



Parent Handbook

Welcome to our students and their families!

It gives us great pleasure to officially welcome you and your child to the vibrant learning community of Golden Oak Private School. Welcome to our Golden Oak Family! The information on the following pages contain **important information** about operations, policies and procedures for the school year 2025-2026.

Contents of this document:

New Students/First Day/Operating Times and Months	Page 2
Who to contact for each issue.....	Page 2
School Calendar.....	Page 3
Drop off & Pick up times /The Adaptation/Transition Period.....	Page 4
Nap Time.....	Page 5
School Fee Payments.....	Page 6
School Fees/Additional Monthly Costs	Page 7
Bus Service/ Re-registration/Summer School	Page 8
Special Education Department.....	Page 9
Food/Hot Lunch at school.....	Page 9
Allergies/Special Requirements	Page 10
Hot Lunch Menu.....	Page 11
Health and Safety Rules/Sickness Policy.....	Page 12
Toilet Training.....	Page 13
Pre-School Packing your child's school bag & pencil case.....	Page 14
Primary School Packing your child's school bag & pencil case.....	Page 15
School Clothing.....	Page 16
Birthdays at School.....	Page 16
Inclusion.....	Page 16
Homework.....	Page 17
Class Dojo App Communication/Reports/Parent Meetings.....	Page 17
Behavioural Management, Discipline & School Rules	Page 18
Absences/Attendance.....	Page 22
Secondary School / Curriculum / Safety Drills / Parent Volunteers.....	Page 23



Induction Morning for New Students:

We will have a “meet and greet” morning on **Friday 5th September** from **9.00 am to 11.00 am** for new **students aged 2 & 3**. The school will contact parents to ensure that they attend at specific times in small groups so the children can receive quality attention from the teaching staff and get used to the new school environment without too many distractions.

The First Day of School for New Students:

The first official day of school for everyone is Monday 8th September. On this first day, between 7.30 and 8.30 am, the parents of NEW students will be able to enter the school campus and walk their child to their classroom. After 8.30 am however, all parents must leave the campus to allow our teachers to start getting acquainted with their new students and for the children to officially start their school day as planned.

If you require a personal meeting with the principal or class teacher to discuss any learning differences that your child has, please contact our administrators, and they will arrange a private meeting for you and the class teacher before school opens.

OPERATING MONTHS

KINDERGARTEN & PRE-SCHOOL both run from **SEPTEMBER** to **JULY**

PRIMARY SCHOOL runs from **SEPTEMBER** until **JUNE**

- Students are expected to attend school for the specific months that are outlined
- Summer School is available until the end of August for whoever requests it

OPERATING HOURS

KINDERGARTEN & PRE-SCHOOL: **7.30 am - 17.30 pm**

PRIMARY SCHOOL: **7.30 am - 15.30 pm** (Primary School students can attend until **17.30** at an additional charge)

WHO TO CONTACT AND WHEN

- **Parent-Teacher App:** We encourage parent-teacher communication for daily issues through the app ClassDojo. If a parent or a teacher has any concern about the adaptation, behaviour or progress of a student, then this app is everyone's first point of contact. If a child will arrive late to school, is absent, or must leave early, please contact the teachers directly on this app. The app is open from 7.00 am to 5.30 pm for the **kindergarten and pre-school**. For the **Primary school**, the app is open from 7.00 am to 3.30 pm daily. Teachers check the app twice a day at designated times, so for anything urgent please contact the school administrators on the school phone. The app is closed on weekends, so any messages sent over the weekend will be checked on Monday morning.
- Our **Administrators** can be contacted by phone for documentation and certificates for immigration, or for any information you require. You should make any cash payments at the office and then the finance department will email any necessary receipts to you soon afterwards. You must also contact the administrators if someone other than a parent will be picking up your child from school. Please note, apart from parents, we do not allow anyone else to pick up your child unless the parents have pre-authorised this. The administrators will also be the ones to contact you if your child is sick or hurt at school and you are required to pick up your child as soon as possible thereafter. Urgent messages for teachers can also be sent to the administrators. If you arrive and the parking gate is locked, you will have to call the administrators to open for you. You will be provided with the appropriate telephone numbers.
- Our **Principals** can both be contacted by phone if you have any problems or concerns and they are responsible to investigate any issues that may occur during the school day. They will handle all of your concerns with confidentiality and care and will report back to you with solutions and/or an analysis of every situation that is brought to their attention.



School Calendar 2025-2026

This school calendar does not include school trips or special thematic events that will be scheduled throughout the year – you will be informed of all school events at a later date. Below you will see important dates in our school calendar, including the start date for the new academic year and the list of days that our school will be closed for the holidays during the academic year:

5 th September	Adaptation Morning (new students aged 2 + 3) 9.00 am-11:00 am
8 th September	First Day of School for all classes
1 st October	CLOSED – Cyprus Independence Day
28 th October	CLOSED – Oxi Day
29 th - 31 st October	CLOSED – Mid-Term Holiday for all school
19 th December	Last Day of School (closing 1:00pm)
22 nd December-7 th January	CLOSED – Christmas Holidays
8 th January	School Re-Opens
30 th January	CLOSED – Day of Greek Letters
19 th & 20 th February	CLOSED – Mid-Term Holiday for all school
23 rd February	CLOSED – Green Monday
25 th March	CLOSED – Greek Independence Day
1 st April	CLOSED – Cyprus National Day
3 rd April	Last Day of School (closing 1:00pm)
6 th - 17 th April	CLOSED – Easter Holidays
20 th April	School Re-Opens
1 st May	CLOSED – Labor Day
21 st May	CLOSED – Analipseos/Pentacost
1 st June	CLOSED – Holy Spirit (Kataklistmos)
26 th June	Last Day of Primary School (closing 1:00pm)
1 st July	1 st Day of Primary Summer School
28 th July	Last Day of Kindergarten & Pre-School (closing 1.00pm)
28 th July	Last Day of Primary Summer School (closing 1:00pm)

Please note that:

- Kindergarten/Pre-School finishes at the end of **July**.
- Primary School finishes at the end of **June**.
- School holidays and absences do **NOT** affect the tuition fees – the fees remain the same every month/term as they are part of an annual fee.
- Some of the above dates may be subject to change based on any special circumstances that may arise or in accordance with the Ministry of Education.
- Some events will be added to the school calendar during the course of the year which the school will inform you about in due course.



