



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 notes on the following pages contain **important information** about the school year 2024-2025.

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Contact Information:

   School Website: www.goldenoakcyprus.com

  Principal, Mrs. Deanna Tsikkou
Vice Principal, Mrs. Toulla Georgiadou
Administrator, Mrs. Caroline Johnson

 School Email: info@goldenoakcyprus.com



Starting Day for New Students:

We have a “meet and greet” morning one day before school starts for new students aged 2 & 3. Children will come to school for two hours along with their parents to see the new school environment and meet all of their teachers.

The First Day of School for New Students:

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 class teacher to discuss any learning differences that your child has, please contact our Head Administrator, Mrs. Caroline, and she will arrange a private meeting for you and the class teacher before school opens.

OPERATING MONTHS

KINDERGARTEN & PRE-SCHOOL 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 - 16.00 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 our school app. 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 6.00 pm for the kindergarten and pre-school. For the Primary school, the app is open from 7.00 am to 5.00 pm daily. The app is closed on weekends, so any messages sent over the weekend will be checked on Monday.
- Our Head Administrator, **Mrs. Caroline** can be contacted for documentation and certificates for immigration, or for any information you require. You should make any cash payments to Mrs. Caroline in her office and then the finance department will email any necessary receipts to you soon afterwards. You must also contact Mrs. Caroline 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-authorized this. Mrs. Caroline will also be the one 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 Mrs. Caroline. If you arrive and the parking gate is locked, you will have to call Mrs. Caroline to open for you.
- Our Vice Principal, **Mrs. Toulla** can be contacted if you have any problems or concerns and she is responsible to investigate any issues that occur during the school day. She will handle all of your concerns with confidentiality and care and will report back to you with solutions and her analysis of every situation that is brought to her attention.
- Our Principal, **Mrs. Deanna**, should only be contacted if an issue is so serious that it requires her immediate attention or if an issue remains unresolved for a period of time. Please note that for serious issues, Mrs. Deanna is updated by both Mrs. Toulla and Mrs. Caroline.



School Calendar 2024-2025

Golden Oak Private School follows the same holiday schedule as all the other private schools in Limassol, with only minor differences. This school calendar does not include school trips or special 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, especially the list of days that our school will be closed for the holidays during the academic year:

- School Calendar only available for current parents

Please note that:

- School holidays and absences do **NOT** affect the monthly tuition fees – the fees remain the same every month/term.
- Some of the above dates may change based on any special circumstances that may arise.
- Some events may be added to the school calendar during the course of the year which the school will inform you about in due course.
- Some more school holidays may be added in accordance with the Ministry of Education.
- Some school holidays may be subject to change in accordance with the Ministry of Education.



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 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 academic and specialist classes will start 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 teacher 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

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.

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 Mrs. Caroline 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 5 days (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 distress 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

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 (Ages 2 + 3)

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. If any child above the age of 4 still needs to have nap time, please contact the class teacher to inform her.



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 on 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.



SCHOOL FEES 2024-2025 / ADDITIONAL MONTHLY COSTS

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

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 day, 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 day, 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 speaking 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 by outside professionals will have an additional cost

Discounts:

- Siblings receive a 5% discount on their fees
- When you pre-pay for the entire academic year, you receive a 5% discount
- Parents can only claim 1 of the above discounts however



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:

Breakfast 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).

Lunch:

Hot Lunch is usually served between 11.30-12.00 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/ceciac) are **NOT** given a hot lunch, so parents must provide their own lunch. Our lunch menu rotates between Menu A and Menu B so that students have each menu twice a month.

- 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

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, so we can inform other parents in a timely manner if there is an infection circulating the class – early intervention is key.



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 bowl/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

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.
- 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 text books are provided by the school and stay at school. Parents do not need to purchase text books.

- 14) Primary School students should additionally bring a musical instrument called a "recorder" (it looks like a flute) to school for their music lessons and one **A2 envelope folder** for their ART work.

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. 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 compulsory **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.



Parent-Teacher Communication

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** “**Deanna Tsikkou / Golden Oak Private School**” so that the teachers can later inform you about which videos the children must watch for homework (if necessary).

Whatsapp parents’ group:

Mrs. Deanna will add parents of each class to a Whatsapp group and share information and photos/videos of the children (except the children whose parents have not signed the form for photo/video permission). Please provide us with your Whatsapp number if we don't already have it.

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 Mrs. Toulla or Mrs. Caroline directly. Parents can call Mrs. Caroline 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:

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 before Christmas 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-out (with adult) observing other children
- Time-out to calm down
- 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.

Persistent Behavioural issues

Please note, 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/or the vice principal 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

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 - Primary School Construction

As parents are aware, our school is growing with the students. In September 2023, we opened Primary Grade 1. In September 2024, we have Primary Grade 2 operating. In September 2025, Primary Grade 3 is opening. The growth trend is clear.

In November 2024, construction will start on the southern side of the school plot (which is currently empty) ready for the full Primary School to move to the new site in September 2025.

What will the new Primary School Building have?

Some key features we are planning include: A Fun Playground (which does not exist in any other Primary School), a Canteen, Sports Field, Computer Lab, Science Lab, Art Room, Music Room, and Library.

- Please note, we are also in the planning stages of opening our Secondary School as well. Details will follow in due course, as we have 5 years ahead of us before the Secondary School will open.

School Curriculum/Syllabus

Starting from Reception class and all the way through Primary school, the students follow the Cambridge curriculum/syllabus. At its core is the traditional 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 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.



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** registration/insurance fee as well as the cost of the book/activity packs which comes to a total of **€450**.
- 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 info@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.

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.

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 2024, all parents will be asked if they wish to re-register their children for the next academic year 2025-2026. A new registration form will be made available to parents and further details will be given before December 2024 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.