



## **SCHOOL POLICY AND GENERAL INFORMATION**

**Year 1 & 2 2020-2021**

### **KEY STAGE 1**



# SCHOOL POLICY AND GENERAL INFORMATION

## YEAR 1 & YEAR 2 - 2020-2021

### KEY STAGE 1

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## School Calendar Academic Year 2020-2021

<b>School Hours</b>	<b>School day</b>	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 <sup>nd</sup> September (9:30 a.m.)
Nursery (1/2 day) - No transport - No lunch	Thursday 3rd and Friday 4th September
Reception - Year 13 Full day	Thursday 3rd September
Parent/teacher conferences (holiday for	Friday 23rd October <b>Primary &amp; Senior School</b>
<b>Half Term Holiday</b>	<b>Friday 23rd October – Friday 30<sup>th</sup> October</b>
School Re-opens	Monday 2 <sup>nd</sup> November
<b>Public Holiday</b> (school closed)	Tuesday 8th December
Term ends	Friday 18th December (Italian lessons will take place
<b>Christmas break</b>	<b>Monday 21<sup>st</sup> December – Wednesday 6th January</b>

### SPRING TERM 2021

<b>Half Term Holiday</b>	<b>Monday 22<sup>nd</sup> February - Monday 1st March</b>
Parent/teacher conferences (holiday for	Monday 1st March <b>Primary &amp; Senior School</b>
School Re-opens	Tuesday 2 <sup>nd</sup> March
Term ends	Thursday 1st April (Italian lessons will take place until
<b>Easter break</b>	<b>Friday 2nd April – Friday 9<sup>th</sup> April</b>

### SUMMER TERM 2021

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

## PRIMARY SCHOOL – KEY STAGE 1

### GENERAL INFORMATION – 2020-2021

#### SCHOOL HOURS

Lessons begin at 09:00 and end at 15:25. Children should be in their classrooms at 08:50 for registration. Children arriving after 09:30 will need to go to the office to register before going to class. Parents are asked not to enter classes after 08.50.

#### LUNCH and SNACK

Children are served a three-course lunch over three sittings: 12:00, 13:00 and 13:30 with a varied menu; 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. Year 1 children should have a change of underpants and socks 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.

Pupils 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. A school bag for carrying books and homework 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 Primary School. Communication with your child can be made through the office or by public phone.

#### LIBRARY

Each child from Year 1 onwards visits the library at least once a week to select a book to be taken home and returned on the same day of the following week. You are encouraged to share your child's enjoyment and help your child to remember to return their book on the correct day. The older children are encouraged to visit the library and change their book whenever necessary, as long as a teacher is present. They also have daily access to the Key Stage 1 Reading Area where they can borrow a range of levelled books. We ask you to replace lost books with one from home. If you have any questions regarding our library, our librarian will be only too happy to assist you.

## **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. All pupils at Southlands study French from Year 5 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. Parents who wish their child to sit the optional Esame Integrativo and obligatory Licenza Media will be informed in early January of this opportunity. Southlands collaborates with the Istituto Fanelli Marini (Ostia Antica) whose Commissione run the exams. The Elementare exams will be held on our premises by the Commissione Esterna. Media exams are held directly at the Istituto Fanelli Marini itself. The exam session for both Elementare and Media exams are held in mid-June. Full details will be issued closer to the time.

## **PLACEMENT POLICY**

Southlands is a private independent school which follows the National Curriculum of England. Our aim is to educate children following the programmes of study, schemes of work and national strategies set out in the documents of the National Curriculum.

Wherever possible children will be placed with their peer group and if help is needed to overcome transfer difficulties or language problems it will be provided by school. It may be necessary to take supplementary English lessons and, if needed, this must be discussed with the Principal. However, children showing difficulties in language or social adjustment within their classes may be recommended to repeat the same year or be transferred to a year where progress can be made. This is not only in the child's interest, but also to maintain the high standard on which Southlands prides itself.

We cannot guarantee the same class places each year. We reserve the right to form new groups for the benefit of the whole class.

## **HOMEWORK POLICY**

Our homework policy is based on our conviction that if a child has worked hard during the school day there should be little need for additional work in the evening.

A second conviction, however, is that a child benefits greatly from the involvement and interest of his/her parents in his school work. We therefore, encourage every child to take home a book in the evening to look at with parents and to read with them when he/she reaches the stage of reading on his/her own.

