



School Information

2018/19



Akrotiri School
Headteacher Welcome
September 2018

Dear Parents/Carers,

I would like to offer you and your family a warm welcome to Akrotiri School. I have been Headteacher here since January 2016, and I am very proud of our school. We have a fabulous team of staff who are dedicated to our wonderful pupils. We pride ourselves on our good behaviour and we enjoy welcoming new children to our school.

We know that moving to a new country and new school can be a challenge for all members of the family and we aim to make your move to Cyprus and your child's induction to Akrotiri School as smooth as possible.

Please find enclosed an information pack that will provide you and your child with all the information they will need to begin their learning journey with us. Your pack contains:

1. School information pack – this contains a wealth of information from guidance on uniform to times of the day and medical information
2. Members of staff and year group list
3. School Academic Calendar 2018/9
4. School times
5. School vision and values
6. Welcome letter from PTA ('Akrotiri School Parent Teacher Association')
7. Request for term time leave form

We have put your information in this handy pack to allow you take out any of the leaflets or sheets should you wish to keep them handy. Replacement forms can be requested from the school office. Please don't hesitate to contact me or any member of our team should you need any additional information.

Rebecca Robinson
Headteacher

Our School Vision

Our vision was created by all members of staff, members of the SGC and pupils in January 2016.

In Akrotiri School we always have the highest expectations of all our pupils and we know them well. In our school we promote an ethos of respect and empathy, where diversity is valued and celebrated. Open and honest communication with parents, carers and specialists is fostered. We actively seek to engage with all members of the Akrotiri community in a positive and supportive manner.

At Akrotiri School we celebrate perseverance, resilience and risk taking, ensuring our children welcome challenge and are not frightened to make mistakes. All achievements are celebrated and shared in school and the wider community. The relationship between our staff and children underpins inspirational, supportive and effective teaching and learning. Our pupils are taught the virtues of kindness, appreciation and what it means to be courageous. We aim for all our children to be independent learners with self-belief and an abiding respect for others.

At Akrotiri School we strive to ensure our learning is a continual journey towards further improvement and progress. We aim to instil a lifelong love for learning and a strong grounding for future success. Our children are encouraged to take ownership of and responsibility for their learning.

High quality teaching is a key priority at Akrotiri School and the relationship between staff and children underpins inspirational, supportive and effective teaching and learning. We aim to ensure that assessment always leads to next steps in learning. We challenge all children to achieve academic, creative, sporting and personal accomplishment within a broad, vibrant and enriched curriculum.

Whole School Values

Akrotiri School feels proud to promote and model six whole school values which were created by the pupils and staff. They are:

1. Aspiration
2. Respect
3. Creativity
4. Responsibility
5. Honesty
6. Teamwork

About Our School

Akrotiri School is idyllically set on the RAF base on the Akrotiri peninsular on the island of Cyprus. The school is the largest in the family of MoD schools around the world who provide the education and social stability for the children of service families and the civilian component of British Forces overseas. The school is one of three in the Western Sovereign Base Area (WSBA) – one other large primary school and the secondary school – both in nearby Episkopi.

There are also three smaller schools in the Eastern Sovereign Base Area (ESBA) and together the six schools form the Cyprus consortium. The school operates a European-style day. (See 'Start of School Day' section)

The school is extremely well resourced and well-staffed. All teachers employed at our school hold a UK teaching degree.

Akrotiri School has a wonderful purpose-built Foundation Stage building which opened in 2007. The self-contained building has its own offices, meeting room, and 8 classrooms set around a central quad which recently underwent a refurbishment. We have a variety of equipment to support physical development that is accessible to all pupils in Foundation Stage (FS). Approximately one third of the school's children are in the Foundation Stage.

The main school building covers a large, adjoining site which houses the KS1 and KS2 children. There are a number of rooms beyond the classrooms which are dedicated to extending and enhancing children's learning such as the Music Room, Art Room and a full ICT suite.

Our school prides itself on, and is recognised for being at the very heart of the RAF and civilian station community. We enjoy our position in the community and actively seek to involve the wider school community whenever possible.

