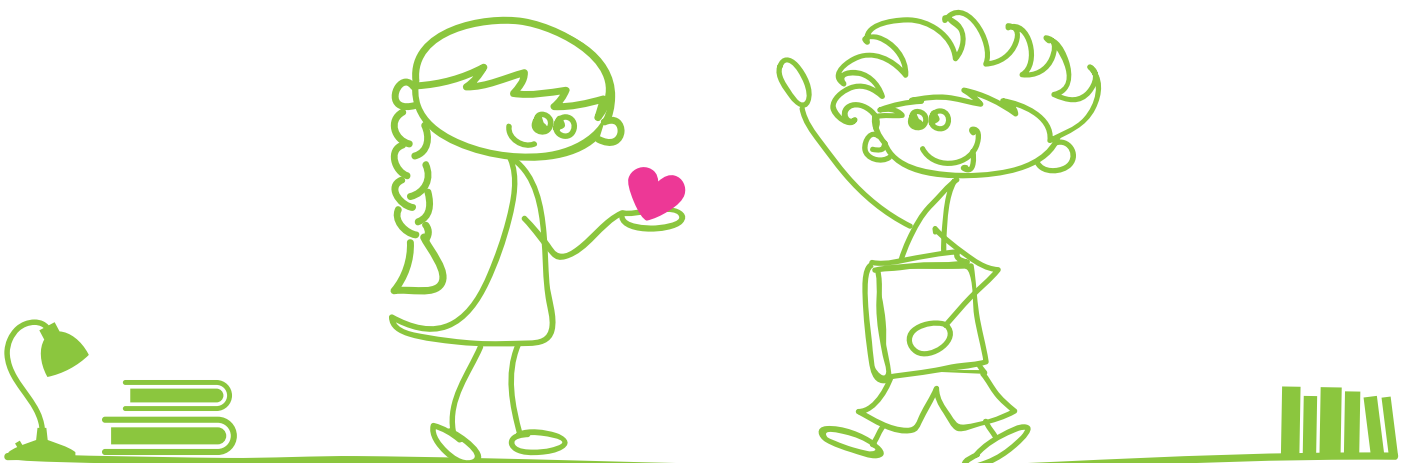


Des 



WELCOME TO YOUR NEW SCHOOL

HANDBOOK FOR PARENTS AND PUPILS



interactive european school
PRIVATE BILINGUAL PRIMARY SCHOOL

The school's regulations have been communicated in their entirety to the parents-guardians through:

the school handbook

the digital platform

individual forms on a case-by-case basis.

It is therefore considered a given that the parents-guardians have been informed in detail and the regulations are official and in effect.

DISCOVER THE
WORLD AND THE
PHILOSOPHY OF
YOUR SCHOOL!

DES 



Welcome to your new school

Our primary school is the newest member of the Des family and the natural outflow of my vision regarding the ideal educational experience. It is the embodiment of all I had envisioned, based on many years of study into international educational theory and practice and pedagogical research findings and how these compare to the reality of the Greek educational system.

Indeed, after having worked in the academic field for many years, I began to harbour serious concerns regarding the established educational system. These concerns were shared by our Des Nursery School parents, who pointed out that they had realised that, by moving onto a conventional educational system, their children were sadly losing most of the skills they had acquired at Des. However, the primary drivers behind my decision to establish this new school were, on the one hand, the experience of raising my own children and the quest for the 'ideal' school that they would have belonged to, in tandem with the insistent exhortations by the parents of our Des nursery children. These were the primary reasons behind my decision to go ahead with the foundation of the school, which I would have wished for my own children.

A school that taps into pupils' own interests, cultivates their emotional intelligence, nurtures their talents and, most of all, fosters organic learning. My vision for Des School is that learning is the natural result of our pupils' development and that it bears the distinctive hallmark of their unique character. This is why our symbol is the heart, a colourful beating heart, which stands for the uniqueness of each and every one of our pupils and which represents their cognitive and emotional development.

This guide to the coming year at school is designed to be your first port of call when you have a query or want to find out about the regular routines at our School. If you have further questions, please do not hesitate to get in touch with the School Office.

I hope that all our pupils and their families will enjoy the next school year with us.

Kind regards
Dr. Billie Konstantaras

DES 



Our philosophy	9
IB PYP	9a - 9β
Differentiated learning	10
Houses	11
Environmental education	12
Parents as partners	14-15
Parent teacher evenings, Home-school communication, School website	
Enrolments	16
Class arrangements & curriculum	17-19
Year group assemblies, Educational visits, The school library, Home learning, Curriculum, Punctuality	
Policy on School Bullying	21-22
School rules	23-24
School Uniform, Jewellery, Appearance, Electronic Devices	
Eating arrangements	25
Lunch break, Recess	
Tuition fees and payment schedule	27
Smooth running of the school	28-29
Sun protection, Medication, Head Lice	
Practicalities	30-31
Lost property, School bags & equipment, iPads, Toys and valuables, Birthdays, Visitors, National Holidays	
Travel arrangements	33-34
By school bus, By car, Changes to collection, Afternoon collection, Changes to transport arrangements	
Attendance	35
Attendance & absences Absence due to illness, Contact details	
GDPR	37-38
Special terms COVID-19	39
The Des team	40
Parent or guardian affidavits & consents	41-45

WHEN YOU LOVE
WHAT YOU DO
YOU DO IT WELL

Yes 

Our philosophy

We offer a balanced and challenging curriculum, which allows children to fully develop their unique potential, encourages their creativity, their appreciation of the arts, cultivates physical endeavour, as well as social and emotional skills.

We work closely with parents to jointly lay the foundations for and develop each pupil's unique aptitudes, character, self-esteem and potential, as well as their capacity to face any difficulties, within a safe, caring and supportive environment.

We provide opportunities for pupils to develop their leadership and teamwork skills, so that individual achievements are recognised, emulated and celebrated by the whole school community.

We promote the values of courtesy, mutual respect, self-respect and tolerance, irrespective of religion, ethnicity, gender or ability.

We extend pupils' understanding and active commitment to the wider local, national and international community.

We provide a broad and balanced curriculum that is taught creatively, developing their collaboration, independence and an investigative approach, at the same time setting high expectations regarding behaviour and effort.

We ensure that our pupils acquire a solid grounding in both the Greek as well as the English language, as well as develop strong skills in literacy, mathematics, foreign languages, arts and creativity, sports, ICT and music.



IB PYP

DES is an **IB World School** authorized to offer the **PYP programme**.

The **primary years programme (PYP)**:

Is designed for students aged 3 to 12. It focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. It is a framework guided by six transdisciplinary themes of global significance, explored using knowledge and skills derived from six subject areas, as well as transdisciplinary skills, with a powerful emphasis on inquiry.



The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. IB students embrace their own cultures and are open and responsive to other cultures and views. They are fully engaged, ever curious learners for life.

