



Southlands International School



SCHOOL POLICY AND GENERAL INFORMATION

NURSERY 2020-2021

EARLY YEARS FOUNDATION STAGE

SCHOOL POLICY AND GENERAL INFORMATION

NURSERY - 2020-2021

EARLY YEARS FOUNDATION STAGE

Contents

| | |
|--|----|
| 2020-21 Calendar | 2 |
| Nursery Settling-in Procedure | 3 |
| Welcome to Nursery | 5 |
| Early Years Foundation Stage – Learning Areas & Topic List | 5 |
| Nursery Daily Programme | 6 |
| Nursery – Foundation Stage – General Information | 7 |
| Uniform Policy | 12 |
| Transportation Policy (including Eschilo 2) | 13 |
| Information from the Nurse (English & Italian) | 15 |
| Nursery Questionnaire | 19 |

School Calendar

Academic Year 2020-2021

| | | |
|---------------------|------------|-----------------------|
| School Hours | School day | 8:50 a.m. – 3:25 p.m. |
| | Office | 7:30 a.m. – 6:00 p.m. |
| | Shop | 8:30 a.m. – 2:30 p.m. |

AUTUMN TERM 2020

| | |
|---|--|
| Welcome from Mrs Del Federico, Principal | Tuesday 1st September (9:00 a.m.) |
| Meet the Teachers (Nursery - Year 2) | Tuesday 1st September (9:30 a.m.) |
| Welcome from Mrs Del Federico, Principal | Wednesday 2nd September (9:00 a.m.) |
| Meet the Teachers (Year 3 - Year 13) | Wednesday 2 nd September (9:30 a.m.) |
| Nursery (1/2 day) - No transport - No lunch (Transport will start on Monday 7th September) | Thursday 3rd and Friday 4th September |
| Reception - Year 13 Full day (Transport service operative) | Thursday 3rd September |
| Parent/teacher conferences (holiday for children) | Friday 23rd October Primary & Senior School |
| Half Term Holiday | Friday 23rd October – Friday 30th October |
| School Re-opens | Monday 2 nd November |
| Public Holiday (school closed) | Tuesday 8th December |
| Term ends | Friday 18th December (Italian lessons will take place until 5.00 pm) |
| Christmas break | Monday 21st December – Wednesday 6th January |

SPRING TERM 2021

| | |
|---|--|
| Spring Term begins | Thursday 7 th January |
| Half Term Holiday | Monday 22nd February - Monday 1st March |
| Parent/teacher conferences (holiday for children) | Monday 1st March Primary & Senior School |
| School Re-opens | Tuesday 2 nd March |
| Term ends | Thursday 1st April (Italian lessons will take place until 5.00 pm) |
| Easter break | Friday 2nd April – Friday 9th April |

SUMMER TERM 2021

| | |
|---------------------------------------|--|
| Summer Term begins | Monday 12 th April |
| IBDP Examinations | Thursday 29 th April – Friday 21st May |
| Public Holiday (school closed) | Wednesday 2 nd June |
| End of Year Fest | Friday 11th June (6:30 p.m.) - (School closes 12:00 p.m) |
| End of school year | Friday 25th June at 3:25 p.m. |
| Summer school | Monday 28 th June – Friday 23rd July |

NURSERY SETTLING IN PROCEDURE

Dear Parents,

Welcome to Southlands International School.

New beginnings are an exciting time. We realise that even if your child is already familiar with Southlands School, a new class, a new routine and new teachers will naturally be a cause for some apprehension.

Our aim is to help your child settle into his or her new class quickly and reassure you that you can part with your child safe in the knowledge that their needs are being fully met by our knowledgeable staff.

It is our experience that the following guidelines help children to part successfully from their parents and settle into their new environment readily. The children are monitored carefully and the teachers will tell you how your son or daughter is adjusting. Occasionally there may be a pupil who requires a prolonged settling-in programme. The teachers will discuss the options available to you, should this be the case with your child.

In the early days, it is very common, and quite natural, for a child to show some distress when parting from a parent. This can be a difficult time for you, but it IS best to say goodbye quickly. Please be reassured that signs of distress usually disappear almost as soon as the parent is out of sight! You may find that YOU have to be brave as well! Your full co-operation will be very much appreciated.

Ways to help your child

- Be optimistic! Be reassuring! Be positive!
- Let your child know that s/he is going to see other children, play and take part in exciting activities
- Let your child know that you will go home/ to work/ shopping etc while they stay at school for a while and then you will come and take them home
- Make sure your child knows who will collect them if you do not
- Discuss with your child in advance what is going to happen (eg transport arrangements)
- Let them know it is normal for all children to go to school
- Make sure your child is well rested
- Make sure your child has a sensible breakfast - nothing too sweet or sugary
- Allow enough preparation time in the mornings to keep things relaxed – for you and your child
- Get the school bag ready the evening before
- Once in class encourage your child to participate and try activities on offer
- Encourage your child to try activities without you at his or her side
- At the end of the day, when you collect your child, remember they will be tired
- Bring a drink with you for them to have in the car
- Although you are keen to hear all about it, try not to grill your child about his or her day
- Later, when they are refreshed, let them know you are interested by asking about something they did today or talking about the picture they brought home
- Enjoy books together – talk about the story and the pictures, encourage your child to express his thoughts, feelings and opinions

- Try to arrange a space where pictures/paintings can be pinned up at home
- Always let the teacher know if there has been a change in routine or an occurrence that could affect your child's composure at school
- Please do not send your child to school if he or she is unwell
- If you do have concerns as to how your child may cope, please do not reveal them to him or her!

