

CAMPION SCHOOL

Tomorrow begins today



THE HANDBOOK

for Pupils and Parents

Campion Senior School

2018/19

THE HANDBOOK FOR PUPILS AND PARENTS

Aims, Mission and Philosophy

In 1970, Champion was established with the following three Founding Aims:

*To achieve **academic excellence** for the English speaking community of Athens*

*To create a wholesome environment based on **moral values** to enable pupils to develop their characters and become responsible citizens in their respective communities*

*To engender and develop an **understanding and love for Greece** and for Greek ideals*

Although the world has changed radically since then, we believe that these three aims still hold good today and form the basis of our Mission:

Campion's purpose is to provide a first-class education for boys and girls aged between three and eighteen, fostering abilities both in the field of academic and general education, and in sporting activities and the performing arts. It is the school's intention to educate the whole person in the hope of developing responsible world citizens of good character. The school ultimately aims to prepare pupils for university education in Britain, North America and worldwide.

How we wish to achieve our aims and mission is contained in our Philosophy Statement:

To achieve its purpose, Champion possesses a challenging academic curriculum through which children are inspired to develop open and enquiring minds, and a rich extra-curricular programme in which every child is encouraged to participate. In the final years of school, hard work towards success in public examinations is considered important, as evidence of the performance of our pupils and as their passport for the future. The school believes, however, that there is more to education than this. Each pupil is treated as an individual and cared for within a supportive environment where both teachers and fellow pupils feel the responsibility for each other's general welfare, and where service to the community at large is considered essential.

We are delighted that our most recent ISI inspection in November 2015 recognises our success in achieving our mission, still staying loyal to our 3 founding aims, having achieved the top grade of “Excellent” in all 8 categories.

THE SCHOOL'S EXPECTATION

Campion's rules and regulations are designed to ensure appropriate behaviour, to promote healthy habits in the individual and to protect others from harm or hurt. These are positive qualities which each individual child should develop, and to assist this development, the following list of expectations attempts to define a framework for pupils to work within.

Campion School expects pupils:

- *to be truthful*
- *to express themselves accurately and without resorting to profane, abusive, or crude language*
- *to be punctual and meet obligations in a timely manner*
- *to adhere to the school's stated standards of appearance and dress*
- *to get sufficient sleep at night in order to stay well and wide awake during the day*
- *to do their own work and to give proper credit to materials or ideas that are not their own*
- *to avoid contact with non-prescribed drugs at all times and to refrain from using alcohol or tobacco on school premises and at school functions*
- *to refrain from sexually intimate behaviour*
- *to treat others with courtesy and respect*
- *to respect the property of others and to protect the property of the school*
- *to be participating and contributing members of the school community*
- *to help preserve the earth and our global environment*
- *to respect the school's aims, philosophy and ethos and to respect the beliefs and customs of others*

RULES AND PROCEDURES

In order to achieve a smooth running organisation in which all pupils know how to play their part and in which all are treated fairly, the codes of conduct, study and dress have been carefully designed and should be adhered to by all pupils at all times.

Child Protection

Our school is committed to the well-being and safeguarding of children. The safeguarding leads are Mrs Whitehead and Mr Henderson. Please speak with them directly if you have any concerns about a child's welfare.

PUPIL CODE OF CONDUCT

Attendance at school

- Arrive at school on time (by 8:50am) with all the necessary books and materials. Report to reception if you arrive late (after 9:10am).
- Bring a written note or ask your parents to telephone reception to explain why you are absent.
- Report to the Nurse if you are hurt or unwell.
- Remain within the designated bounds of the Senior School, and do not leave the premises before the end of school without permission from your Year Tutor or the Nurse.

Treatment of persons and property

- Be polite, respectful and helpful, and refrain from sexually intimate behaviour.
- Do not use obscene or insulting language, whether in English, Greek or any other language, to any member of the school community.
- ***Bullying – causing physical or emotional distress to any member of the community – is unacceptable under any circumstances.***
- Keep your possessions in your locker, and safeguard your valuables. The school does not accept any responsibility for personal possessions. Valuable items and money other than that required for the day should not be brought to school.
- Be honest with the property of others.

