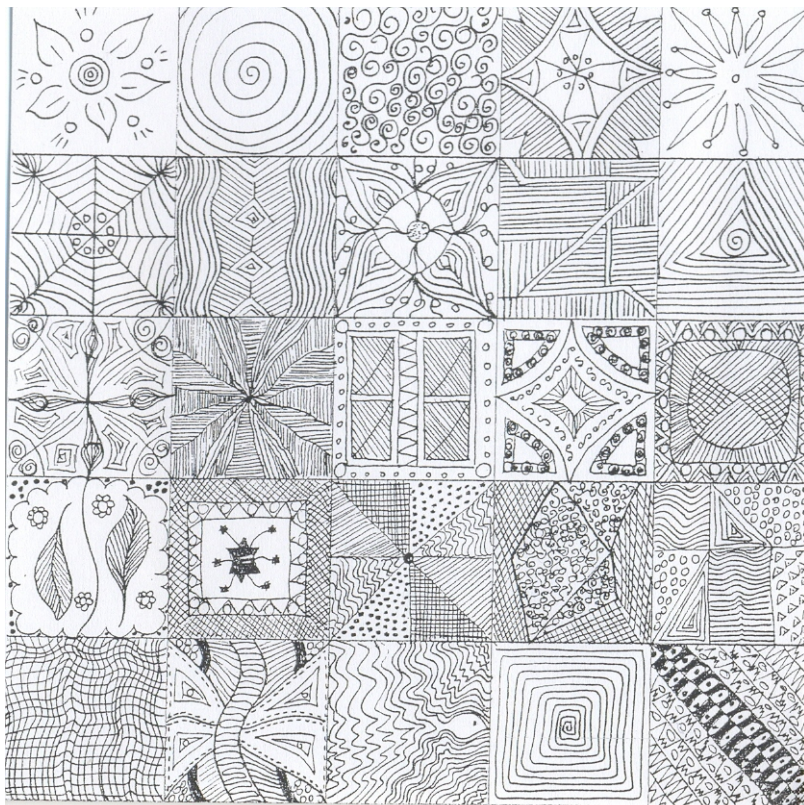




# EUROPEAN SCHOOL CULHAM

## PRIMARY HANDBOOK

2013 - 2014



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# ARRIVAL AND DEPARTURE

## General

It is important for teachers to know how children come to school and who will collect them at the end of the day. Any changes to these arrangements should be notified to the teacher *in writing*.

## Arrival - Bus and Car

In the morning children should go directly to the Primary playground P1 where there is supervision from 08h00. They should **not** go to their classrooms. If the weather is wet the children will go to the Dining Hall - a decision taken by the teacher on duty. If arriving after 08.15 on wet mornings, children go directly to their classrooms.

Children arriving by car must be brought to the Thame Lane car park (**not** to the **front** of the school) and **accompanied** across Thame Lane.

## Departure - Bus

**Children travelling by bus are supervised until the buses leave.**

Children should know the number of their bus (if relevant), its destination and their stop. Younger children should have a **badge** with this information on it as well as their name and phone number.

Children who miss their bus or whose bus is delayed are sent to Reception where the necessary arrangements are made.

## Departure - Car

***There is no supervision after school for children who are collected. Parents must ensure that their children are collected promptly or alternative arrangements made.***

Children with siblings in Secondary may wait on the Playground on Fridays until 12.35 when they should be collected at the gate by the Hostel Block. Parents of these children must complete a form which is available from the Class Teacher.

Children in Years 3, 4 and 5 may wait for collection by the bicycle shed.

Access to/from **all** cars ('drop and go' and car park) is via the path that runs between the Sports Hall and the Hostel Block.

At **15.35** only: the Primary playground may be crossed.

Please do not collect children other than your own unless you have made prior arrangements with the parents concerned (or informed Reception in exceptional cases).

Cars must **never**

- be left unattended in the 'drop and go'.
- be parked in the bus lane.

## **LANGUAGE 2 (L2)**

The learning of languages is a defining feature of the European Schools, giving the schools much of their special character. The place of the second language is central: it provides the means of engagement with a major culture different from the students' own but linked to it by a common European heritage. As well as personal and social benefit, learning a language should widen students' educational and employment opportunities.