IB Profiles

The aim of all IB programmes is to develop internationally minded people who, recognising their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. At DES we reinforce those attributes in each IB Unit, guiding the students to go beyond academic success and learn to respect the world and those around them. At the heart of all our programmes is the IB Learner Profile. The Learner Profile is the IB mission statement in action and provides a set of learning behaviours which aims to inspire, motivate and focus students, teachers and the entire IB School community, uniting them in a common purpose. As IB learners, we strive to be:

Inquirers

Communicators

Knowledgeable

Thinkers

Principled

Open-minded

Caring

Risk-takers

Balanced

Reflective

Measuring outcomes

To measure what students have learned and to monitor their progress, IB teachers use a range of assessment strategies including formative assessments that provide ongoing feedback that can be used by instructors and summative assessments which provide insight on the overall knowledge students have gained throughout the units.

«We welcome you to become...an IB student!»

Differentiated learning

Each child at Des is valued as a unique individual

Having at the core of our philosophy the multiple intelligences, we recognise that all children have individual needs and school experiences are planned to ensure the necessary differentiated provision to achieve the child's fullest potential.

This includes provision for children who demonstrate that they have exceptional ability in one or more areas of the curriculum, whether this be in academic studies, playing a musical instrument, the arts or a sporting talent.

In particular, we are keen that children begin to acquire skills which will develop them as lifelong learners, cultivating their autonomy and love of learning. Information and Communication Technology plays a vital role in teaching and learning through the use of interactive whiteboards, iPads, the Internet, word processing and data handling, to name but a few.

For this reason, pupils receive Coding lessons (Hour of Code) from as early as Year 1.

We differentiate instruction in the classroom, by offering:

- personal-learning plans
- small-group instruction
- guided practice and enquiry-based teaching, with the teacher as facilitator
- organising our curriculum into topics, thus promoting discovery learning where the pupils themselves explore the resources of each educational topic

E.E. S.T.E.A.M @Des

Exploring English through Science, Technology, Engineering, Arts and Maths

Science

Science is knowledge and a systematic effort to obtain it through observation and experimentation through a combination with logic and reasoning.

Technology

Technology is a collection of techniques, aptitudes, methodology and processes used in the production of goods, services and attainment of goals, such as scientific research. Technology can be implemented in machines that can function without detailed knowledge as to their function.



Engineering

Engineering is an art and a profession that is enforced through discipline and scientific theory for the design and development of technological solutions. These aim at the concoction of innovations, design, construction and maintenance, research and the improvement of structures, tools, systems, parts, materials and new modes of function

Arts

Transformative learning through art.

Mathematics

The systematic study and knowledge of learning numbers, structures, space and how these are transformed and are codependent.

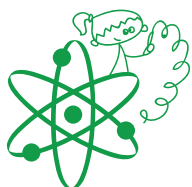
We offer differentiated learning activities to our students through:

- the creation of individual learning plans
- opportunities to practise under the teacher's guidance
- the organisation of the curriculum in thematic units, which promote the exploration of knowledge by the students themselves

Houses

The educational rationale underpinning the House system consists in the promotion of educational and broader pedagogical goals. It aims at instilling a love of learning, appropriate interpersonal and intrapersonal models of behaviour, as well as the socialisation of students. Fostering collaboration, responsibility, engendering group loyalty and social and emotional learning are the primary characteristics of the House system. The development of students' capacity for collaboration, teamwork, loyalty and team spirit, self-confidence, self-discipline and sustained effort for the attainment of goals in the framework of inter-house sporting and academic competitions, directly correlate with the promotion of interpersonal, intrapersonal, bodily-kinaesthetic intelligence and naturalistic intelligence.





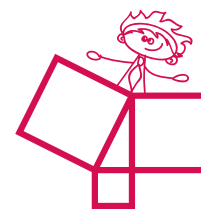
ΔΗΜΟΚΡΙΤΟΣ

«Delta is for Democritus,
All is Atoms»
Colour: **Green**



ΘΑΛΗΣ

«Theta is for Thales.
All is Water»
Colour: **Blue**



ΠΥΘΑΓΟΡΑΣ

«Pi is for Pythagoras,
All is Maths»
Colour: **Red**

Houses serve the broader pedagogical purpose of cultivating appropriate behaviour patterns, consistent with goal-driven and collaborative conduct. It promotes a love of learning, responsibility, collaboration, teamwork, effort and ethos among pupils. It integrates the values and pedagogy of the Multiple Intelligences theory, which constitutes the cornerstone of our educational philosophy here at Des.

All pupils are allocated randomly to one of our three Houses, after the class lists have been finalised at the start of the school year, with a draw. Pupils remain in the same House throughout their primary schooling. Pupils need to purchase their House t-shirt for participation in sporting events.

House points are awarded in recognition of examples of outstanding ethos and conduct, of academic and sporting achievements, of environmental and innovative actions and exemplary behaviour. They are foremost rewarded in recognition of effort and love of learning, regardless of the student's particular academic attainments. House points are awarded on the basis of the following criteria: collaboration & teamwork, active participation & enthusiasm, sustained effort, progress, courtesy, following school rules, leadership ability.

Environmental education

At Des, we believe in an educational philosophy that will enable our students to understand, assess and critically evaluate the social, economic and political repercussions of environmental problems and to actively adopt the concept of sustainability. We strive to foster their love and care for the natural world surrounding them.

Environmental Education aims to complement the academic subjects taught at school. It constitutes the foremost opportunity for students to become directly involved with critical environmental issues, gaining hands-on experience around the global issues that humanity is called upon to face. Our students and citizens of tomorrow learn to cultivate specific values, critical awareness and collective decision-making capabilities, in order to be able to successfully tackle the environmental challenges posed by today's world.

Our purpose is to foster the ethos of environmental protection among pupils, so that they gradually enhance their naturalistic intelligence and cultivate positive personality traits such as responsibility, teamwork, collaboration, empathy and the sustainable use of natural resources. At the same time, our environmental education programme also fosters an array of pedagogical and learning objectives, as children are introduced, from as early as their first years of schooling, to the concepts of ecosystem, economy, production, sustainability and entrepreneurship. Pupils undertake symbolic environmental protection and awareness-raising activities, such as a small-scale reforestation, gardening activities, as well as a beach clean-up activity (Varkiza beach).

Our animals

Within School grounds there are a number of farm animals (chickens, sheep, donkeys and other animals) the care of which has been entrusted to the Houses into which the student body is organised. Their routine health checks, vaccinations and official health certificates are issued by the veterinarian Mr. Nikos Dimitriou (76 Kalyvion Avenue, 19010 Lagonisi/Tel. 2291079904/dvm_nikos@yahoo.com).

Parental consent to children taking care of the farm animals is implied upon registration and is also attested upon signature of the relevant consent form attached herein under the Annex.

Our environment

Pupils' environmental awareness is further enhanced through the creation of the School greenhouse, under the supervision of our Associate Agronomist, Ms Zoe Ioannidou, where we grow vegetables and herbs, our compost pile, recycling bins for different materials and our pristine school grounds, which provide pupils with the opportunity to record the region's endemic flora.

Volunteering

Our school is committed to environmental protection and, as such, provides the platform for an array of volunteering initiatives, with the participation of our pupils as well as our parents.