Drop off & Pick up times (protocol for entering the school premises)

School gates will always be closed, apart from the specified drop off and pick up times

Strict Drop off Times

Every morning, the children should be dropped off at the main gate **between 7.30 am and 8.30 am**. Apart from the first day of school, for safety reasons, parents are **NOT** allowed to enter the school premises without an appointment or invitation. We require all children to arrive by 8.30 am because our daily program always starts at 8.30 am. The gate will close at 8.30 am, so if a parent is running late, please send a message to the teachers so they can expect you later (otherwise there will be no one at the gate to greet your child). Please note that **no students will be allowed to come to school after 9.00 am**, as our parking gates will be locked and no one will be at the gate to open for you.

Absences

The teachers take a register every morning, ticking off which children have arrived at school. If a child is sick, please message the teachers on the Class Dojo App to inform them that the child will not come to school that day and also please state the reason for the absence – we need to keep other parents informed if there is a virus going around a specific class.

Pick up

Kindergarten & Pre-School: There are 2 official pick-up times during the day: **13.00-13.30** or **15.30-17.30**. From 9.00 am when the parking gates close, these are the only 2 official times that gates re-open.

Primary School: The pick up times are 2.00 pm (for children not attending homework club) or 3.30 pm (for children attending homework club)

If you need to pick up your child at another time for any reason, please send us a message the teachers on the Class Dojo App or the administrators to inform us so that we can have your child ready to proceed to the main gate.

The Adaptation/Transition Period – children aged 2 & 3 only

Adapting to a new school smoothly is very important, especially for young children aged 2 + 3. For children above the age of 4 the adjustment period is usually much easier because they are older and it is easier for them to separate from their parents. Therefore, for children below the age of 4, we recommend a transitional period which will last for approximately 1 week (depending on the child of course).

An adaptation period occurs for the benefit and welfare of the child. The point of this period is for us to gain the child's trust gradually so as to not overwhelm them. Therefore, we kindly request that you cooperate with us during this time with patience and understanding. Our official adaptation period lasts for 1 week (if the child adapts easily). Therefore, we ask that you accommodate your work schedule accordingly for this.

Children who will go through our adaptation process are:

- Children aged 2 & 3 years old

Please consult the pre-school principal for an individually-planned smooth transition process for your child.

DAY 1: a parent will need to bring the child into the school at 8:30 am, walk the child to his/her teacher and say that they need to go and get something from the car and that they will return in a few minutes. A swift exit is necessary on day 1 – do not linger, as this makes children cry more. The maximum stay for the child on day 1 is one hour (maybe less, depending on the child's emotional state). This routine is done so as not to overwhelm the child on the first day. The point of this is for the child to leave school happy on the first day.

Remaining 4 Days: If the child was happy on the first day when left alone at school, then the parent will repeat the same routine as day 1, but the child's day will be extended by 30 mins or an hour (always depending on the emotional state of the child) until the child is fully comfortable and happy at school. Please note that some children adapt faster than others, so we are flexible as to how long they will stay at school until they are ready to attend a full day, as per their normal timetable.



For the second week our policy is to act upon the behaviour of the child. If your child is happy to stay all day, then they are welcome to. If your child, however, is overly distressed, then we call you to pick them up earlier. Our teachers hug the children and show them care, love and attention if they are crying or distressed and they will only call you if the child is crying unconsolably.

However, if you believe your child is fully independent, then you may decide to leave your child for the full day earlier than planned. Please discuss your thoughts with the principal or class teacher. However, bear in mind that if a child cries excessively and asks for his/her parents during the first week of adjustment, the class teacher will always call you. Each child adapts to school differently and the teachers will try to help each child adapt.

Advice for drop off in the morning

Smile, show your child that you feel confident that they are in a good environment. This will make your child feel the same way. Even if a child is crying as you enter the school (which sometimes does happen during the transition stage or on difficult mornings) you must still smile at the child and say goodbye in a happy way. Give them a kiss and a hug and leave swiftly without returning, even if you hear them crying. Please note that children do not typically cry for long after you leave - our teachers are there to quickly distract them with hugs, activities and games. It is very important during this adaptation period to trust and listen to your child's teacher – everything done is for the benefit of your child – even if it is difficult for you personally as a parent.

When bringing your child to school, do not leave too fast but do not stay too long either. Leaving too fast may cause panic for your child and lingering may lead to stirred up emotions. A member of staff is always here to advise you. Do not leave without saying Goodbye but do not prolong Goodbyes: Leaving while your child's back is turned is never a good idea. It can cause insecurities that are often difficult for the child to recover from quickly. You need to help your child understand that there is nothing wrong with goodbyes - remain cheerful and relaxed so that they feel that too! Let them know you love them and that you will always come back.

NAP TIME (Kindergarten Class Only)

An Afternoon nap is available only for **children aged 2 & 3**. Naps are optional, so please confirm with your class teachers on the Class Dojo App if your child will be sleeping at lunch time or not. If your child will be sleeping at school, please send us your own bed linen every Monday (always label your bed linen). You need to bring in 2 flat sheets only. We will return the bed linen to you every Friday for washing. The bed linen should be cot-sized. For children who do not wear diapers, if your child still occasionally pees while sleeping, please provide us with a waterproof sheet as well as extra bed linen.



School Fee Payments

School fees are always pre-paid. You can pay in cash, via bank transfer, or via JCC.

For Kindergarten and Pre-School students, the payment is due on the 1st day of each month in advance. Parents receive monthly invoices via email a week before the end of each month (however, sometime the emails from our finance department end up in Spam/Junk Mail so please keep an eye on your this email file).

For Primary students, three annual instalments are due. You will be sent 3 invoices for payment, dividing the annual fee into three instalments. The first instalment is due by 1st September, the second one on 1st December, and the third one on 1st March. If parents prefer to pre-pay for the entire school year in advance, that is also possible. Please inform the school if this is something you wish to do.