Personal behaviour

- Dress in the correct manner.
- **Switch off mobile phones** and personal music players inside the school building.
- Do not chew gum inside the school building.
- Do not bring to school non-prescription medicines, alcoholic drinks, smoking materials, or illegal or dangerous drugs.
- Where prescription medicines are required, they should be deposited with the school nurse, together with instructions for admission.

Safety

- In case of emergency, keep quiet, listen for instructions, and obey the emergency procedures.
- Do nothing which endangers the health or safety of others.

School environment

- While lessons (or examinations) are taking place, behave in such a way that these are not disturbed.
- Walk on the right of corridors and stairs, and do not run.
- Obey the rules for conduct before, during and at the conclusion of lessons which are displayed in the classroom.
- Food and drink may be consumed only in the canteen area or at the picnic benches in the upper playground.
- Place all litter in the bins provided. In particular, maintain the canteen in a clean and tidy state.
- You may use open ground floor classrooms during break and lunch, provided that no food or drink is brought into them, that nothing in them is removed or damaged, and that they are left clean and tidy.
- Use the toilets and changing rooms in a proper manner.
- Ball games are not allowed on the upper playground (The Quad).

School buses

All the school rules, where appropriate, apply to the school buses. In addition:

- Wear a seat belt at all times!!!
- Comply with the instructions of the bus monitor, who is in charge.
- Remain seated throughout the journey and until the bus has stopped and the door opened.
- Report damage immediately to the bus monitor.
- Do not wave or lean out of the windows.
- Do not consume food or drink, nor chew gum.
- Do not throw anything down in, or from, the bus.
- Do not speak to the driver.
- Do not obstruct the aisles.
- Do not use mobile phones or computers except with the permission of the bus monitor to listen to music.
- Music played through speakers is not allowed.
- Years 7 to 9 must produce written authorisation from a parent or guardian (to be given to the Transport Supervisor), to travel on a different bus or get off at a different stop. Years 10 to 13 must see the Transport Supervisor at morning break to obtain a pass.
- If a pupil wishes to use the late bus, they must sign up in the Transport Office at first break.

Travel To School By Car

Any parent dropping their Senior School child / children in the morning should do so by leaving their child at the main entrance to the Senior School by 8.50am. Cars should not pass down the “bus lanes”.

Always drive slowly on school grounds. Never attempt to drive through a group of pupils.

Afternoon Collection

- In the afternoons, pupils should be collected from the Senior School entrance at 3.30pm and cars should depart as quickly as possible. Parents should supervise their children closely as they move through the campus to their cars;
- Parents should not arrive on school campus before 3.15pm and are kindly requested not to gather in the school corridors or sit on benches located directly outside teaching rooms as this can have a negative impact on the teaching of classes.

Lost Property

- Any lost property is to be handed in immediately to the Nurse. Pupils are responsible for enquiring for lost items.
- Pupils must report any losses to their Year Tutor.
- Form Notices may be used in an attempt to track down lost articles.
- Whilst the school does not take responsibility for “valuable” items which are brought into school, wherever possible, the school will try to support locating the missing item.
- Unnamed, unclaimed articles are displayed at the end of each term and at the end of the school year any articles still unclaimed are given to a local charity.

CODE OF STUDY

Attendance at lessons

- Arrive at lessons on time and wait quietly in a single queue outside the room. At the start of afternoon lessons, you must be outside the classroom before the second bell.
- When your teacher is absent, you must turn up for the lesson as normal.
- You may only be excused from attending a lesson by the Nurse or your Year Tutor.

Homework

- It is the pupil's responsibility to write down their homework in their student planner.
- Complete all homework to the best of your ability and bring it to the lesson by the time specified. It is your responsibility to talk to the teacher if you foresee any problem with this.
- Where homework has been given while you were away, talk to your teacher if you would like an extension. Absence is no excuse for not knowing about, or not completing homework.
- Early in the school year, pupils should identify a "homework buddy", where upon absence, the homework buddy can be contacted to find out what the missed homework is.
- If there is a genuine reason for not completing homework, such as illness, you must bring a note from your parents to show to the teacher.
- When you have been absent, for whatever reason, it is your responsibility to find out what has been covered while you were away, and catch up on what you have missed.