Parents as partners

The school makes all educational resources available on its website, which is constantly updated and includes information on all school activities, as well as on pupil progress etc. (Instructions on how to access the parent blog will be provided in September). We aim to keep you fully informed about school life and your child's progress. This is achieved through a combination of written briefings, meetings and consultations with teachers.

The class platform and calendar on our school website also constitute important channels of communication.

Parents volunteering 4Des

Parents participate actively in their children's school. Our volunteer-parents are chosen after having expressed an interest in being actively involved in the life of the School. The volunteer-parents organize the procedure of choosing new volunteers. They take an active role in the organisation of specific School events, working alongside School staff.

Des academy 4parents

Talks and presentations are regularly organized at the school by specialists in their field, on issues ranging from education, child-raising, child development and psychology, as well as a plethora of other concerns faced by parents today, thus supporting parents' efforts to bring up happy children!

Parent teacher evenings

These take place at regular intervals. Reports are given once per term (every three months). At these meetings you will be able to book an appointment to speak to your child's Class Teacher and the Specialist Teachers.

Pupils will receive written progress reports at the end of each school term. Children are not allowed on the premises during parent teacher evenings.

Home-school communication

Permission slips and other letters addressed to you, will be posted on the Parent Blog or sent home in your child's communication folder or via email, every evening.

Parent Blog

Please refer daily to the school's Parent Blog: parentblogdeschool.eu as well as to our Facebook page. In the Parent Blog you will be able to read all our updates, schedules, and news. Finally, please pay attention to the Agreement between parents or guardians & Primary school, which is an integral part of our communication policy with the parents (pg. 40-43).



In order to facilitate your communication with our School, we have prepared a list of the appropriate to your request contact persons and communication channels.

01 Absence and/or change to school bus schedule			
Transport Office	10:30- 13:30	210 8979582 transport@deschool.eu	
02 Educational progress of your child			
School Office	10:30- 13:30	<p>210 965 6691</p> <p>dimotiko@deschool.eu</p> <p>finance@deschool.eu (only for financial matters)</p>	
Schedule a meeting with: a. the class teacher b. the Educational Leader c. the school principals			
03 Day-to-day matters			
04 Second elective language, teaching materials, books			
05 Financial matters			
06 Emotional matters & pupil conduct			
07 Parent blog, coding, i-pad, osmo			
08 Diet, physical education & physical fitness			

Appointments with Dr Billie Konstantara are only scheduled following an initial contact with the appropriate to your request contact person, as specified above.



Enrollment – Students’ Attendance

Enrollment

Students that have been accepted according to the current student evaluation process are enrolled in year 1 of Primary School.

In the following year levels, a limited number of students from other schools may be admitted, in accordance with the current student evaluation process.

Student Performance

Students’ performance is monitored by the responsible teachers, through evaluations which are carried out regularly, in the context of the school programme.

Characterization of behaviour

Behavioural disorders are a matter of cooperation between teachers and parents in order to deal with the issue in the best possible pedagogical way. The change of the student’s environment is a pedagogical proposal in order to face the issue and is done with the agreement of the pedagogical leaders when it comes to a change of class or with the parents’ consent when it comes to a change of school.

The decision to not re-enrol or to remove a student during the school year is permitted, in accordance with paragraph 2 of article 7 of the law 4713/2020:

- Due to non-full payment of the tuition fees of two school year.

Requirements for enrollment in year 1

- A. Birth certificate, from the Municipality, for the student’s enrolment in the relevant records, issued in the last three months before the enrolment that indicates in writing and in numbers the date of birth.
- B. Medical Health Form (provided by the school)
- C. Individual Student Health Form (provided by the school)
- D. Certificate of attendance from the Kindergarten

Student’s transfer

The transfer of primary school students is permitted at the request of the student’s parents.

Activities and curriculum

Educational visits

The children's participation in educational visits requires the completion and signature of the parental consent form that you will receive.

These are an integral part of learning and are planned in conjunction with the particular topic being studied to give children access to resources and experiences that we cannot reproduce at school.

The school library

The Library is open during break times for pupils who wish to read. Every class visits the library regularly, in order to borrow books for home use. Please encourage your child to take good care of his/her library books and to comply with the Library Rules regarding the safekeeping and prompt return of library books.

The Tree- House Library

At DES, we love reading and inspiration! This is why we have found the ideal way to bring the two together, by creating our very own lending library – in a Tree- House Library! Each child wishing to register must bring a book for the Tree- House Library, whereupon s/he will then be able to borrow another book and to read it in the snug surroundings of the Tree- House Library. Reading in the calm and magical book house allows children to tap into their imagination and to fully appreciate the books they are reading. Children are the librarians of the Tree- House Library and they are responsible for the operation of the lending library. For us, the experience of literary appreciation is an integral one, which incorporates learning to actively take responsibility for and to develop a love of books, reading and literature.



Home learning

It is necessary for children to learn to master the skills of concentration and self-organization. For this reason, the homework which is set is specifically Designed to enable pupils to revise and consolidate what they have learnt during the preceding week, whilst being enjoyable at the same time!

Parents should make sure that children complete their homework in an area without distractions. Children should also be encouraged to take responsibility for their own work and complete it independently. It is important to praise children for good effort. Parents are encouraged to let the teacher know if their child has tried particularly hard on a piece of home learning, as it is important for us to know this. Teachers are able to provide differentiated homework for children who are absent for a prolonged period during term time.

The purpose of home learning is to:

- provide an opportunity for pupils to develop autonomous study skills, following the model of task-based and enquiry-based learning
- enable pupils to revise and consolidate specific skills, concepts and educational material
- allow pupils to tap into their creativity
- exploit resources for learning of all kinds at home and extend school learning e.g. through additional reading
- encourage pupils to develop the confidence and self-discipline needed to study with increasing independence

Homework assignments provide a platform for sharing with parents, on a week by week basis, what children have been learning at school

Curriculum

All subjects are taught through a topic-based and cross-curricular approach to learning. All our pupils are also taught the S.T.E.A.M. disciplines (Science, Technology, Engineering, Arts and Mathematics) and discover knowledge through enquiry-based and task-based learning, as well as participating in real-life simulations.