The first two days of term – Thursday and Friday

- Children should arrive in time for a 09:00 start
- Parents may stay until 09:30, but are free to leave immediately, if desired
- Parents may collect children at 10:30 if they wish to do so
- ALL children must be collected at 12:00

The following week

- Children should arrive promptly in time for a 09:00 start
- Parents may stay until 09:30, but are free to leave immediately if desired
- If parents have been staying, try to shorten the time by five minutes each day
- Children should be collected at 15.25

The week after that

- Please arrive in good time to say goodbye so class can commence promptly at 09:00
- Teachers are able to have a quick word with you before school starts or at the end of the day, however if you feel you need more time for this, please do not hesitate to make an appointment for a meeting
- If you ever have any concerns about your child at school, please make arrangements to discuss them with your child's teacher in the first instance

I am confident that the children will settle in quickly like they usually do. I look forward to meeting you all in due course and trust that our relationship will be a happy and worthwhile one.

Yours sincerely,



Victoria Del Federico
Principal

WELCOME TO NURSERY

This September we are looking forward to getting to know your child and enjoying a year together where s/he will be involved in our various playing and learning activities. We will keep you informed of how they are settling down during the settling-in period.

School starts at 09.00 and the children may enter the class at 08.50 when the bell rings. We would ask parents to say their good-byes at the door and not enter the class at this time. Children must be toilet trained and will be learning to be more independent. They will always be supervised when in the bathroom and helped when necessary. You will receive a menu at the beginning of each month. The children should be able to eat on their own and will not require a bib. Teachers and Assistants eat with the children at the table and we will inform you should your child not eat a balanced meal. If your child comes on the bus and you have a message for the teacher, please hand it to the bus monitor who will give it to her. We appreciate your co-operation and hope to make this a happy and rewarding year.

NURSERY PROGRAMME FOR YEAR

We aim, through the Early Years Foundation Stage Curriculum to offer the children an educational programme that helps them make as much progress as possible towards certain learning goals. These goals cover early reading, writing and number skills and other things most children should know or be able to do by the age of five. These areas are as follows:

EARLY YEARS FOUNDATION STAGE FRAMEWORK - LEARNING AREAS

| | | |
|---------------------------|---|--|
| The Prime Areas | Communication and Language: Physical Development: Personal, Social and Emotional Development: | Listening and attention, Understanding, Speaking Moving and handling, Health and self-care Self-confidence and self-awareness Managing feelings and behaviour Making relationships |
| The Specific Areas | Literacy: Mathematics: Understanding the World: Expressive Arts and Design: | Reading, Writing Numbers, Shape, space and measures People and communities, The world, Technology Exploring and using media and materials, Being imaginative |

EARLY YEARS FOUNDATION STAGE - TOPIC LIST

| | Nursery | Reception |
|----------------------------------|------------------------------------|--|
| Autumn term (first half) | All about me, Traditional Rhymes | Holidays and Transport |
| Autumn term (second half) | Autumn, Christmas | Changing Seasons, Toys and Christmas |
| Spring term (first half) | Cold Creatures, Spring/Easter | Food and Dinosaurs |
| Spring term (second half) | Amazing Animals | Family, Life Cycles and Easter |
| Summer term | Under the sea, Traditional Stories | Outer Space, Seaside and Sea Creatures |

NURSERY DAILY PROGRAMME

Below is an example some of the activities during a normal day in Nursery.

| | | |
|-------------|-------------------------------------|---|
| 9.00 | FREE PLAY | Play house, toys, table games, construction, play dough, painting |
| 9.40 | TIDY UP TIME | Each child learns to cooperate in clearing up. This time teaches classification, order and organisation |
| 9.50 | TOILETING & WASHING | |
| 10.00 | GROUP MEETING | Singing, looking at pictures, games for developing language, visual perception, listening games, identification of objects, colours and numbers 1-6. |
| 10.15 | SNACK | |
| 10.30 | BREAK | Outside play Wet playtime – video/table games/story |
| 11.00 | STORY TIME / ACTIVITY | Discussion of story followed by theme art work, ie, drawing, painting, colouring, modelling with plasticine, junk materials, coloured paper, crepe & tissue paper. Collage work, cutting and tearing. Pre-reading, pre-writing and pre-maths activities. |
| 11.45 | FREE CHOICE OF ACTIVITY | Puzzle, books, table games, construction toys, discussion of book child is looking at. |
| 12.15-12.45 | LUNCH | Outside play |
| 12.45-13.15 | BREAK | Wet playtime – video/table games/story |
| 13.15 | STORY TIME / ACTIVITY / ART & CRAFT | Looking at books, listening to songs, story, discussion & singing. Discussion of story followed by theme art work, ie, drawing, painting, colouring, modelling with plasticine, junk materials, coloured paper, crepe & tissue paper. Collage work, cutting and tearing. Pre-reading, pre-writing and pre-maths activities. |
| 14.45 | FREE PLAY | Inside: Free Choice Outside: Sand or water play, climbing equipment etc. |
| 15.00 | SNACK | |
| 15.25 | GOODBYES | |

There will be a music lesson once a week. Children should leave at school a bag containing a change of clothing and plastic overall. There will be two Physical Education lessons a week. Educational activities involving sand and water will form an integral part of your child's education all year round.