UNIFORM AND DRESS

We believe that our school uniform helps children to feel that they ‘belong’ and encourages a sense of pride in their school. All pupils are expected to adhere to the uniform policy. Regular uniform checks are made and parents will be informed if their child’s dress is not appropriate. Pupils who are incorrectly dressed may be excluded from lessons.

Campion school uniform is now supplied by Marks & Spencer – Marinopoulos SA. Please find below the arrangements for ordering your uniform.

Uniform can be ordered either by:

1. Accessing the online ordering tool created by M&S- Marinopoulos SA
 - Please click on ‘uniform’ on the Campion School homepage
 - Click on the link www.m-suniforms.gr
 - Move the cursor to “Find your school” and then select “Campion School”

Once you have selected your preferred items you may then proceed to checkout. At this point you will be given the option:

- To collect from a store and pay either cash or via credit / debit card or
- To have the items couriered to your home and pay **cash** on delivery with a delivery charge of 5€.

The following stores may be chosen to collect your order:

- Gerakas: 151 Marathonos Avenue Tel: +30 210 665 4373
- Ermou St, Athens: 33-35 Ermou Street Athens Tel: +30 210 324 0675
- The Mall, Maroussi: 35 Andrea Papandreou Tel: +30 210 630 0294
- Glyfada 1: Vouliagmenis Avenue and 2 Antheon Street Tel: +30 210 963 0825

2. Over the phone

- Download the list of products you will find on the Marks and Spencers’ site
- Contact numbers to give your order:
 - 210 9898018 Mr Yiannis Dimoulis
 - 210 9898043 Mrs Kyriaki Mylona

About changing goods purchase or refunds:

M&S offers a 'goodwill' returns policy which gives you 30 days to return or exchange an item with a valid receipt. You can return or exchange an item to any of the above four M&S stores. For any clarification or questions you may contact Mr Yiannis Dimoulis or Mrs Kyriaki Mylona.

Please note that the store at Gerakas holds the supply of Campion uniform, so this is the best place to go to try on uniform for the correct size. Should uniform size be an issue, then please speak to the Marks and Spencer staff who should be able to advise further. More information regarding sizing can be found at <http://www.marksandspencer.com/c/size-guides>

WINTER: BOYS & GIRLS

Sweatshirt: Navy blue with Champion crest.

Shirt: White polo shirt with collar and Champion crest *or* a long-sleeved white shirt with collar, to be worn under the crested sweatshirt. A white embroidered T-Shirt is NOT acceptable in the senior school.

Trousers: Navy blue tailored trousers *or* Champion School navy blue tracksuit trousers, if preferred. Denim or jean-like material is not allowed.

Skirt: Girls might prefer a navy blue skirt.

Leggings: For girls: these are NOT allowed unless worn under a skirt. Leggings, if worn, should be black or navy blue.

Jacket: Navy blue or dark-coloured jacket for outdoor wear.

Footwear: dark-coloured shoes, sandals, boots or trainers; dark socks. High heels or platform soles are NOT allowed. For girls, dark or tan tights.

OPTIONAL SUMMER UNIFORM: BOYS & GIRLS; to be worn in hot weather

Sweatshirt: As above.

Shirt: white short-sleeved polo shirt with collar and Champion crest *or* a short-sleeved white shirt with collar to be worn under the crested sweatshirt.

Trousers: As above; Champion tracksuit short trousers or navy blue Bermuda shorts may be worn if preferred. Any other style of shorts is not allowed. Denim or jean-like material is not allowed.

Skirt: Girls might prefer a navy blue skirt.

Leggings: For girls: as above.

Footwear: As above.

Jewellery

- Jewellery should be discreet and not liable to cause either offence or injury.
- It may include: small earrings in the earlobes, a watch, a bracelet, a modest necklace and/or ring. Body piercings, apart from those intended for discreet earrings, are not allowed.

