



INTERNATIONAL SCHOOL OF PIRAEUS

PARENTS' AGENDA

SCHOOL YEAR 2022-2023

OFFICE HOURS

MAIN OFFICE HOURS

Monday to Friday 07:30– 16.30

Secretary: Dora Kokkini

Tel. number: 0030- 210-4175580, 0030-210-4172004

ACCOUNTS OFFICE

Monday to Friday 07:30– 16.30

Tel. number: 0030- 210-4175580, 0030-210-4172004

Clerk: Dora Kokkini

LIBRARY

Monday to Friday 09:30– 16.30

Librarian: Maria Niarou

ENQUIRIES AND CONTACT DETAILS

For any information about the International School and the Primary Years Programme (PYP), please contact:

Head of Primary School

Mrs. Marika Valsamidou

Tel. number: 0030- 210-4175580

To arrange the meeting with the Head of School please contact the main office.

Head of Early Years

Mrs. Mary Jane Alexandridis

Tel. number: 0030- 210-4175580

To arrange the meeting with the Head of Early Years please contact the main office.

Primary Years Programme Coordinator

Mrs. Antonia Daponti

Tel. number: 0030- 210-4175580

To arrange the meeting with the PYP Coordinator please contact the main office.

WELCOME TO INTERNATIONAL SCHOOL OF PIRAEUS

The International School of Piraeus is located in the heart of the city center of Piraeus, Praxitelous 66-70 str.

It provides an International Nursery, Kindergarten and Elementary school programme (Grades 1-6) for children of Greek and foreign nationals living in Athens and Piraeus.

Since the opening of the school, teachers and administrators have worked diligently and with enthusiasm to build a quality educational programme that stimulates learning, generates good learning habits and promotes positive attitudes. Our plan is to welcome children representing different countries.

We are eagerly looking forward to welcoming all new students and families to our community.

Home and school must have positive relationship and collaboration.

We respect that home is the basis of where students learn their initial principles such as responsibility, manners, organization and respect. As a school we work to reinforce these principles. With your collaboration we believe we will be able to succeed.

Please read the following Parents' Agenda closely to be aware of all our policies and procedures.

MISSION AND PHILOSOPHY STATEMENT

International School of Piraeus is a leading institution of Kindergarten and Primary international education. Students discover and develop their intellectual, personal, emotional and social skills so as to live learn and work in a rapidly globalizing world. The school provides an environment of ongoing inquiry, cooperation and support within the framework of high educational standards, so that its students are able to contribute to the world in a creative and meaningful way.

WORKING TOGETHER WITH THE IBO

International School of Piraeus is one of the more than 4,000 schools in 148 countries around the world, that are members of the International Baccalaureate Organisation (IBO), a non-profit educational foundation based in Switzerland that works with schools, governments and international organizations to develop challenging programmes of international education with rigorous assessment.

The IBO offers the Primary Years Programme (PYP) for students aged 3 to 11 years, Middle Years Programme (MYP) for students in the 11 to 16 year age range, and the Diploma Programme and IBCC, for students in the final two years of secondary school preparing for entry to university.

IBO MISSION STATEMENT

The IBO most recent mission statement reads:

“The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.”

The following pages provide a brief background to IBO programmes and philosophy.

The aim of the IBO programmes is to help students develop attributes that characterize successful learners.

The student is showing that he/she is:

<i>An inquirer</i>	Asks relevant questions, is naturally curious, uses skills to conduct research persistently, works independently and uses findings in her/his life.
<i>A communicator</i>	Expresses feelings and thoughts in words across the curriculum, communicates in different languages and symbol systems, communicates verbally and nonverbally
<i>A thinker</i>	Uses what she/he already knows, builds on own ideas critically and creatively and responds to the ideas of others in the same way.
<i>A risk-taker</i>	Willing to make mistakes, prepared to try something new and to explore new ideas with courage and confidence.
<i>Knowledgeable</i>	Has reached objectives of the programme and acquired relevant knowledge for his/her level by exploring themes which have global relevance and importance.
<i>Principled</i>	Is capable of moral reasoning by communicating integrity, honesty, fairness and justice.
<i>Caring</i>	Is sensitive towards the needs and feelings of others. Shows empathy and thoughtfulness. Has a sense of personal commitment in helping others.
<i>Open-minded</i>	Listens, respects and considers other people's thoughts, ideas, and cultures. Accepts that we are different and have different points of view.
<i>Well-balanced</i>	Cares about personal well-being and is emotionally and physically balanced. Is well organised.
<i>Reflective</i>	Considers own behaviour, actions, communications and learning and is able to analyse own personal strengths and weaknesses in a constructive manner.

COMPREHENSIVE SCHOOL FACILITIES & SERVICES

The International School of Piraeus has extensive and well-equipped facilities. There is an administrative office, so you and your children can be sure of undistracted attention for any enquiries.