In Year 1 no other “homework” is given although a teacher may often suggest that a child should be encouraged to practise particular skills in an informal and pleasurable way. After the first term, ten spellings are given each week.

In Year 2 the same policy is continued with learning, spelling and reading at home in the evening which is now a regular routine. In addition a child may, on occasion, be given some extra practice work to compensate for time missed or to encourage progress in a skill not yet mastered.

We ask parents to encourage good work habits, provide a suitable environment where homework may be completed away from television and other distractions and ensure that adequate time is allowed for homework. Please let teachers know immediately, by letter, if homework has not been done or there are any problems arising from homework being set.

### **HOMEWORK POLICY IN CASE OF ABSENCE**

Homework can be requested in the morning of the third day of absence. We feel a pupil who is absent for any reason cannot be expected to successfully follow through homework based on work taught in class. Work can be caught up. Extra work will be sent home when the pupil returns to school. If a child is going on holiday no homework will be given. Pupils can be encouraged to keep a holiday diary and read.

If a pupil is absent for a long period of time parents should contact the school and work will be prepared at the discretion of the teacher.

# Homework Hints

## **Websites for further Learning!**

We would like to recommend some great learning websites that you may wish to use with your children to help them during their new year at school! Below is a list of some of the best new and existing websites that we use, which we are sure will entertain and help your children enjoy their break even more...

Resource	Description
<p><a href="#">Espresso Discovery Education</a></p>  <p><b>Login: student15593</b> <b>Password: griffin</b></p>	<p>Complete with a number of useful activities, games and educational resources, as well as daily news updates, recorded in English, to keep students aware of all going on.</p>

<p><a href="#">BBC Newsround</a></p> 	<p>Very useful for citizenship and packed with interactive content and games for students to use at their will.</p>
<p><a href="#">Active Learn Resources</a></p> 	<p>Class Teachers have assigned resources, books and interactive Maths activities, which can still be used throughout the summer to help your children to practice skills.</p>
<p><a href="#">Oxford Owl</a></p> 	<p>Updated daily with hundreds of books for all ages of students.</p>
<p><a href="#">Khan Academy</a></p> 	<p>Online coaching website. It has all the traditional school subjects including math, science, computer programming, history.</p>
<p><a href="#">Youtube Kids</a></p> 	<p>The YouTube Kids app has been designed to allow children to explore a more controlled environment in a simple and fun way. In addition, parents and guardians are able to guide them easily as they discover new and exciting interests.</p>
<p><a href="#">Purple Mash</a></p> 	<p>Purple Mash is an award-winning cross-curricular website for Nursery and Primary School children. It enables children to explore and enhance their knowledge in a fun and creative way. You will find games and activities to support all curriculum areas.</p>
<p><a href="#">Epic Books</a></p> 	<p>Epic offers access to a library of books and videos for children ages 12 and under. The service can be used on desktop and mobile devices. You will find books and videos covering all topics and interests.</p>

## **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. 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, library book, etc. in school on the correct days will help him/her to feel well-prepared and comfortable in school. Being 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 the Principal, 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.

Yours sincerely,



Victoria Del Federico  
Principal

September 2020

### **HELPING YOUR CHILD AT HOME WITH READING**

- Children learn best when reading is a fun and pleasurable activity. It is important to talk about the book together rather than just learning the words. Make a special, quiet time to sit together with your child and read, even for just 10 minutes.
- Try to listen to them read every day.
- Read their book more than once before it is changed. Not necessarily from beginning to end, if the book is long it can be read in sections.
- Talk about what is happening in the pictures. This helps to increase the child's vocabulary and helps make sure the child understands it.
- Point to the words – or let them point – as your child reads (a lolly stick may help).
- Check your child can distinguish between similar words like “is” and “it”.
- Point to single words on the page to check your child can identify the word on its own.

- If they get stuck on a word, suggest they have a guess at it or look at the first letter of the word to help them. If they do not know, tell them the word.
- English is not always written as it is spoken, so “sounding out” the word (e.g. C-A-T) is not always possible. Many words, like FIGHT, cannot be sounded.
- Keep on reading other books, like library books to your child. They can learn a lot about books and how a story starts, develops and ends in this way.
- It is important that you both want to read. There is nothing more likely to make a child hate reading than to force them. Give them your full attention and encouragement. Personal encouragement from someone they love matters a lot.
- Please keep your child’s reading book and reading record in the plastic envelope and send it back to school each day. Do not worry if your child's book is not changed. Your child may need extra help, or more time to learn new words.