Appearance

- Pupils must be clean and smart.
- Clothing must be in reasonable condition, not dirty, frayed or torn. **All items should be named.**
- Boys must be clean-shaven and all pupils must have tidy hair. Styles involving hair extensions, dreadlocks, shaved heads etc. are not allowed.
- Nail varnish and make-up is not allowed in Lower School and, if worn, must be discreet in Middle School.
- Hats, sunglasses, hats, caps etc. and other accessories must not be worn indoors.

PE UNIFORM: BOYS & GIRLS

- All pupils must wear the compulsory grey and red PE uniform.
- Sports shoes or trainers, which are not the ones worn in the classroom
- PE Uniform must not be worn in class.
- House colour T-Shirts are needed for Sport Day

The Pastoral System

Each pupil is assigned to a form teacher who records attendance every morning at 9 am, and gives pupils essential information about the day's events, etc. In Years 7 – 9, the form teacher will inspect and sign each pupil's organiser on a weekly basis.

The work of the form teacher is supervised by the Year Tutor. In addition, the Year Tutor is responsible for activities within the Year Group, pupils' attendance and dress.

<u>Year Group</u>	<u>Year Tutor</u>
7	Ms Gargareta
8	Ms Zographou
9	Mrs Bodington
10 & 11 Pastoral	Mr Diamandouros
10 & 11 Academic	Mr Nitsche
12	Mrs Andrianaki
13	Ms Misirli

The work of the Year Tutors is supervised by the Head of Seniors and the Headmaster, who are also responsible for pupils' academic programmes and progress.

Nurse and Medical Records

Each pupil must have a current “Pupil Medical Health Form” on file at the school this should be updated at the beginning of Year 1, 4, 7 and 10. If a pupil's health situation has changed in any way (for example, a newly diagnosed condition, the need for medication), this should be reported to the nurse as soon as possible so that the health record can be amended and appropriate measures can be taken to assure the pupil's health and safety while in school.

If a pupil feels unwell or is injured during the school day, they must report to the nurse. Should it be deemed necessary, the nurse will inform the parents and appropriate action will be taken.

Pupils may leave class to go to the health office only for a serious issue. They may also visit the nurse during their free time or between classes. Please note that pupils should not contact their parents without consultation with the nurse.

Absences

All written communication regarding absence from school should be addressed to the Year Tutor and handed to the form teacher at registration.

In the event of an unforeseen absence (illness or otherwise), the pupil must bring an absence slip or an explanatory note to the form teacher on the following school day. An email to the Year Tutor is an acceptable alternative.

Year Tutors will attempt to telephone / email the parents of absent pupils. Parents may telephone Reception or the Year Tutor in the early morning to explain the reason for their child's absence. In such cases, an absence note is not normally required.

Homework

All classes will be set homework on a regular basis. Homework is recorded by the pupil in the organiser. Parents are invited to enter comments in it where appropriate and sign it on a weekly basis. Guidelines for the amount of time allotted to each subject in a given grade are contained in the relevant curriculum guide.

Reports

Reports are sent home at the following times:

- **Years 11 and 13:** report cards at the autumn and spring half-terms; written reports at the end of the autumn and spring terms. Mock exam grades are published at the Parents' Meeting following the exams.
- **All other Years:** report cards at the autumn half-term; and spring parents meeting, and the end of term in the spring term. Written reports are issued at the end of the autumn and summer terms, and an examination report is provided at the end of the summer term.

The grading system

Lower and Middle Schools

The letter grades used to denote level of achievement are as follows:

A	(Excellent)	C+	
A-		C	(Minimum acceptable standard)
B+		C-	(Below standard)
B	(Good)	D+	
B-		D	

Grades are based on the standard appropriate to the particular teaching group. The level of the set, or whether the group is one of mixed ability, is specified both on the Report Card and written reports. It should be noted, however, that in Years 10-11, where pupils are preparing for GCSE examinations, account is taken of the level of achievement appropriate to the exam being prepared for.

The number grades used to denote effort are 1 - 5 (1 represents exceptional effort), which are awarded for term's work only.