To help our students study and develop to their best potential, our school offers the following facilities and services:

- ✓ **Individual Classrooms:** Each grade has its own classroom - with its own PC, internet access, smartboard, touchscreens, projector and AppleTV - and then visits other rooms for specialized subjects such as PE, visual arts and STEM.
- ✓ **Research & reading:** Our library and reading room consists of two libraries, which maintain over 8,000 books of which over 3,800 are in English and a selection of international books.
- ✓ **STEM, Arts studio:** The school has a STEM and Visual Arts room. Our computer facilities include 20+ PC/Laptop Computer laboratory, with a Big Screen TV, a wifi ready network printer and an Ultimaker 3d printer and a specially formed visual art space.
- ✓ **Internet Access:** The school offers a wireless network supporting the full spectrum of devices currently available to the students and staff. Additionally, the school has taken the necessary security and parental control measures to safeguard the students' devices in its network (Hardware firewall, Web Content Filtering)
- ✓ **Digital Platforms:** For administrative and secretarial purposes we use a CMS platform called 4schools which is a cloud-based software that has been created and maintained from EPAFOS and Microsoft's O365 suite. Our teachers use ClassDojo as a classroom management tool. Our Early Years and Grade 1 teachers use Seesaw as a way to share the learning process with parents.
- ✓ **Kitchen and dining area:** This area is also used during the everyday learning process.
- ✓ **Sports:** Physical education and sports activities benefit from an outdoor all-weather and indoor playing area.
- ✓ **The outdoor classroom:** Developing skills in the outdoors (Alsos Dafniou).
- ✓ **Extra-curricular & Enrichment Activities:** An interesting programme of afternoon activities is offered at the beginning of each school year, which usually runs from October until the end of May. Activities take place in the afternoon, and are available at an extra cost.

General Data Protection Regulation (GDPR)

ISP is compliant with the General Data Protection Regulation (GDPR) focusing on giving all community members safe places and processes for exchanging information. We are reviewing and updating our procedures and documentation carefully to meet the GDPR goals around privacy, control and transparency to ensure we comply fully with the European regulation. We respect the privacy rights of the individuals and their data.

Our primary information systems and education platforms are: 4schools, O365, Seesaw, ClassDojo that are GDPR compliant.

- <https://www.epafos.gr/%CF%84%CE%B1-%CE%BD%CE%B5%CE%B1-%CE%BC%CE%B1%CF%82/i-symmorfosi-tis-platformas-edu4schools-me-ton-kanonismo-gdpr>
- <https://www.microsoft.com/en-gb/trust-center/privacy/gdpr-overview>
- <https://www.classdojo.com/el-gr/privacycenter/?redirect=true>
- <https://web.seesaw.me/gdpr>

GDPR - Parents Responsibilities:

Parents of the students that are studying in International School of Piraeus are responsible for the personal data (as they've been defined above) that they are managing (e.g. newsletter material, seesaw material, learning journals, student portfolios, photos and videos of students assignments and in general any material that is intended to be for internal school use) and they assume the responsibility of processing such personal data, specifically they accept that they will not share photos/ videos/ personal student data in any way with a third person/party neither in nor out of school context (sharing photos/videos/personal data through email, messaging apps, social media etc.)

For further details on the GDPR and its application on our school you can read the following link:
<http://bit.ly/3b9mDvF>.

PROGRAMMES OFFERED AT INTERNATIONAL SCHOOL OF PIRAEUS

The International School of Piraeus is an authorized IB school to offer the PYP programme. It is the first school in Piraeus offering the PYP and one of the first five in Greece. We are pleased to be pioneers in this field.

The International School of Piraeus was founded to facilitate the lives of Greek and international families in Piraeus and the south suburbs, by offering the reputable International Baccalaureate Primary Years Programme (PYP). We offer a high quality education that stimulates lifelong learning, develops skills and globally relevant concepts, generates good learning habits and promotes positive attitudes.

Within this programme we offer a comprehensive, inquiry-based and student-centered approach to teaching and learning. We focus on the total growth of the developing child – intellectual, physical, emotional and social, which we monitor and scaffold with rigorous and holistic assessment.

Beyond intellectual rigour and high academic standards, strong emphasis is placed on the ideas of intercultural understanding and respect, responsible communication and citizenship, and cooperation with schools and institutions both in Greece and abroad in order to create a better and more peaceful world.

Our aim is to develop the individual talents of our students and to teach them to relate their school experiences to the realities of the outside world.

PRIMARY YEARS PROGRAMME (PYP)

The International Baccalaureate Organization introduced its Primary Years Programme in 1997 and from its inception, the IBO has visited international schools to officially assess and authorize the provision of its programmes.

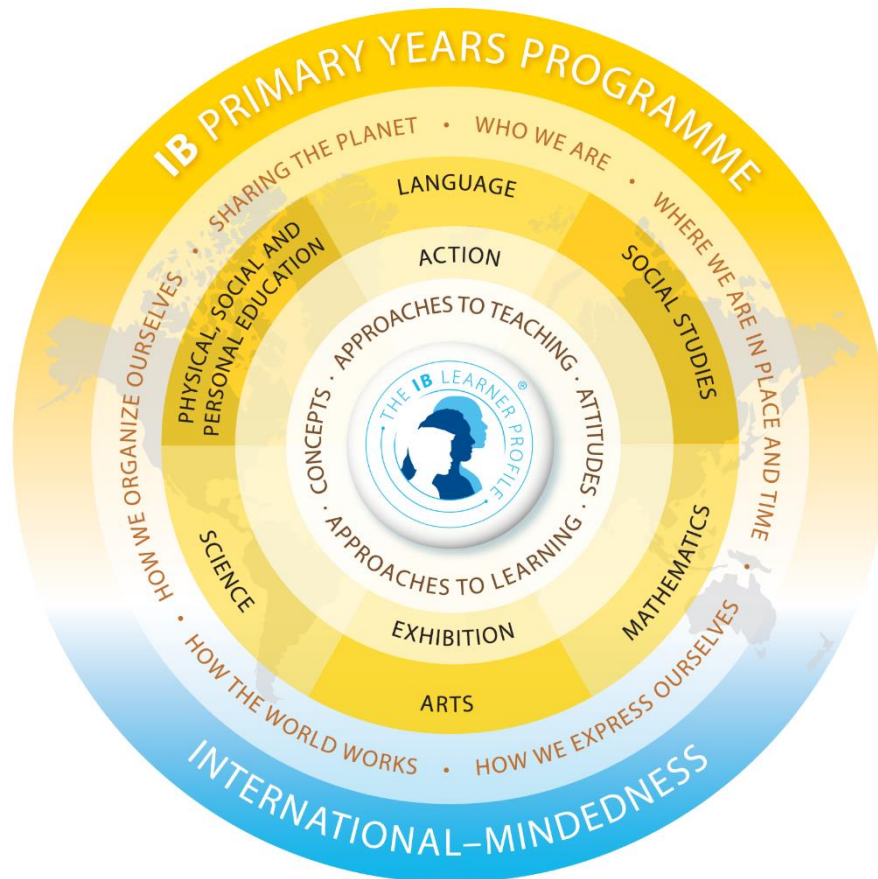
Early Years students (aged 3-5) and students from Grade 1 to 6 are part of the IBO Primary Years Programme (PYP). The programme focuses on the total growth of the developing child, affecting hearts as well as minds in addressing social, physical, emotional and cultural needs in addition to academic welfare. The PYP combines the best research and practice from a range of national education systems, together with a wealth of knowledge and experience derived from international schools - resulting in a highly relevant and engaging educational programme.

