at the time of application. If a child is offered a place, the deposit of €1,000 must be paid within 2 weeks of the offer to reserve the place.

### **Reports**

Parents will receive the results of the formal assessments approximately 1 month after the assessment week.

End of Year Reports will be issued within 1 month of the Junior School closing. Please note that reports will not be provided if there is an outstanding balance.

### **Requesting Leave of Absence**

There are many reasons why a child may need time off school. Ultimately, all children of compulsory school age are required by law to attend school. Poor attendance is also directly linked to poor attainment / progress – children who are in school every day make more progress.

All absence, including that which is authorised by the school, is absence. This will be reflected in the attendance section of your child's report (P2-G5)

If you need to request a leave of absence for your child, please follow these procedures:

#### Medical Appointment

It is expected that, where possible, medical appointments are made outside school hours. Please inform the school in advance of any medical appointment. This should be done via email to [aa juniorschool@academy.ac.cy](mailto:aa juniorschool@academy.ac.cy) confirming the type of appointment and the duration of absence – please include pick up and return times. You are advised to provide the school with an appointment card.

#### Travel / Holidays

The American Academy Junior School does not approve/ authorise term time holidays/ travel except in exceptional circumstances.

If you need to travel with your children, you must request permission for your child's absence in advance by completing an Absence Request Form which is available from the School Office.

#### Immigration / Visa Appointments

Please inform the school in advance of any immigration/visa appointment. This should be done via email to [aa juniorschool@academy.ac.cy](mailto:aa juniorschool@academy.ac.cy) confirming the type of appointment, the venue (immigration Office, Consulate etc) and the duration of absence – please include pick up and return times. You are advised to provide the school with an appointment card/ letter or proof of attendance.

#### Exams

Please inform school in advance of any exams. This should be done via email to [aa juniorschool@academy.ac.cy](mailto:aa juniorschool@academy.ac.cy) confirming the type of exam, the venue and the duration of absence – please include pick up and return times. You are advised to provide the school with a copy of the exam invitation letter / proof of attendance etc.

#### National / International Sporting Events

If your child is competing in a national or international event, please inform the school via email to [aa juniorschool@academy.ac.cy](mailto:aa juniorschool@academy.ac.cy) confirming the nature of the competition, the venue and the duration of absence – please include pick up and return times. You will be required to provide formal confirmation of your child's participation.



### Family Commitments / All Other Absences

Occasionally a child must attend a family commitment. Parents should inform the school via email to [aajuniorschool@academy.ac.cy](mailto:aajuniorschool@academy.ac.cy) confirming the nature of the family commitment and the duration of absence – please include pick up and return times. You may be asked to provide further information by the Headteacher.

### **Safety**

Safety of the children is paramount to both staff and parents. Children remain the responsibility of staff until children are handed over to parents or designated adult on the playground.

All parents are expected to follow all instructions from staff when on the school site.

Parents are expected to use designated pedestrian paths and not walk on the drive.

### **Scholarships**

The Junior School offers one scholarship at the end of Grade 6. It is currently €1,000 towards tuition in Year 1 of the Senior School. See Scholarships Policy for further details.

### **Sickness at Home**

If your child is unwell and cannot attend school, please contact the school office to inform us why they are not coming into school and when you expect that they will return. This can be done via phone or email.

Please note that teachers will not send work home for children who are ill for less than 3 days and only then if it is agreed that they can reasonably complete it.

If a child has Diarrhoea or vomiting, they must stay home for at least 24 hours after being clear of illness.

### **Sickness in School**

If your child is unwell in school and needs to come home, we will contact you and ask that they are collected. Sending a child home is not a decision we take lightly and we are very experienced at spotting, *I don't fancy PE* or *I have forgotten to practise my spellings*.

It is expected that most children are collected within 30 minutes.

If a child has Diarrhoea or vomiting, they must stay home for at least 24 hours after being clear of illness.