### **Rationale**

The teaching of a second language aims to develop pupils' abilities to communicate effectively and enable them to be enthusiastic and responsive learners. Our pupils need to be able to use their second language with sufficient competence to meet the specific requirements of the European Schools. Their knowledge of vocabulary and grammar is developed through listening, speaking, reading and writing. Linguistic and cultural backgrounds are recognised and used to encourage the pupils to transfer the skills, knowledge and understanding of one language to another.

### **When is L2 taught?**

Daily: 10.30 - 11.15 for Year 3; 11.15 – 12.00 for Years 4/5.

### **How are groups organised?**

Pupils are taught in mixed ability groups with a maximum of 25. Beginners receive extra support in L2.

### **What do your children need to bring to L2?**

All stationery, books and materials are provided from the School's L2 fund to which you will be asked to contribute £10 per child. This will be added to the fees invoice.

### **When can you meet the L2 teacher?**

Please send a note in advance so that a convenient time can be arranged. At the end of each semester you will receive a written report on your child's progress.

### **How can you help your child?**

Teachers will be happy to advise you and provide specific information for your child.

### **Homework**

L2 homework is set on Thursdays only.

### **Meetings**

Parents will be invited to a meeting during the first half of the Autumn Term.

## EUROPEAN HOURS

On Wednesday afternoons Years 3/4/5 are re-grouped within their year level for 2 periods of European Hours and 1 period of Art, Music or Physical Education.

### Aims and Objectives

#### (i) from the European Hours document

- to promote the unity of the School and to encourage contact and cultural exchanges between pupils of the different language sections
- to ensure that boys and girls from different languages and nationalities will learn to know one another, to respect one another and to live together. (Jean Monnet)

#### (ii) from the Working Together document

##### Year 3

- to listen to others
- to work collaboratively in random small groups.

##### Year 4

- to express a point of view, knowing that peers will listen and accept other points of view
- to extend collaborative work.

##### Year 5

- to learn to defend an opposing point of view
- to put inter-personal skills into practice in group situations with increasing independence.

(iii) More specific objectives are defined for each term.

## PHYSICAL EDUCATION

Pupils in Years 3/4/5 pupils have 1 lesson with their class teacher and 1 on Wednesday afternoons for 1 block of European Hours.

For **PE** lessons all pupils will:

- change **clothes** - both top and bottom - at the beginning and end of lessons.
- change into indoor **shoes** (with non-marking soles).
- wear **NO jewellery** i.e. watch, earrings, necklace, bracelet, ring.
- tie back long **hair**.

A school T-shirt is available from Reception.

The teachers inform all the pupils about the PE Dress Code and encourage them to take responsibility for it themselves. Generally, this works quite well. However, please ensure that your child is well prepared for PE lessons.

## RELIGION OR MORAL EDUCATION

Pupils have two lessons (45 minutes in Years 3/4/5) per week. The choice is binding for the school year. Requests for a change the following year should be made in writing by Easter.

## EDUCATIONAL SUPPORT

Information about Educational Support for Primary pupils is available from the Class Teacher or from Ms Mc Carthy.

## ABSENCES

Where possible, absences should be notified in advance to the Class Teacher and copied to the Acting Deputy Head. Unforeseen absences must be notified by an e-mail to the Class Teacher and copied to Reception or a telephone call to Reception no later than 09h00 on the first day of absence. Pupils must bring a written note of explanation for the absence upon their return to school.

## REPORTS

Class/Subject Teachers assess how pupils use knowledge and apply skills based on specific competences for each subject.

In November, Class Teachers organise individual meetings with parents to discuss pupils' attitude to work (e.g. general participation, organisation, working methods) and their attitude to others. In February and July there are end of semester reports.

## REQUIREMENTS FOR THE CLASSROOM

All parents must pay for the books and "personal" materials required by their children. The English Language Section has a book fund to which parents pay a fixed amount per year; the other sections produce a booklist, available from June.

## SCHOOL TRIPS

There are regular **day** trips for individual classes/year groups e.g. to the theatre, museums, environmental centres, etc. Our annual pre-Christmas visit to the Watermill Theatre will be on Tuesday 3 December 2013. (The cost in 2012 was £8)

**Residential** trips are compulsory. Pupils benefit both academically and socially from these trips .

The trips organised in 2012/2013 were as follows (with the cost given as a **guide**):

<i>Primary Year 3</i>	Four days on the Isle of Wight. (£205)
<i>Primary Year 4</i>	Five days at Hindleap Warren, Sussex. (£280)
<i>Primary Year 5</i>	Five days at Stackpole in Pembrokeshire. (£280)

Participants pay into a social fund which is used to subsidise pupils who have been granted a reduction in fees. For these pupils the cost of residential trips may be reduced by a maximum of 50%. For further information please contact Ms Mc Carthy.