## YEAR 1 LITERACY AND NUMERACY FRAMEWORKS

### Literacy in the Primary School

#### Pearson iPrimary English: Bug Club

The Pearson Primary English Ladder provides a route through the curriculum by breaking down the Literacy objectives in the National Curriculum Programme of Study for England, September 2014. Literacy in KS1 and KS2 at Southlands follows the Pearson iPrimary English ‘Bug Club’ programme. Bug Club is a whole-school scheme of work that hooks children into a lifelong love of reading through books and online reading. Through a series of text-centred units, the students explore a variety of genres and texts in class, including poetry and non-fiction. Bug Club also uses technology that children are used to every day to make reading even more fun – with online quizzes, games and reward worlds to spark enthusiasm and develop comprehension.

#### Reading Scheme

In addition to the iPrimary English programme, we develop word skills and comprehension through a core Reading scheme, which is based on the Oxford Reading Tree programme. This runs from Reception through to Year 6. Students are allocated a book band colour, in line with Age Related Expectations and the National Curriculum (2014) objectives for reading. Reading books will be read at home and in school as each student progresses through the programme at their own pace.

#### Novel Studies

In Key Stage 2 (Year 3 – Year 6), the students will carry out three novel studies, one per term. Alongside the Reading objectives, these novel studies provide rich, text-based opportunities for Writing, as well as further developing the lifelong love of reading that is central to our Literacy programme at Southlands.

#### Phonics, Spelling & Grammar

In order to provide students with the essential tools of Literacy we follow the DfES Letters & Sounds programme for Phonics in Key Stage 1 and the first term of Year 3. The Phonics programme also forms the basis of the weekly spelling lists, which are sent home as homework before being tested in class. Starting from Term 2 in Year 3, the weekly spelling is based on weekly grammar rules, which are taught in class and supported by a variety of resources including the iPrimary ‘Grammar & Spelling Bug’.

#### Writing

In Literacy at Southlands, students are provided with a variety of opportunities for Writing through the iPrimary English programmes and novel studies (Key Stage 2). In addition, students will carry out Writing through our interdisciplinary activities in Science, Social Studies and ICT.

#### Speaking & Listening

Speaking and Listening activities are ongoing throughout the year, across the curriculum.

## **YEAR 1 NUMERACY FRAMEWORK**

**Please note that in the Primary School we follow the iPrimary curriculum.**

### Number and Place Value

- Count forwards and backwards to and from 100, starting at any given number.
- Read, write and say aloud numbers written in figures from 1–100.
- Match counting numbers (and also 0) to objects, images or actions.
- Recognise patterns when counting to 100.
- Understand 2-digit numbers as some 10s and some 1s.
- Identify missing numbers up to and including 100.
- Compare and order numbers to 100.

### Addition and Subtraction

- Say aloud the number that is 1 more than any number from 0–99 and 1 less than any number from 1–100.
- Partition a collection of up to 10 objects, and then up to and including 20 objects, in two.
- Solve addition problems involving number bonds up to and including 20.
- Recognise and use the commutative nature of addition.
- Solve subtraction problems involving number bonds up to and including 20.
- Understand the effect of adding or subtracting 0
- Read, write and interpret mathematical statements involving addition (+), subtraction (-) and equals (=) for number bonds up to and including 20.
- Solve missing number problems for addition and subtraction problems up to and including 20.

### Fractions

- Recognise, work out and name a half as one of two equal parts of an object or shape and recognise that two-halves make one-whole.

### Measure

- Use words only (no numbers) to compare, order and describe different measures.
- Measure lengths/heights, mass/weight, capacity/volume with non-standard units
- Recognise and know different denominations of local coins and notes (up to and including denominations of 100).
- Sequence events in chronological order
- Know the meaning of ‘hour’, ‘day’ and ‘week’ and say aloud days of the week in order
- Recognise time in seconds, minutes and hours.
- Tell the time on an analogue clock to the hour and half past the hour.