Important Notes:

- **Failure to pay the fees on time**, without speaking to or consulting the school in advance, leads to the risk of your child losing their spot to another child that is on the waiting list.
- **Failure to attend the first day of school**, without informing the school in advance, leads to the risk of your child losing their spot to another child that is on the waiting list.
- **All payments made to the school are NON REFUNDABLE**, so please be sure before you make any payments.

Please Note:

The monthly fee for **September** can **ONLY be paid online** through the Bank of Cyprus or JCC by the due date using the following bank details. When parents pay online, the full name of the student should be written in the comments, as well as the invoice number.

All other monthly fees, except September, can be paid either in **cash** as well at the **Primary School Reception** area.

Non-Refundable Fees

All registration fees, tuition fees and other payments made to the school are non-refundable, regardless of whether the applicant is accepted, withdraws their application, leaves or cancels their registration for any reason. These fees cover administrative costs and are not contingent upon enrolment or attendance.

SCHOOL BANK TRANSFER DETAILS





SCHOOL FEES / ADDITIONAL MONTHLY COSTS

Tuition Invoices are emailed to parents 1 week before their due date on the 1st day of every month (please check your junk mail/spam folder in case the invoice ends up in there occasionally).

KINDERGARTEN (Ages 2 & 3)

€550 / Month

- Additional fees are required for the hot lunch, specialist subjects and school trips at least twice a year

PRE-SCHOOL (Ages 4 & 5)

Pre-Reception €600 / Month

Reception €600 / Month

- Additional fees are required for the hot lunch, specialist subjects and school trips at least twice a year

PRIMARY SCHOOL (Ages 6+)

Grade 1 €7100 / ANNUALLY

Grade 2 €7300 / ANNUALLY

Grade 3 €7500 / ANNUALLY

- Primary School Fees are paid in 3 instalments (August/September, December, March)
- Additional fees are required for the hot lunch, specialist subjects and school trips at least twice a year

Extra Monthly Costs (Optional):



Terms and Conditions:

- Kindergarten + Pre-school students: school runs from September until July – Parents are expected to keep their child in school for the entire 11 months – even if a child is absent for long periods of time or leaves school earlier in the year, parents are still expected to pay their monthly fees to hold their place
- Primary students: school runs from September until June – Parents are expected to keep their child in school for the entire 10 months – even if a child is absent for long periods of time or leaves school earlier in the year, parents are still expected to pay their monthly fees to hold their place
- All school fees must be pre-paid for the month or term, regardless of absences. Failure to pay school fees on time, without consulting to the school in advance, means that students run the risk of losing their spot to another child on the waiting list
- School trips, hot lunches, special events, photoshoots, or additional courses that are not part of our school program will have an additional cost (all of which will be optional).



Discounts:

- Siblings receive a 3% discount on their combined fees

No other discounts are offered.

Registration & Re-Registration Procedure

Completing the registration procedure

To complete a child's registration, the following must be complete:

- Submit a registration form
- Pay the **non-refundable** annual registration fee and deposit fee
- Provide a copy of:
 - (1) Birth Certificate
 - (2) Health certificate of the child (by a paediatrician) to state that the child is healthy enough to attend school.

If someone has registered their child but has not provided one of the above 2 documents, please email it to us at admin@goldenoakcyprus.com and we will print the missing document to add to your child's file before school opens in September.

Health Certificate

Before attending the 1st day of school, all parents must provide the school with a letter from their child's pediatrician, stating that the child is healthy and can attend school. Please do not provide us with a vaccination record – we do not require this.

Re-registration for the next academic year:

Our registrations for new students usually open in January every year due to the high demand for admission. Priority for registration will always be given to our currently registered students and their siblings. In December, all parents will be asked if they wish to re-register their children for the next academic year. A new registration form will be made available to parents and further details will be given before December to secure a spot for the new academic year. In January, the school starts to open registrations for new students, so it is imperative to complete this process early enough to avoid disappointment.

Non-Refundable Fees

All registration fees, tuition fees and all other fees paid to the school are always non-refundable, regardless of whether the applicant is accepted, withdraws their application, or cancels their attendance for any reason.

Summer School registration

Priority for registration will always be given to our currently registered students and their siblings. We will inform you of the dates for pre-payment closer to the time.

School Bus Service

Please contact the school administrators to fill out the bus form. The bus has central pick up spots in each area and aims to pick up and drop off your child as close to your house as possible.



Special Education Department

We are proud to be introducing a groundbreaking, first of its kind in Cyprus, special education program to support our students who have varying special needs in order to help them meet their maximum potential in all aspects. Our new special education team comprises of a psychologist, occupational therapist and special education teacher, all of whom will work closely with your child and monitor their IEP development throughout the year (always in coordination with parents and each child's external therapists). Remedial or small group instruction will be given when necessary to ensure each child reaches its maximum potential. Small group sessions will also be carried out weekly at school in the special education classroom to meet your child's individual needs, while also supporting full inclusivity within your child's mainstream classroom. In order for your child to join the special education program, please provide the school with a report from a relevant professional which outlines your child's strengths, weaknesses and/or IEP.

Food & Meals at school

Parents are responsible to provide breakfast and afternoon snacks for their children in a labelled lunch box. We request that each child has **at least 1 fruit** in their bag daily, as we encourage nutritious eating. Please note that the school does NOT have a student fridge. The school will undertake to provide a hot lunch for the students (at an additional cost).

Breakfast:

There are 2 breakfast snack times in the morning. The first is between 7.30-8.30 am. If a child arrives at school at 8.30 am, they will not be able to eat their breakfast at school (the child must eat breakfast at home instead) because our academic schedule begins at exactly 8.30 am. For children who arrive during breakfast time, they must have their breakfast in their school bag. There are no plates/spoons within the classroom, and there is no kitchen/sink/fridge or storage space for cereals inside the classrooms either, so parents must have their child's breakfast fully prepared with all the necessary cutlery inside their school bag. Try to avoid putting liquids (like milk) in your child's school bag. Please consider dry foods for your child's breakfast. Fruit should be washed and cut at home (grapes, in particular, should be cut down the middle because whole grapes are a choking hazard for children of all ages). The second breakfast snack time is usually at 10.00 am.