We enjoy promoting wider school events and community messages through our weekly newsletter and we have a dedicated Community Notice Board outside our Key Stage 1 building.

The School Governance Committee (SGC) plays a vital role in the running of our school and we value their partnership. The chair of the SGC is the Station Commander and all SGC members work closely with our school leaders to enable them to take an active part in school improvement.

Children succeed at Akrotiri as we are committed to ensuring all children thrive both socially and academically. The school has recently implemented the Cornerstones Curriculum which supports and extends children's learning in its many forms.

It is built around the process of learning from an exciting initial engagement, development of skills and knowledge, innovation and then expressing and sharing their learning with a

wider audience. Our children with additional needs are well supported and make very good progress.

We make the most of the many host nation opportunities that Cyprus has to offer to make sure that the children who come here, for however short a time, have an experience to remember and treasure.

We participate throughout the year in the many sporting events available across all schools and our pupils have many opportunities to take part in enrichment days for many different subject and curriculum areas.

Every class can enjoy a school trip each term and our Year 5 and 6 pupils have the exciting opportunity to attend a residential trip every year. We also provide a wide range of after school clubs throughout the year.

We have high mobility at Akrotiri and we are always sad to see our pupils leave. However, we enjoy sending them on to their new adventures and new schools in the knowledge that they have had an enjoyable and valuable experience here at Akrotiri School.

School Uniform

It is so important that all pupils look smart and wear the correct uniform. As you are aware, wearing uniform increases a sense of belonging and pride as well as being extremely practical. We need all parents to support us in ensuring all pupils wear the correct school attire. We understand that uniform can be expensive so the jumpers with our logos on are optional, however, blue cardigans and jumpers must be worn.

- Cardigans and jumpers must be the correct colour, blue, and hoodies should not be worn.
- Footwear: plain black / white trainers (no coloured laces / coloured logos, patterns or writing.)

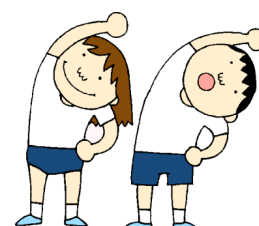
Thank you for your support on these matters.

Girls	Boys
Summer	Summer
<ul style="list-style-type: none">▪ Gingham checked dresses in blue▪ White socks▪ White polo shirt & beige/stone shorts▪ Sensible footwear, such as shoes or proper sandals. (Not flip-flops or backless sandals).	<ul style="list-style-type: none">▪ Beige/stone shorts▪ White short-sleeve shirt, or white polo shirt▪ White socks▪ Sensible footwear such as shoes or proper sandals (not flip-flops or backless sandals).
Winter	Winter
<ul style="list-style-type: none">▪ Grey pinafore dress / skirt / trousers▪ White blouse or polo shirt,▪ School colour sweatshirt▪ White socks▪ Footwear: plain black / white trainers (no coloured laces / coloured logos, patterns or writing.)	<ul style="list-style-type: none">▪ Grey shorts/trousers▪ White shirt or polo shirt▪ School colour sweatshirt▪ Sensible shoes▪ Footwear: plain black / white trainers (no coloured laces / coloured logos, patterns or writing.)

School logo baseball caps, fleeces and sweatshirts are available from the school office.

PE Kit

You can buy the PE clothes (navy blue T/Shirt and shorts) from the local shop - Helena. Plimsolls or trainers are suitable footwear and a tracksuit can be used for outside activities.



Our Location

Akrotiri School is situated close to the main shopping centre on RAF Akrotiri, not far from the Costcutter store and bank, and in a very central position.

How to find us:

From the Outer Main Gate

Proceed until you reach the roundabout, leave at the last exit, turn right at the SSVV Astra Cinema, pass the stadium on your right and turn into the car park, opposite the hair dresser and florist.

From the Air Terminal

Follow the station exit signs until you reach the roundabout and take the second exit. Turn right at the Astra cinema, pass the stadium on your right and turn into the car park, opposite the hair dresser and florist.

From the Airmen's Married Quarters

Head down towards Forces Stores and the bank, passing the Families' Office on your left and take the second turning into the car park.