### Shape

- Recognise and say aloud the name of common 2D shapes: rectangles (including squares), circles and triangles.
- Recognise and say aloud the name of 3D solids: cuboids (including cubes).
- Identify and continue a repeating pattern of shapes.

### Position

- Describe position, direction and movement.

## Statistics

- Sort objects in a variety of ways and count the number of objects in each group.
- Construct simple pictograms and block tables with one-to-one correspondence.

## YEAR 1 SUBJECT OVERVIEW

	<b>AUTUMN</b>	<b>SPRING</b>	<b>SUMMER</b>
<b>SCIENCE</b>	<ul style="list-style-type: none"><li>• Sorting and Grouping materials</li></ul>	<ul style="list-style-type: none"><li>• Plants</li><li>• Light and dark</li></ul>	<ul style="list-style-type: none"><li>• Pushes and pulls</li><li>• Living things / Animals</li></ul>
<b>HISTORY/ GEOGRAPHY</b>	<ul style="list-style-type: none"><li>• Who am I?</li><li>• What do we celebrate?</li></ul>	<ul style="list-style-type: none"><li>• What's in a picture?</li><li>• Where do we live?</li><li>• What do we play with?</li></ul>	<ul style="list-style-type: none"><li>• Can we be explorers?</li><li>• Where do we go on holiday?</li></ul>
<b>I.C.T.</b>	<ul style="list-style-type: none"><li>• Using technology, Using the internet, Communicating and collaborating online, Creating and Publishing, Digital Media, Using Data, Programming and Control, Modelling and Simulations.</li></ul>		
<b>R.E.</b>	-Celebrations: why do Christians give gifts at Christmas?	-What does it mean to belong?	-Beliefs and practice
<b>CITIZENSHIP</b>	-Taking part – developing skills of communication and participation	-Animals and us	-Living in a diverse world
<b>ART AND DESIGN TECHNOLOGY</b>	-Self portrait -Playgrounds	-Investigating materials	-Moving pictures -
<b>MUSIC</b>	-Ongoing skills -Percussion -Vocal repertoire	-Ongoing skills -Composers/history of music	-Ongoing skills -Review
<b>P.E.</b>	-Games/Gymnastic/Dance activities	-Games/Gymnastic/Dance activities	-Games/Gymnastic/Dance activities

## **YEAR 2 LITERACY FRAMEWORK**

### **Literacy in the Primary School**

#### **Pearson iPrimary English: Bug Club**

The Pearson Primary English Ladder provides a route through the curriculum by breaking down the Literacy objectives in the National Curriculum Programme of Study for England, September 2014. Literacy in KS1 and KS2 at Southlands follows the Pearson iPrimary English ‘Bug Club’ programme. Bug Club is a whole-school scheme of work that hooks children into a lifelong love of reading through books and online reading. Through a series of text-centred units, the students explore a variety of genres and texts in class, including poetry and non-fiction. Bug Club also uses technology that children are used to every day to make reading even more fun – with online quizzes, games and reward worlds to spark enthusiasm and develop comprehension.

#### **Reading Scheme**

In addition to the iPrimary English programme, we develop word skills and comprehension through a core Reading scheme, which is based on the Oxford Reading Tree programme. This runs from Reception through to Year 6. Students are allocated a book band colour, in line with Age Related Expectations and the National Curriculum (2014) objectives for reading. Reading books will be read at home and in school as each student progresses through the programme at their own pace.

#### **Novel Studies**

In Key Stage 2 (Year 3 – Year 6), the students will carry out three novel studies, one per term. Alongside the Reading objectives, these novel studies provide rich, text-based opportunities for Writing, as well as further developing the lifelong love of reading that is central to our Literacy programme at Southlands.

#### **Phonics, Spelling & Grammar**

In order to provide students with the essential tools of Literacy we follow the DfES Letters & Sounds programme for Phonics in Key Stage 1 and the first term of Year 3. The Phonics programme also forms the basis of the weekly spelling lists, which are sent home as homework before being tested in class. Starting from Term 2 in Year 3, the weekly spelling is based on weekly grammar rules, which are taught in class and supported by a variety of resources including the iPrimary ‘Grammar & Spelling Bug’.

#### **Writing**

In Literacy at Southlands, students are provided with a variety of opportunities for Writing through the iPrimary English programmes and novel studies (Key Stage 2). In addition, students will carry out Writing through our interdisciplinary activities in Science, Social Studies and ICT.