Lunch:

Hot Lunch is usually served at 12.00 daily. This is a hot meal that is served to all children at school (at an additional cost) UNLESS a parents informs the school that they do not want the hot lunch. Children with severe allergies (for example, gluten/celiac) are **NOT** given a hot lunch, so parents must provide their own lunch. Our lunch menu will be sent to parents when it is finalised.

- No beef or pork is served at school. Our only meat is Chicken.

Afternoon Snack:

For children who stay full day, please pack an additional snack in their bag that they can eat around 2.30 pm. Again, try to avoid putting liquids (like milk) in your child's school bag. Please consider dry foods for your child's afternoon snack. Fruit should be washed and cut at home (grapes, in particular, should be cut at home – whole grapes are a choking hazard for children of all ages).



Food Allergies / Special dietary requirements

Parents must inform the school immediately about any food allergies or special dietary requirements, if they have not already done so (there is a section on the application form that parents should have already filled out for allergies). If we feel that we cannot tailor our lunch menu to meet the dietary needs of our students, we will request that parents provide their own lunch for their child.

Our Meal-Time Etiquette

- Kindergarten teachers remain close to the children and discreetly help them wherever needed.
- Hand-washing before and after meals is compulsory / Appropriate table manners are taught.
- Children usually help to set/clear the table during meal times.
- Children are encouraged to eat all the different types of food included in the school lunch menu.
- We don't force any child to eat if he/she doesn't want to, especially during the first few weeks.

At our school we do NOT accept:

- chocolate milk / chocolates / sweet biscuits / sugary snacks / sweets / candy
- nuts (choking hazard) / crisps/chips

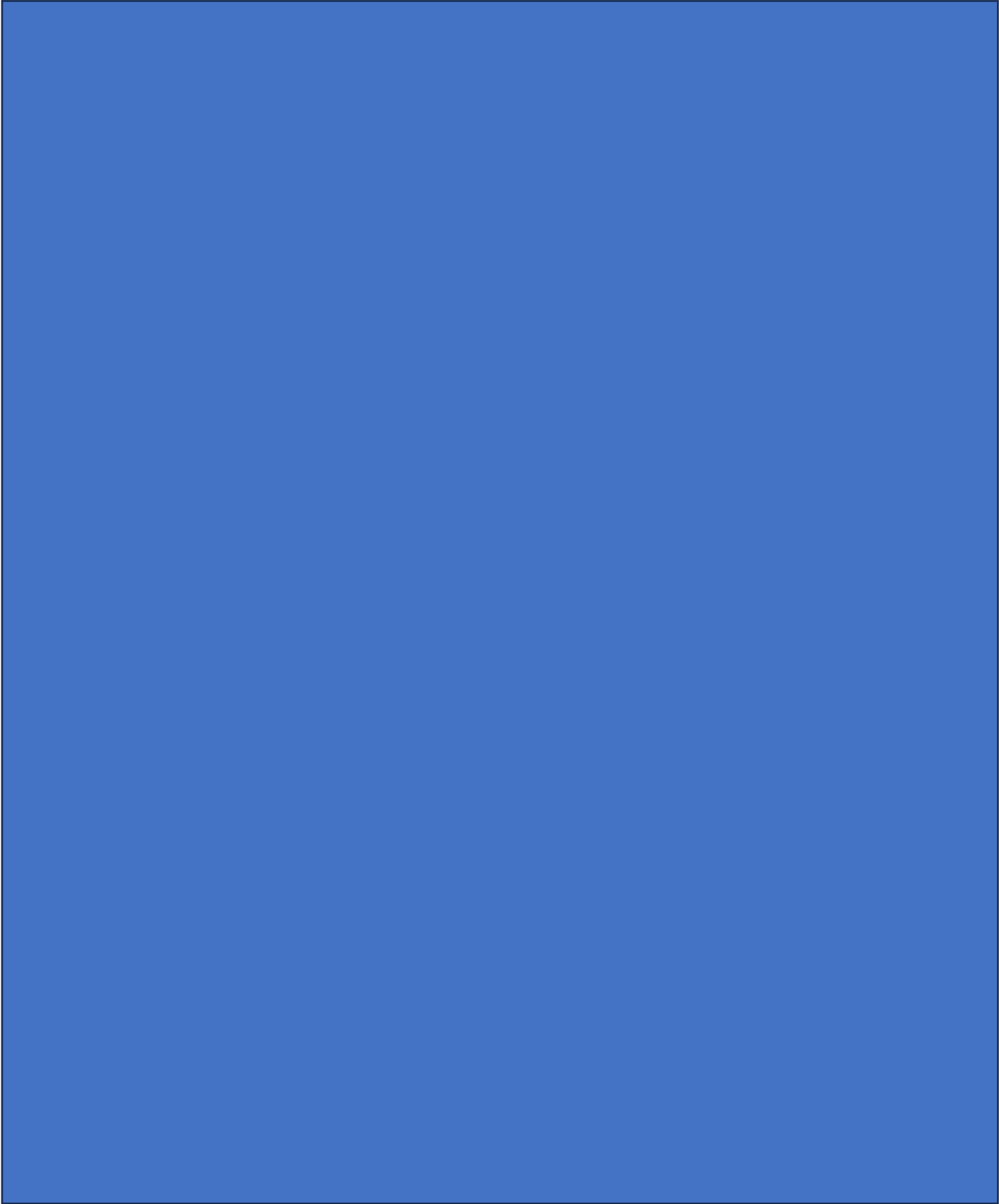
Healthy breakfast / snacks to send to school are:

- Cereals (except chocolate flavoured) without milk if possible
- Oatmeal
- Hard boiled eggs
- Cereal bars (which contain a wealth of nutrients found in oats, nuts, sesame, honey and dried fruit)
- Yoghurt (check the sugar content)
- Cut pieces of fruit / Fruit juices
- Sandwiches
- Carrot sticks and hummus/ guacamole
- Tortillas (whole wheat tortillas that you can fill with either a little peanut butter and jam, or honey and a little butter, or veggies, avocado, turkey, and low-fat cheese).
- Cut pieces of vegetables or cheese sticks
- Whole-grain crackers and nut-based butter

Please provide the school with an epi-pen if your child has severe allergies that may cause severe reactions.



