



## ***POLICY DOCUMENT - SECONDARY***

### **Article 1: ESTABLISHMENT - FUNCTION - PURPOSE**

I. Byron College was established in 1986, in Athens, Greece. Byron College welcomes students of all nationalities, regardless of nationality and religious beliefs, regardless of whether they are permanent residents of Greece or are children of parents who work in Greece temporarily. All students are treated equally, regardless of their gender, nationality or academic performance. Byron College aims to educate students that will later become an integral part of a healthy social fabric. Byron College has a zero tolerance policy towards bullying and creates a safe and supportive environment for students. The school staff always remains alert to identify bullying behaviors and acts to prevent such phenomena.

II . Byron College provides clear guidelines to students and guardians regarding the approach and overall assessment of the student. Through frequent assessments, teachers assess students' understanding and use such assessments to reevaluate their teaching methods in order to reach students more effectively. At the same time, through such assessments, students can assess whether, and to what extent they have achieved their learning goals, while parents gain a broad picture of their child's strengths and weaknesses.

### **Article 2: REGISTRATION POLICY**

I. Admission applications are submitted by parents of prospective students from April 30th to September 1st. Admissions requests after September 1st will only be accepted if the maximum number of students in each class has not been reached. In order to secure a student's place, the parent/guardian must pay the amount of one thousand seven hundred euros (€1,700.00) upon registration for

Years 7-13, which is non-refundable in the event that the student does not attend the School.

II. The level of the English language of the students is taken into account in the admission process.

III. Admission of students in grades 3 to 13 is done following the proposal of the Admissions Director to the Admissions Committee - Admissions Team (Headteacher, Managing Director and Director of Business Services) who will accept or reject the admissions application, taking into account all the information provided during the previous interview with the prospective student and his/her parents/guardians. Parents/guardians of students will be notified if the Admissions application has been accepted by email.

I V. When submitting the application, the parent is required to indicate on the application form any additional special needs of their child regarding their health and development, as well as any known disability or special educational need of the prospective student. If during registration the parent declares false information regarding the above and this is uncovered by the School within one month of the student's registration at the School, this may ultimately lead to the rejection of the student. If the period of one month has passed, this may lead to the student not being accepted for re-registration for the following school year.

V. \_ Students will be eligible to re-register in the following school year if:

- tuition fees and any other financial obligations for a period equivalent to two academic years have been paid in full
- the student complies with school rules, procedures and policies
- has not exceeded the permissible limit of absences.

VI. Registration documents:

- Completed and signed application form (Appendix I)
- Copy of birth certificate officially translated in either Greek or English unless the student was born in a EU country.

- Photocopy of the student's passport
- Valid residence permit of the student in the country
- Photocopy of passport(s) of the student's parents/guardians
- Parent Consent form for Offsite Activities/ Trips (annual requirement) (Appendix II)
- ICT and Acceptable Internet Use Agreement (Appendix III)
- Consent for using Parents' and Students' Contact Details/Personal Data (Appendix IV)
- A medical form signed by a pediatrician stating the child's vaccinations and any hearing or vision problems (Appendix V)
- Tuition Fee Agreement signed
- Proof of payment of registration fees
- Two (2) passport size photographs of the student

#### **ARTICLE: ACADEMIC YEAR**

I. \_ The academic year at Byron College is in line with the British education system.

II. The academic year at Byron College starts on September 1st and ends on August 31st.

III. The school day begins at 8.40 am. and ends at 3.30 pm. It is divided into seven (7) teaching hours with a morning break and a lunch break.

#### **ARTICLE 4: OBLIGATIONS - DUTIES OF TEACHERS**

I. Teachers must use appropriate teaching techniques, set ambitious goals and plan school work for all groups of students, the most capable, students with learning difficulties, students with special needs, students who do not have a satisfactory knowledge of the English language and those who intermittently interrupted their studies.

II. Teachers should design teaching methods in such a way as to take into account the needs of students whose mother tongue is not English so that these students can improve their level of knowledge.