#### **Speaking & Listening**

Speaking and Listening activities are ongoing throughout the year, across the curriculum.

## **YEAR 2 NUMERACY FRAMEWORK**

**Please note that in the Primary School we follow the iPrimary curriculum**

### Number and Place Value

- Count in steps of 2 from 0, in steps of 5 from 0 and in steps of 10 from 0.
- Understand 0 and count on a number line.
- Recognise patterns in digits when counting in 2s from 0 (and so identify odd and even numbers), 5s from 0 and 10s from 0, from any number forwards and backwards.
- Read and write numbers in words up to and including 20.
- Recognise the place value of each digit in a 2-digit number (10s and 1s) and write numbers in expanded form.
- Compare and order numbers to 100 and write statements using inequality signs  $<$  or  $>$ .
- Round 2-digit numbers to the nearest 10.
- Understand and use ordinal numbers to define position rather than amount.

### Addition and Subtraction

- Know number bonds for numbers up to and including 20.
- Recognise and work out bonds for multiples of 10, up to and including 100.
- Mentally add numbers: a 2-digit number and 1s a 2-digit number and 10s a 2-digit number and a 2-digit number.
- Mentally subtract numbers: a 2-digit number and 1s a 2-digit number and 10s a 2-digit number and a 2-digit number.
- Add three 1-digit numbers
- Read, write and interpret mathematical statements involving addition (+), subtraction (-) and equals (=) for calculations up to and including 100.
- Recognise the inverse relationship between addition and subtraction and use this to check calculations and solve missing number problems.

### Multiplication and Division

- Work out doubles up to and including 20.
- Work out related halves for doubles up to and including 20.
- Solve 1-step problems involving multiplying by 2, multiplying by 5 and multiplying by 10.
- Solve 1-step problems involving dividing by 2, dividing by 5 and dividing by 10 (sharing equally or grouping).
- Recognise the commutative nature of multiplication.
- Read, write and interpret mathematical statements involving multiplication and division using the multiplication ( $\times$ ), division ( $\div$ ) and equals (=) signs, for the 2, 5 and 10 multiplication tables.
- Recognise and work out multiplication and division for the 2, 5 and 10 multiplication tables (up to and including  $10 \times \dots$ ).
- Solve missing number problems for multiplication and division facts for the 2, 5 and 10 multiplication tables (up to and including  $10 \times \dots$ ).

### Fractions

- Recognise, work out and name one-quarter as one of four equal parts of an object or shape and recognise that four-quarters make one-whole.

- Recognise and name two-quarters and three-quarters of an object or shape and recognise that two-quarters is equivalent to one-half
- Work out half of an even set of objects or quantity.
- Relate half to dividing by 2.
- Recognise halves and quarters as numbers on a number line; find and count in halves and quarters on a number line
- Work out half of an odd set of objects or quantity.

#### Measure

- Measure lengths/heights (cm and m) with standard units.
- Choose appropriate standard units (cm or m) to use; compare, order and describe lengths/heights, where measures are in the same units, and record the results using  $>$ ,  $<$  and  $=$
- Compare measures using simple multiples of 2, such as half, twice and double.
- Order different denominations of local coins and notes (up to and including denominations of 100).
- Make amounts using two or three coins (or notes) up to 20 units of money
- Find change from units of money up to 20 units.
- Record local money denominations
- Solve simple problems in a practical context involving money.
- Read and write days of the week.
- Know the meaning of 'month' and 'year' and say aloud months of the year.
- Tell the time on an analogue clock using quarter past and quarter to the hour.
- Know the number of hours in a day

#### Shape

- Identify, describe and compare simple properties of common 2-D shapes; sort the shapes accordingly
- Recognise and say aloud the name of 3D solids: cylinder, pyramid and sphere
- Classify shapes and solids as 2D or 3D.
- Identify, describe and compare the simple properties of common 3D shapes; sort the shapes accordingly
- Identify 2D shapes on the surface of 3D solids.
- Recognise symmetry in shapes and objects with a vertical line of symmetry

#### Position

- Describe position, direction and movement, including rotations of whole, half and quarter turns; clockwise and anti-clockwise.