We would also ask you not to put belts, braces or body vests on your child as this makes it difficult at bathroom times. It would help enormously if you would provide your child with shoes that have Velcro fastenings please. Thank you for your co-operation.

NURSERY - FOUNDATION STAGE

GENERAL INFORMATION – 2020-2021

LUNCH and SNACK

Children are served a three-course lunch at 12:00 and we use organic products where possible. Milk, mineral water, fruit juice, tea, bread, fruit and biscuits are served at 10:30. We ask parents not to send their children with a snack as this spoils their appetite for lunch. If you are planning to bring a cake for your child's birthday, this should be arranged with the class teacher in advance and please send a full list of ingredients. Parents do not like too many sweets or soft drinks given to their children too often. Please observe this ruling. If for any reason you wish to change your child's diet please speak to the Nurse first.

CLOTHING

All children should wear the school uniform (see enclosed uniform policy sheet). School uniform is available throughout the school year and is sold on the school premises. The shop is open from Monday to Friday from 08:30 to 16:30 during term time. During school holidays the shop times will vary so please contact the office for opening times. No special uniform is required for outdoor play but children must be suitably dressed for outdoor play throughout the year. Rubber boots should be worn to school on wet days or following periods of wet weather and indoor shoes should also be provided on these days. Nursery children should have a change of underpants and socks and be provided with a towel for any accidents, which are quite natural at this age. Soiled garments will be sent home and must be replaced the following day. All children must have appropriate PE clothing for games and gymnastics, shorts, tee-shirt or track-suit and running shoes on their physical education days. All clothing should be labelled with your child's name. Lost property is sent to the Lost Property box, so please check there if your child misplaces anything.

Children up to and including Year 4 should come to school wearing their Physical Education kit on P.E. days.

MATERIALS

The school provides books, paper, pencils, and all necessary materials. All children should bring a long-sleeved overall (preferably waterproof) for art and other activities. The school will provide the aprons that are to be used for sand and water play. A school bag should be brought each day. Children should not bring valuable belongings to school from home, nor should they bring toys or items to exchange. Mobile phones and electronic equipment are forbidden in Nursery. In an emergency, communication with your child can be made through the office.

PARENT-TEACHER CONTACT

Southlands International School has a reputation as a school with a family atmosphere that encourages parent-teacher contact. During the year there are many opportunities, both formal and informal to meet your child's class teacher. At the beginning of the school year there is a Curriculum Information Meeting with your child's teacher, a Parent/Teacher evening twice a year as well as invitations to Christmas Concerts, Sports Days, Class assemblies and end-of-year Barbecue. Individual appointments can be made at any time with the class teacher or the Principal to discuss your child's progress or welfare.

Written reports are sent home twice a year, at the end of February and June. We welcome your response to these reports. Circulars to parents are generally sent via e-mail; however, please check your child's school bag each evening for occasional letters and send replies the following day if needed. The Principal's newsletter is issued every Friday and is also available on our website.

LANGUAGES

International pupils at Southlands study Italian from Year 1 upwards. They follow a programme which underpins the G.C.S.E. course starting in Year 5. Pupils for whom Italian is their first language can begin the Elementare programme when they are eligible. We recommend that children start the Elementare programme in Year 2. This will mean they will complete the Elementare programme in Year 6 and be able to commence the Media programme in the first year of secondary education (Year 7). On completion of the Elementare programme these pupils normally continue studying Italian in the Media programme we offer. All pupils at Southlands study French from Year 5 upwards.

ENTRY & EXIT PROCEDURES AND TRANSPORT ARRANGEMENTS

We all share the same objectives with reference the safety and security of the children and students in our care. In view of this, we have drawn up some helpful guidelines which we are confident you will find useful regarding the morning entry and afternoon exit procedures; these measures will assist in helping us to help you and vice versa.

We ask the children to behave on the school buses for their own safety, any discipline problems will be dealt with severely. A Transportation Policy (within this booklet) is issued to all parents using the bus service. Good communication between parents and the Front Desk is especially vital for the smooth running of this important handover and we hope that the "Frequently Asked Questions" will respond to your queries.

FREQUENTLY ASKED QUESTIONS

1) Can I drop my child off before school starts?

Yes. We have 2 services that cater for early arrivals. The first is Morning Breakfast (payment required) where children are dropped off with a teacher from 7.30-8.15 and are served breakfast. The second service runs from 8.15-8.50 where later arrivals join the Morning Breakfast club and may wait for free with a teacher till the start of the school day. When the 8.50 am bell rings, children in Nursery and Reception are taken to class and older children go by themselves.

2) My child usually rides the bus but today he/she is not coming to school or I will be bringing him/her... what should I do?

If it is a scheduled absence you can call the Front Desk secretaries (06 5053932 ext. 9) several days in advance. If the absence is on the day, please telephone and speak to the operator or leave a message.

3) My child will arrive at school after 09.00 ... what should I do?

Phone the Front Desk secretaries with as much advance notice as possible; the secretaries will inform the Class Teacher. When you do arrive at school with your child please ensure he/she passes by the Front Desk to register or better still please pass by the Front Desk yourself. This is important for transport, lunch issues and more importantly for health and safety.

4) Can I collect my child during the school day (e.g. dental appointment)?