Each lesson is taught by a specialized teacher and the weekly programme of each year level includes:

- music lessons
- art lessons
- foreign language lessons

there is a choice between French, German, Spanish and Italian

- philosophy lessons
- social and emotional learning lessons
- sports lessons

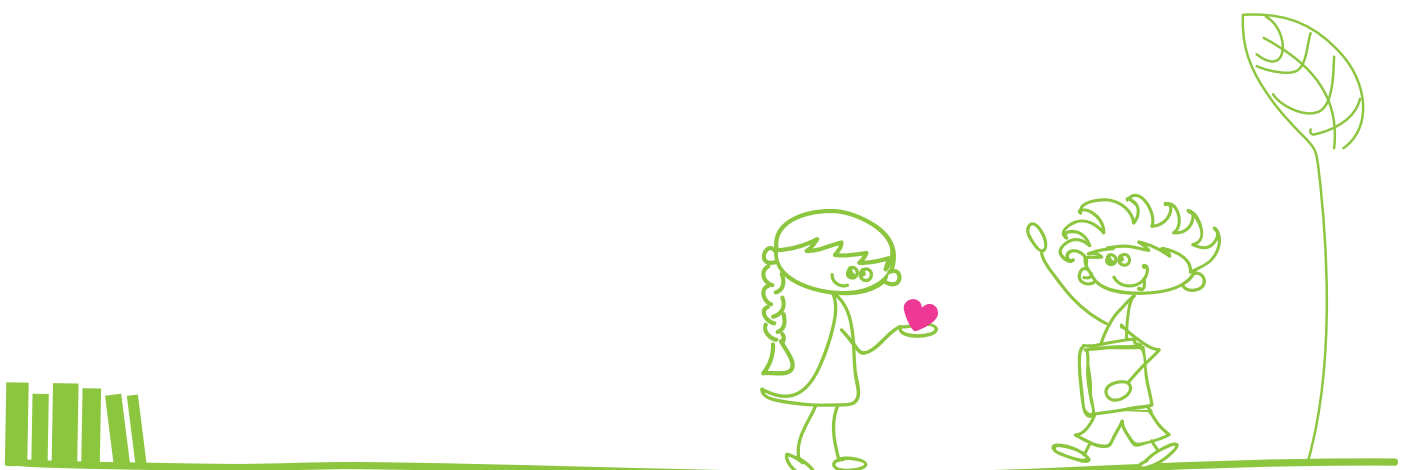
- yoga lessons

After School Clubs (optional):

- tennis, tae kwo do, gymnastics, English football, basketball, taught by experienced teachers
- STEM, Cinema, Theatrical Studies
- Chinese
- Rhetoric, Literary Workshop

Punctuality

Punctuality is most important and parental support in maintaining this is greatly appreciated. When arriving late the child must be signed in at the school office by the adult bringing them to school. Please help your child by ensuring they arrive at school on time. This enables them to settle into their class in order to prepare for planned activities and learn about the timetable for the day.



CHILDREN
LEARN WITHIN
A SAFE &
SUPPORTIVE
ENVIRONMENT

DeS 

Policy on School Bullying

“School bullying is a form of youth delinquency that appears in many countries around the world. It refers to the use of violence or intimidation among students or peers with the intention of causing fear, pain, or distress.

Bullying may take several forms: verbal bullying (mockery, discrimination, humiliating comments), social bullying (spreading rumors, damaging personal belongings, exclusion from the group), physical bullying (hitting, pushing, kicking), and cyberbullying (harassment or blackmail through the internet, email, or mobile phone messages).

Main characteristics of school bullying include:

- Intent by the perpetrator to harm or cause distress to the targeted student
- Often a lack of justification for the behavior
- Repetition of the behavior over time
- A sense of satisfaction experienced by the perpetrator as a result of the victim’s distress.”

Official definition – Wikipedia

At our school, every effort is made to prevent and avoid such incidents. Through continuous supervision of students, daily guidance, and the establishment of clear rules regarding acceptable behavior, students become aware of appropriate boundaries and conduct.

Our programme includes lessons in social and emotional learning, as well as initiatives such as the Peers System and Houses, which provide daily opportunities for students to build healthy relationships with students from other classes. These initiatives help students develop social skills and a strong sense of belonging within the wider school community.

Furthermore, the multicultural environment of the school, the respectful acceptance of different cultures, and the various educational programs addressing diversity help cultivate tolerance, respect, acceptance, and solidarity among our students.

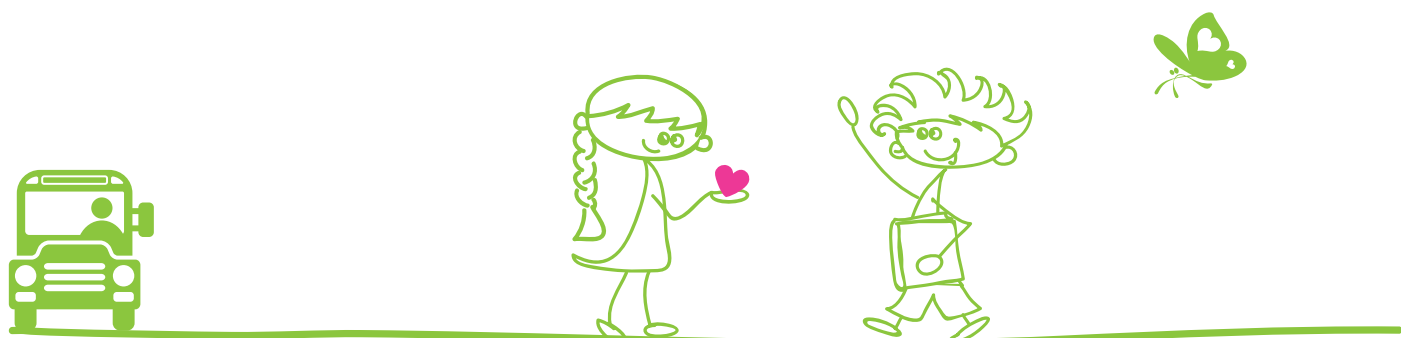
Any form of inappropriate or violent behavior is strictly prohibited in our school.

The handling of any such incident involves a series of actions that may be implemented either simultaneously or progressively, depending on the circumstances and the nature of the behavior:



- Reprimand of the student(s) involved
- Application of appropriate consequences
- Communication with parents/guardians
- Implementation of a behavior improvement plan
- Removal from the school environment (if bullying is verified and documented, following a decision by the Teachers' Council)

Parents and students should also be aware that not every unpleasant behavior automatically constitutes bullying. While it is our intention to investigate and address any concerning situation, incidents such as teasing between children, disagreements, or overly rough play—although treated as issues requiring resolution and addressed through the actions mentioned above—are not necessarily classified as bullying.



School rules

We expect pupils

- to treat others with courtesy and respect
- to respect the property of others and to protect the property and premises of the school
- to be truthful
- to be punctual and meet obligations promptly
- to respect the environment, both locally and globally
- to respect the beliefs and customs of others
- to adhere to the school's uniform policy
- in case a student does not adhere to the school rules and inappropriate behavior is observed, that student will be immediately picked up by their parents

Expectations in the playground

- to play carefully, respecting others' space and safety
- to use only the designated areas
- never to play in the toilets
- To use the litter bins provided
- to report any incident that has caused them concern or agitation to the staff on duty or to their class teacher
- not to approach the enclosure where the animals are kept, unless accompanied by a teacher
- Damages caused to the school grounds due to a disregard of the rules will be charged to those at fault



School uniform

The official school uniform is mandatory on formal occasions such as the eve of national holidays, visits of students out of school and on all other holiday events and occasions. 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.

Free Friday

On the last Friday of every month, pupils are allowed to come in wearing the clothes of their choice, thus allowing them to give free rein to their creativity! However, if they have a sports lesson on that day they should come dressed in their sports gear. On all other days, as well as during school visits and events, wearing the School uniform is mandatory.

Jewellery

For health and safety reasons, jewellery is not to be worn in school with the exception of inexpensive watches (for which pupils are responsible). Pupils with pierced ears are allowed to wear studs only.