III. In the event that one of the students requests to speak confidentially to a member of the School's educational staff and expressly states that he does not wish the discussion to be disclosed to his parents or guardians, the School is obliged to maintain the confidentiality of the information, unless it deems that disclosure to parents/guardians is in the best interests of the child or if withholding information provided by the child is against the law.

IV. The teachers on duty should be at their place on time, according to the daily schedule drawn up by the school management. In case of another obligation, they will inform the school in time, for their replacement.

V. In the event that a teacher is absent due to illness or another reason, he/she must notify the School Management as soon as possible so that the students can be distributed to the rest of the classes (attending the lesson or studying their lessons), or for a cover teacher to be assigned who has a non-contact period and is on the school premises. No class may remain in the courtyard unsupervised.

## **ARTICLE 5: STUDENT BEHAVIOUR**

I.I. Noisy and indecent behaviour is prohibited during the lesson and inside the room (e.g. talking, shouting, indecent comments, chewing gum, indecent appearance, using a mobile phone, eating and drinking, etc.). In the event that a student exhibits such behaviour, the teacher may take the actions provided for in article 6 hereof.

II. During breaks and within the school environment, students must behave in a manner appropriate to the school environment and not display disrespectful behaviour (e.g. smoking, profanity, use of mobile phones, indecent clothing, communication with people outside the school premises environment, damage,

pollution of the school premises, display of photos and videos of obscene content).

III. Every student must respect the individuality of his classmates and refrain from any act that could offend them and in particular from any kind of physical, psychological, verbal (use of a nickname, profanity), indirect attack (spreading rumours, anti-social behaviour, theft, cyberbullying, etc.).

IV. The use of mobile phones is prohibited on the school grounds, except for emergencies and upon approval by the person in charge. The College accepts no responsibility for any loss or damage to student phones while on school premises. During the school day, ie from 8.30 am until 3.30 p.m. students' cell phones should remain switched off. If parents/guardians of students wish to contact their children during school hours, they must first contact the School Office who will notify the student. Similarly, students who need to communicate with their parents must use the College's telephone which exists specifically for this purpose. If a student's mobile phone is seen, heard or causes any disturbance during the school day, it will be confiscated by the teacher and delivered to the Headteacher's office for safekeeping. The teacher who confiscated the phone records in the student's diary the use and confiscation of the mobile phone. If a student repeatedly disregards the rules regarding the use of cell phones as described above, he loses the privilege of being able to possess a mobile phone in the school environment.

V. When using the School's resources, including but not limited to computers, the student must use them only for educational purposes upon permission and according to the teacher's instructions.

## **ARTICLE 6: BEHAVIOUR FOR LEARNING POLICY**

I. The sanction imposed depends on the severity of the student's misconduct and whether it occurred on or off school grounds. The exclusive aim of all sanctions is the improvement of the student themselves at an individual and social level.

#### SECTION A: (Years 7–9)

II. The teacher is responsible for imposing sanctions on a student who exhibits slightly inappropriate behaviour within the school environment. Mildly inappropriate behaviours include: talking between students during class, disturbing classmates, disobeying the teacher's instructions, arriving late to the classroom, throwing objects, exchanging notes between students, mocking and inappropriate comments against classmates or the teacher, chewing gum, etc. For the above or similar behaviours, the teacher may initially remind the student of the rules of behaviour within the school environment, discuss privately with the student, change their seat, inform the student's parents/guardians by any suitable means, assign tasks such as tidying up the classroom or the library, as well as if they have not done the school work that the teacher assigned to the students in order to study at home to set them a new deadline for their completion and other sanctions of similar severity.

III. For the imposition of sanctions on a student who exhibits indecent behaviour of greater gravity within the school environment, the teacher in cooperation with the Key Stage Lead is responsible, at the same time informing the student's parents/guardians.

Inappropriate behaviours of greater gravity are indicatively mentioned: the verbal dispute with a member of the teaching or administrative staff of the College, the constant harassment of other students, the repeated delay in arriving in the classroom, the repeated non-delivery of assigned tasks by the teachers and running away from the teaching process, etc.