Yes, however, we ask that this be done only when it is *absolutely* necessary. Please inform the Front Desk (06 5053932 ext. 9) the day beforehand and the Class Teacher will be notified. To ensure this service runs smoothly it is insufficient to inform the Teacher and/or Bus Monitor. If you find out on the day itself that you need to collect your child, please let the secretaries know with as much advance notice as possible. The secretaries will inform the Class Teacher who will ensure your child is ready for you to collect at the scheduled time in the office. Kindly refrain from notifying the school with e.g. 15 minutes notice as this creates disruption in the classroom and logistical difficulties.

5) I collected my child during the school day but he/she can now return... what should I do?

If, for example, you collected your child due to a dental appointment and he/she is fit enough to return to school, kindly phone the Front Desk (06 5053932). When you do effectively arrive at school with your child please ensure he/she passes by the Front Desk to register or better still please pass by the

Front Desk yourself. This is important for transport, lunch issues and more importantly for health and safety.

6) I know I should be punctual and collect my child at 15.25, but today I have a real emergency and may be late... what should I do?

We appreciate and understand that on rare occasions emergencies arise. The school day ends at 15.25 and this is the time when pupils must be collected. Parents who collect their children at 15.25 are asked to leave their cars in the school car park, and enter by the car park gate. This gate is opened at 15.25 only, for the safety of the children. However, if you are running late please inform the Front Desk (06 5053932). The secretaries will try to notify the Class Teacher who will keep your child till 15.45

7) I usually collect my child but today he/she will be collected by someone else at 15.25 (or after an after-school activity)... whom should I inform?

Option 1 If a "new external" person (who has never been to the school e.g grandfather, babysitter, driver, family friend etc) will collect your child please follow this procedure:

- Inform the Front Desk before 14.00 with the name of the person collecting your child with a written and signed authorisation (signed authorisation, fax or signed pdf attachment to an email), if a person, other than those originally delegated will take custody of the student at the end of school day. In this case, a copy of the person's ID should be attached to the signed authorisation.
- Inform the "external" person that he/she will need to pass by the Front Desk with photographic ID or, if it is more convenient, please accompany the person in the morning.
- The secretaries will make 2 photocopies of the ID and ask the person to sign a privacy declaration. A copy will be kept in your child's file and a copy will be given to the Class Teacher. The "external" person will now be logged as an "authorised person" and your child will be handed over.

Option 2 If a previously authorised person whether "internal" (i.e another Southlands parent or Southlands teacher) or " external" (i.e a person who has already been registered as an "authorised person") will collect your child, kindly notify the Front Desk before 14.00 who will relay this information to the Class Teacher before the end of the school day.

At the beginning of any scholastic year, authorised people from the previous year roll over to the next and the new Class Teacher will be given photocopies all authorised people that are registered for your child. If anyone is no longer an "authorised person", it is your responsibility to inform the Front Desk who will remove this person's details.

8) My child usually rides the bus home, goes to Eschilo 2 or has another bus arrangement, but today he/she will be collected from school... what should I do?

Inform the Front Desk before 14.00. See the procedure for point 7 (above)

9) An "authorised person/school parent" will collect my child on a regular basis... whom should I inform?

If this person collects your child every single day, instead of regularly calling the Front Desk, you can inform the office at the beginning of the scholastic year in writing and this arrangement will be communicated to the Class Teacher.

10) I have informed the Front Desk that my child will ride the bus, attend Italian Media, Eschilo 2 or an Extra Curricular Activity... what should he/she do at 15.25 and/or when the activity ends?

- Bus children & Eschilo: at 15.25 Children from Nursery to Year 1 will be accompanied to the bus area and children from Year 2 upwards will make their own way to the bus area where they will report to their Bus Monitor.
- Italian Elementare & Media: at 15.25 students will make their way to the designated class and not linger on the grounds unsupervised.

- Extra-Curricular Activity: Primary children will be accompanied to the appropriate after school activity teacher who will be in place to receive them.
- At 16.45 Primary and Elementare children should be promptly collected from the person running the club/lesson. Uncollected children will be taken to the office; please do not ask that your child waits for you unsupervised in the garden until you arrive.

CAR PARK

Parents who collect students at 15.25 are asked to leave their cars in the school car park, and to enter by the car park gate. This gate is opened at 15.25 only, for the safety of all students.

PLEASE DO NOT COLLECT YOUR CHILD BEFORE 15.25 UNLESS IT IS ABSOLUTELY NECESSARY AND ARRANGEMENTS HAVE BEEN MADE WITH THE SCHOOL OFFICE BEFOREHAND. PLEASE SEE “ENTRY & EXIT PROCEDURES”

May we take this opportunity to inform you that the access beyond the barrier on Via Teleclide is restricted to deliveries only. All of our families should use the car park in Via Epaminonda in the morning and afternoon. Please ensure you drive slowly in the school grounds. Avoid dropping off your children in the No Parking area since this blocks the entrance. As a safety measure, we encourage all parents to display the car pass on their dashboard; new coloured passes are issued each year.

In the event of technical problems with the normal school telephone lines and you are unable to contact the school, please be aware of the mobile telephone number: **347 519 5795** also whatsapp. Thank you in advance for your co-operation in making our school a safe place.

ABSENCES

Please notify the school in advance if your child will be arriving late or will be collected early for any reason. When an absence of a few days is necessary, please advise us in writing as early as possible.

Please do not send your child to school if he/she is unwell both for his/her own comfort and safety and also to avoid infecting others. You should let the school know the reason for any unscheduled absence by telephoning preferably on the first day of absence. For further information please refer to the Information from the Nurse at the back of this booklet.