Upper School

All courses are graded on the IB Diploma scale of 1 to 7; this includes courses which do not attract such a grade in IB, such as Theory of Knowledge or PE. The grade represents actual achievement in that subject as follows:

7	Excellent	3	Mediocre
6	Very good	2	Poor
5	Good	1	Elementary
4	Satisfactory		

Parents' Meetings

Parents' Meetings to discuss pupils' progress are held on dates given on the calendar and usually run from 4.00pm – 6.00pm. You will receive an email to confirm the date and time of the meeting and a form that your child should complete in regard to the teachers to consult. If you are unable to attend the Parent-Teacher meeting for your child it may be possible to attend the meeting for a different year group. Please contact Mr Henderson to make the arrangement. In addition, special meetings and seminars to discuss the next stage in a pupil's career in school will be held from time to time, to which parents will be invited.

Depending on the surname of your child, to avoid too much congestion, you will be signposted to a suitable starting point.

Disciplinary Procedures

Classroom discipline is normally at the discretion of the teacher, who is free to design and apply corrective measures. When deemed appropriate a disciplinary incident may be passed on to the Head of Seniors who may refer the matter to the Headmaster. A system of lunchtime detention is in place for either work or behaviour related problems. Parents will be informed if a child is placed on detention three times for any of the above two categories and the pupil will be placed in after school detention if they reach four detentions in any one category. Pupils who have received a detention can have their total number of detentions reduced by one if they do not receive a detention during a certain time period. Year tutors can also apply sanctions for infractions of the dress code.

Other measures include daily report, suspension and exclusion from school. Inasmuch as it is a temporary exclusion, suspension is regarded as a symbolic gesture to warn a pupil that his or her behaviour is incompatible with membership of the school community. Suspension may be recommended by the Head of Seniors, but is the decision of the Headmaster. The Headmaster will consider exclusion in the event of repeated suspensions or of behaviour so deplorable as to endanger another member of the school community or the good name of the school.

Positive reinforcement

There is a system of merit awards in the Lower School which leads to the pupil gaining house points for five merits and a gift of a stationery item for ten merits. A merit can be awarded by a class teacher for a piece of work that is exceptional for the individual and can also be awarded for service to the school community. There are other means of rewarding meritorious work such as commendations, referrals and certificates.

Promotion

Promotion normally occurs at the end of an academic year. In rare cases, however, a pupil may be asked to repeat the year if it is felt to be in his or her best interests.

In years 10 and 11, credits count towards eventual graduation from Year 13. To achieve a credit in a subject in Year 10 or 11, a pupil must achieve a grade average of higher than C- over the academic year. Pupils are expected to achieve credits in all subjects: any pupil failing to gain credits in sufficient number to endanger future graduation will be referred to the Headmaster. Similarly, pupils with more than 15 absences in an academic year are regarded as having unsatisfactory attendance and will be referred to the Headmaster. Lateness is regarded as partial absence.

The Library

The library has a large lending section, a junior section, a reference section, and subscriptions to newspapers and magazines. There are computer workstations with a diverse selection of both reference and educational material and on-line facilities.

The library facilities are considered to be an extension of the classroom at Campion and pupils are expected to behave accordingly by engaging in activities directly related to research, study and/or leisure reading.

Borrowing: Years 7-9 may borrow up to 3 books
 Years 10-13 may borrow up to 6 books

Pupils may borrow books for two weeks and renew them for another two weeks. All books must be checked out at the counter and returned to the counter. Books returned after the date due will be fined at a daily rate. Library users who lose or damage a book must pay for the replacement of the book.

Photocopies and computer print-outs are available at a small charge.

Communication

The school has several ways of disseminating information, beginning with the School calendar, which is issued to all pupils in September. Event dates are also found on the front page of the Campion website. The school newsletter, sent electronically, covers major school events. Daily announcements are given in Form Notices, which are read out during registration. There are various noticeboards around the school to disseminate information.