In order to combat such behaviours, the teacher, in collaboration with the Key Stage Lead, after informing the student's parents/guardians, may move them to

another room, assign them tasks of providing social service to the school, assign them additional study and other measures of similar rigor.

IV. The entire teaching staff is responsible for imposing sanctions on a student who exhibits slightly indecent behaviour in the School area outside the classrooms and in areas outside the school environment but during the teaching process. Examples of such behaviours include: running and shouting in the hallways, throwing trash outside the special bins, etc. To deal with such behaviours, the teaching staff in principle reminds the student of the School's safety rules, indicates to the student the necessary actions in order to correct their misconduct.

V. All the teaching staff in consultation with School management is responsible for imposing sanctions on a student who exhibits more serious indecent behaviour in the School area beyond the classrooms and in areas outside the school environment but during the teaching process, whilst, at the same time, ensuring that the student's parents/guardians are informed. Examples of such behaviours include: the student staying out of the supervising teacher's field of vision, the repeated delay in arriving at School and any other behaviour of similar gravity. In order to deal with such behaviours, the teaching staff and/or the School management inform the student's parents/guardians and may also impose the deprivation of breaks for a specific period of time and any other measure of similar gravity.

VI. For Key Stage 3 students, serious indecent behaviour inside and outside the school environment may result in temporary suspension (one to five days) in accordance with Greek Ministry of Education guidance. Such behaviours include: complete refusal to comply with the instructions of the School staff, behaviour that endangers the safety of the student themselves or those around them, verbal attack against the School staff, expression of racist comments, taking part in fights, persistent disrespect and disregard for the rules of conduct, verbal or physical aggression against other students, theft, causing serious damage to

school premises. The School management will invite the student's parents/guardians to come for a discussion and may additionally impose on the student the provision of social services to the School. Temporary suspension is a last resort.

### **SECTION B: Years 10–13**

VII. For students in Years 10-13, behaviour expectations are subject to Greek Ministry of Education Decree 10645/ΓΔ4/2018, which mandates strict disciplinary procedures for upper secondary education.

VIII. In addition to the measures outlined in Sections II–V above, the following behaviours are explicitly prohibited and subject to formal sanctions:

- Smoking, vaping, and alcohol consumption on school premises or during school activities
- Drug use or possession
- Bullying, harassment, violence, hate speech, or serious online abuse
- Persistent defiance, gross misconduct, or conduct bringing the school into disrepute

IX. Sanctions for serious breaches may include:

- Formal written warning
- Detention or internal exclusion
- Fixed-term suspension (one to five days), recorded and reported to the Greek Ministry of Education
- Permanent expulsion for grave or repeated offences, following Board consultation and in line with Greek MoE procedures

X. Reintegration meetings with parents are required after any suspension. The School will work with the student and family to support behavioural improvement and prevent recurrence.

## **ARTICLE 7: CURRICULUM**

I. The curriculum of the School is based on the British curriculum (National Curriculum of England) and promotes educational experiences that exceed and enhance the National Curriculum. Students aged 11-14 attend Key Stage 3, i.e. Years 7,8 and 9. Students aged 14-16 attend Key Stage 4, i.e. Years 10 & 11, and students 16 and 18 attend Key Stage 5, i.e. years 12 and 13.

II During grades 7 to 9, students are taught the English language (3 teaching hours per week), English Literature (3 teaching hours per week), Mathematics (5 teaching hours per week), Science (4 teaching hours per week), Geography (2 teaching hours per week), History (2 teaching hours per week), Global Perspectives (2 teaching hours), Computing (2 teaching hours per week), Greek/Arabic (3 teaching hours per week), Spanish (2 teaching hours per week), Physical education (2 teaching hours per week), Drama, (2 teaching hours per week), Art and Design (2 teaching hours per week), Personal, Social and Health and Relationship education (1 teaching hours per week).