### **Snacks**

In Nursery, children bring a snack of prepared fruit each day.

For all other year groups, children may bring a snack to eat at either recess – the canteen is also open and sells pre-prepared snacks – the menu is circulated to parents via email on a regular basis.

Children may not bring chocolate, crisp/chips or fizzy drinks.

### **Social Media**

You can follow all areas of life at the American Academy through social media. This will help us to give you an insight into our daily routines.

Social media, however, is not an appropriate means of communication with teachers, nor to make complaints about any aspect of the Academy. It is expected that all parents use the correct means to contact staff and to sort out any concerns that may arise.

Many parents join the class what's app group – these are a great way to arrange play dates, parties etc. They are not however a suitable forum to discuss individual children nor any aspect of the school's operational management. Members of staff who are members of these groups are members because they are also parents and this must be respected by all.

Whilst the Junior School supports these groups, they are not managed nor moderated by the school management. Parents are expected to follow these guidelines and to communicate with kindness and sensitivity to others.

During Covid, the Headteacher set up a communication group to ensure that quick messages could quickly be posted into class groups. This was to make it easier for parents and this will continue. Parents are reminded that this is an informal means of communication – all formal communication with the school should be done in person or via email. The volunteer parents who are in the communication group are not class representatives – just kindly sharing information to support everyone.

### **Special Educational Needs**

The School's Special Educational Needs Co-ordinator (SENCo) is Mrs Zoe Nicolaou.

Any parent wishing to discuss their child's specific Special Educational Needs (SEN) is advised to make an appointment to see her.

As an academically selective school, all children must meet and maintain our high academic standards. Thereafter, we are fully inclusive.

Additional TA support, the support of the Educational Psychologist and other necessary equipment can be made available to support a child. SEN Provision may be charged as an additional cost to the tuition fees.

### **Spellings**

We teach No Nonsense Spelling as our spelling scheme. All children in Grades 1-6 will bring home spellings each week which should be practised at home ready for their weekly test.

### **Sponsor a Child**

As a Junior School, we currently sponsor a number of children in Africa through the Sofia Foundation.

This ensures that these children are able to attend school and work towards a much brighter future.

Families are invited to support this essential initiative each year. The cost of sponsoring a child for a year is between €15-20. You will receive further information during the school year.

### **Student Promotion**

Whilst it is expected that students move up a class at the end of each school year, the school does reserve the right to hold a child in their current year group (repeat the school year) if the appropriate level of academic progress has not been made.

If the school does not intend to promote your child at the end of the school year, you will have been informed of the intention to do so during the school year and will have been invited to meet with the school to agree a suitable support package to assist your child.

### **Student Registration**

Applications for new starters are accepted throughout the year. The initial deadline for a September start is the end of January each year.

Children who already attend the Junior School are automatically registered for the next year if their fees and deposit are paid on time.

Grade 6 parents are informed about the registration for Year 1 of the Senior School by the Senior School Principal.

### **Suitability of the Building and Fire Certification**

The Junior School has all necessary licences for both the building and its use.

We are fully compliant with all regulatory checks in respect of fire.

All required documentation is available to view by request. Should you wish to see this documentation, please email the school office to arrange a meeting with the Headteacher / Facilities Manager.

### **Sun Cream and Sun Hats**

Parents are asked to apply sun cream in the morning before children come to school.

It is advised that children bring sun hats to school in warmer weather – only the American Academy hat is permitted.

### **Termination of Studies**

The American Academy may terminate the study of any student if they or their parents are in breach of the school contract or the Parent Handbook (this document).

### **Textbooks**

Each year group has a number of set texts which they require for their lessons. Textbooks can be purchased from the American Academy Bookshop or any other provider of choice.