#### Statistics

- Interpret and construct simple block diagrams.
- Interpret and construct simple pictograms (where one picture represents one or two items).
- Interpret simple tables.
- Solve problems involving counting the number of objects in categories and sorting the categories by quantity

## YEAR 2 SUBJECT OVERVIEW

	AUTUMN	SPRING	SUMMER
<b>SCIENCE</b>	-Materials: properties and uses -Living things in the environment	-Invertebrates	-Sound -Space
<b>HISTORY/ GEOGRAPHY</b>	-Who are we? -What do people celebrate around the world?	-Where does our food come from? -How have our houses changed over time?	-Would you rather live in the desert or in the tundra? -Who helps us?
<b>I.C.T.</b>	Using technology, Using the internet, Communicating and collaborating online, Creating and Publishing, Digital Media, Using Data, Programming and Control, Modelling and Simulations.		
<b>R.E.</b>	-Celebrations	-What is the Torah and why is it important to Jewish people?	-Visiting a place of worship
<b>CITIZENSHIP</b>	-Choices	-People who help us – nurses	-Developing our school grounds
<b>ART AND DESIGN TECHNOLOG Y</b>	-Picture this!	-Mother Nature, designer	-Vehicles -Puppets
<b>MUSIC</b>	-Ongoing skills -Percussion -Vocal repertoire	-Ongoing skills -Composers/history of music	-Ongoing skills -Review -Performing together
<b>P.E.</b>	-Games/Gymnastic/Dance activities	-Games/Gymnastic/Dance activities	-Games/Gymnastic/Dance activities

## **BEHAVIOUR MANAGEMENT POLICY**

At Southlands, we believe that setting high standards for behaviour is an integral part of creating a positive attitude to learning and raising attainment. Our behaviour policy is based on the principle of assertive discipline: individuals are in control of their actions and can choose to act and respond in certain ways; therefore they are responsible for their choices. We believe that all adults and children in school have:

- The right to be safe
- The right to learn
- The right to be treated with fairness and respect

### **What are our aims?**

At Southlands, we aim to:

- Strive to maintain a positive and supportive school environment, with students given recognition for high standards of behaviour and study habits.
- Ensure that all children are treated consistently. This means that there will not be variations in expectations between staff, and that the same standards of behaviour apply outside the class and within.
- Involve parents at an early stage if a child does not meet our expectations with regard to study habits or behaviour in order that we can take a joint approach to resolving any issues.
- Allow students the opportunity to make a fresh start once undesirable behaviour has been dealt with and resolved; not to judge a student by their previous behaviour.
- Listen to all points of view before making any judgement concerning undesirable behaviour.

### **What rules do we have in school?**

The three principle rules we have regarding behaviour are based on the three basic rights which we uphold. These are displayed around the school with appropriate examples and are regularly discussed and reinforced with students:

1. **Everyone in school has the right to be safe**  
We insist that children do not act in a physical way towards each other. We teach students that problems need to be resolved through discussion and agreement. Retaliation is not acceptable as a reason for a physical response, and the instigator will be dealt with.
2. **Everyone in school has the right to learn**  
We will not allow any student to disturb or interrupt the learning of others. Teachers also have the right to teach, and for these reasons, continual disturbances will not be tolerated.
3. **Everyone in school has the right to be treated with fairness and respect**  
We expect students to show respect to adults and towards other students, and be treated with respect in return. Adults and students should listen to the other person's point of view with respect. Students will always be given the opportunity to give their opinion, although this may not always happen immediately, depending on the circumstances.

### **How do we reinforce positive behaviour?**

As a staff, we believe that it is important not only to reward improved behaviour, but to recognise and reward those students who are always punctual, well-behaved and motivated. In order to encourage good behaviour and study habits, there are a series of informal and formal rewards. Special recognition may be given in a Key Stage Assembly, or in the Principal's Newsletter. In addition to this, prizes for competitions are awarded in special assemblies.

### **How do we deal with undesirable behaviour?**

However hard we try, there may be times when positive strategies are not sufficient to encourage

acceptable behaviour. Initially, students will be spoken to about their actions by their subject teacher or Class Teacher. For the vast majority of students, a quiet reminder is enough to solve the issue. Behaviour is seldom perfect one hundred per cent of the time, and most incidents can be addressed quickly and without any form of punishment.