IV. Students in Years 10 and 11 follow IGCSE exam courses (accredited by the British Examination Boards) with core and optional subjects. Students receive information and guidance on the course selection process in Year 9 and declare their electives in February of Year 9. The courses offered in these classes are as follows:

1. English, compulsory course, taught 4 times/week
2. English literature, compulsory course, taught 3 times/week
3. Mathematics, compulsory course, taught 5 times/week
4. Greek/Arabic, compulsory course, taught 3 times/week
5. Physical education, compulsory course, taught 1 time/week
6. Personal, social, health, education, compulsory course, taught 1 time/week
7. Science, elective course, taught 4 times/week
8. Global perspectives, elective course, taught 3 times/week

9. Geography, elective course, taught 4 times/week
10. History, elective course, taught 4 times/week
11. Spanish, elective course, taught 3 times/week
12. Physical education, elective course, taught 4 times/week
13. Drama, elective course, taught 4 times/week
14. Artistic design, elective course, taught 4 times/week

V. Students in Years 12 and 13 follow AS/A Level examination courses (accredited by the British examination boards) with optional subjects. Students receive information and guidance regarding the subject selection process during Year 11. Indicatively, the subjects offered in these years include:

English Literature, Mathematics, Greek, Physics, Chemistry, Biology, Computer Science, Geography, History, Business Studies, Economics, Sociology, and Art & Design.

Each lesson period lasts forty-five (45) minutes.

## **ARTICLE 8: PERSONAL DATA PROTECTION POLICY**

I. \_ The School processes the data that parents/guardians provide either directly or due to the various actions of the School and school life. To protect the rights of the operators and their privacy, the School cannot provide personal information of the parents to other parents of the student's classmates (phone numbers, email address, home address, etc.). Parents/guardians have the right to access any reports concerning their child or themselves, unless the name of the complainant is mentioned in the complaint. The School also does not give personal data of children to any third party that is not related to the School or the purposes of the educational relationship, unless required by law, prosecutorial, tax and judicial authorities.

II. The personal data provided to the School by the parents/guardians either for the fulfillment of the School's objectives, or because the law requires it, is in particular the first and last name, the father's name of the parents/guardians, the e-mail address, mobile and landline telephone, residential address, tax information (AFM), bank account, date of birth of the student, name and contact details of the persons the parents have allowed to pick up the student from the School, etc.. In any case, the data that the School collects and processes, are limited to the minimum necessary to fulfill the educational purposes of the School with the student's interest and safety in mind. It is the responsibility of the parents to update this information at regular intervals or whenever a change occurs.

III. The reasons that the School collects and processes the data are in particular: a) serving the educational purposes of the School, b) student safety reasons, c) compliance with tax legislation, any prosecutorial orders, police regulations etc. and d) are necessary for the establishment, exercise and support of legal claims of the School.

IV. \_ Only authorized persons from the School Management have access to and processing of the data. The data is stored in physical files and electronically, protected from interventions by unauthorized persons. The School may share the necessary personal data with partners for the promotion of its actions , or to ensure the safety and protection of the health and life of the students (e.g. to the collaborating photographers who cover actions and events of the School, to the the School 's pediatrician, to the hospital institution where a child may be transferred in the event of an accident, etc.)

V. Parents, whenever they wish, have the right to be informed about which data of themselves and their child is being processed by the School. They have the right to request their correction or deletion, which the School may refuse within the limits of the Personal Data Regulation. Parents can also request restriction of processing when: a) the accuracy of the personal data is disputed and until verification is made, b) when a refusal to delete the data is explicitly expressed

and a restriction of its use is requested instead and c) the personal data is not necessary for processing purposes.

VI . Data subjects have the right to object to the processing of their data for a certain purpose as well as to withdraw their consent freely, without prejudice to the lawfulness of the processing carried out on the basis of the consent provided and before its withdrawal.

VII . For any matter related to personal data, the data subjects can contact the College at 210-6047722 or send us an e-mail at [info@byroncollege.gr](mailto:info@byroncollege.gr)

VIII. For the use of photographic material from events in particular, school holidays and school everyday life, it is noted that part of this may be posted on the School's website and on social media. In the event that parents do not wish their children to be prominently displayed on the School's website and social media pages, they are requested to notify the School Office in writing when registering the student.