Textbooks include

- Maths Workbook / Text Book
- Reading Comprehension Books – Grade 1-6
- Grammar Books – Grade 1-6
- Phonics Book – P2- Grade 1
- Science Books – Grades 1-6
- Three novels
- Greek Novel – to be purchased before January. Titles shared in November.
- Art Book – P2-Grade 6

Please note that children following the GSL pathway are also required to buy Klik Books. These two books last the duration of their time at the Junior School.

Junior School students are not required to purchase their own exercise books.

### **Times Tables**

Rapid recall of multiplication is a skill which supports children in Maths lessons both at Junior School and when they enter the Senior School.

Each week, children in Grades 2-6 have a times table test. They are introduced slowly during Grade 1.

During the year, children should learn the following times tables – it is expected that children have already mastered the ones from the preceding years.

| Grade 1  | Grade 2     | Grade 3  | Grade 4     | Grade 5                 | Grade 6 |
|----------|-------------|----------|-------------|-------------------------|---------|
| 1, 2, 10 | 2, 3, 5, 10 | 4, 8, 11 | 6, 7, 9, 12 | All Timetables at speed |         |



**Timetable**

Each class has its own timetable.

Children will bring a copy of the timetable home during the first week of school. The timetable is subject to change, without notice, throughout the school year.

Children should wear PE Kit on PE days because we do not have separate changing rooms.

|        |                 |
|--------|-----------------|
| 7.30am | Registration    |
| 7.40am | Assembly/Mentor |
| 8.00   | Lesson 1        |
| 8.45   | Recess          |
| 9.15   | Lesson 2        |
| 10.00  | Lesson 3        |
| 10.50  | Recess          |
| 11.10  | Lesson 4        |
| 11.50  | Lesson 5        |
| 12.30  | Lesson 6        |

**Transition & Induction**

It is important that all children have an opportunity to visit their new classrooms and meet their new teachers prior to starting school in September. This event may occur at the end of a school year or during induction day.

This is not always possible with mid-year admissions.

2023/24

All students are invited to attend a 2-hour induction the day before term starts in September.

This gives them an opportunity to meet their teacher, see the classroom, check where toilets are, etc.

Parents can also meet the teacher and the Senior Team, ensuring that any last minute questions they may have are answered.

Grade 6 – 2024/25

The Senior School invites the new Year 1 students to a range of activities which they arrange after the Entrance Exams. Parents are informed about these events by the Senior School.

### **Transition to Other Schools**

All parents are required to inform the Junior School office if their child is to attend a different school.

The Junior School Headteacher will provide a reference as required – this will be provided in English or Greek – the language must be stipulated at the time of request, or references will be provided in English only and an additional admin charge will be made for further translation.

If your child is moving to a public school, the standard MOEC documentation will be completed upon receipt from the new school.

The Junior School will not write an End of Year School Report for a child who has not completed the full school year.

The Junior School is unable to provide a reference or complete documentation for a new school if there is an outstanding balance for the current year's tuition.

### **Trips / Excursions**

Additional visits are an essential part of learning. Parents will be informed in advance of any off-site visit that their child's class will be taking. All educational visits are compulsory unless non-attendance is agreed with the Headteacher. The Junior School does not provide child care for children who *opt out* of attending school trips.

The school carefully risk assesses all trips, completing reconnaissance visits as required.

The purpose of School Trips is to fully develop each child's experiences and allows them to experience things which they may not do with their family.

We aim to ensure that additional costs are kept to a minimum.

Parents will be informed in writing if there are any costs incurred for trips.

### **Tuition Fees**

The Junior School will email parents the tuition fees for the next academic year as soon as they are made available by the Board of Directors.

The fees for the current school year are available on the school website.