The Primary Years Programme is a transdisciplinary programme of international education designed to foster the development of the whole child, and offers a comprehensive, inquiry-based approach to teaching and learning. Children have to find answers to their own inquiries. The three basic questions that students have to deal with daily are:

- ✓ What do we want to learn?
- ✓ How best will we learn?
- ✓ How will we know what we have learned?

THE PYP CURRICULUM

Concepts: Key concepts are expressed as questions – What is it like? How does it work? How is it connected to other things? – that encourage a transdisciplinary perspective and propel the processes of inquiry, which lie at the heart of the curriculum model.



Transdisciplinary and disciplinary skills: Sets of cross-curricular skills (thinking, communication, social, research, self-management) are acquired in the process of structured inquiry.

Attitudes: The programme as a whole promotes and fosters a set of attitudes that include tolerance, respect, integrity, independence, enthusiasm, empathy, curiosity, creativity, cooperation, confidence, commitment and appreciation, and which complement our own emphasis on international-mindedness.

Actions: Students are encouraged to reflect, make informed choices and to take action that helps their peers, school staff and the wider community.

Knowledge: The programme identifies a body of significant knowledge for all students in all cultures, in six principal domains: languages; social studies; science and technology; mathematics; arts; personal, social and physical education.

Subject knowledge is integrated using the six transdisciplinary themes of the curriculum model, which are:

- ✓ Who we are
- ✓ Where we are in place and time
- ✓ How we express ourselves
- ✓ How the world works
- ✓ How we organize ourselves
- ✓ Sharing the planet

THE PYP EXHIBITION

The Primary Years Programme (PYP) exhibition represents a significant event in the life of a PYP school and student, synthesizing the essential elements of the PYP and sharing them with the whole school community. As a culminating experience, it is an opportunity for students to exhibit the attributes of the student profile that have been developing throughout their engagement with the PYP.

THE ROLE OF TECHNOLOGY IN THE PYP

Mobile devices are present in the lives of our students. ISP has been a cutting-edge school for many years and recognized for its technology integration practices in the classroom. Technology is used in a seamless way in order to support personalized learning and student inquiry.

Technology is not treated as a separate subject as it is in a traditional setting. Our philosophy and structure, of how technology is incorporated in the curriculum, is aligned with that of the IB. Technology is integrated into all subject areas with our Technology Integrator/Coach co-planning and co-teaching with all subject teachers in order to transform the learning process, and develop more engaging lessons that extend students' knowledge and skills.

We follow the AID framework for our teaching and learning with Technology. AID uses three simple principles:

- Agency - ways of being: How technology extends us and other disciplines. eg. digital citizenship, responsible content creation and reuse, academic honesty.
- Information - ways of knowing: How you find and understand with technology. eg. resources, collect, manipulate and present data.
- Design - ways of doing: How you design and make with technology. eg. gamification, programming, robotics, design thinking

For more information on the role of technology in the IB, [please look at this website.](#)

EARLY YEARS PROGRAMME

ADDITIONAL ACTIVITIES THROUGH THE YEAR

A variety of additional activities are offered to Early Years students during the year depending on age group and numbers, such as:

- Excursions.
- Visits to cultural centers: museums, galleries, theatre.
- The outdoor classroom.

Some of these activities may require an extra fee.

PRACTICAL TIPS FOR EARLY YEARS PARENTS

RELATIONSHIP BETWEEN A TEACHER AND A CHILD

The work in the Early Years may be individually, in a large group and in small groups. The teacher and the teaching assistant (TA) are with the children all the time, they respond to all children's requests and needs, encourage them to form questions, share experiences and guide them during their work. The teaching staff maintains a close rapport with each of the children. The atmosphere is safe, pleasant and friendly.

INCLUDING A CHILD IN A GROUP

To help a child who is having difficulties integrating within the group we suggest that parents gradually adapt the child to the new environment by regular co-operation and conversation with the teacher. In the first week the child should stay in the group for only a short period of time. The time spent in the group should then increase step by step in agreement between the teacher and the parent.

SCHOOL UNIFORM

Here at ISP we have a school uniform policy whereby all our students are required to wear the school's clothes every day. Please note that all items of clothes should be named.

WHAT DOES YOUR CHILD NEED TO BRING?