Electronic Devices

For safety reasons and protection of personal data and in accordance with the applicable laws, electronic data recorders (smartphones, smartwatches, etc.) and recording devices (iPods) etc. are not permitted in the school.

Appearance

No make-up or nail varnish should be worn in school.



Eating Arrangements

The school makes every effort to encourage children to eat healthily.

Lunch break

Any parent who wishes may personally take care of their child's meals. It is not possible to heat food at school. Packed lunches must be stored and transported in suitable containers (glass containers are not allowed). Hot beverages and fizzy drinks are also not allowed. Sweets and chocolates must not be consumed on school grounds.

Recess

Children are encouraged to bring a healthy snack to school for recess. Our head of sports recommends that pupils bring a piece of fruit and a healthy option such as a low-sugar cereal bar. Children are allowed to eat during all three break times. Sweets, chocolates, crisps and various types of puff pastry are not allowed. In addition, for safety reasons, we ask that you do not send grapes, cherries or nuts.



EVERY CHILD
LEARNS IN ITS
OWN WAY
AND IN ITS
OWN TIME

Des 

Tuition fees and payment schedule

School fees are payable by deposit and thereafter by three termly instalments. The deadline for payment of the first instalment is September 5th, the second due date is December 5th and the third and final instalment payment due date is February 5th. Interest is added for each day of delay of payment of the instalment. Tuition fees are calculated on an annual basis and refer to the overall attendance of the child. The child's absence from school for any reason does not entail a deduction of the agreed tuition fees or justify a reduction of the tuition fees. No discounts are provided due to absence. In the event you wish to withdraw your child, written notice must be provided two months in advance. Under no circumstances are the fees to be refunded. The down payment amount is not refundable after the byway of three days from its deposit. In the event you are in arrears with the payment of the school fees, the school reserves the right to discontinue its services, such as transport to and from school, catering services and access to the online educational platform. In accordance with the law number 4713, in case of non-full payment of the tuition fees of two school years, the school reserves the right not to re-enrol the pupil.



Smooth running of the school

Parents and guardians are requested to encourage their children, who are pupils at this school, to comply with the following:

- conduct themselves in a manner which is considerate to their own safety and the safety of others
- observe all the safety rules of the school and in particular the instructions staff give in an emergency
- to treat all school premises and equipment with respect

The school reserves the right not to re-enrol or to remove a pupil in the event of disciplinary misconduct or violation of the school's rules, following a confirmation and decision of the teacher's association, in accordance with the law number 4713.

We are always mindful of our legal duties with regard to health & safety, and follow specific guidelines to ensure that all children and adults in school are made aware of legislation and responsibility with regard to safe practices and procedures. Parents are requested to comply with these practices at all times to help ensure that the whole school site is maintained as a safe environment.

Many members of staff are trained as First Aiders and parents are notified of any injuries suffered by a child during their school day.

During school hours, parents should not approach children in the playground or any other area of the school to discuss behavioural issues. If you have a concern, please contact the school leadership team.

Sun protection

We encourage children to protect themselves from the harmful effects of the sun, especially during summer months. Please send your child into school with a named sunhat. This will be kept in his locker in the classroom for use on sunny days.

Please also apply sunscreen on your child before school.



Medication

Children are not allowed to bring any form of medication to the school. In the event that the administration of a medicinal product is exceptionally required, parents should present it to the school with their written approval for its administration and with written instructions on the dosage and the indication of the person to administer it. In the school pharmacy there are pharmaceutical and herbal products for abrasions and bites used in cases of superficial bites or wounds (octenisept, fenistil, fusidin, first aid butter, gel with arnica). In order to administer them, it is necessary to complete and present to the school the printed consent form that you will find at the back of the handbook.

You must keep the school up to date with all health issues. The school office should be notified immediately of cases of infectious disease or skin conditions. In the event of your child being unwell during the day, we will contact you to come and collect him. Parents must notify the school of any medical conditions of their child, upon registration. These include, but are not restricted to, food allergies, diabetes, epilepsy, respiratory or heart conditions, surgeries or any other medical condition. In any event, the school does not undertake responsibility for treating the symptoms of any medical condition. The school solely undertakes to notify parents and call the competent medical authorities in a timely manner. The School must also be notified of any emotional difficulties relating to specific circumstances, even if these are temporary. Failure to inform the school of these conditions poses a serious threat to your child's health.

Head Lice

Please check your child's hair regularly for lice eggs. If your child has head lice please take immediate action (therapy and cleaning) before the child returns to school. The school needs to be informed so that we can notify other parents of children in the same class.

You should provide the school office with a duly completed student health information form and health record upon registration.



Practicalities

Lost property

It is essential that every item of your child's clothing and equipment (school bag, lunchbox, water bottle etc.) is clearly named. The school does not bear any liability in the event of loss of personal items. You will be notified regarding any forgotten items left at the School by email.

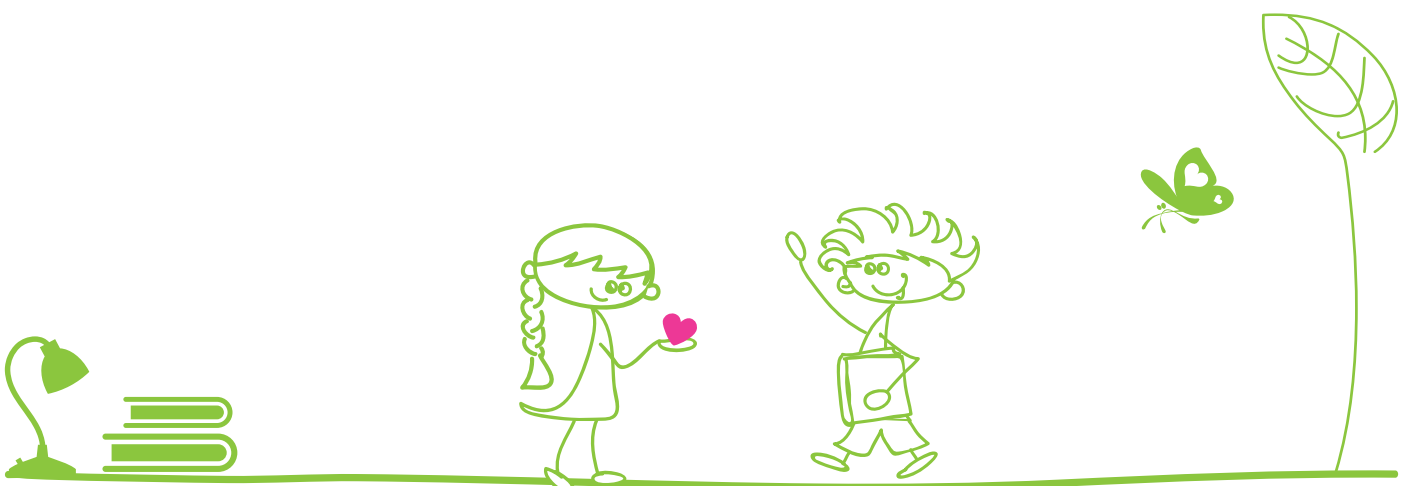
School bags and equipment

Each pupil has his own locker with its own key. Pupils keep their school bag and school equipment stored in their lockers from Monday to Friday. School bags remain at school during the week and are only brought home on Friday afternoon. For this reason, oversized bags are unsuitable and are not allowed, as these do not fit in the lockers. A bag large enough to hold folders and books slightly larger than A4 should be sufficient. School bags are purchased from the School. They have been specially designed to be of a suitable size and design for children and they are available at a specially discounted price. Further details regarding mandatory school equipment are provided upon registration. On a daily basis, children only take home the folder provided by the school, in which we will send you any permission slips or school letters. Mandatory school equipment pupils must bring