Hot Lunch Menu





Health and Safety Rules

The health and safety of all our children and staff is our top priority. We have a strict sickness policy and do not accept children at school if they show signs of sickness (we want to protect the other children within the class as much as possible) – **please be aware that the school will call you to pick up your child if we notice any form of sickness (in such cases, picking up your child is compulsory) – sick children are immediately isolated from their peers in the administrator's office until a parent can pick them up. If a child has any type of sickness symptom, then the child cannot return to school until it has been clear of symptoms for at least 24 hours with a doctor's note stating the child is not contagious – in cases where a teacher suspects a specific virus (even if the parents disagree with the visual diagnosis) a doctor's note is required before the child can return to school.** We are also very aware of the need for a healthy and hygienic environment in the classroom and playground. Hand washing is taught and monitored, and care is always taken with disinfecting surfaces like tables, toys, door handles etc. If your child shows signs of illness, please do not send him/her to school. This is to minimize the risk of other children or adults becoming sick as well. Sickness is recorded as an excused absence.

When children should stay home from school:

Children must stay home if they have symptoms of possibly contagious or serious illnesses that they might spread to other children, including:

- Fever or chills
- Conjunctivitis
- Cough / Sore Throat
- Shortness of breath or difficulty breathing
- Unusual Fatigue or Headaches
- Muscle or body aches
- Congestion or runny nose (specifically greenish-yellow mucus)
- Nausea or vomiting
- Diarrhoea
- Infectious rashes
- Infectious viruses/bacterial infections

When children will be sent home from school:

Our school staff serves as the link between parents and children. When a child complains of illness, it is the responsibility of the school to note and communicate common symptoms, such as fever, vomiting, and diarrhea to parents. The school is not allowed by law to diagnose specific illnesses, and we are not equipped to care for an ill or injured student for an indefinite amount of time. Parents are responsible for picking up their child in a timely manner once notified by the school. If the parents are unable to come themselves to pick up their child, then they must inform the school who they are allowing to act on their behalf to pick up their child.

Colds/Viruses: Keep children home if they have a coloured nasal discharge, fever, bad cough, headache, nausea, unusual rash, vomiting or if the child is too tired or too uncomfortable to function at school.

Cough: A child needs to remain home if he/she has a dry/productive persistent, barking and hacking cough or is unable to practice respiratory etiquette (turning away from others and covering their mouth) and proper hand washing.

Fever/Chills: Children must be fever free for 24 hours (without the aid of a fever-reducing medicine), before returning to school.

Head lice: Parents are responsible for monitoring their children for head lice. Please notify the school and grade level teacher if your child has head lice. If signs of lice are observed at school (itchy scalp, frequently scratching, redness behind the neck or ears), the school will have to do a discrete examination of the child's hair. If the school confirms head lice is present, we will contact the child's parents to collect him/her.

Conjunctivitis: Children whose eyes are red or pink, and who have eye pain and reddened eyelids, with white or yellow eye discharge or eyelids matted after sleep may have Purulent Conjunctivitis. They should not be in school until they have been examined and treated. A Medical Note stating that the condition is not contagious or has been properly treated is required to return. Children with pink eyes who have a clear drainage and no fever, no eye pain, and no eyelid redness do not need to be kept home.



Medication in school: Please note that the school does not have the authority to administer any medication to children at school – therefore keep children home if they need to be given medication.

Returning to School After Sickness: If the child has been home sick for any of the above mentioned illnesses, or anything more severe (like chickenpox, measles, covid, influenza A, gastroenteritis) then they must be cleared by a doctor and free from symptoms for 24 hours without medication. The school requires that you present a doctor's note for re-submission to the school after illness. This is done to protect all of the other children and staff as well.

Siblings of Sick Students: siblings that attend our school should also stay home if their other sibling has a serious illness such as covid, gastro, influenza A/B, chickenpox, measles etc.

Note:

Always **inform** the school **if your child will be absent** from school (either because of sickness or another reason). This is important as the Ministry of Education has a strict absence information policy and schools are obliged to know when and why their students are absent.

Toilet Training

Children above the age of 3 should be fully **toilet trained** and not wear diapers to attend the school.

A teacher will always be near the bathroom when a child goes to the toilet in case of any emergencies. Please provide extra clothes and underwear for your children, in case of toilet accidents.

A child is considered toilet trained when he or she can complete the following steps unassisted:

- Know when he/she needs to use the bathroom
- Alert the teacher or get to the bathroom on his/her own
- Know how to get his/her trousers and underpants off and on
- Clean his/her own private parts with paper
- Put all toilet paper in the bin
- Flush the toilet
- Wash their hands

We understand that young children have occasional accidents, particularly during transition times, such as when a child begins school. A child who has had an accident needs to know when he/she has had an accident, alert the teacher, be able to clean him/herself and be able to change his/her own clothes with minimal assistance. The school does not keep extra clothing and parents are responsible for providing spare clothing that the child may need throughout the day.

If staff have reason to believe a child is not completely toilet trained, the teacher will arrange to discuss the matter with parents to find a solution. The teachers will help parents to toilet-train their young children if necessary.



Packing your child's school bag & pencil case

KINDERGARTEN & PRE-SCHOOL

Items that ALL children need in their bag for school every day:

All school bags must be A4 sized at least, to fit an A4 folder inside.