A change of clothes: underwear, shirt, tights or socks, trousers to be kept in their school bag, in case a change is necessary. If they are used, do not forget to bring clean clothes the next day. Please ensure that all clothing brought to the kindergarten is in a marked bag or rucksack (please, make sure to mark all your child's belongings visibly). A pair of croc style shoes should be provided and these will be kept in their classroom. Every day each child should have a bottle of water.

We provide painting overalls, waterproof aprons.

Please ensure that all the items on the list provided at the start of the school year are sent with your child within the first week of school.

PLEASE NOTE THAT:

- ✓ Your child should not bring any money to the Early Years unless it is in a marked envelope with the child's name and its purpose.
- ✓ NO SWEETS, CHOCOLATE OR CHEWING GUM ARE ALLOWED IN THE EARLY YEARS.
- ✓ Teachers cannot take responsibility for toys and jewellery that children bring from home. Searching the playrooms without the teacher's presence is not allowed.
- ✓ Arrival – Departure times (with parents): arrival 7:30 – 9:00 a.m / departure 1:45 or 2:45 (KG1 and KG2) / departure 2:45 (KG3).
- ✓ Please do not bring your child to the Early Years before 7:30 a.m. Also, please be punctual when collecting your child up at the end of the day. Parents should telephone the school if they are going to be late.
- ✓ During the month of September parents can take and collect their child from the classroom. From October onwards all children will be met at the main entrance by a teacher to be taken to their classroom. For afternoon departure from the school each child will be escorted to the main entrance to meet with their parents.
- ✓ Inform the school if another person is picking up your child. Please note that this person must have identification.
- ✓ Please, leave the Early Years as soon as you have collected your child, as we have to consider the well-being of all our other students.
- ✓ If a student has organized a party, all of the students at the same class should be invited. Otherwise, the parent who arranges the party should inform the other parents via a phone call.

MEDICAL CARE AND EMERGENCY PROCEDURES

Medicine in the Early Years

- ✓ Do not send medicine to the Early Years except when absolutely necessary.
- ✓ All medicine must be handed to the secretary in the morning, with clear written instructions as to when and how they should be used. All medicines must be marked with the child's name.
- ✓ All our students are covered by private medical care.

Health

Health

requirements:

All parents must provide a birth certificate and a photocopy of each child's medical book. Our students are required to have all vaccinations up to date and provide written evidence to the school. If you have already provided the school with a birth certificate it is not necessary to bring another copy.

- ✓ In the event that your child is sick (vomiting, temperature, eye infection or an infestation of head lice) he/she is required to stay at home and may return after your child has not had symptoms for two days. If your child has a contagious illness we **must** receive a letter from your pediatrician stating that your child is healthy to return to school.
- ✓ If a child is taken ill during the day, we will take care of him/her and keep him/her comfortable. Parents of the students, who are ill, will be contacted by the school and will be required to make arrangements for the collection of their child immediately. We understand and empathize with the needs of the parents; however we must respect the well-being of the other students.

Pediatrician and dentist visit

- ✓ All our students visit ISP's pediatrician and dentist throughout the year of which you will receive feedback.

Educational Specialists

- ✓ The students who start their studies at International School of Piraeus are assessed through a screening process in order to recognize early on if there are any special learning requirements they may need. Upon receiving the results it may be recommended that a student seeks more advice and they will be required to look into it further within a specific time frame. This process is vital to enable us to fully support our new students.
- ✓ In the event any of our students show any behaviors that concern us, we will arrange an appointment with the parents to discuss the following concerns. However, we reserve the right to request a specialist to intervene if necessary, within a specific time limit.

First Aid

- ✓ We take all possible precautions, but accidents can occur from time to time. We will administer First Aid to any injured child. If we feel that further treatment is needed, we will then telephone the parents or the "emergency contact" number and a doctor.

Head Lice

- ✓ In case of an outbreak of head lice in our department, we will inform the parents who are responsible for treating the head lice.

GOODBYE MUMMY AND DADDY, SEE YOU SOON!

Children are often tearful when Mum or Dad first leaves them - tears are a part of nursery life. It is a big step for children and parents. However tears usually stop within five minutes of Mum/Dad's departure!

Please do not just slip out while your child is otherwise occupied - saying goodbye and reassuring him/her that you will be back soon to collect him/her is important. Also, as difficult as it may be, we would advise you to go if you say that you are going. Changing your mind when the tears start will only make the parting longer and harder.

One of the most frightening things for a child, is being left in a strange environment and feeling that they have been deserted. Please reassure your child that you are going to do some shopping or other activity and will be back to pick him/ her up!

PRIMARY PROGRAMME (GRADE 1 – 6)

ABSENCES AND LATENESS

Regular and punctual daily attendance is expected of all students. Records of the student's daily attendance and lateness are maintained by the school and are reported in the final report card: number of lessons absent (excused/unexcused) and number of times late.

If a student is late more than three times in a term, a letter will be sent to his/her parents. If the habit persists, the student will have to attend a special lesson, after school, to help remedy this problem.

The school should be informed by phone by 08.00, if a child is going to be absent and in writing when the child returns to school.

BREAKS AND RECESS BREAK

Students must follow all school rules during break time and when in the school building. All students **must go** in the central court outside. Nobody is allowed to stay in the classrooms.

SCHOOL HOLIDAYS

Normally, during the school year, there are separate weeks of holidays. These breaks give the opportunity for all to rest and to some, to catch up. Because many of our students are foreigners, many do return to their native country for a visit. We strongly recommend that parents and students think very carefully about extending these weekly holidays because the students can fall behind in their studies very quickly. The students who do take extended holidays are asked to catch up immediately upon their return and do all the required work for the time they were absent. Teachers will not be responsible for the students falling behind and it may be reflected in the student's final grades.

