



# WELCOME TO YOUR FIRST SCHOOL

HANDBOOK FOR PARENTS AND PUPILS



interactive european school  
BILINGUAL PRESCHOOL NURSERY & KINDERGARTEN



DISCOVER THE  
WORLD AND THE  
PHILOSOPHY OF  
YOUR SCHOOL!

DES 



# Welcome to your first school

Discover the world and the philosophy of your first school!

Assurance, warmth, quality and the love that Des has to offer to the child is equal to the assurance, warmth, quality and love it will inspire later in others as a mature person.

It will be the first time the child goes to school, a special time for many children! The joy and suspense is huge!

The first day at school, spreading their wings to fly! Make sure they sleep early... in order to wake up to a beautiful morning bright and joyful. Live every moment of the first day at school! Time flies so quickly!

Begin your day with a smile, take many pictures! And if they cry? If they don't want to stay? A beautiful trick! Draw a heart on your child's hand! They will feel your love with them!

Do not forget, a small treat alone may make them happy!  
To be a child is magical!

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	8
Parents as partners	9-10
Parent teacher evenings, Communication between parents-school, The school website	
Class arrangements & curriculum	11-12
Class arrangements, Educational visits, The school library, Home learning	
School rules	13
School uniform, Jewellery, Appearance	
Eating arrangements	14
Tuition fees and payment schedule	15
Smooth running of the school	16-17
Sun protection, Medication, Head Lice	
Practicalities	18-19
Lost property, School bags & equipment, Toys and valuables, Birthdays, Visitors, National Holidays	
Travel arrangements	20
By school bus, By car Changes to transport arrangements	
Attendance	21
Attendance & absences Absence due to illness, Contact details	
GTPR	23-24
The Des team	25
Parent or guardian affidavits & consents	27-30



# Our philosophy

## The child planting its first roots

The private kindergarten Des is a European Interactive school, that aims at:

- **Emotional development**, getting acquainted with the new social space and acceptance of individual rules and class behavior.
- **The development of mental skills** of the child, so it may classify and embellish his/her experience and stimuli it receives.
- **Physical development and awareness**, through psychokinetic activities which facilitate the child's ability to know their body, controlling and coordinating its movements.

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 endeavor, 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, ability or disability.

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

We allocate time to the development of emotional intelligence which allows children to acknowledge, identify, and deal with their emotions for their benefit, skills necessary for their future mental balance and continuing socio emotional development, and their autonomous ability to solve problems.



## 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, photographic material 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.

### Parent teacher evenings

The group meetings take place once every two months and so do the individual meetings. During the individual meetings you will have the opportunity to book an appointment to discuss the progress of your child and his/her social and emotional profile. In the group meetings you will have the opportunity to participate in open presentations on a certain topic each time with the psychologist of the school. In the annex you will find notes attached regarding the psychologist and speech therapist's permission to observe your child and come into contact with them if deemed necessary. Children are not allowed on school premises during these meetings.

### Communication between parents-school

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

### The school website

Please visit our website regularly [deschool.eu](http://deschool.eu), as well as our Facebook page for information regarding the school's scheduled events calendar.

Also, keep up-to-date with our Home-School Agreement which is an essential part of the school's communication with parents (pages 27-30).



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		
	Nikos Kandris	Transport Office 10:30- 13:30	210 8979582 dimotiko@deschool.eu
02	Educational progress of your child		
	School Office	10:30- 13:30	210 897 4143 info@deschool.eu
	Schedule a meeting with: a. the classteacher b. the Englishteacher		
03	Day-to-day matters		
	Evi Alexiou		
04	Emotional matters & pupil conduct		
	Vangelio Karaiskou		
05	Parent blog, coding, i-Pad, osmo		
	Tasos Deligiannis		
Appointments with Billie Konstantara (CEO) are only scheduled following an initial contact with the appropriate to your request contact person, as specified above.			

# Class arrangements and curriculum

## Class arrangements

Each year group is divided into classes based on the age of pupils.

## Educational visits

In order to authorize your child's participation in educational visits, please ensure you complete and sign the enclosed permission slip (see Annex), which is valid for the entire year.