Items that should be brought to school daily are as follows:

- A reusable water bottle (labelled clearly with your child's name) filled with drinking water (the class teacher will refill the water bottle as needed). Children are encouraged to drink water whenever they need to. Big water bottles are readily available for children to refill their own bottles.
- A Lunch box with breakfast & healthy afternoon snacks. We place an emphasis on healthy food and drink. Please speak to your child's teacher should you have any questions or concerns about your child's eating habits at school.
- For children under the age of 5, 2 extra sets of clothes, including underwear and socks (to be replaced as needed)
- A fully stocked pencil case (sharing is still prohibited). The pencil case will remain at school. Please label all of your child's things. The pencil case should be labelled and it will be left at school – teachers will inform you when something runs out. Each child should have the following labelled items in their pencil case and school bag:

- 1) **3 HB pencils**
- 2) **1 packet of thick colouring pencils**
- 3) **1 packet of coloured felt tip pens**
- 4) **2 thick erasers**
- 5) **2 pencil sharpeners for thick pencils**
- 6) **1 pair of safety scissors**
- 7) **1 small ruler**
- 8) **1 UHU glue stick**
- 9) **1 set of paint brushes**
- 10) **1 apron (to be worn when painting)**
- 11) **2 A4 envelope folders to store classwork and homework worksheets**
- 12) **1 packet of wet wipes**
- 13) **1 small hand sanitiser**

- **Note**: all school work books and text books are provided by the school and stay at school. Parents do not need to purchase text books.

Sunscreen / Insect Repellent:

Please apply sunscreen before your child comes to school. If your child is susceptible to insect bites, please apply insect repellent before they come to school in the morning, as our school is surrounded by nature. If you wish to leave sunscreen or insect repellent in their bag for re-application, please label this clearly with your child's name and inform the teacher. If your child has any allergies to insects or bees, please inform the school, as we are in an area surrounded by nature.

Note: Please do NOT bring personal items or toys from home. It is easy for these to get lost and this can cause distress. If your child has difficulty leaving a very special item at home, please talk to the class teacher. Personal items and toys will be confiscated if seen and returned to parents at home-time.



Packing your child's school bag & pencil case

PRIMARY SCHOOL

Items that ALL children need in their bag for school every day:

All school bags must be big enough to fit books and folders inside.

Items that should be brought to school daily are as follows:

- A reusable water bottle (labelled clearly with your child's name) filled with drinking water (the class teacher will refill the water bottle as needed). Children are encouraged to drink water whenever they need to. Big water bottles are readily available for children to refill their own bottles.
- A Lunch box with breakfast & healthy afternoon snacks. We place an emphasis on healthy food and drink. Please speak to your child's teacher should you have any questions or concerns about your child's eating habits at school.
- A fully stocked pencil case (sharing is still prohibited). The pencil case will remain at school. Please label all of your child's things. The pencil case should be labelled and it will be left at school – teachers will inform you when something runs out. Each child should have the following labelled items in their pencil case and school bag:

1. 3 HB pencils
2. 1 packet of colouring pencils
3. 1 packet of coloured felt tip pens
4. 2 erasers
5. 2 pencil sharpeners
6. 1 pair of safety scissors
7. 1 small ruler
8. 1 long ruler
9. 1 UHU glue stick
10. 1 set of paint brushes
11. 4 A4 envelope folders to store classwork and homework worksheets
12. 1 packet of wet wipes
13. 1 small hand sanitiser
14. 1 A2 envelope folder for their ART work
15. 1 recorder (a musical instrument that looks like a flute)

- **Note:** all school work books and text books are provided by the school. Parents do not need to purchase text books.

Sunscreen / Insect Repellent:

Please apply sunscreen before your child comes to school. If your child is susceptible to insect bites, please apply insect repellent before they come to school in the morning, as our school is surrounded by nature. If you wish to leave sunscreen or insect repellent in their bag for re-application, please label this clearly with your child's name and inform the teacher. If your child has any allergies to insects or bees, please inform the school, as we are in an area surrounded by nature.

Note: Please do NOT bring personal items or toys from home. It is easy for these to get lost and this can cause distress. If your child has difficulty leaving a very special item at home, please talk to the class teacher. Personal items and toys will be confiscated if seen and returned to parents at home-time.



School Clothing

There is no school uniform this academic year (though a uniform will be introduced in the future). The children are expected to wear comfortable, sensible clothing at school. Clothing should be comfortable keeping in mind that children will be involved in play which may be messy. On days where children have PE or football, we recommend that students wear suitable footwear for active play, such as sneakers/trainers/runners. Something warmer to wear in the air-conditioned classroom is also recommended. Please label all items and check periodically for your child's missing items.

A school hat (available for purchase from the school in September) is recommended. The school hat costs **€10 and is immediately labelled with your child's name**. The school hat will remain at school.

Birthdays at school

We understand that birthdays are a special day and that your child might like to celebrate with classmates.

Therefore, we allow parents to bring in "paper" birthday cakes (not real cakes) as long as they have spoken to the class teacher in advance. We cannot allow normal cakes anymore, because we have children with multiple allergies.

Each "paper" cake must have a minimum of 30 pieces. This number does not reflect the amount of students, but it is necessary to have extra pieces in case of any accidents. You understand children may lose a piece or damage a piece and we want to be able to replace those pieces to avoid anyone feeling left out. Parents are not allowed to bring anything else to school apart from a paper cake (no party gifts, balloons or piñatas).

Please note that birthday party invitations can only be distributed at school if the entire class is being invited. Please do not ask the teacher or any other staff member to help you locate a few children's parents. This year, we will be **very strict** with birthday invitation distribution because we don't want to contribute to any child feeling excluded.

Inclusion

We are an inclusive school, which means your child may come into contact with students with varying developmental levels and abilities. Please speak to the children at home about being kind and considerate when they encounter a child that seems different. The teachers will of course do their best to encourage all children to be kind and considerate. No form of bullying or exclusion is tolerated at school. Please note that it is a school requirement for students to have a personal assistant if their needs outweigh what can be offered by the class teachers. The principal will inform parents when this is the case.



Homework

Homework:

Pre-School Children will be given a small piece of homework every Friday, which will be returned to school on Monday. Homework will not be given from Monday to Thursday, as the children will complete all of their work at school with their teacher.

Primary School Children will be given homework twice a week. Once on Tuesday and once on Friday. The rest of the days, the homework will be done at school with their class teacher. If, however, children leave early on days when we run homework club at school, then the children must complete their homework at home with their parents. Please understand that it is the responsibility of every parent to ensure that homework is completed for the smooth and continued progress of each child.

Educational videos:

We have created a Youtube channel and make short revision videos for the children on different units. Please subscribe to the **Youtube channel "Golden Oak Private School"** so that the teachers can later inform you about which videos the children must watch for homework (if necessary). The teachers may use other educational videos throughout the day as needed in order to supplement their thematic units.