SICKNESS AND ACCIDENTS IN SCHOOL

It is essential that we have up to date telephone numbers where you, or a substitute, may be contacted in an emergency. Please inform the office if you change your address or telephone contact numbers.

All children in school should be fit to participate in the entire school programme - this includes P.E., lunch and garden play times. **If your child is unwell, please keep them at home.** The guidelines at the back of this booklet (Information from the Nurse) will help you decide whether or not your child is well enough to attend school.

INSURANCE

In the event of an accident on the school premises, pupils are covered by the school’s insurance policy. Parents may contact the school office for further details.

WAYS TO HELP YOUR CHILD IN SCHOOL

As parents you are well aware of how important small things can be for your child. A routine to ensure that your child has a reading book, gym kit etc. in school on the correct days will help him/her to feel well-prepared and comfortable in school. Being healthy, well-rested, arriving on time and being suitably dressed for the weather are also important factors in ensuring that your child is able to benefit fully from his/her day in school. Help to make your child independent when dressing and toileting by giving them time to practise these skills at home. Provide clothing that is easy to put on and take off,

avoiding fiddly buttons, buckles and laces until their dexterity improves. Provide shoes with Velcro fastenings during the Early Years.

Keeping in touch with your child's class teacher and myself, through Parent/Teacher meetings, and other parent evenings or by making an appointment, is also a help in forestalling problems and in taking best possible advantage of the education offered at Southlands International School. The evidence of your interest in what he/she does at school by setting aside time each evening to share a book or other work will also contribute to your child's success and happiness.

There are other ways in which you can help us to run the school well for the benefit of your child and everyone. Please check your e-mail and your child's school bag daily for letters sent by the school and ensure that replies are returned promptly. Let us know in advance whenever changes in your child's normal routine will take place. Please follow the school's procedures regarding absences, sickness, etc. and keep us up to date with your address, telephone number and health information about your child.

We thank you for the support and co-operation in these matters that we have received in the past and once again wish everyone a happy and successful time at Southlands.

September 2020

UNIFORM POLICY

At the start of the school year we would like to remind you of our compulsory school uniform policy, which is enclosed for your reference. Southlands School uniform should be worn with blue, black or white sensible shoes or sandals.

Please find below a guideline of which uniform should be worn. Weather conditions may vary as the seasons change, therefore, you may switch to the Winter/Summer uniform when you wish if you feel that weather conditions are suitable. Please remember, however, to clearly label all items of clothing and if your child/ren inadvertently bring items home that do not belong to them, we ask your collaboration in ensuring that they are promptly returned to school.

Summer from the start of September to the end of October (cardigan/pullover if necessary)
Winter from the start of November to the end of April
Summer from the start of May to the end of June (cardigan/pullover if necessary)

Please make sure that all children are wearing the correct school uniform and continue to do so for the rest of the scholastic year. May we also remind you that long hair needs to be tied back for hygiene reasons and **jewellery (except for a watch and small plain stud earrings) should not be worn to school.**

Children from Nursery to Year 4 should come to school in the P.E. uniform with trainers on the days that they do gym or games and will remain in this uniform all day. Please feel free to download the Uniform leaflet which also contains prices from the website.

| | Girls | Boys |
|---|---|---|
| Summer Uniform Nursery to Year 6 | White polo shirt with school insignia* Navy knee length skirt or navy Bermuda shorts (not denim or sports shorts) Navy cotton cardigan/pullover/gilet with school insignia* Blue socks (Summer dress from Nursery to Year 4) Sensible shoes/ sandals/trainers (No slip-on/backless styles) | White polo shirt with school insignia* Navy bermuda shorts (not denim or sports shorts) Navy cotton cardigan/pullover/gilet with school insignia* Blue socks Sensible shoes/sandals/trainers (no slip-on/backless styles) |
| Summer PE kit | White sports t-shirt with school insignia* Navy sports shorts with school insignia* White or blue sports socks Sensible trainers | White sports t-shirt with school insignia* Navy sports shorts with school insignia* White or blue sports socks Sensible trainers |
| Winter Uniform Nursery to Year 2 | White polo shirt with long sleeves and school insignia or white turtle top* Navy skirt/pinafore dress/trousers Navy wool cardigan/pullover/gilet with school insignia* Navy socks, navy tights or navy leggings Appropriate dark school footwear | White polo shirt with long sleeves and school insignia or white turtle top* Navy trousers Navy cotton cardigan/pullover/gilet with school insignia* Navy socks Appropriate dark school footwear |
| Winter Uniform Year 3 Nursery to Year 6 | White shirt (tucked in) with collar School tie* Navy wool cardigan/pullover/gilet with school insignia* (not a hoodie) Navy knee length skirt or navy trousers with navy socks, navy tights or navy leggings (not jeans or sportswear or leggings by themselves) Sensible black/blue shoes (no slip-on/backless styles or trainers) | White shirt (tucked in) with collar School tie* Navy wool cardigan/pullover/gilet with school insignia* (not a hoodie) Navy trousers (not jeans or sportswear) Navy socks Sensible black/blue shoes (no slip-on/backless styles or trainers) |
| PE kit Boys & Girls | School tracksuit* School hoodie* White school polo shirt with long sleeves* Sports socks Navy leggings only during Dance lessons Trainers | PE slippers (Dance) One piece swimming costume (no bikini styles) for Year 5 & Year 6 only School swimming cap* for Year 5 & Year 6 only towel/robe Poolside flip-flops |

*indicates items that need to be purchased from the school shop due to the school insignia/logo. Most items can also be found in the school shop, but can also be purchased elsewhere.