Please note that a special permission has to be requested from the Head after the agreement reached by the homeroom teachers in order for a student to be granted leave. No more than five days a year might be granted.

MONEY AND VALUABLES

Students should not bring large sums of money or other valuables to school. The school does not take responsibility for any lost or stolen personal property.

MOBILE PHONES AND IPAD

Mobile devices are increasingly present in the lives of our students. ISP has implemented a 1-1 iPad programme, for Grades 3-6, with every student bringing to school their own iPad. ISP provides teachers with iPads in order to support inquiry and personalized learning. All students need to follow our school's policies when using their iPad within the school's premises. Games/apps/websites that promote violence or do not have an educational value are not permitted within the school. The teacher has every right to take away the iPad should a student not act with respect and responsibility towards our Responsible Usage Agreement (RUA). Mobile phones are not permitted in the school premises. If mobile phones are found, they will be confiscated and will only be returned to the parent or guardian. If a student needs to make an urgent telephone call they must do it in the office. If parents need to contact their child during school time they should call the office.

All parents need to read with their children and sign the Responsible Use Agreement (RUA), within the first week of school before a student can use their personal device in school or other school owned devices.

PHYSICAL EDUCATION (PE)

It is compulsory for all students to participate in all PE lessons wearing the appropriate school uniform. In case of illness, a note from the parents is required in order for the student to be withdrawn from the lesson. Students who cannot attend the PE classes for medical reasons must produce a medical certificate.

NAME DAYS – BIRTHDAYS – PARTY

The Primary students can offer individually wrapped sweets or salty desserts to their classmates and their teachers at their name day or birthday but not a cake.

Also, if they have organized a party, all of the students at the same class should be invited. Otherwise, the parent who arranges the party should inform the other parents via a phone call.

MEDICAL CARE AND EMERGENCY PROCEDURES

Do not send medicine to the school except when absolutely necessary.

All medicine must be handed to the teacher in the morning, with clear written instructions as to when and how they should be used. All medicine must be marked with the child's name

Health

✓ If a child is taken ill during the day, we will take care of him/her and keep him/her comfortable. He/she will be settled in a quiet area to rest. We will telephone parents, so that the child can be taken home. However, if the child is obviously unwell, is running a temperature in the morning, has sore eyes, or very bad cold and cough, vomit, diarrhea, he/she should not be sent to school. It is essential that parents notify the school immediately if a child has an infectious illness.

First Aid

✓ We take all possible precautions, but accidents can occur from time to time. We will administer First Aid to any injured child. If we feel that further treatment is needed, we will then telephone the parents or the "emergency contact" number and a doctor. All children are Medically insured. (Allianz Programme/ Metropolitan Hospital)

Head Lice

✓ In case of an **outbreak of head lice** we will send an informing letter to the parents and students may be asked to stay at home for a few days.

Educational Specialists

✓ The students who start their studies at ISP are assessed through a screening process in order to recognize early on if there are any special learning requirements they may need. Upon receiving the results it may be recommended that a student seeks more advice and they will be required to look into it further within a specific time frame. This process is vital to enable us to fully support our new students.

✓ In the event any of our students show any behaviors that concern us, we will arrange an appointment with the parents to discuss the following concerns. However, we reserve the right to request a specialist to intervene if necessary, within a specific time limit. In case the parents do not consent with the school's guidelines then the school has the right to inform the parent of the student's removal at the end of the school year.

SCHOOL ACTIVITIES AND EVENTS

Every school year, there are a number of collapsed days or lessons to allow the students to participate in different activities such as field study trips, class excursions, focused activities such as environmental walk, sports days, book week and cultural international events.

EXTRA CURRICULAR ACTIVITIES

The school offers many extra- curricular activities ranging from sports, arts and crafts to different clubs for an extra charge.

PRIVATE LESSONS POLICY

We would like to advise you that students at ISP-Ntoremis do not require private lessons at home. Our school offers high quality education, according to the IB educational system, in an encouraging supportive environment, where through a comprehensive, inquiry-based and student centered approach to teaching and learning, our students achieve excellence, reach their full potential and relate school experiences to real life. We promote high academic standards and intellectual rigor, but also develop various skills and positive attitudes towards learning.

Furthermore, many students who receive support at home often make less effort in their class, since they either believe they are already familiar with the subject matter or know that they will cover the matter at home with their teacher.

Please also keep in mind that some private teachers might use the opportunity they have to generate a need for further work and secure future income, by trying to denigrate the school teacher's style and competence, appearing more capable by contrast. This is called the exploitation of asymmetric knowledge, and the private teacher manipulates the position of superiority in order to create a scenario where the pupil is dependent on the teacher. Besides, in an IB school, a subject is supposed to be challenging and many activities require thought and time. The educators who have not been properly trained as IB teachers cannot appreciate, evaluate, assess and support a student's needs correctly. The students should feel comfortable to ask questions, seek answers, identify their own weaknesses, and seek strategies from their teachers as to how progress can be made instead of believing that hiring a tutor is the answer to their difficulties.

Of course, there are rare exceptions where the student might benefit from tutoring. Children who join school late in the school year or have been absent due to illness etc. often face difficulties and ask for extra support. In this case, the school teachers will help them as much as possible and try to make them feel more secure and comfortable. Furthermore, a foreign student who isn't familiar with the languages of instruction (Greek and English in the case of our school), may need the extra help and support provided by additional lessons. Finally, in the case where children are facing learning difficulties private lessons are indeed beneficial, since they often need the one-on-one approach.