Class Dojo App Communication

All parents MUST download this app (only the free version is used by the school so please do not select the 'paid' functions). This app is the only method of communication and information-sharing between the school staff and parents. There will be no other information groups available (like Whatsapp).

ClassDojo group for communication:

We will add parents of each class to a ClassDojo group and share information and photos/videos of the children (except the children whose parents have not signed the form for photo/video permission). You will receive the link to join your child's class via email.

Communication with parents is very important for us:

The teachers and management staff will often see you at the gate in the morning. Teachers are in constant communication with parents throughout the school year. If there is ever a problem or concern, feel free to contact the principal or the administrators directly. Parents can call the administrators to request a meeting or to have a teacher contact them. They cannot request to speak to a teacher at the gate, where sensitive topics can be discussed within earshot of other parents or children, nor is a parent allowed to gain access to the class under false pretences to speak to a teacher. Contact with teachers is encouraged to resolve any issues, but the correct channels must be followed at all times.

Website & Facebook Page & Instagram Page:

We publish a lot of different things on our website and Facebook/Instagram Page. Parents enjoy watching our weekly videos, especially when we have themed-events or guests.

Reports/Parent-Teacher Meetings

Reports & Parent-Teacher Meetings:

Twice a year, you will receive a progress report and whenever a teacher deems it necessary then you will be invited to an online parent-teacher meeting. For students that are not typically developing, you will also be given ideas as to how you can support your child's learning at home. Reports are presented to parents twice a year, once in January and once before the end of the school year. The purpose of the report is to help parents understand their child's strengths and weaknesses.



Student Behaviour, Bullying & Discipline

First and foremost, our teachers do not accept bullying behaviour and try to stop it immediately if they notice it. We do emotional intelligence/empathy activities throughout the year to deter the possibility of bullying. We teach our students to be kind and polite to both adults and children. One of the great benefits of the Montessori approach is that children have the opportunity to learn how to behave in a social situation. Staff maintain an ethos of positive guidance at all times. Here are some techniques that we use when dealing with challenging behaviour:

- Positive intervention and distraction
- Positive Reinforcement: Star Award System
- Modelling good behaviour
- Practising social skills through drama and role play
- Talking things through
- Time-in (with adult) to calm down and reflect on behaviour
- Practising acceptable behaviour but giving no attention to unacceptable behaviour

Positive Behaviour Management is a vital component in helping Our school to achieve its aims and values. Our Promoting Positive Behaviour policy also provides our students with the boundaries and rules that they need in order to fulfil their potential and contribute to the wellbeing of others. Discipline is essential to good learning situations. The general aim of our school is to provide an atmosphere of mutual respect and collective responsibility. Students, parents and teachers all have an important part to play in achieving this atmosphere. The rules of the school are of a common-sense nature, bearing in mind the interest and safety of all concerned. We take a positive approach to promote responsible behaviour. We recognise and praise good behaviour, effort and application of Positive Reinforcement through the use of a start system, certificates, stickers, public display etc.

Evaluations have shown that promoting positive behaviour and attitudes do have a significant impact on students' social skills and behaviour, but this doesn't happen overnight. Parents will always be informed about challenging behaviour and the teachers will work with the parents to help the child in question.

Behaviour Management Protocols and School Expectations

At our school, we believe every child deserves a safe, respectful, and supportive environment where they can thrive academically, socially, and emotionally. Our behaviour guidance practices focus on teaching rather than punishing, promoting responsibility, empathy, and positive choices.

1. Positive Reinforcement

We use reward systems in all classrooms to celebrate positive behaviour, effort, and kindness. Teachers may use the "Star of the Week" system or adopt another consistent approach tailored to their classroom community. The goal is always to recognize and encourage children's positive contributions.

2. Bullying Prevention

We are committed to creating a bullying-free environment. This includes:

- Age-appropriate anti-bullying programs and workshops.
- Vigilant supervision, especially during breaktimes when bullying is most likely to occur.
- Prompt investigation and resolution of any reported incidents.

3. Discipline Policy

Our school has clear behaviour expectations that are regularly communicated to children and families. These expectations are supported with visible reminders throughout the school (e.g., posters) and consistently reinforced by all staff.



School Rules for Students

The following expectations are taught and reinforced in all classrooms. We encourage families to review them at home to promote consistency and understanding.

1. Be Kind and Respectful

- Treat everyone with kindness, respect, and empathy.
- No bullying, teasing, or any form of harmful behaviour.
- Celebrate each other's successes and support your peers.

2. Listen and Follow Directions

- Pay attention when a teacher or peer is speaking.
- Follow instructions the first time.
- Ask for help respectfully if unsure.

3. Use Indoor Voices

- Speak calmly and quietly inside the building.
- Save loud voices for appropriate times, like performances or group activities.

4. Raise Your Hand to Speak

- Wait your turn to speak during class discussions.
- Do not call out; raising your hand helps maintain a calm and respectful environment.

5. Take Care of the Classroom and Belongings

- Clean up after yourself.
- Handle all materials and school property with care.
- Keep personal belongings organised.

6. Stay in Your Seat

- Remain seated during lessons unless given permission to move.
- Respect others' personal space.

7. Follow Playground and Outdoor Safety Rules

- Play safely and cooperatively with others.
- Take turns and share playground equipment.
- Follow adult instructions and report any concerns.

8. Be Honest

- Always tell the truth and take responsibility for your actions.
- Mistakes are learning opportunities when met with honesty.

9. Use Good Manners

- Use polite words like "please," "thank you," and "excuse me."
- Show respect to peers and adults alike.



10. Be Safe

- Keep hands and feet to yourself.
- Use all equipment safely and appropriately.
- Let an adult know if someone is hurt or in danger.

11. Ask Permission to Touch Others

- Always ask before initiating physical contact.
- Respect others' personal boundaries and choices.

12. Toilet Rules

- Ask for permission to leave the room for the toilet.
- Use the facilities respectfully and hygienically.
- Report any issues to a staff member.