- an appropriate lunch box to store their food
- a water-bottle, which they can easily refill at school
- The necessary equipment, in accordance with the needs of the lesson (applies to art, music and sport electives)
- musical instruments
- sports gear (details provided upon registration)

iPad

Each pupil must also bring an iPad, along with its charger. The iPad must be in good working order and with a working operating system installed. iPads are kept at the School. Pupils are allowed to take them home solely following a prior arrangement with the parent/guardian and on condition that the School does not require to install/update any software. They must be returned to the School on Monday



morning and the relevant form must be duly signed by the pupil's parent or guardian every time an iPad is taken home and/or returned to the School.

In the event they delay in returning the iPad, the teaching staff is not liable for any delays in the installation of educational software or for their smooth running. iPads are only used in coding lessons and in any other lessons where the teacher deems them appropriate. The use of the iPad is solely for academic purposes and thus its contents and apps must be installed and checked by the teacher responsible for their use. iPads are not allowed to contain logistics and applications that are not for academic content. In case it is observed that their contents are not appropriate they will be deleted.

Toys and valuables

Children are not allowed to bring in toys unless a specific request is made by the teacher. Please note that electronic games and mobile telephones are not allowed in school or on the school bus. Whilst we endeavour to look after items which children bring into class to support learning, we cannot accept responsibility for any loss or damage incurred to toys or valuables brought to school for reasons unrelated to educational activities.

Birthdays

You may send individual cupcakes to celebrate birthdays. This is to ensure the smooth running of the School timetable and to foster healthy eating habits among our pupils. Should you so wish to give party invitations to your child's classmates, class teachers will hand out your birthday party invitations, on condition that every member of the class is to receive one. If you decide to have a smaller party, you will need to contact parents yourself. Please bear in mind how hurtful it may be for only one or two children in a class to be excluded from a party.

The School does not provide lists with the contact details of parents of each class or year group.

Visitors

Perimeter gates to the school site are locked throughout the school day. Visitors to the school (including parents) must enter the school via the main entrance and write their name in the visitor's book if they are remaining on the premises. This is an important requirement in the event of an emergency evacuation. Visitors will also be given a visitor's badge, which they should wear whilst on site and return prior to their departure.

National Holidays

The school will remain closed or follow a part-time schedule during national holidays, according to the circular of the Ministry of Education.

PLAY IS
THE HIGHEST
FORM OF
RESEARCH

DeS 

Travel arrangements

By school bus

Please always be at the bus stop on time. For reasons of safety and conformity with timetable constraints, the school bus will not wait for pupils who arrive late. While in the school bus, pupils should remain seated at all times with their seat-belts properly fastened.

Pupils should comply with the following:

- pupils should not turn round and lean over the back of seats to talk to those behind;
- pupils should not consume food or drink or chew gum in the school bus;
- pupils should not sit sideways with feet in the aisle;
- electronic games and mobile phones are not permitted on the bus.

By car

Primary School parents should drop off and collect pupils at the main entrance.

A security officer is posted at the School gate. In the afternoon children will be held in a designated classroom until collected by their parents.

When dropping off your child/children in the morning please drive slowly up the driveway. You should keep below 30 km/hour from when you first start driving up the hill and you should remain behind any buses. Do not attempt to cut in front of buses or cross behind them. If you exit by the main gate, give way to incoming vehicles.

Changes to collection

On the rare occasion that you may need to collect your child before the end of the school day, you should inform the School Office by 13.30pm. Our Staff will bring your child to you at the main gate. Class Teachers will not release a child unless they are handed a leave pass from the School Office. This is to ensure that we keep track of children on the premises in the event of an emergency and also to ensure that any necessary changes are made to school bus lists.



Afternoon collection

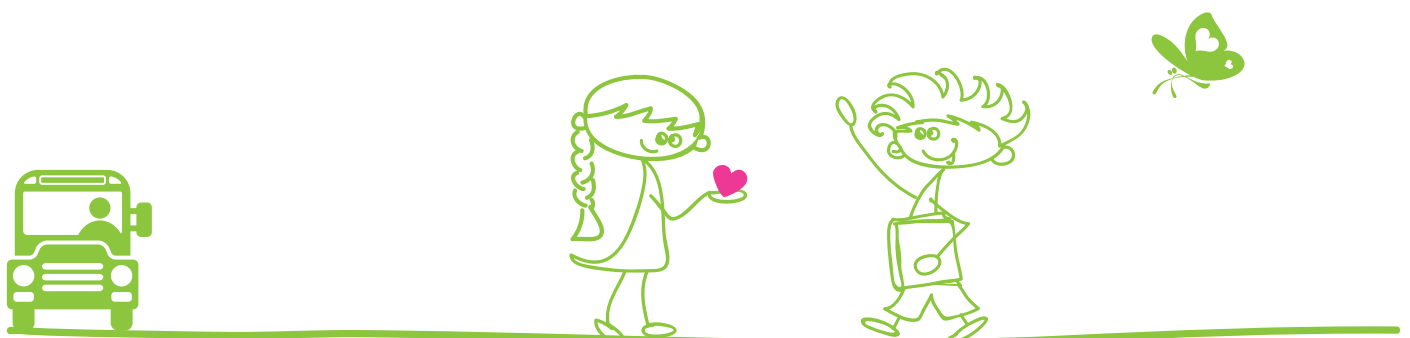
- In the afternoons, pupils are collected from the main entrance after the departure of the School buses and cars should depart as quickly as possible. Parents should supervise their children closely as they move through the school grounds to their cars;
- You must collect your child / children promptly at the end of the School day;
- Always drive slowly and carefully on school grounds. Never attempt to drive through a group of pupils.

Changes to transport arrangements

Any changes to transport arrangements should be communicated to the school by notifying the School Transport Office verbally or by notifying the School in writing by 14.30. Telephone messages will only be accepted if they come directly from a parent or guardian. Please note that verbal messages from children are not accepted.

In the event the pupil will be absent or if there is any change to scheduled transport arrangements, parents should notify the bus attendant in a timely manner, in order to avert delays at pick-up points. Parents are given the mobile numbers of bus attendants at the start of the school year.

If you wish for your child to be collected by an adult other than his/her parent or legal guardian on a regular basis, you must notify the school by including their details on the pupil registration form or by filling in the relevant authorisation form at the school office. If there is an unscheduled change to the Designated adult collecting your child, their details must be provided to the School Office, in writing, no later than 15.00 pm. The person collecting the child must show proof of identity prior to collecting the child.