## **ARTICLE 9: HEALTH AND SAFETY OF STUDENTS**

I. When enrolling their child at the School, parents are required to provide, upon Admissions and annually thereafter, a completed Medical Form (Appendix V) which must be signed by a pediatrician and certify that the student has done all the prescribed vaccinations for his age, to ensure that the student is not prevented by any hearing or vision problem from following the educational process and if such a problem occurs, how the teaching should be done so that the student can attend the lessons unobstructed and finally any other health problems of the child and what medication the School should have available to administer to the student should the need arise.

II. Parents are obliged to inform the School of any change in the student's health that could prevent him/her from attending certain courses (e.g. physical education) or endanger the health of other students or that the specific student

needs or may need special attention and care from the School staff, according to the requirements of the previous paragraph.

III. All students are insured for first aid coverage by ERGO. The School covers the initial expenses in the event of an emergency which are then reimbursed by the parents to the School. Students up to the age of 16 will be brought to the Children's Hospital (Paidon) in the event of an emergency.

I V. In the event that the total number of employees of the School exceeds fifty (50), the School is required to employ a specialized occupational physician who will visit the School once a month, in order to inform staff members of the measures that they could take to ensure the good health of themselves and the students.

V. The School employs nursing staff who, having regard to the information provided by the student's parents at the time of enrolment, will assist students in any matter relating to their health and then inform the student's parent/guardian as soon as possible of their health.

## **ARTICLE 10: SECURITY OF PREMISES**

**I. Site access:** The campus is enclosed by a perimeter fence. **Access is on foot only** via the Front Pedestrian Gate during the school day.  
**Vehicle access (authorised only):** No vehicle entry during school hours.  
**Essential vehicle access must occur before 08:00 or after 17:00** (except emergency services).

**Bus & Vehicles Back Gate: Kept closed all day.** At dismissal it opens **only after** all pupils are on board and buses are ready to depart. It is closed immediately after the last bus exits.

**Front Bus & Vehicles Gate: Open 08:00–08:40** for supervised *kiss-and-fly* drop-off (no parking). **Closes promptly at 08:40** when form time begins and **remains closed at pick-up.**

II. No visitor enters the School premises without the permission of the security officer. A 'visitor' card is issued by the security officer at the gate and all visitors must be accompanied by a member of staff throughout their visit.

III. The School Facilities Manager supervises the facilities of the buildings, their maintenance needs and any work that takes place on the School premises so that they remain safe for the students.

### **ARTICLE 11: COMPETENCE OF ADMINISTRATIVE BODIES**

I. The Board of Directors approves the policies formulated by the School's Headteacher and exercises the financial management of the School.

### **ARTICLE 12: PAYMENT OF TUITION**

I. The annual amount of tuition per class is as follows:

1. Years 7, 8 and 9: the total cost is ten thousand nine hundred euros (€12,000.00), four thousand euros (€4,000.00) in the first ten working days of September, four thousand euros (€4,000.00) in the first ten working days of December and four thousand euros (€4,000.00) in the first ten working days of Of March.
2. Years 10 and 11: the total cost is eleven thousand five hundred euros (€12,650.00), four thousand two hundred and fifty euros (€4,250.00) in the first ten working days of September, four thousand two hundred and fifty euros (€4,250.00) in the first ten working days of December and four thousand one hundred and fifty euros (€4,150.00) in the first ten working days of March.
3. Years 12 and 13: the total cost is thirteen thousand seven hundred and fifty euros (€13,750.00), four thousand six hundred euros (€4,600.00) in the first ten working days of September, four thousand six hundred euros (€4,600.00) in the first ten working days of December and four thousand

five hundred and fifty euros (€4,550.00) in the first ten working days of March.