### **Uniform**

#### PE Days – All Year Groups

On PE Days – children should come in PE Uniform:



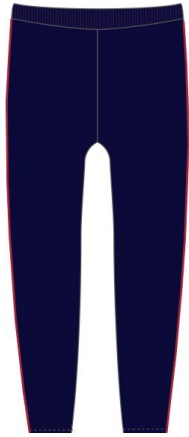
PE T-Shirt (White)



Navy PE Shorts



Navy PE Joggers



Navy PE Leggings

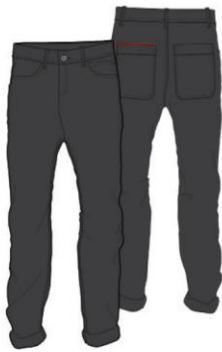
Socks must be plain black, white or grey.  
Children may wear **any** colour of sports shoe they like on PE Days. Shoes must be a matching pair.

PE trousers **CANNOT** be worn on other days.

Formal Uniform – Grade 1 to Grade 6

**Grade 1-6 MUST wear this uniform – they cannot wear PE Trousers with White Polo Shirts**

On days when they do not have PE – all children must wear formal uniform.



Long Grey Trousers (Boys)  
(Girls)



Grey Shorts (Boys and Girls)



Long Navy Tailored Trousers



White Polo Shirt  
Long or short sleeved



White Shirt  
Long or short sleeved



Blue Skirt (Girls)

Socks must be plain black, white or grey. In winter, girls may wear tights – they must be plain and navy, white or grey.

Formal Uniform – E2 to P2

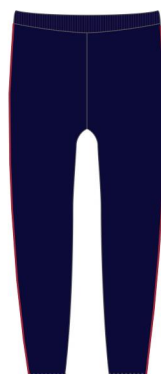


PE Shorts

sleeved



PE Joggers



PE Leggings



Blue Polo Shirt  
Long or short



Blue Summer Dress

Outerwear

Children can wear a navy blue jacket, sweatshirt and coat as required.



The American Academy Cap is the only sunhat permitted at the Junior School.

No other outerwear is permitted.



## Shoes

Shoes must be entirely black and a matching pair.



Please check with the school office before purchasing any item that you are unsure about.

All items of uniform (except socks and shoes) are available from the American Academy Bookshop.

## Hair

Long hair **must** be tied up – this helps children stay cool and also helps to prevent the spread of head lice.

Children are not permitted to dye their hair another colour nor have any lines or carvings in their hair. Mohawks are not permitted.



Carvings, Lines or Mohawks

## Hair Accessories

Hair accessories must be discreet and of school colours – navy, red, black, white or grey.

Cat ears, unicorn horns and huge bows are not permitted.

## Water Bottles

All children must have a water bottle with them. This should have their name on and be filled at home each morning. Bottled Water is available via the vending machine and is 50c for a 500ml bottle.

### Komboschinis & Other Jewellery

Children may wear 1 komboschini – for religious purposes.

If children wear a cross or other religious symbol on a chain round their neck, it must be tucked into their uniform for health and safety reasons.

Children may not wear drop or hoop earrings (small studs only are permitted) this is due to health and safety.

Children may not wear rings, bracelets, or anklets.

Smart and digital watches are not permitted in school – this is an MOEC instruction to all Junior Schools.

### Mobile Phones

Mobile Phones are not permitted in school. Given that most children are brought and collected from school by a parent, there is no need to bring them to school at all.

If you have a legitimate reason for your child to have their phone in school, this must be put in writing to the Headteacher requesting permission. If permission is granted, the phone must be handed in to staff at the school gate. Your child will not be permitted to have access to it at all during the school day.

### Queries about the Uniform Policy

In the event that a child wears an item of clothing that is questionable – the decision of the Headteacher stands.

### **Volunteering at School**

Any parent who would like to volunteer at the school must make an appointment to see the Headteacher to discuss what support the parent would like to offer and when they are available.

Volunteering is a huge commitment for parents and whilst the school will aim to be flexible, volunteering must meet the needs of the school without disrupting normal activity.

Generally, volunteers support school by listening to children read and with art activities such as display boards.

Volunteers must have a full police check – the cost of which is paid for by the volunteer.