### **LEARNING SUPPORT DEPARTMENT (Year 1 to Year 13)**

The Learning Support Department at Southlands School provides supplementary and complementary teaching for students who need additional help to reach their full potential. Support may be on an individual or group basis and may take place inside or outside the classroom. Students may be supported by the EAL (English as an Additional Language) team, the SEN (Special Educational Needs) team, or both. Parents are always welcome to make appointments to talk to the support staff about their child's progress. Children who received support (EAL or SEN) in the previous year may continue depending upon their progress throughout the course of the year.

#### **EAL TEAM**

When a student's difficulties are primarily due to English being an additional language, support may be provided by the EAL (English as an Additional Language) team. During EAL lessons students will have extra opportunities to practise reading, writing, listening and speaking in English. They will be helped to improve their vocabulary, grammar and sentence structure. The EAL teachers are:

Mrs Sonia Gray (EAL Coordinator, EAL Teacher for Senior School)

Mrs Simona Marturano-Gritton (EAL Teacher for Primary School)

#### **SEN TEAM**

When a student has difficulties that are not entirely due to limited knowledge of 2018, this will be discussed with the parents and the student may be assessed and supported by the SEN (Special Educational Needs) team. The nature of the support will depend on the exact needs of the child but may include help with phonics, handwriting, literacy, numeracy or study skills. The SEN teachers are:

Ms Chanita Watson (SEN Coordinator)

Mrs Caroline Thorp (SEN Teacher)

### **EXTRA CURRICULAR SERVICES (Reception – Year 13)**

We are pleased to inform you that the Morning Breakfast Club (07:30-08:50) and Homework Club (15:45-16:45) will be held this year. In addition, a wide selection of after school courses will commence, as always, in the Autumn term. Please ask in the office for further information.

### **PHYSICAL EDUCATION (Years 1-4)**

Starting in September your child will be doing gymnastics on the wooden floor in the gym. Please provide your child with gymnastics slippers (indoor use only) for hygiene and safety purposes. The slippers can be purchased in the Shop for your ease and convenience. An acceptable alternative would be for your child to remove his/her shoes and socks; children can slip quite easily if they remove only their shoes! The gym is well heated throughout the year. Your child's class teacher will inform you on which days gym and games will be held.

## 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.

	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	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

	leggings (not jeans or sportswear or leggings by themselves) Sensible black/blue shoes (no slip-on/backless styles or trainers)	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 towelling 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 authorization, 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.
- After an absence due to illness for more than 7 days, (weekend included) and following any contagious disease, Italian law requires that children are not to be re-admitted to school without a doctor's certificate, stating that the child is in good health again. Please send this on your child's first day back at school and give it to the Nurse or Office. If, for any reason, you do not have a certificate, please contact us.
- **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:

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

- E' 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.
- Dopo un periodo di assenza per malattia per più di 7 giorni (inclusi fine settimana) e dopo ogni malattia contagiosa, la legge italiana richiede che i bambini non possono essere riammessi a scuola senza un certificato medico, attestante che il bambino è in buona salute. Si prega di
  - inviare questo il primo giorno che il bambino torna a scuola e consegnarlo all'Infermiera o all'Office. Se, per qualsiasi motivo, non si dispone di un certificato, non esitate a contattarci.
  - 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 al 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>	<b>Tenere bambino/a a casa fino a .....</b>
<b>Febbre:</b>	non vi è febbre per 24 ore
<b>Naso che cola:</b>	scarica spessa di colore giallo o verde schiarisce
<b>Mal di gola:</b>	un medico determina la causa e che nessuna infezione da streptococco esiste e la gola è guarita
<b>Tosse:</b>	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
<b>Mal d'orecchio:</b>	un medico esamina le orecchie e raccomanda che il bambino torni a scuola, se non vi è stato <b>alcun dolore per 24 ore</b>
<b>Eruzione cutanea:</b>	un medico determina la causa e raccomanda che il bambino torni a scuola
<b>Occhi rossi o lacrimazione:</b>	occhi tornano normali o il bambino utilizza un farmaco prescritto da un medico per almeno 24 ore
<b>Mal di stomaco, diarrea:</b>	problema non esiste più e il bambino sta mangiando normalmente, senza sintomi di mal di stomaco o diarrea
<b>Pidocchi:</b>	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.



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