II. If a student registered in the School in the middle of the academic year, the tuition fee is paid as above, but is reduced as follows:

- For students who register in the month of October, 90% of the tuition amount is payable.
- For students who register in the month of November, 80% of the tuition amount is payable.
- For students who register in the month of December, 70% of the tuition amount is payable.
- For students who register in the month of January, 60% of the tuition amount is payable.
- For students who register in the month of February, 50% of the tuition amount is payable.
- For students who register in the month of March, 40% of the tuition amount is payable.
- For students who register in the month of April, 30% of the tuition fee is payable.
- For students who register in the month of May, 20% of the tuition amount is payable.
- For students who register in the month of June, 10% of the tuition amount is payable.

I II . The above tuition fees do not include the cost of participation in extracurricular exams, the cost of school uniform, stationery, of medical examinations, excursions/trips, activities designed by the School specifically for a student.

I V. If the student needs to leave the School during the academic year, the amount of tuition fees will be charged as follows:

- For students who canceled and permanently stopped their studies in the month of September, twenty percent (20%) of the annual tuition fee is payable
- Thirty percent (30%) of the annual tuition fee is payable for students who canceled and permanently stopped their studies in the month of October
- For students who canceled and permanently stopped their studies in the month of November, forty percent (40%) of the annual tuition fee is payable
- Fifty percent (50%) of the annual tuition fee is payable for students who canceled and permanently stopped their studies in the month of December
- Sixty percent (60%) of the annual tuition fee is payable for students who canceled and permanently stopped their studies in the month of January
- For students who canceled and permanently stopped their studies in the month of February, seventy percent (70%) of the annual tuition fee is payable
- Eighty percent (80%) of the annual tuition fee is payable for students who canceled and permanently stopped their studies in the month of March
- Ninety percent (90%) of the annual tuition fee is payable for students who canceled and permanently discontinued their studies in the month of April
- For students who withdrew and permanently stopped their studies from the month of May to the month of June, the full amount of the annual tuition is payable.

V. The tuition fee is reduced by 10% if a family enrolls more than one child in the School.

VI . Tuition fees are paid as per the fee agreement signed and their payment is evidenced exclusively by bank certificate or receipt issued by the School.

VI I. The Courts of Athens are the competent Courts for every case concerning the payment of tuition fees.

### **ARTICLE 13: PARENTAL OBLIGATIONS**

I. Parents/guardians are required to attend meetings as invited by the School. The School, including the Staff body, may refuse to re-register in the next school year those students where it has been established that there is no possibility of cooperation, as well as students whose parents with their actions and their entire behavior indicate a lack of confidence in the School authorities and the teaching staff.

II. Parents/guardians are obliged to pay the tuition fees on time on the first fortnight of each month as specified above. The payment of tuition fees and any other financial obligation (expenses for medical treatment, excursions, participation in educational activities, etc.) is a necessary condition for the student's re-admission in the following school year.

### **ARTICLE 14: STUDENT ABSENCES**

I. The student must arrive at the School on time, ie at 8.40 am. Only in the case of a serious impediment is his delay or absence from daily school life justified. Student arriving after 9.00 am they or their parent must report the reason for the delay to the School.

II. When a student has serious reasons for absence (e.g. illness), his parents should call the School Office, by 10.00 am. at the latest, and state the reason for the absence.

III. Permission to leave the school is granted to a student indicatively in the following cases: a) in case of unwellness, b) for the observance of religious

duties, c) family bereavement and in any case where the School Administration deems the student's request to be reasonable. The student departs after the College Administration telephones his parents, who are asked to pick him/her up in person.

**IV.** The School Management remains in contact with the parents/guardians of the student and notifies them in the event of repeated absences from School, provided that the parents have not already contacted the School Office to inform them of their child's forthcoming absence.

**V.** In cases where the School's teaching staff consider that a student, due to a significant number of absences, is unable to keep up with the teaching process taking place in their class, the School Management contacts the student's parents/guardians in order to identify the most beneficial solution for the student. In extreme cases, the student may be asked to repeat the year.