From the Officers Married Quarters

Head for Forces Stores and continue until you reach the T junction. Turn left and take the first right turning into the car park.

The car park to the front of school and the side of Foundation are for staff parking only.

No married quarters are more than 1500 metres away from school.



Admission to School

Akrotiri School has 3 intakes a year into our FS1 and one intake a year into the FS2 classes. Children start in FS1 the term after their 3rd birthday. There are Autumn, Spring and Summer Term intakes.

Parents of children who attend the RAF Akrotiri Early Years Setting and who will be transferring to our Foundation Stage need to complete school registration forms and produce their child's birth certificate at the same time.

When new pupils and parents arrive in Cyprus, a tour of school and a start date will usually have been arranged with a member of the mobility team. The tour gives the children the opportunity to meet their new teacher, be introduced to other pupils, see the classroom and understand the layout of the school. Children will then start school at the beginning of the next school day. When your child has been in school for 3 weeks, you will be contacted by the teacher for a brief chat about how they have settled in.

Please bring all school records from previous schools and any work books in to school and hand them in to the Main Office.

Learning Support Assistants

We currently employ a team of Learning Support Assistants which includes Inclusion Learning Support Assistants recruited from dependents; and emotional Literacy Support Assistants.

Start of School Day

School starts at 0745 for FS1 and 07:50 hrs for FS2, KS1 & KS2.

Children should not arrive before 07:40 hrs as the playground will be unsupervised. We cannot take legal responsibility for your child until 07:40 hrs, and therefore wish to discourage early arrivers as there will not be anyone on duty on the playground until this time.



Perimeter Fence Procedures

The times for all gates round the school for drop off and collection are:

07.35 - 08.00 and 13.20 - 14.30 hrs.

The main point of entry to the school for all visitors is at the bottom of the path in front of the staff car park which is in front of the school. This is the only point of entry into school during the day (after 0800 hrs). There is a buzzer on the gate and a camera links you to the school office. Visitors will then be buzzed into school in order to report to the main school office. It has a microphone so we can communicate with you too. Visitors will be asked to sign in and wear a visitor badge if they are going to remain in school i.e. visiting classrooms or attending a meeting. For assemblies and concerts where we have a lot of visitors to the hall, you will be buzzed in as usual and able to take your seat in the school hall.

Any parent wishing access to the Foundation Stage building must ring the bell on the door nearest to the main School. If any parent or visitor needs to then visit another part of the school, they will have to be signed in at the office and escorted by a member of our office staff. We would be grateful if this entry gate is not used when dropping off or collecting your children as it doesn't have a direct path to the playground where the children can be collected at the end of the day. When leaving through this gate you will need to press the buzzer in order to have the gate released.

Appointments and Visitors to school

If you need to collect your child for an appointment during the school day, you will be asked to report to the school office. A member of the office staff will then collect your child for you from their classes. When returning from an appointment, please return your child to the school office and they will then be returned to the classroom. If you need to visit school for any other reason please always report to the main school office where you can sign in and a member of the office staff can assist you with your enquiry.

Healthy Eating and Break Times



At Akrotiri School, we actively encourage healthy eating.

We only have your children for five hours a day, and when they are with us we try to ensure that they have access to a range of healthy foods. We ask all parents who choose to provide snacks or packed lunches for their children to ensure that they do not contain nuts, sweets, crisps or chocolate. This is particularly important as we have children with nut allergies in school. A suggested snack would contain a small sandwich, a piece fruit and a drink.

During our first break the pupils in KS2 have the opportunity to eat a snack brought in from home, however, this is optional. If your child wishes to have a snack during this break please support us in ensuring it is healthy.

During the same break KS1, FS1 & FS2 pupils are provided with free fruit which is in line with English arrangements.

The second break is a brunch break. FS2 and KS1 pupils can choose to have a healthy brunch provided, again in line with English arrangements. Parents of KS2 pupils will need to continue to provide a healthy lunchbox. The pupils in KS2 have fifteen minutes to eat their brunch before going out to play.

In FS1 we provide a healthy and varied snack for children which will include daily fruit. To enable us to provide this we ask for a contribution of 50 cents a day per child, payable in the Foundation Stage office.