Attendance

Attendance & absences

Taking a child out of school during term time is very disruptive to his/her education and social development. Work missed is seldom caught up in a qualitative way. For many activities, children work with partners or groups, and these valuable experiences cannot be replicated. However, in the event you need to withdraw your child from school during term time, you will have access to the material taught via our online platform. In the event of a planned absence of pupils, it is possible to assign tasks after communication with the teaching staff and provided that the material is ready to be distributed. Weekend homework is available every Friday. Please notify the school if you go away on a trip. This can be unsettling for children and teachers should be aware of any changes to children's home environment.

Absence due to illness

Please inform us as soon as possible of any absence due to sickness, either by telephone or by email. When children return to school they should have fully recovered and be ready to participate in all aspects of school life. Following three consecutive days of absence a doctor's note is required. If the child's participation in school life is to be affected (e.g. no sports for a period of time) a doctor's note is also required.

Your contact details

It is imperative that parents keep the school informed of all changes to their contact details, particularly mobile numbers. This is vital in the event of an emergency.



Des 

GDPR

According to the European Union general data protection regulation (GDPR), the settings for the changes in Greece regarding data protection, have been implemented starting on the 25th May 2018. This signifies an important shift in legislation and replaces the protection law regarding data 2472/1997 in relation to the protection of the individual from the processing of data of a personal nature, which has been abolished.

Every legal and or physical entity, public service or other carrier who deals with data of a personal nature is regarded as «a controller of data». Given the nature of schools and that of personal data required in different forms for the functioning of a school, this means that every Greek school must comply with the above regulation.

Des School and the staff have access to a wide range of personal data and facts. The data may be held in digital form or printed form. Personal data are defined as a combination of information which defines a person and include specific information regarding that individual, their family and conditions.

Which personal data is filed

Personal information regarding members of the school community, including students and parents, ex names, addresses, communication information, communication data regarding legal custody, medical records, folders etc.

Any further information that may be revealed by parents or other organizations that cooperate with the families and family members and the educational staff.

Safe storage and access to data

Personal data which has been stored electronically and in printed form are protected by the school based on the following conditions.

- The school insures that the systems have been set so that the existence of protected data is decrypted for non- authorized users and that the permit allows them to have access to those files allotted to them only
- Access to protected data will be checked according to the role of the user
- Certain members of staff will have access to the above information systems
- All users use strong access codes; access codes for users are not shared
- Personal data are only accessible to computers which are securely protected
- Personal data which is stored in printed form are kept in a safe environment where they will not be lost or put in harm's way
- Only certain members of staff have access to data
- Personal data is stored only through and in school equipment

Where your personal data is used

- Use of your email address and electronic communication with parents and guardians through the electronic mail of the school dimotiko@deschool.eu (for the primary school) and info@deschool.eu (for the kindergarden and nursery schools)
- Use of telephone numbers for immediate communication with parents and guardians whenever it is deemed necessary through the tel of the primary, kindergarden and nursery schools
- Use of the address of students by the transportation office, only in case a school bus is used, for the pickup and drop off, of your children
- Use of medical records containing medical data for the records of the school, necessary for the settings-precautions needed during PE lessons, lunch offered by the school and for the children's' every day care

Transfer of personal data under specific conditions

The school may collect or grant your personal data according to judicial authorities and competent legal provisions, to a third party, in one of the following occasions:

Request of judicial, police, government authorities

The school may collect and/or transfer data to the existing judicial, police and other administrative authorities pending a legal request in order to:

- comply with the applied laws
- respond to government investigations (investigations from legal, government of non-governmental authorities, local or the Authority for the Protection of Data of any kind)
- comply with a valid legal procedure
- protect rights and property
- respond to demands set by the Ministry of Education and the Ministry of Finance (name and surname of students and parents, taxpayer ID, electronic platform My school, transfer to a new school)

The authorities have the below mentioned rights:

- the right to be informed
- the right to access
- the right to correct
- the right to delete
- the right to confine processing

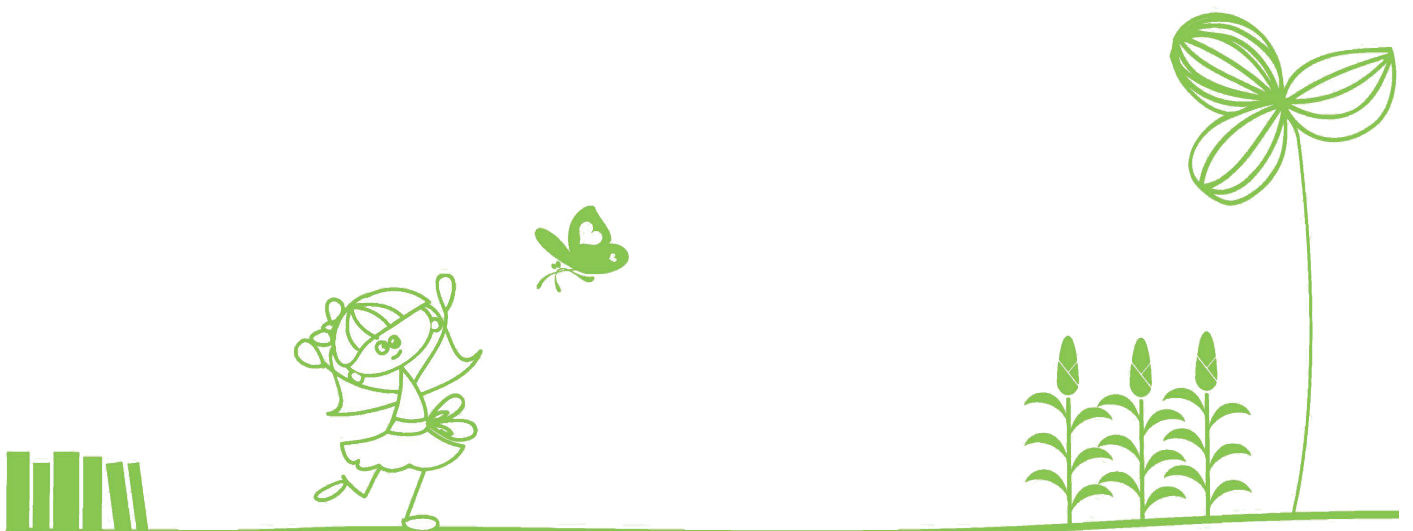
You may implement all the above rights through a written request from the school, for part or all the personal data held by the school.