During the school year and through the school's programme, all the learning objectives are entirely covered. Therefore, any home interventions that are not in sync with the school's educational process have negative outcomes on the students' progress. It is important to note that both activities which take place in the classroom and homework are aimed to meet the students' needs and further develop their skills.

If a child's behavior endangers or insults others while continuously holding back the lessons, then that student will have to leave the school. After being informed by the school's management, the parents must pick up their child from school.

Facing problems, overcoming fears, communication and self-confidence are important factors for a healthy development. Our school is proud that it helps all students achieve these goals, in a safe environment in which real and lasting learning takes place.

GREEK AS AN ADDITIONAL OR SECOND LANGUAGE (GAL) PROGRAMME

One of the school's main objectives is to assist students, whose primary language is not Greek, to acquire the social and academic language needed to integrate successfully into all mainstream classes and school life with their peers as soon as possible.

Primary Years Programme (Grades 1-6)

In the primary years, GAL is offered at the beginner level, two hours per week, during core Greek lessons. Once the children have acquired a sufficient level of Greek to be able to function socially, they will be integrated into their class during Greek lessons

CODE OF CONDUCT

Students are expected to conduct themselves in a manner that brings respect and honour to their parents and the school.

It is expected that students of International School of Piraeus:

- Come to school at least 5 minutes before 1st lesson starts.
- Wear the school uniform every day.
- Stay on the school grounds until their school day is over.
- Always do their best: do homework regularly, respect deadlines, organize notebooks and are equipped for their lessons.
- Be honest in their work and respect the work of others.
- Be respectful to all members of the school community, and greet them ^[1]_[SEP] appropriately.
- Students are obliged to pay for any damages they cause to any school property and others.

- Use respectful and appropriate language at all times.
- Be respectful of school property and the belongings of others.
- Talk quietly so as not to disturb others especially during lessons.
- Display a positive attitude towards school life.
- Contribute to a friendly class atmosphere.
- Move around the school in a safe and considerate way without running.
- Leave the classroom during lessons only with special permission from the teacher.
- Wash their hands before and after meals, after indoor/outdoor activities and after using the toilet.
- Do not chew gum in class.
- Do not use their i-pads during breaks or in the school bus.
- Eat at appropriate times, follow good food health and behaviour, and remember to clean up after eating.
- Those who are not included in the afternoon shall leave the school grounds immediately after their lessons and activities are finished.

DRESS CODE

Students should realize that dress codes exist everywhere. For example: when attending a theatre performance, people wear formal clothes; when having a business meeting, they wear formal suits; when playing sports, they wear sports clothes; and when they are at the beach, they wear clothes for sunbathing. Students should keep in mind, for health reasons, to dress according to seasons.

At our school, there is uniform for PE and Educational visits and excursions.

CODE OF BEHAVIOUR FOR SCHOOL EXCURSIONS

Students should be aware that at all times people judge them according to their behaviour. This is of particular importance on school outings. It is our ardent desire that the Greek community respects our institution, its students and their country. So our students:

- ✓ Respect and follow all agreements, instructions, and school rules.
- ✓ Take responsibility of themselves and their belongings.
- ✓ Follow safety procedures.
- ✓ Be punctual.
- ✓ Wear the required and appropriate clothing for weather and other conditions.
- ✓ Participate actively and show positive attitude throughout the day.
- ✓ Be conscientious of the environment.

Note: In the very unfortunate case of extreme misbehaviour, the parents of the student will be immediately contacted and will have to go fetch their child from school or venue for the excursion. We expect our students to avoid any inappropriate physical/verbal/digital contact and bullying.

IN CASE OF MISCONDUCT:

If the code of conduct is broken, the homeroom teacher, the PYP Coordinator and the Head of the International School will be informed of the infraction and an action will be taken according to the severity of the offence and its frequency.

1. The student will participate in a conference with counseling services, after regular school hours, to discuss ways to improve his/her behaviour.
2. The student might have a privilege removed or miss a special event.
3. The student will offer a community service in school.
4. If a child's behavior endangers or insults others while continuously holding back the lessons, then that student will have to leave the school. After being informed by the school's management, the parents must pick up their child from school.

Parents will be kept informed.

EXCLUSION POLICY

This policy applies to the whole School including the Early Years.

Ultimate sanctions at International School of Piraeus are Fixed Term and Permanent Exclusions. Neither sanction is used lightly. Only the School Principal has the power to exclude a child from school. If the Principal excludes a child, the parents are informed immediately, giving reasons for the exclusion.

Serious Offences and Exclusions

Serious offences are those that may have a significant impact on the individual pupil or others in the school.

Examples include:

1. Persistent unwillingness of parents to collaborate and aggressive behavior;
2. If the school cannot meet the need of the student;
3. Extreme or persistent violence, actual or threatened, against a pupil or member of staff;
4. Extreme or persistent bullying, racism or harassment;
5. Stealing;
6. Sexual abuse or assault;
7. Significant vandalism;
8. Persistent misbehavior when normal disciplinary measures have failed;

All the above offences will be dealt with depending on each individual case.

PROGRESS & ADVANCEMENT FOR GRADES 1 - 6

Good communication between teachers, parents and students ensures that students get the maximum support and encouragement during their time at school. Information about a student's progress and success is regularly shared with parents by:

A) REPORTS (Grades 3-6)

Reports are sent home, via the students, at the end of each term; parents have to sign the reports, which will be brought back to school by their child(ren) during the next days.

B) DESCRIPTIVE ASSESSMENT

Primary Years pupils beyond the reports, they are assessed on the basis of their achievements and working skills. The parents receive the descriptive assessment at the end of each term using the school's platform.