## **ARTICLE 15: SCHOOL HOLIDAYS - HOLIDAYS**

I. There is no school on the following days:

1. every Sunday,
2. the religious holidays of the Holy Spirit,
3. the national anniversaries of October 28 and March 25
4. on Clean Monday
5. on May 1st
6. on holidays for the seat of each school due to a local religious or national holiday,
7. one teaching week in the months of October and February, according to the requirements of the British curriculum.

## **ARTICLE 16: TRANSFER OF STUDENTS**

I. The school bus picks up and drops off the student from the location designated by the parent at registration. In the event that the student is not going to come to the School, the parent is obliged to notify the bus driver who would pick up the child as soon as possible using the contact information provided by the School.

II. In the event that it is impossible to transport the students with the school buses, for reasons independent of the will of the school owner (e.g. strike, damage, traffic accident, etc.), then the parents, after being notified, will take over with their own means and expenses for the transportation of their children to and from School.

III. The cost of transporting the students to and from the School, as well as one-way transfers, is as follows:

- For those living in Zone A one thousand euros (€1,000.00).
- For those living in Zone B one thousand nine hundred euros (€1,900.00)
- For those residing in Zone C two thousand and fifty euros (€2,050.00)
- For those residing in Zone D two thousand two hundred euros (€2,200.00 €)
- Zone E two thousand four hundred euros (€2,400.00)

## **ARTICLE 17: OTHER ISSUES**

I. A condition of employment and work at the School for both teachers and any other staff member, for student safety reasons, is that the employee maintains a clean criminal record throughout his employment with the School.

## **ARTICLE 18: ACCEPTANCE OF THE REGULATION**

I. The student's registration at the School means acceptance on his part and on behalf of his parents of all the terms of this Regulation and its Appendices. From this, the Parent, together with the pre-registration application, receives a

copy of the present Policy Document in writing or in electronic notification at his choice since it is posted on the College's website.

II. The articles of this Regulation may be supplemented or clarified by written internal circulars of the School or the School Administration, which are communicated to parents via e- mail, if they concern them, and non-observance of which entails the same consequences as non-observance of this Regulation, in which case the School may impose the sanctions provided for in each case.

III. Any change or modification of this Policy constitutes a single and integral part of it and is notified by e-mail to the parents/guardians of the students.

**I hereby declare that I have read and agree with the school's operating policies which are also posted on the school website.**

**Date**

**Signature of Parent/Guardian**

## **APPENDIX A**



**Student's Details:**

SURNAME:	FIRST NAME(s):
GENDER: MALE / FEMALE	DATE OF BIRTH: day _____ month _____ year _____
NATIONALITY/IES	NAME/ COUNTRY OF PREVIOUS SCHOOL: IN YEAR/GRADE:
HOME ADDRESS: (please include postcode)	HOME TELEPHONE:
PLACE OF BIRTH:	PASSPORT NUMBER:
MOTHER TONGUE:	OTHER LANGUAGES SPOKEN:

**Family Details:**

Who is the child's legal guardian? **MOTHER**  **FATHER**  **BOTH**  **OTHER** : \_\_\_\_\_

	FATHER or other LEGAL GUARDIAN	MOTHER or other LEGAL GUARDIAN
<i>Surname</i>		
<i>First Name</i>		
<i>Nationality/ies</i>		
<i>Home Address (if different)</i>		
<i>e-mail address</i>		
<i>Home Tel.</i>		
<i>Work Tel No.</i>		
<i>Mobile Tel.</i>		
<i>Passport/ID</i>		
<i>Tax Number AFM &amp; DOY</i>		
<i>Occupation/ Job Title</i>		
<i>Employer</i>		
<b>Emergency Contact Person (Other than parents)</b>	Full name:  Relationship:	Mobile/ Telephone:  Email:

**Further information:**

Does your child need EAL (English as an Additional Language) support? <b>Yes / No</b>	Does/Has your child require(d) Special Education Needs support? <b>Yes / No</b>
May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes? <b>Yes / No</b>	May we use your child's photograph on social media e.g. Our school website, Facebook, YouTube? <b>Yes / No</b>

Enrolment Date: \_\_\_\_\_ in Year: \_\_\_\_\_

By registering a student at Byron College, parents/guardians have read and agree to all school's policies.