The school website at www.campion.edu.gr provides pupils and parents with all necessary information for the smooth running of the school. Parents should therefore create a personal account by registering on the front page of the school website and consult the parents' page on a regular basis. In addition to all correspondence between the school and parents, form notices, parent-teacher meeting dates, extracurricular activity programmes and higher education information can be found on the parents' page. Please ensure that mail from the school does not go into your spam folder.

Please keep the school informed of your e-mail address and ensure that phone numbers and contact details are kept up to date.

Security

Visitors

Parents visiting the school should report to security at the entrance, park in the visitors' parking area and proceed to Reception. Friends of pupils are not allowed on the premises without the express permission of the Head of Seniors or the Headmaster. Permission will normally only be granted to past pupils for a limited amount of time, and attendance at lessons will not normally be permitted.

Emergency procedures

Medical emergencies

All persons requiring medical attention should be immediately reported to the Nurse who will evaluate the situation and determine what care is needed. If it is felt that the pupil should go home or needs emergency medical treatment, the Nurse will make every attempt to inform parents by telephone before taking the necessary action. ***Pupils must not make their own arrangements to leave school without the permission of the Nurse.***

Other emergencies

In the event of an emergency such as a fire, members of staff are responsible for the children they are supervising at the time. The order to evacuate will be the siren, which is the signal that the Evacuation Procedure is to take place immediately. In the case of an earthquake, pupils will remain under their desks until the tremors cease and then evacuate.

A copy of this procedure (below) is posted in each classroom.

Evacuation Procedure

If the Fire Alarm Rings:

- Do not panic.
- Close the windows.
- Leave the room in an orderly fashion.
- Leave the building by the nearest exit (towards the bus park if on B floor).
- Go to basketball court and line up in forms by year.

In the Event of an Earthquake:

- Get under the desk until the tremors cease.
- Leave the room in an orderly fashion.
- Leave the building by the nearest exit (towards the bus park if on B floor).
- Go to basketball court and line up in forms by year.

Emergency Procedures for School Closure

The following procedures hold in the event of an emergency closure of the school, e.g. for bad weather.

1. Telephones: As soon as a definite decision can be made, messages will be put on the answering machines. Please bear in mind that if cables are affected, the lines may not work.
2. Pupils travelling by school bus: Bus monitors will telephone all pupils on their routes. There may be occasions when buses will have started and are turned back en route. In this case, the buses will take the children back home. For this reason, please ensure that your child brings a house key to school each day.
3. A text message will be sent to parents and a notice placed on the school website
4. If pupils arrive at the school on a day when it is closed, parents will be contacted **wherever possible** and the pupils sent home by whatever means are available, as in paragraph 5 below.
5. There may be occasions when bad weather forces the closure of the school after pupils have arrived, usually because school buses would not be able to return to the premises at 3.30 pm. In this case, pupils will be sent back on their buses if they are available. If their bus is not available they may be assigned to a bus which will take them to a parent's place of work or as close as possible to their homes. Those pupils who use public transport will be allowed to leave and those whose parents collect them will telephone home to make arrangements or use taxis. No pupil will be allowed to leave the premises if they cannot give an assurance that they can arrive home. Please ensure that your son/daughter has a key to the house and clear instructions on where to go and whom to contact in the event of emergency closure happening during the school day.
6. Please note that the school comes under the jurisdiction of Pallini district for instructions issued by the Ministry regarding closure. This means that when the decision is made to close Pallini schools because of bad weather conditions, Campion will certainly be closed. For Greek speakers, news bulletins usually give up-to-date information about school closures.

School Activities

Pupils are encouraged to take part in extra-curricular activities, which may occur at lunchtime or after school hours. A late bus is available for after-school activities from Monday to Thursday. ***Pupils may not stay at school after normal hours if they are not involved in an organised activity.***

The “late bus” system 2018/19

The "late bus" provides transport from Pallini for Senior School pupils (years 7-13) staying after school for PE, drama, music, forensics and other extra-curricular activities. Late buses normally leave the school at 5:00 pm, but are occasionally scheduled later for major rehearsals, performances and matches.

Form Notices indicate when late buses have been organised. In the event of bad weather or other possible causes for late cancellation, pupils should check notice boards or with the staff in charge of activities.