# **HOMEWORK**

These are the official guidelines for the European Schools. Their application is a matter of common sense, depending on co-operation between all concerned.

## **Purpose of Homework**

It is useful at the outset to remind ourselves of the aims of homework.

- Homework encourages the pupils to take personal responsibility for their schoolwork by their own independent study and research. Homework should stimulate and satisfy their curiosity. From time to time it gives them the chance to complete work which was left unfinished in class.
- For the parents, homework is a link between school and home. It affords parents a special opportunity to take an interest in their child's schoolwork, to foster his/her independence and to praise his/her endeavours.
- For the teacher, homework is a means of furthering the child's autonomy, allowing him/her to develop memory skills and to organise his/her work for him/herself.

## **Principles**

- School must recognise the importance of children's leisure time and the place of extra-curricular activities in the development of the child. After a day's work, which is already quite long, children need rest and relaxation. This is the responsibility of the family.
- Homework must not be a simple prolongation of the work done in school. It must have a creative dimension, encouraging the child's independence in his/her intellectual and creative activity.
- The school must avoid imposing upon parents the role of teacher at home. Parents, for their part, should not assume it. Such a situation falsifies relationships around the child. Parents take a lively interest in the child's homework and supervise its satisfactory completion.
- In principle, homework should not be set during the holidays. Weekends, on the other hand, are useful for the completion of homework set several days in advance. Care should be taken, however, not to overload children with homework at weekends, which is a time particularly valuable for family activities.
- To avoid giving pupils too much homework some measure of co-ordination between teachers is necessary. Therefore **L2** homework will be set on Thursdays only. A time limit must be set, even if the homework is not finished.

On average, the time should not exceed:

- 30 minutes per day for Year 3;
- 45 minutes per day for Years 4/5.

This timing recognises the increasing importance of personal study as the child approaches entry to the secondary school.

- Homework must be checked and corrected by the teacher and an appreciation given. As the conditions in which homework is done differ from family to family, quantitative assessment of the work is usually not appropriate.

## **Conclusion**

The teachers provide more details on the homework they will set for their classes during the Parents' evenings held during the 1st term.

# TIMETABLE

## Years 3/4/5

Class	08.25 - 10.05
<b>Break</b>	<b>10.05 - 10.30</b>
Class	10.30 - 11.15
Class	11.15 - 12.00
<b>Break</b>	<b>12.00 - 13.05</b>
Class	13.05 - 14.35
<b>Break</b>	<b>14.35 - 14.50</b>
Class	14.50 - 15.35

## PLAYGROUND AND DINING HALL RULES

### Introduction

Children may spend up to eight hours a week outside class having lunch or at play. For most of them most of the time, these hours provide a welcome break from the routine demands in class, an opportunity to socialise and to be active and creative on their own terms. However, some may find the more informal structure challenging and may need support in learning to cope.

To create the best possible atmosphere for all, there are rules for the Dining Hall and Playgrounds. Class Teachers talk to the children regularly about behaviour and how everyone benefits when the rules are followed. "Buddies" from Year 5 are available to talk to or play with those who may need a friend.

Consideration for others is always emphasised, and children are brought to understand why particular behaviour is unacceptable. They are encouraged to reflect on the consequences of their actions and to find ways of avoiding/preventing similar situations in the future. Pupils may be deprived of playtime if their behaviour is consistently unacceptable.

Supervision is provided by Class and Subject teachers, who are aware of the standard of behaviour expected and the procedure to be followed if/when the rules are not respected. They intervene as necessary and inform the Class Teacher as appropriate.

If a situation is deemed to merit further action, the Class Teacher and the Deputy Head decide what steps to take. These may include contacting the Parents. In this way, individual incidents are dealt with and patterns of behaviour are identified and addressed.