C) DIFFERENTIATED ASSESSMENT

Each student is individually assessed by the teacher based on their cognitive and emotional needs as well as their skills. The teacher analyzes in a detailed report his needs, the way they are covered and sets new goals. Parents at the end of each semester receive through the school platform the differentiated assessment of their child. Grade 1 students receive a differentiated assessment from the second semester onwards.

D) CONFERENCES

I. Teacher – Parent meetings

Parents can speak with the teachers and be informed about their child(ren)'s progress at school or online.

II. Student Led Portfolio Conferences

International School of Piraeus organises the student-led method of reporting to parents. It helps parents to learn better how their child is performing in school. On Portfolio Days, students, using their portfolio, show parents some of their work and analyze their progress. Students conduct and are in charge of the conference. If necessary, teachers are available for clarification, positive reinforcement and help.

ADVANCEMENT TO THE NEXT ACADEMIC YEAR

Generally students are automatically advanced to the next academic year. If, however, they have a great deficiency in their knowledge or skills, and therefore have major difficulties in the next academic year, the administration, teachers and parents come to a common agreement whether or not the student can be advanced.

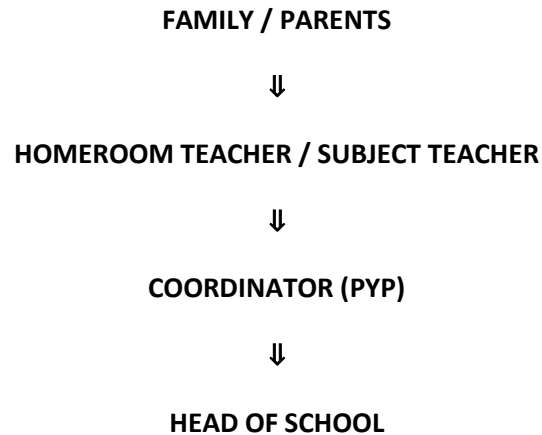
HOW CAN PARENTS HELP THEIR CHILDREN?

1. **Set up a homework area.** Free from distraction, well lit, all necessary supplies handy.
2. **Set up a homework routine.** When and where it gets done. Same time every day.
3. **Set homework priorities.** Actually, just make the point that homework *is* the priority – before TV, before going out to play.
4. **Make reading a habit** – for them, certainly, but also for yourselves. Kids will inevitably do what you *do*, not what you *say*.
5. **Turn off the TV.** Or, at least, severely limit when and how much TV- watching is appropriate. This may be the toughest one.
6. **Talk to the teachers.** Find out what your kids are learning. If you don't, you can't really supervise. You might even be teaching them things at odds with what the teacher's trying to do.
7. **Encourage and motivate**, but don't nag them to do their homework. It doesn't work.
8. **Supervise their work**, but don't *do* their homework.
9. **Praise them to succeed**, but don't over praise them for mediocre work. Kids know when you're slinging it.
10. May we add to this list:
11. **Check your kids' notebooks regularly** to make sure that they are organised and neat.
12. **Make sure your kids are well equipped** with school materials.

PARENT / SCHOOL COMMUNICATION

The school's administration and teaching staff feel that close communication between the school and parents is vital to the effective operation of the school.

If a problem occurs, or you need additional information please contact the school immediately. All concerns should be solved where they start. Constructive collaboration between parents and school is of great importance.



ADMISSION GUIDELINES

The following documentation is necessary for all students applying to attend the International School of Piraeus:

- ✓ A completed application form.
- ✓ Academic records from the previous school year.
- ✓ A photocopy of the picture page of the student's passport or identity card (not Greek citizens).
- ✓ Two passport size pictures.
- ✓ A recent medical health certificate.
- ✓ Birth certificate.

AGE REQUIREMENTS

The guidelines below will be strictly adhered to as a means of placing students in their appropriate grade level. After a trial period of 2 weeks to 1 month, the placement can be reviewed after thorough consultation with all parties concerned.

CLASS	AGE	YEAR OF BIRTH
NURSERY Cute Kittens	2,5	2020
EARLY YEARS (KG1) Fuzzy Bears, Teddy Bears	3	2019
EARLY YEARS(KG2) Busy Bees, Cupcakes	4	2018
KINDERGARTEN (KG3) Eager Monkeys, Eager Tigers	5	2017
GRADE 1	6	2016
GRADE 2	7	2015
GRADE 3	8	2014
GRADE 4	9	2013
GRADE 5	10	2012
GRADE 6	11	2011

SCHOOL TUITION

METHOD OF PAYMENT

The tuition fee and extras (homework club – lunch – school bus – uniform etc.) are paid every month, for 10 months for Primary/KG3/KG2 students and 11 months for KG1/Nursery students, in equal parts.

Due to the fact that the number of the students in a class is limited, their tuition is taken into account for all the school year regardless of the duration of the attendance at school.

Following you can see the charges according to the starting period or in the case of early withdrawal.

ENTRANCE PERIOD	PERCENTAGE OF TUITION PAID
SEPTEMBER	100%
OCTOBER	100%
NOVEMBER	90%
DECEMBER	80%
JANUARY	70%
FEBRUARY	60%
MARCH	50%
APRIL	40%

Only when there is a serious reason (e.g. medical reason, relocation of the family) could they withdraw their schooling mid-year and parents must notify the administration at least a month prior to departure. In this case they will not be charged for the full year tuition. The charging will occur based on the month of the departure:

MID-YEAR WITHDRAWAL PERIOD	PERCENTAGE OF TUITION PAID
SEPTEMBER	40%
OCTOBER	50%
NOVEMBER	60%
DECEMBER	70%
JANUARY	80%
FEBRUARY	90%
MARCH	100%
APRIL	100%

TEACHER PROFESSIONAL DEVELOPMENT

The teachers at the International School of Piraeus, both national and international, are very cognizant of the philosophy promoted by the International Baccalaureate Organization and they enthusiastically and successfully deliver the PYP programme.