13. No Abuse of Any Kind

- Physical or verbal abuse is never acceptable.
- Speak up if you or someone else is being hurt.
- We encourage kindness, not cruelty.

14. No Damage to Property

- Treat all school property with care and respect.
- Do not vandalize or intentionally damage school materials.
- Report any accidental damage immediately and take responsibility.

These expectations are taught with empathy, reinforced consistently, and paired with restorative practices when issues arise. We appreciate your support in reinforcing these values at home. Together, we help every child feel safe, valued, and ready to learn.

Behaviour Guidance and Disciplinary Procedures

At our school, we believe that discipline is not about punishment — it's about learning, emotional growth, and building respectful relationships. Our approach supports children in understanding their emotions, learning self-regulation, and making better choices.

Indoor Behaviour Procedures

- **Verbal Warnings:** A teacher gives up to two reminders to redirect inappropriate behavior.
- **Seating Change:** If needed, a child may be moved to a different seat to help reduce distractions.
- **Time-In:** A child may spend quiet time with a teacher to reflect and calm down. This supportive approach helps children express emotions and understand their actions.
- **Withdrawal of Privileges:** For example, missing a few minutes of playtime. The child is told why, how long it will last, and what behavior is expected moving forward. We make sure this does not interfere with essential learning tools or cultural needs.
- **Temporary Removal from Class:** If a child's actions disrupt others' learning or create safety concerns, they may be asked to complete their work under supervision elsewhere.
- **Principal Involvement:** Used for serious or repeated behaviors. If needed, the principal comes to the classroom to help de-escalate the situation. Parents are always informed when this happens.



Outdoor Behaviour Procedures

- **One Verbal Warning:** Only one reminder is given outdoors due to safety risks.
- **Time-In:** Similar to the indoor version — the child is supported in calming down and reflecting on their behavior.
- **Principal Involvement:** Used for unsafe or repeated behavior. Safety is our top priority.

Communication with Parents

We always inform parents when:

- A child has had more than one time-in session during the day
- Privileges are withdrawn
- A child is removed from class
- The principal is involved

We work closely with families to ensure every child feels supported and valued while learning to manage their emotions and behavior in a safe, respectful way.

Persistent Behavioural issues

Our school councillor is always involved in persistent behavioural situations. However, in cases where students cause damage to school property or have repeated offences or persistent behavioural issues, they will be asked to visit the school principal and our school councillor to discuss this issue. Parents will always be informed if a student has reached the stage of repeated offences and an individualised discipline plan will be drawn up to stop the disruptive behaviour (and parents will be expected to step in as well at this stage). If the student continues to display negative behaviour and disrupts the learning of other students, then the principal will then decide on the appropriate action. In cases where parents refuse to get involved and/or everything has been done to rectify the bad behaviour but it has been unsuccessful and/or the mental or physical safety of the other students is being compromised, then the child may be expelled (based, of course, on the severity of the issue).

For students with persistent behavioural issues, teachers make a daily report. Here the teacher makes notes on the child's performance and development. Each week, the child's daily report has to be signed by parents to keep them informed. Through correct school-home communication it is possible to stamp out any persistent behavioural issues.



STUDENT CODE OF CONDUCT

We encourage all students to be well-behaved and empathetic, thereby keeping everyone around them safe and happy. Failure to do so is considered a school offence. While attending school during regular hours or during school-sponsored activities, students are expected to follow these basic rules, procedures, and expectations:

1. Your first priority at school is to learn without distractions that interfere with or are counter-intuitive to that mission.
2. Be polite and respectful to those around you, including students, teachers, administrators, support staff, and visitors.
3. Follow individual teacher instructions, class rules, and expectations.
4. Be in the assigned place with appropriate materials at the designated time that class begins.
5. Work to the best of your abilities.
6. Take care not to damage school property or the property of others.
7. Wear clothes correctly at all times.
8. Be on time for school to avoid missing lessons or disrupting the others in the class.
9. Keep away from illegal activity in or around the school premises.
10. Keep hands, feet, and objects to yourself to avoid intentionally harming other students.
11. Keep dangerous items that can harm others away from school.
12. Keep your words kind at all times – we do not allow any form of bullying.
13. Use school-appropriate language and behaviour at all times while maintaining friendly and courteous behaviour.
14. Be verbally and physically kind to others, avoiding any form of fighting inside or outside the school premises.
15. Help to stop bullying. If you see someone being bullied, intervene by telling them to stop or immediately report it to school personnel.
16. Keep focused and avoid distractions or distracting behaviour. Give every other student the opportunity to maximize their potential. Encourage your fellow students. Never discourage anyone.
17. Attend school promptly every day – limit lateness and absences as much as possible. If a student is absent, he/she is responsible to catch up on missed work. School attendance and participation in class are an essential part of the educational process. Regular attendance at school is necessary for student success. Furthermore, it allows students to achieve the maximum possible benefits from their educational experience. All students are encouraged to be present and prompt. School attendance is the responsibility of both parents and students.

- Please note, **smart watches** and other technological devices are strictly **forbidden** at school.

ATTENDANCE POLICY

Please note, the Ministry of Education has enforced a strict policy for the tracking of student absences and the school must be informed in advance of the absence, as well as the reason of each absence. Our school considers an attendance level of 95% to be the minimum target level, unless health/safety reasons are the cause of absence. All absences must be excused by the parents via a form that can be collected from the reception area. Parents have a responsibility for absent children to catch up on all missed work.



School Growth - Secondary School

The Secondary School for children aged 12+ will open in September 2029.

School Curriculum/Syllabus

Starting from Reception and all the way through Primary school, the students follow the Cambridge International Curriculum. Our school is one of the many certified Cambridge International Schools around the world. At its core is the British Curriculum, but it is internationalised for students who don't live in the UK and is incredibly child-centred. Younger students complete a pre-Cambridge Early Years developmental program that focuses on their fine motor development (including pencil control), gross motor development, personal and social skills development, imaginative growth and verbal communication development.

Safety Drills

Safety protocols are in place and safety drills occur in preparation for emergencies. Mainly fire-safety drills take priority, as Cyprus in general is prone to wild-fires in the hotter months.

Parent Volunteers & Involvement