Leaving Us

As soon as you know you are leaving day, please fill in the 'Notification for Leaving' form in our school office. All parents will be invited to their child's leaving assembly which will be held on their last Friday in school. **Parents must collect and sign their child's 'Leaving Pack' receipt on the child's last day in school.**

Attendance

Children are required by law to attend school regularly, and their attendance is marked in the class register by the teacher. The school should be informed of any form of absence, preferably before it happens. We have a first day absence phone call system to ensure the safety of all children in our care.

A member of our office staff will ring the home/work number regarding the absence of any children when the school has not already been notified. Please help us by contacting the school, phone or text: 99206841, any time after 07.40hrs to let us know if your child will be absent. Punctuality is also vitally important. If a child arrives after the register has been closed the child is recorded as late.

Newsletters

In order to ensure parents are fully informed of school events and to celebrate school and individual achievements, we issue our School Newsletter on alternate Fridays.

Parent help in school

Parents are welcome to come in to help in numerous ways, all of which we really appreciate. If you would like to do this please let us know by filling in our Volunteer Register form which is available from the school office. Security clearance and Safeguarding Training is required for regular volunteers, this can be arranged by the school office staff. We do value all the help we get and it does give you the opportunity to understand more about the school your child is attending. We try to place parent helpers in classes away from their children, often in a parallel class, because of the distraction factor!

Toys in school

Toys must not be brought into school. They can cause a lot of problems when/if they are lost or broken. Please leave them at home.



Jewellery

The only items of jewellery permitted in school are a watch and ear studs for those with pierced ears. Ear studs must be removed for P.E.

Medical Information

Emergency Contact Details

Please make sure that the school office has up to date phone numbers so that you can be contacted in the unlikely event of an emergency.

Nut-Free School

Over the last few years, we have had pupils in school with life threatening allergies to nuts and nut products.

We would ask for your co-operation and vigilance in ensuring that no nuts, or products containing nuts (e.g. peanut butter, raw nuts or cereal bars containing nuts, Nutella or other hazelnut and chocolate products) are brought into school.

School Nurse

The WSBA schools have a School Nurse, who regularly comes to school and carries out routine checks on children at various stages of development, just as in the UK.

Normally these are eyesight, hearing and growth checks, for which parents do not need to be present. Occasionally a medical is required, and parents will always be invited if this is the case. FS2 screening is undertaken by the School Nurse in the Autumn Term. You will



need to be present and will receive a written invitation to the screening from the appropriate professional.

Dental Inspections

It is parents' responsibility to have their children's teeth regularly inspected at the Station Dental Centre. The school, in co-operation with the centre, may be asked to send reminders home to parents if they have not taken their children for quite a while. Children can be collected from school for check-ups and returned to school afterwards.

Medical Conditions

It is important that you notify us upon registration if your child has a medical condition. The class teacher does need to be informed so that a watchful eye can be kept. Medical confidentiality is always maintained.

Medicines in school

Class teachers are not permitted to administer non-prescription medicines to children in classrooms. If a child needs to take a prescribed controlled medicine whilst at school, this should be arranged with the main school office, who will complete the necessary paperwork and keep the clearly named medicine in a secure area.

Accidents/Illness at school

Sometimes children have minor accidents while at school. If this is the case then they will be given first aid by a qualified first-aider. An assessment is made to decide whether they should stay in school or if their parents should be contacted.

Sometimes, particularly for bangs on the head, a note will be sent home with the child asking parents to keep an eye out for concussion. If a child is feeling unwell before school, they should not attend school until they are fully recovered.

Dental/Medical Appointments

Parents may collect children from the School Office by arrangement, if they have an appointment during school time. Children **must be signed out** in the School Office **before** departure and **signed back** in on their return.

Impetigo

Impetigo, sometimes referred to as 'Cyprus Sores', is an infection of the top layer of skin with some bacteria. They can be quite common in Cyprus and mostly affect children. They initially look like a blister. The surface of the blister is very fragile and usually breaks leaving a shallow ulcer. This often becomes covered by a yellow crust. If your children get this infection, you should make an appointment to see your doctor immediately. Children with multiple lesions should not go to school, playgroup or crèche, as impetigo is highly contagious. Finally, children with sores should not swim until all lesions have healed.