It is commendable that each year the school administrators allocate a considerable amount of funds for teacher professional development. Each year our teachers attend international meetings: IBO workshops and conferences, European Council of International Schools (ECIS) conferences, and are given opportunities for additional training. They also attend in-school seminars and workshops for teacher development.

The teachers understand the benefits of collaboration and regularly meet to plan stimulating units, themes and events and to discuss school affairs.

BOOKS AND SCHOOL SUPPLIES

All library books and resources are available for students' use at no extra cost. The school expects these materials to be treated with great care. The condition of the books is recorded at the start of the school year and students should return their books in a same condition. In case of damage, parents will be asked to cover the cost of replacement.

The school offers supplies, stationery and art materials to all students. However some specific materials will be requested from each student (notebooks, folders, books related to the units of inquiry).

ISP LIBRARY

ISP Library Rules & Regulations for Primary School Students

The Library is open: Monday-Friday 9:00-16:30

How the lending takes place

In order to borrow the library's material, you should proceed to the Librarian. Lending for grades 2-6 requires showing your library card, so please bring it every time. If you don't have a library card yet, give your name and surname. Lending for grade 1 is done by giving your name and surname.

You can borrow from the Library		
Grades 1-3	1 item (book, magazine, cd)	for 15 days
Grades 4-6	2 items (books, magazines, cds)	for 15 days

You can renew the material up to two times.

Please remember:

- Reference Books (encyclopedias, dictionaries) CANNOT be borrowed.
- Don't check in your borrowed material late.

SCHOOL WEEK

The school will start on Mondays and finished on Fridays every week.

DAILY SCHEDULES & TIMETABLES

For Primary the school day begins at 08.20 and concludes at 14:30 for all grades.

The Nursery and KG1 begins at 7:30-9:15 and concludes at 13:45 or 14:45 if a parent come to pick up their child (ren). If the students take the school bus they leave at 14:30.

The KG2 and KG3 begins at 7:30-9:15 and concludes at 14:45. If the students take the school bus they leave at 14:30.

An afternoon programme for students is available till 16.50 at an extra cost as well as extra curricular activities. Please be informed that children who remain at school and are not part of the afternoon programme will be unsupervised, therefore parents should make provision to have their child (ren) leave the school grounds after their school day is over, until 14:40.

MORNING SCHOOL DROP-OFF AND AFTERNOON PICK-UP

In the morning, for those parents, who will not use the school bus service, should not drop their children off, before 07:30 unless otherwise specified by the school.

We ask that these parents be punctual when picking their children up at the end of the school day. If their parents are late (more than 10 minutes), students should report to the office. Parents should telephone the school if they are going to be late.

Students are not allowed to go home on their own.

If somebody else picks-up a child (ren), parents must inform the Secretary and the homeroom teacher in advance in written form.

PARENTS IN THE SCHOOL BUILDING

During lesson time parents are not allowed to be in the school buildings. If they have any business in the offices, they should report to the main office.

IMPORTANT DATES AT INTERNATIONAL SCHOOL OF PIRAEUS

School begins on September 12 and ends on June 15th for KG2, KG3 and Primary.
School begins on September 7 and ends on July 29th for Nursery and KG1.

From September 1 to September 6 our Nursery and KG1 staff will participate in educational workshops and will prepare the classrooms and other school areas.
From September 1 to September 9 our KG2, KG3 and Primary staff will participate in educational workshops and will prepare the classrooms and other school areas.

During the school year, 1-2 days are dedicated for staff training in the periods October - November and February - May, as is done in all international IB schools. In those days the school will be closed as the training lasts several hours and takes place either on the school premises or at a distance. Relevant updates are sent one month in advance.

First Term: 12 September 2022 - 10 December 2022

7 September	Beginning of the school year (Nursery, KG1)
12 September	Beginning of the school year/Holy blessing (KG2, KG3, Primary)
28 October	Greek National Holiday (all school closed)
17 November	Greek National Holiday (all school closed)

Second Term: 11 December 2022 -10 March 2023

12 December	Religious Holiday (St. Spyridonos day) (all school closed)
24 December - 8 January	Christmas break (KG2, KG3, Primary closed)
24 December - 2 January	Christmas break (Nursery, KG1 closed)
3 January	First day after Christmas Holidays (Nursery, KG1)
6 January	Religious Holiday (all school closed)
9 January	First day after Christmas Holidays (KG2, KG3, Primary)
30 January	Trion Ieraxon (all school closed)
27 February	Lent Monday (all school closed)

Third Term: 11 March 2023-15 June 2023

25 March	Greek National Holiday (all school closed)
8 April - 23 April	Easter break (KG2, KG3, Primary closed)
13 April - 18 April	Easter break (Nursery, KG1 closed)
19 April	First day after Easter break (Nursery, KG1)
24 April	First day after Easter break (KG2, KG3, Primary)
1 May	1 st of May (all school closed)
5 June	Holy Spirit (all school closed)
15 June	End of school year (KG2, KG3, Primary)
29 July	End of school year (Nursery, KG1)

Please note that at the beginning of each school year all current and new parents will be required to attend a group meeting with the teachers and the PYP Coordinator about the program and the learning objectives. Your presence is required.

Please do not hesitate to contact us if you have any questions or fears regarding your child's schoolwork and progress.

YOUR PARTNERS IN LEARNING