Special terms COVID-19

The School is obliged to take and strictly follow all preventive measures to avoid and limit the spread of the new coronavirus, as these measures have been specialized by the Hellenic National Public Health Organization and the responsible Ministries of Health and Education & Religious Affairs, regarding how primary education school units operate. If a student of the School shows the slightest symptom that may be related to the new coronavirus (e.g. fever, cough, etc.) or comes into close contact with any person who shows such a symptom or, most importantly, with a person diagnosed with the new coronavirus, then the parents are obliged immediately: (a) To keep their child in isolation, in accordance with the Authorities' instructions and in no case to allow them to come to the School or even in close contact with any person that attends or works for the School. (b) To inform the Headmistress of the School immediately. A breach of the above obligations, but also of any measure ordered by law or the responsible authority to prevent the invasion or spread of a contagious disease, in particular the new coronavirus, may lead to the pursuit of civil (compensation) but also criminal liability of the responsible parents and guardians. In the inevitable event of an outbreak or influx of cases within the school community and/or transmission of the new coronavirus to a student of the School and/or to a member of their family and/or illness due to COVID -19 of any of them and provided that the School has complied with all its obligations under the law and all the instructions of the Authorities, there will be no demand or claim against the School to compensate for any kind of damage and/or compensation for non-material damage or mental suffering; parents and guardians explicitly waive this right. If, for reasons of force majeure, indicative and not restrictive: suspension/prohibition of the operation of school units due to pandemic, epidemic, outbreaks of infectious diseases and any other public health crisis, earthquake, fire, natural disaster, war, government action, terrorism, or any other event beyond the control of the School, it becomes temporarily or permanently impossible for the School to provide educational services with a physical presence, these services may be provided by the School, through distance synchronous and/or asynchronous education, in accordance with the applicable legal framework and therefore the obligation to pay the same agreed tuition fees will be maintained in full. It is explicitly agreed that the manifestation of force majeure will not entitle parents or guardians or other financially responsible parties to receive a refund or request a reduction in tuition fees. They expressly waive this right. Additional services not provided (e.g. transportation, afternoon activities, etc.) will not be charged. In any event, the School's obligations may, be suspended in part or in whole or postponed immediately, without notice during periods when the School must or may be closed due to force majeure events, until, also at its sole discretion, it must or may be reopened safely.

**THE DES TEAM
WELCOMES YOU
TO YOUR NEW
SCHOOL**



TO BE RETURNED
TO THE SCHOOL

Parent or guardian affidavits & consents



Agreement between parents or guardians & Primary school

The school will make every effort to:

- Provide a safe learning environment that ensures your child's safety and happiness
- Provide a balanced curriculum to meet the individual needs of your child and setting solid foundations, promoting high standards of work and behaviour through building strong relationships and providing opportunities for children to develop a sense of responsibility
- Keep you informed about school matters in general and your child's progress in particular
- Let you know if there are any concerns or problems that affect your child's work or behaviour, and reasons for celebration
- Respect you and your child, building a good relationship based on openness, honesty and mutual respect.
- Treat seriously any concerns expressed by parents or guardians, investigate thoroughly and keep parents/guardians informed

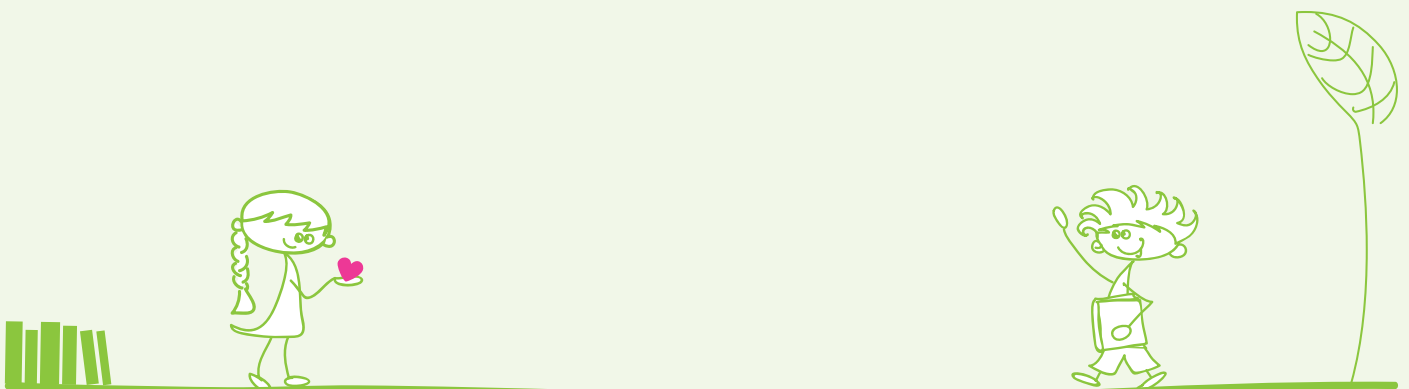
Parents/guardians: to help my child at school
I will endeavour to the best of my ability to:

- Ensure that my child comes to school regularly and arrives on time.
- Build a good relationship with all school staff, based on openness, honesty and mutual respect
- Let the school know immediately about any concerns or problems that may arise and might affect my child's work or behaviour
- Support the school's policies and guidelines
- Support my child in homework and other opportunities for home learning
- Read the school handbook and updates via the online platform, school website and letters sent in the communication folder
- Attend parent-teacher's evenings
- Get to know about my child's life at school
- Ensure that my child wears the correct school uniform and is equipped to participate in the full range of school activities
- Contact the school ASAP, by phone or in writing, if my child is absent
- Pay school fees in a timely manner and no later than the due date, in order to support the School in providing the high level of services that I expect it to deliver

.....
Date

.....
Parent/Guardian

.....
School



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.....
Date

.....
Parent/Guardian

.....
School



WILL BE RETURNED TO THE SCHOOL & REMAIN IN OUR FILES THROUGHOUT THE SCHOOL YEAR.

Affidavits - Consents

Primary School Parents-Guardians

School Year 20__ - 20__

I, the undersigned
parent/guardian of hereby
attest that I have duly read the School Regulations and undertake to comply therewith.

In addition:

Attendance to educational visits

I consent to my child, being transported by school bus and taking part in educational visits planned by Des Primary School for the current academic year.

.....
Date

.....
Signature

Attendance to environmental education events

I consent to my child, taking part in environmental education events and voluntary activities aswell as taking care of the animals of Des Primary School for the current academic year.

.....
Date

.....
Signature

Use of photographic and digital material

According to the new law regarding The General Data Protection Regulation (GDPR), civilian protection and use of personal data of the school, I state that I consent for the school to have access to, file and use personal data, mine and the attending students, stated in the attendance form. I recognize that I retain the right to be informed, to correct, to delete and to restrict the processing of the above data. I consent to the School making use of photographic and other digital material depicting my child, for use on:

printed school promotional material

facebook

school website

parent blog (access only with password)

.....
Date

.....
Signature



Consent to the use of medicinal products

I consent to the administration of pharmaceutical products and ointments (fenistil, fusidin, fusicort, octenisept, arnica, first aid butter etc.) by the School, for the care of external and epidermal injuries, abrasions, bites and discomforts of my child

(notes: products that I do not prefer or approve of).

.....

Date

.....

Signature



WE ARE ALWAYS AT YOUR DISPOSAL!

Should you have any queries or concerns regarding your child, please get in touch with our School Office to book an appointment with one of our Directors. We are always at the disposal of parents in order to discuss any concerns and resolve any issues that may arise.

DES 



interactive european school
PRIVATE BILINGUAL PRIMARY SCHOOL



Barakos Hill (above Ribas), 166 72
Varkiza T 210 9656691 | E dimotiko@deschool.eu

deschool.eu