TRANSPORTATION POLICY (INCLUDING ESCHILO 2)

Southlands is happy to provide a door-to-door home or pick-up point bus service for our students. The school buses (hereafter also known as buses) carry out a transport service at the School's complete discretion with procedures, times and routes that ensure the best quality and safety. Southlands reserves the right to vary the staff on each single bus for organisational reasons in any period during the year.

Those exercising parental responsibility for the student (or legal guardian) guarantee to take responsibility for the collection of the student on the return journey from the school for the entire scholastic calendar year at the location indicated when signing the contract. The above is a prerequisite in order to be accepted on the transport service.

In order to arrive at school, the student will board the bus in front of the location indicated by those exercising parental responsibility (or legal guardian) when signing the contract and will descend from the bus in the specifically allocated area within the school's premises.

On the return journey, the student will board the bus in the specifically allocated area within the school's premises and will descend from the bus in front of the location indicated when signing the contract by those exercising parental responsibility (or legal guardian).

Those exercising parental responsibility (or legal guardian) are obliged to take charge of the student and his/her safety at the location indicated when signing the contract.

When signing the Transport Request Form, those exercising parental responsibility (or legal guardian) may indicate the names of other delegated adults to whom the custody of the student may be assigned at the location indicated when signing the contract. Should there be any delegated adults, a copy of the person's ID must be given to the school together with the authorisation communication.

To ensure the safety of all students, a Bus Monitor is present on each bus. The Bus Monitor is not authorised to leave a student with a person other than those exercising parental responsibility (or legal guardian) or a delegated person.

When having arrived at the location indicated for a student to descend, should those having parental responsibility (or legal guardian) or any other delegated person not be present, the student will be brought back to school. Those exercising parental responsibility (or legal guardian) or any other delegated person must come and collect the student from school.

Those exercising parental responsibility for the student (or legal guardian) must inform the school by 14:00 with a written and signed authorization (signed authorisation, fax or signed pdf attachment to an email), if a person, other than those already delegated and indicated in the contract, will take custody of the student on the return journey at the location indicated in the Transport Request Form. In this case, a copy of the person's ID should be attached to the signed authorization.

Those exercising parental responsibility for the student (or legal guardian) may enrol the student to attend after school sports activities organised and managed by Eschilo 2 Sport In Progress SSD a.r.l. and run at the "Eschilo 2" sports centre. Should this occur, and should the undersigned parties wish to use the transport service from school to "Eschilo 2" and subsequently from "Eschilo 2" to the location indicated when signing the contract, the parties must inform the school office in writing and indicate the days and times they require this service as well as any other variation. In this case, the student will board the bus in the specifically allocated area within the school's premises. A member of Eschilo 2 Sport In Progress SSD a.r.l. ("Eschilo 2" sports centre) personnel will be present on the school bus and will take charge of the student from the moment in which he/she boards the bus, completes the sport activity, and accompanies the student back to the school bus and hands the student to the school's Bus Monitor. The student will then be driven to the location indicated on the contract by those exercising parental responsibility for the student (or legal guardian) and be handed over to the aforementioned or delegated person.

Special free transport service to Eschilo 2

Children that sign up to attend after school sports activities organised and managed by Eschilo 2 Sport In Progress SSD a.r.l. and run at the "Eschilo 2" sports centre will have the possibility of being transported for free from Southlands to Eschilo (prior to availability) at 15.30 with the school's buses on the day the course will be

held. Kindly remember that Eschilo 2 is the main organiser of the courses and all queries or requests should be communicated to them first. Those exercising parental responsibility for the student (or legal guardian) who wish to take this opportunity must inform the school office in writing and indicate the days and times they require this service as well as any other variation. Please note that we have **50 seats available** each day on the school buses and as availability is limited, places will be allocated on a first come first serve basis. Latecomers will be placed on a waiting list.

The student will board the bus in the specifically allocated area within the school's premises. A member of Eschilo 2 Sport In Progress SSD a.r.l. ("Eschilo 2" sports centre) personnel will be present on the school bus and will take charge of the student from the moment in which he/she boards the bus. Those exercising parental responsibility for the student (or legal guardian) take full responsibility for the collection of the student from the "Eschilo 2" sports centre.

Whilst on the bus, students must:

1. be punctual for the morning pick-up
2. remain seated throughout the entire Bus journey
3. wear their seat-belt at all times
4. show respect to the Bus Monitor and Driver
5. show respect to other students on the bus

Furthermore, students should not:

1. eat on the bus
2. litter the bus
3. participate in any wilful damage

The above requirements are for the safety and well-being of all our students. Any breach of these requirements will lead to the following sanctions:

1. verbal warning for student
2. written warning sent to parent
3. 1 day suspension from the bus
4. 3 day suspension from the bus
5. 5 day suspension from the bus
6. permanent exclusion from the bus service.