# PLAYGROUND RULES

- Go directly to P1 each morning and play time.
- Stay within the playground boundaries until the bell rings.
- Raining: check the sign near the bell for “Classroom” or “Dining Hall”.
- Use the toilets in the Tower Block only.
- Tell a teacher on duty if you need to go to the Nurse.
- Respect the signal for “Stop that behaviour”, “I’ve had enough”.
- “Walk don’t run” to and from the playgrounds, in the quiet area, the Tower Block and when crossing to the canteen.

## EQUIPMENT

- Play safely and appropriately always.
- No sitting or standing on top of tepees, parallel or horizontal bars, scramble nets, etc.
- No games e.g. chasing, tag, etc. on any of the equipment.
- No obstructing, pushing, pulling, etc. on any of the equipment.
- 1 at a time on each horizontal (orange) bar.
- Give others a chance.

**Show respect for:    yourself and your belongings**  
**your friends and their belongings**  
**our school.**

★    ★    These rules should be observed out of school time, too.    ★    ★

## **DINING HALL RULES**

- Come to the Dining Hall with clean hands.
- Do not push, run or shout.
- Please bring a healthy packed lunch to school. Avoid crisps, soft drinks or other drinks with a high sugar content
- Years 3 pupils with packed lunch enter via the aisles furthest away from the hot lunch counter.
- Take the first available seat in the correct area.
- Remain seated until you have finished eating.
- When you have finished eating - but not before 12.15 at the earliest - raise your hand. A lunchtime supervisor will give you permission to leave.
- Clear away your tray and glass.
- Leave your table clean.
- Put all rubbish in the bins on your way out.
- In the Annexe: tuck your chair under the table.

Please remember:

- Be polite to children and adults.
- Eat in a mannerly way.
- Enjoy your lunch!

## **DRESS**

There is no uniform in the European School. However, children are expected to dress reasonably.

No make-up is allowed in Primary.

For safety reasons, children should not wear dangly earrings.

# PERSONNEL

<b>Head</b>	Mr Simon Sharron
<b>Acting Deputy Head</b>	Ms Maeve Mc Carthy
<b>Secretary</b>	Mrs Samia Scott

## Class Teachers

<b>German Section</b>	DP3	Frau Katharina Pötzl
	DP4	Frau Katrin Laicher
	DP5	Frau Christine Schollmeier-Lulay

<b>English Section</b>	EP3	Mrs Titia Bray
	EP4	Mrs Anne Day
	EP5	Mrs Susan Jameson

<b>French Section</b>	FP3	M. Jean-Pierre Bourgeois
	FP4	Mme Claire Wargui
	FP5	Mme Dominique Bourgeois

## Subject Teachers

<b>L1</b>	<b>Danish</b>	Mrs Hanne Fahl
	<b>Dutch</b>	Mr Rob Rijkschroeff
	<b>Portuguese</b>	Miss Rosario Santos

<b>ONL</b>	<b>Irish</b>	Ms Maeve Mc Carthy
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<b>L2</b>	<b>German</b>	Class teachers + Frau Eva Zimmermann
	<b>English</b>	Class teachers + Mrs Sue Summers Mrs Hetty Thresher Mrs Linda Longshaw
	<b>French</b>	Class teachers + Mme Liliane Woolcock

<b>Moral Education</b>	<b>German</b>	Frau Eva Zimmermann
	<b>English</b>	Mrs Sue Summers Mrs Hetty Thresher
	<b>French</b>	Mme Liliane Woolcock Mme Natacha Couturier

<b>Protestant Religion</b>	<b>German</b>	Herr Michael Sirch
	<b>English</b>	Mrs Rosie Groth

<b>Roman Catholic Religion</b>	<b>English</b>	Mr Bill Laar
	<b>French</b>	Mme Beatrijs De Smet

**Educational Support Teachers:** Frau Schollmeier-Lulay (German Primary section)  
Mrs Kirsty Field (English Primary section)  
Mme Dominique Bourgeois (French Primary section)

**Music:** Mrs Lin Marsh

**Sport (European Hours):** Mr Marek Stepan

**Orchestra & Music (EHs):** Miss Mandy Smith

**Choir:** Frau Katrin Laicher and Mr Jean-Pierre Bourgeois

**Psychologist** Dr John Richer

**Nurses** Mrs Jackie Lynch-Blosse  
Mrs Jude Owen

**ECA** Mrs Hanne Starling  
**CESPA** Mrs Antonella Shorrock

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