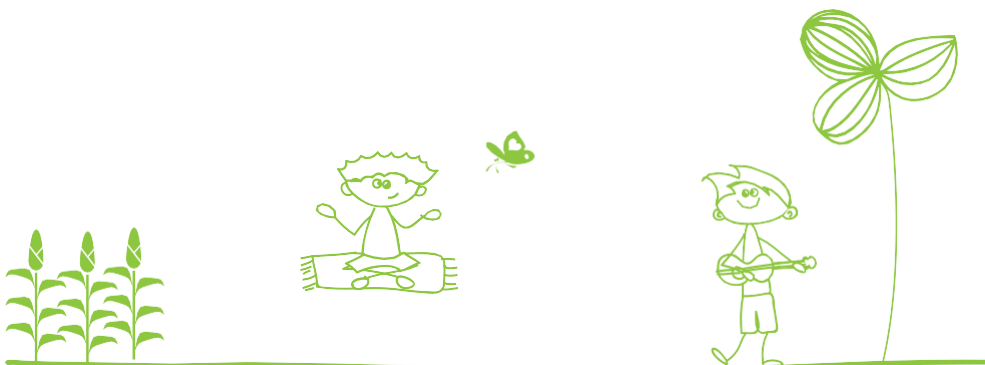
These are an integral part of learning and are planned in conjunction with the particular topic being studied to give children access to resources and experiences that we cannot reproduce at school. For safety reasons, the nursery school may travel only to the primary school in order to watch environmental programs and theatrical productions.

The kindergarten may only travel to the primary school on the same occasions.

For the participation of the children on educational visits it is necessary for the consent form to be filled in, and signed and delivered to the appropriate department for it to be valid.

In case the kindergarten needs to travel to a venue other than the primary school (Attika zoo, the Museum of Emotions or the Acropolis Museum) you will receive a consent form for you to sign.

In case it is not filled in appropriately the student may not join the class to that venue.



## The school library

Commencing in November the function of The Library is open to the students of the kindergarten. Every Friday each child may borrow a book which must be returned to school the following Friday in order to borrow a new one. 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.

## Home learning

The older students of the Nursery are given assignments to be completed at home every Friday, according to their age and interests, in order to practice their fine motor skills.

The students of the pre-nursery school are given assignments to be completed at home every three days and the nursery every day. You need not correct the assignments at home, their purpose is for the child to be responsible for completing them and putting them in the communication folder.

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.



# 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 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.

All the above are thoroughly explained to the children by their teachers throughout the school year. We expect you to encourage and remind your child to act accordingly.

## School uniform

We believe in the development of the child's personality up to their 6 years of age and for that reason the children of the nursery school and kindergarten are allowed to wear clothes of their choice.

The uniforms you will purchase from school are of three kinds: the everyday uniform worn by students out of school (and on any other occasion the child wishes), the official school uniform worn during national and international holidays and the appropriate uniform adjusted for the summer celebrations.

## 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.

## Appearance

No make-up or nail varnish should be worn in school. Long hair should be in a pony tail.



# Eating Arrangements

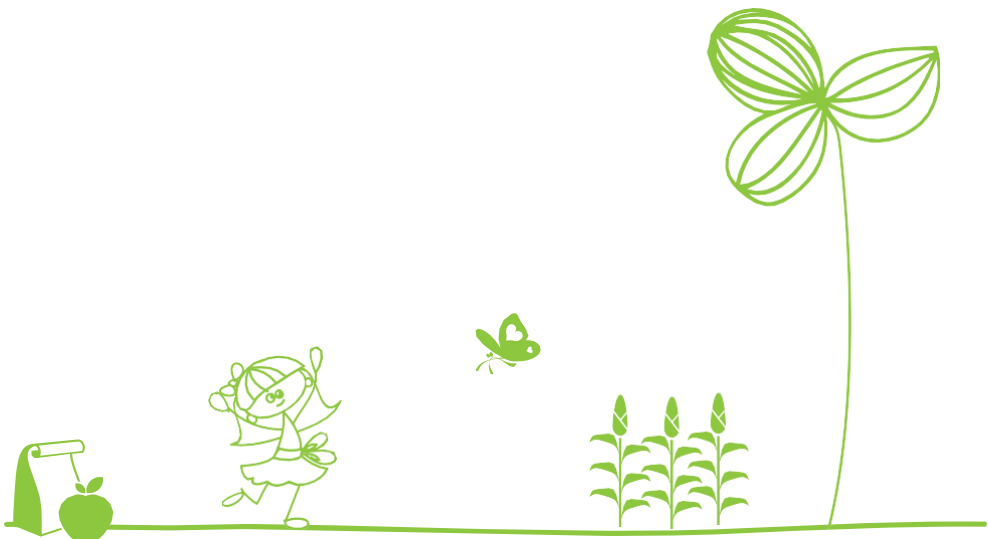
The school makes every effort to encourage children to eat healthily.

## Lunch break

The school provides breakfast and lunch service to our students. The monthly menu is uploaded on the School platform on a monthly basis. Parents may opt out of the school lunch and instead provide a packed lunch to their children. The school does not undertake to reheat packed lunches. 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.



## 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 November 5th, the third instalment payment due date is January 5th and the fourth and final instalment payment due date is March 5th. Fees are calculated on an annual basis. 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. 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.

Under no circumstances are the fees to be refunded. The down payment amount is not refundable after the byway of five days from its deposit.