Pupils who intend to use a late bus must write their names on the lists kept at reception by **the end of first break (10:45)** on the day that they are staying behind at school. If fewer than three pupils sign the late bus list, the bus may be cancelled. Pupils who are not signed up on the late bus list may not be permitted to board the bus.

The late buses **do not** take pupils to their normal bus stops. The two buses follow standard routes, as follows:

NORTH

(towards DIONYSSOS)

Leof. Marathonas (Pallini)
Leof. Gerakas (Geraka)
Anapafseos (Vrilissia)
Dimokratias (Melissia)
Odos Pendelis (Maroussi)
Leof. Kifissias (Maroussi)
Venizelou Eleftheriou (Nea Erithrea)
Leof. Thisseos (Ekali)

SOUTH

(towards GLYFADA – Ag. Konstantinos church)

Leof. Marathonas (Pallini)
Leof. Mesogion (Agia Paraskevi)
Ethniki Amyna (METRO) (Neo Psychico)
Vas. Sofias (Ambelokipi)
Vas. Konstantinou (Stadio)
Kallirois, Leof. Syngrou (Kallithea/Nea Smyrni)
Leof. Posidonios (Paleo Faliro)

Pupils are expected to be ready to board the late buses promptly by 5:00 pm or other scheduled departure time. **They advise the driver or bus monitor sufficiently early to allow the bus to stop safely as close as possible to the requested drop-off along the route, either to meet parents or guardians, or to make their own way home. It is the responsibility of pupils to get off the bus at an appropriate stop.**

The list of pupils using the bus is retained by the school. The school may exclude pupils from using the late bus if incidents of bad behaviour are reported. Pupils intending to use the late bus should be familiar with the system and clear about where they are to be dropped off before joining any after school extra-curricular activities.

School Trips

The school arranges various day and residential trips. When the whole year group is involved or the trip is a part of the educational requirement of the curriculum, it is regarded as compulsory.

Trips taking place within the school day do not normally require parental permission. In certain cases, however, parental permission will be sought in the form of a letter giving details of the proposed excursion, accompanied by a reply slip. This slip should be completed, signed and returned to the form teacher.

In the case of residential trips, a cost is levied to cover the expenses of the trip, and deposits which have been paid by pupils in order to secure a place on a trip are non-refundable. Parental permission will be sought and details of any relevant medical information and contact telephone numbers will be requested. In the event of an emergency, the member of staff in charge of the trip or the Head of Seniors will contact parents.

Parents will be informed of the itinerary of the trip by letter and on the website and pupils may be supplied with a set of specific expectations for their behaviour depending on the nature of the trip, based on the following general instructions:

For the duration of the trip, please make every effort to comply with the following:

- Be on time so as to avoid delaying others.
- During free time: remain within the areas designated by staff, in no less than groups of three, and return to meeting points at the agreed time.
- Respect the authority of the teachers who have given freely of their time to organise and supervise the trip.
- Alcohol, smoking and the possession of any object or substance which may harm others are, of course, not permitted.

When you are in the hotel:

- Behave quietly and courteously to other hotel guests and avoid disturbing them.
- Treat all hotel property with respect.
- Report any damage to hotel property at once.

Generally:

- Behave sensibly and considerately at all times so that the trip can be enjoyed by everyone.

Queries and Complaints

If you have a query about anything to do with your child whilst they are in school, please do not hesitate to contact their Class Teacher. If they cannot answer your questions then make an appointment to see the Year Tutor or Head of Seniors who will always meet with concerned parents in order to resolve difficulties. Should the matter not be resolved, you should follow the complaints procedure on the school website.

Parent Recreation Club (PRC)

The PRC meets once a month. Meetings are open to all parents and the dates of meetings will be announced via the school web site and e-mail. You can contact the PRC via the following email address:

prc@campion.edu.gr

The Parent Recreation Club is a vital source of support for our social events such as Halloween and International Day.

And finally.....

We hope you have found this handbook useful and ask that you retain it for reference over the year. We would very much value your comments highlighting what has been useful to you and what we have missed out so that we can make it even better next year.