INFORMATION FROM THE NURSE - Nursery to Year 13

Dear Parents,

We hope you have had a good start to the school year, and we would like to take this opportunity to introduce ourselves to all newcomers. As the School Nurses, we would like to outline several procedures we follow for the health and well-being of your children for the next school year:

- When your child feels ill in class or hurts himself/herself during the day, he/she is accompanied to our office for a check-up. We will take care of the problem and parents are informed if any further action is required, so that they may decide what form this should take. Please ensure that we have up-to-date telephone numbers for you, or any substitute that may be contacted in case of an emergency. We will call you from the school's main phone (06 5053932 / 06 50917192) or from the Nurses' mobile (338 4190445).
- Please ensure that we have your child's up-to-date medical record and inform us of any changes in his/her health status including vaccinations, diets and allergies.
- All mandatory vaccination records must be given to the nurse before the first day of school.
- Please note that also this year with our collaboration the school doctor will perform an annual check-up for Nursery, Reception, Year 1, Year 4 and Year 7. The Year 7s will be screened for scoliosis and have a vision check-up. If there is anything to follow up a letter with the results will be sent to you. If there is anything to follow up a letter with the results will be sent to you.
- It is important that you notify us as soon as your child is diagnosed as having a contagious disease. Please do not wait until your child is due to return to school. We subsequently inform all class parents in writing, so that they can recognise any eventual symptoms of the disease.
- **Should it be strictly necessary for your child to receive medication during the course of the day, this should be delivered to us, clearly labelled and with the medication request form fully completed (enclosed). Please attach your doctor's prescription to the enclosed form. Without the doctor's prescription, the medication request form is not valid and we are not allowed to administer any medicine. Thank you for your co-operation.**
- Please remember that children play outside everyday, except when it is raining. Please do not request that your child stays inside because he/she isn't feeling well. If your child is well enough to come to school, he/she should be well enough to go outside.
- **If you have taken your child to the "Pronto Soccorso" or Hospital for any reason during school term time, please let us know so that we can continue to monitor your child's health at school.**

Please follow these guidelines to help you decide whether your child is well enough to attend school or not:

| <u>SYMPTOM</u> | <u>KEEP CHILD HOME UNTIL ...</u> |
|------------------------------------|--|
| Fever: | there is no fever for 24 hours |
| Runny nose: | thick yellow or green discharge clears up |
| Sore throat: | a doctor determines the cause and that no strep infection exists and the throat is healed |
| Cough: | no presence of cold, fever or flu symptoms. If coughing exhausts the child or disrupts the class, keep the child at home |
| Earache: | a doctor examines the ears and recommends the child returns to school, or if there has been no pain for 24 hours |
| Rash: | a doctor determines the cause and recommends the child returns to school |
| Red or watery eyes: | eyes return to normal or child is already using a medication prescribed by a doctor for at least 24 hours |
| Upset stomach or diarrhoea: | no further problem exists and the child is eating normally without experiencing an upset stomach or diarrhoea |
| Head-lice: | child has been treated and school nurse has been informed |

As you may know, we have been running a campaign against head lice over the last few years. The method advised is wet-combing conditioned hair with a special lice-comb. Please check your child's hair regularly and inform us if you find any lice or eggs so that the entire class will be checked. Only with the collaboration of parents will we be able to combat them. We are available to give you any further information.

SOUTHLANDS FOOD POLICY

- The school provides a very well balanced diet for your children. Therefore, parents are requested not to bring in any food from home for their children to eat, with the exception of Birthday Parties and special events.
- If your child has any **special dietary requirements (allergy, food intolerance or a special diet) please complete the section on your child's health record and inform the Nurse.** We also request that you bring in a letter from your child's doctor or dietician stating the special requirements.
- The Nurse compiles a list of children with special diets which is given to the kitchen and your child's class teacher. It is important that you inform us immediately of any changes to your child's diet so that we can ensure they are given the correct diet.
- We are aware that allergies and special diets may change, and appreciate being kept up to date. Please contact the Nurse directly.
- Birthdays and special events at school: If you bring any food from home to share with your child's class, we ask that you only bring in shop-bought products with a list of all ingredients. Please note that we will not accept any home-made food. The kitchen staff will only accept cakes with a list of the ingredients and receipt of purchase indicating day and time of purchase (as per HACCP regulations). If your child has a very restricted diet it may be wise for you to bring in some food that you know is within his/her dietary requirements.

Thank you for your kind co-operation. If you have any problems or questions, please contact us at school or call in at the nurses office. We hope that your children will enjoy their time at Southlands.

Yours sincerely



Lanny van Triet
School Nurse



Diana Spadaccini
School Nurse

INFORMAZIONI DALL' INFERMIERA - Nursery a Year 13

Cari genitori,

Ci auguriamo che abbiate avuto un buon inizio di anno scolastico, e vorremmo approfittare di questa occasione per presentarci a tutti i nuovi arrivati. Come Infermiere, vorremmo delineare diverse procedure che seguiamo per la salute e il benessere dei vostri figli per il prossimo anno scolastico:

- Quando il bambino si sente male in classe o si fa male durante la giornata, viene accompagnato al nostro ufficio per un controllo. Ci occuperemo del problema e i genitori vengono informati se sono necessarie ulteriori azioni, in modo tale che essi possono decidere quale forma essa dovrebbe assumere. Assicuratevi di averci fornito i numeri di telefono aggiornati (anche quelli delle persone da contattare in caso di emergenza) cosichè possiamo contattarli in ogni caso. Vi chiameremo dal telefono principale della scuola (**06 5053932 / 06 50917192**) o dal cellulare (**338 4190445**).