# 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

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 in 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 prohibited from being in possession of any form of medication. By law, the school is only permitted to store analgesics (painkillers) in its medical cabinet. These may only be administered on condition that parents have provided their written consent thereto and specified the dose. In the event that it is necessary to administer any other medicine, parents must send it to the School, accompanied by their written consent and written instructions regarding its administration. 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 keep him/her at home until the infestation has been treated. 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.

## School bags and equipment

Each pupil has a school bag that may go to and from school and must have a water bottle, communication envelope and a change of clothes.

## Toys and valuables

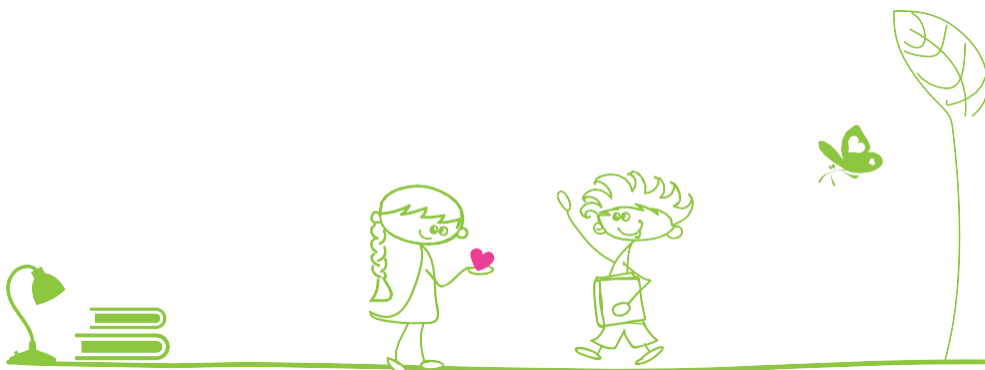
Children are not allowed to bring in toys unless a specific request is made by the teacher. Please note that electronic games and mobile telephones are not allowed in school or on the school bus. Whilst we endeavour to look after items which children bring into class to support learning, we cannot accept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

## 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.

It is not allowed to invite entertainers or organise any other extra curricular activities to celebrate birthdays at school.



## 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.



# 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

Parents should drop off and collect pupils at the main entrance.

A teacher is posted at the School gate to accompany the students to their classes.

You are kindly requested not to park outside the school in order not to cut in front of buses or cross behind them.

## Changes to transport arrangements

Any changes to transport arrangements should be communicated to the school by notifying the School Transport Office, no later than 13.30 noon on the day.

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. Class teachers are not able to give homework for children who take days off in term time, unless they have been given at least three days' notice. Even then it may not be possible to set work, particularly if a child misses the introduction of a new concept. 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.

## 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 25<sup>TH</sup> 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 filled

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](mailto:dimotiko@deschool.eu) (for the primary school) and [info@deschool.eu](mailto: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 or 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.





# THE DES TEAM WELCOMES YOU TO YOUR FIRST SCHOOL

**Dr. Billie Konstantaras**  
Managing Director

**Eleni Anastasiou**  
Director of the Kindergarten

**Maria Kaberi**  
Director of the Nursery School

**Pepi Karoubali**  
Head of Administrative Department

DES 



TO BE RETURNED  
TO THE SCHOOL

## Parent or guardian affidavits & consents



# Agreement between parents or guardians & 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

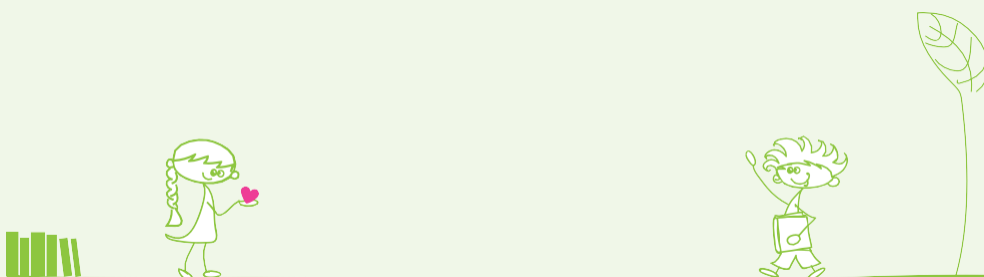
## Parents/guardians: to help my child at school I will endeavour to the best of my ability to:

- 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



# Agreement between parents or guardians & 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



# Affidavits - Consents 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 as well 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  
☐ school website

- ☐ facebook  
☐ parent blog (access only with password)

.....  
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.





interactive european school  
BILINGUAL PRESCHOOL NURSERY & KINDERGARTEN



NURSERY: 9A Kalimnou, 166 72 Vari | T 210 9689426  
KINDERGARTEN: 4 Demesticha, 166 72 Varkiza | T 210 8974143

E [info@deschool.eu](mailto:info@deschool.eu)

[deschool.eu](http://deschool.eu)