Members of Staff and Year Groups 2018-2019

Foundation Stage 1	Mrs Michelle Boyd	Seahorses
	Miss Lucy King	Geckos
Foundation Stage 2	Mrs Lindsay Winslade	Owls
	Miss Ashleigh Cooper	Mice
	Mrs Sallyann Taylor	Foxes
	Mrs Emily Hanslip	Bats
Year 1	Mrs Emma Bowles	Vipers
	Miss Amanda Lowe	Whip-snakes
	Mr Andreas Charalambous	Lizards
Year 2	Mrs Charlotte Brett	Caterpillars
	Mr James Bennington	Mantis
	Miss Vicky Flynn	Scorpions
Year 3	Mr Paul McCool	Starfishes
	Mrs Andrea Kemble	Octopuses
	Miss Shonagh MacKenzie	Sharks
Year 4	Miss Fiona Kirby	Dolphins
	Mr Antony Ball	Seals
Year 5	Mrs Kristy Ashford	Pelicans
	Mrs Tracy Gibbs	Flamingos
	Mrs Nia Roberts	Kingfishers
Year 6	Mr Michael Collins	Falcons
	Mrs Lisa Humphries	Mouflons

Akrotiri School day

SESSION 1	FS2 Y1-Y2 Y3-Y6	0800-0920 (doors open 0750) 0750-0920 0750-0925
	FS1	0745-1045 1030-1330
FIRST BREAK (Fruit/Play Break)		FS2 0920-0940 KS1 0920-0940 KS2 0925-0940
SESSION 2	FS2	0940-1015
	Y1-Y6	0940-1040
SECOND BREAK		FS2 1050-1115 KS1 & KS2 1040-1055 KS1 1055-1115 (Playtime) KS2 1055-1110 (Playtime)
COLLECTIVE WORSHIP 1220		
SESSION 3	Y1-Y2	1115-1210
	Y3-Y6	1110-1210
THIRD BREAK (Y1-Y6)		1210-1220
SESSION 4	FS2 Y1 & Y2 Y3-Y6 (Assembly) (1230-1245)	1255-1325 1220-1330 1220-1335 (1230-1245)
	FS2 KS1	1325 1330
End of School Day	KS2	1335



Akrotiri School Calendar

2018/2019

AUTUMN TERM 2018

Staff Training Days	Monday 3 rd & Tuesday 4 th September
First day for children	Wednesday 5 th September
Half Term	Monday 29 th October – Friday 2 nd November
Last Day of Term	Thursday 20 th December

SPRING TERM 2019

First Day for children	Monday 7 th January
Half Term	Monday 11 th February – Friday 15 th February
Staff Training Day	Monday 18 th February (School closed)
Last Day of Term	Friday 12 th April

SUMMER TERM 2019

First Day for Children	Monday 29 th April
May Day Holiday	Monday 6 th May
Half Term	Monday 27 th May – Friday 31 st May
Last Day of Term	Friday 19 th July



AKROTIRI SCHOOL PTA

Welcome letter

We are a group of parents and friends who have raised thousands of pounds for the children of Akrotiri School. This money has been spent on equipment and resources to enhance the children's education experience and the school facilities.

BUT WE CANNOT DO THIS WITHOUT YOU!! We need parents and members of the local community to get involved, even if you only have a small amount of time available ~ we can use it! If you would like to volunteer could we please ask that you fill in the slip at the bottom of this letter and return it to school or email akrotiri-school-pta@outlook.com with your name and class details for your child.

You could:

- ❖ Donate time and ideas
- ❖ Donate your skills/services
- ❖ Bake cakes for our stall
- ❖ Donate items for sale
- ❖ Sell raffle tickets
- ❖ Contact us with any suggestions or if you are interested in helping out!

You can also get in touch via our face book page 'Akrotiri School Parent Teacher Association' (PTA).

Many thanks,

PTA Members