- Assicuratevi che la scheda di salute del vostro bambino sia costantemente aggiornata e informateci nel caso in cui ci sia qualsiasi cambiamento nel suo stato di salute, vaccinazioni, diete ed allergie.
- Tutte le vaccinazioni obbligatorie per legge devono essere consegnate all'infermiera prima dell'inizio dell'anno scolastico.
- Si noti che anche quest'anno con la nostra collaborazione il medico scolastico eseguirà un check-up annuale per la Nursery, Reception, Year 1, Year 4 e Year 7. La Year 7 verrà controllata per la scoliosi e avrà un controllo della vista. I risultati saranno inviati solo nel caso in cui ci siano dei valori da monitorare.
- È importante che ci informiate non appena al bambino viene diagnosticata una malattia contagiosa. Si prega di non aspettare che il vostro bambino sia tornato a scuola. Di conseguenza, noi informiamo tutti i genitori della classe per iscritto, in modo da poter riconoscere eventuali sintomi della malattia.
- **Qualora fosse strettamente necessario per il vostro bambino di ricevere farmaci nel corso della giornata, questi devono essere consegnati a noi, e chiaramente etichettati con il modulo di richiesta debitamente compilato (allegato). Si prega di allegare la prescrizione del vostro medico per il modulo allegato. Senza la prescrizione del medico, il modulo di richiesta farmaco non è valido e non ci è permesso di somministrare alcun farmaco. Grazie per la collaborazione.**
- Si ricorda che i bambini giocano all'aperto tutti i giorni, tranne quando piove. Si prega di non richiedere che il vostro bambino rimanga dentro, perché non si sente bene. Se il bambino sta abbastanza bene per venire a scuola, dovrebbe essere in grado di giocare all'esterno.
- **Se avete portato il vostro bambino all'Ospedale o "Pronto Soccorso", per qualsiasi motivo durante i trimestri scolastici, vi preghiamo d'informarci in modo tale che possiamo continuare a monitorare la salute del bambino a scuola.**

Si prega di seguire queste linee guida per aiutarvi a decidere se il vostro bambino sta abbastanza bene per venire a scuola o no:

| <u>Sintomo</u> | Tenere bambino/a a casa fino a |
|------------------------------------|---|
| Febbre: | non vi è febbre per 24 ore |
| Naso che cola: | scarica spessa di colore giallo o verde schiarisce |
| Mal di gola: | un medico determina la causa e che nessuna infezione da streptococco esiste e la gola è guarita |
| Tosse: | nessuna presenza di sintomi del raffreddore, febbre o influenza. In caso di tosse il bambino si stanca o disturba la classe: tenere il bambino a casa |
| Mal d'orecchio: | un medico esamina le orecchie e raccomanda che il bambino torni a scuola, se non vi è stato alcun dolore per 24 ore |
| Eruzione cutanea: | un medico determina la causa e raccomanda che il bambino torni a scuola |
| Occhi rossi o lacrimazione: | occhi tornano normali o il bambino utilizza un farmaco prescritto da un medico per almeno 24 ore |
| Mal di stomaco, diarrea: | problema non esiste più e il bambino sta mangiando normalmente, senza sintomi di mal di stomaco o diarrea |
| Pidocchi: | bambino è stato trattato e l'infermiera della scuola è stata informata |

Come forse saprete, abbiamo una campagna contro i pidocchi nel corso degli ultimi anni. Il metodo consigliato è pettinare i capelli già bagnati con balsamo con uno speciale pettine. Si prega di controllare i capelli del vostro bambino regolarmente e di comunicarci se trovate qualche pidocchio o uova in modo che l'intera classe possa essere controllata. Solo con la collaborazione dei genitori saremo in grado di combatterli. Siamo a disposizione per fornirvi ulteriori informazioni.

DIETE E ALIMENTAZIONE A SOUTHLANDS

- La scuola offre agli studenti una dieta molto ben bilanciata. Ai genitori viene pertanto richiesto di non portare da casa del cibo, ad eccezione delle occasioni speciali e delle feste di compleanno.

- Se Vostro figlio ha delle particolari esigenze alimentari, per esempio per motivi di allergia o di intolleranza o se segue una speciale dieta, Vi preghiamo di riempire la relativa sezione della scheda della salute e di informare l'infermiera
- I genitori devono portare anche un certificato del medico o del dietologo che attesti la necessità di speciali richieste alimentari.
- L'infermiera prepara per la cucina e per l'insegnante di classe una lista dei ragazzi che seguono diete particolari. Per questo è molto importante che i genitori diano tempestiva comunicazione alla scuola riguardante qualsiasi cambiamento nella dieta dei loro figli.
- Sappiamo bene che le allergie e le diete possono cambiare, per questo Vi preghiamo di tenerci sempre al corrente e di chiamare direttamente l'infermiera.
- Compleanni ed eventi speciali: se portate del cibo da casa da condividere con la classe, vi chiediamo gentilmente di portare esclusivamente prodotti comprati in negozio muniti di lista degli ingredienti. Il personale della cucina accetterà soltanto torte di compleanno con lista completa degli ingredienti e scontrino fiscale (come da normativa HACCP). Non saranno accettate torte fatte in casa. Se Vostro figlio ha particolari esigenze alimentari, sarebbe opportuno portare direttamente da casa cibi e alimenti consentiti.

Grazie per la gentile collaborazione. Se avete problemi o domande, non esitate a contattarci a scuola o in infermeria. Ci auguriamo che i vostri figli potranno godere il loro tempo a Southlands.

DAY TO DAY INFORMATION

Does your child wear nappies during the night? Yes No

What does your child dislike and will not eat? _____

How many hours do you spend with your child everyday on average?

Mother

Father

What time do you usually wake your child in the morning?

What time does your child usually go to bed?

Things your child likes to do or play with:

Things your child dislikes or gets upset with:

.....

.....