<https://www.byroncollege.gr/about-us/policies>

"I hereby declare that I have read and agree with the school's operating policies which I have read from the school website."

SIGNATURE OF PARENT OR GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

## SCHOOL ACTIVITIES, EDUCATIONAL VISITS, TRIPS, EXCURSIONS & RESIDENTIALS

### PARENTAL/GUARDIAN CONSENT

Throughout each school year a variety of different activities will take place to support the curriculum. These can be either outside of the classroom or offsite at different facilities. These include:

1. Super Learning Days
2. Regular Out of Establishment activities - Off Site in local neighbourhood i.e. Sports Fixtures, IGCSE PE, and Environmental Studies etc.
3. Day Trips
4. Residential Trips – either in Greece or Overseas

#### I understand that:

- Such activities will not often extend beyond the school day, but that if, occasionally, they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for my child's safe return home
- My specific permission will be sought for any out-of-school activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards.
- All reasonable care will be taken of my child in respect of the activity/Educational Visit
- My child will be under an obligation to obey all directions given and observe all rules and regulations governing the Educational Visit/activity and will be subject to all normal school discipline during the activity
- Any medical condition or physical disabilities will be notified to the school now and as and when they arise

### HOME/SCHOOL CONTRACT

Although the general expectations of behaviour for students participating in off-site activities, trips, visits or excursions and residential trips are the same as during a normal school day, we would like to draw your attention to some points which are very important for all school activities:

#### The following is not acceptable:

1. Fighting
2. Bullying
3. Abusive Language
4. Smoking
5. Drinking of Alcohol
6. Taking of Drugs
7. Deliberate damage to property
8. Theft

#### Students must:

1. Respond & follow instructions or advice
2. Follow **ALL** health & safety instructions
3. Report at once to any teacher
  - a) Any damage they may have caused
  - b) Any injury they may have caused
  - c) Any illness that they have or any injury they might have sustained
  - d) Any damage to their possessions
  - e) Any property that has been lost or stolen

The above rules are intended to ensure that the activity is enjoyed by all and that no student suffers any harm or distress. Please note that any incident or inappropriate behaviour will be reported and that appropriate sanctions will follow. Parents/Guardians will be informed of any misbehaviour.

## SCHOOL ACTIVITIES, EDUCATIONAL VISITS, TRIPS, EXCURSIONS & RESIDENTIALS

### Both myself and my child agree that:

1. Should our said child misbehave in any way that is no longer conducive for them to remain on the trip then I will at my own expense arrange for an accompanied return back to my home. I accept that in these circumstances no refund of any monies will be payable. I agree to indemnify Byron College in respect of any loss reasonably incurred by them arising out of a decision that my child should be returned home.
2. To pay for any damage which may be occasioned solely through the misconduct, neglect or carelessness of my said child to the person or property of any other party or parties whilst on said trip. I agree to indemnify Byron College in respect of any reasonable expense reasonably incurred in this regard.
3. That I will not hold Byron College nor any of its employees responsible for any loss of personal effects or money incurred by my child during the trip in circumstances where reasonable steps have been made to safeguard such effects.
4. I understand that before Byron College decide that my child's school trip must be curtailed short as aforementioned then:
  - a) The teacher in charge must consult first with his/her colleagues present;
  - b) My child must be given the opportunity to explain the behaviour about which complaint is made and have a responsible adult present to represent the child's position;
  - c) My child will be given the opportunity to telephone me or my representative;
  - d) The teacher in charge must consult with the Educational Visits and Trip Co-ordinator (Assistant Head – Pastoral) of Byron College.
5. I understand that as a result of misconduct I/we will not be entitled to any refund of payments made. In the event of further excursions or visits that students have enlisted to participate where payments have been made no refund will be forthcoming.

**Name(s) of pupils registered at the school:**

**Parent/Guardian agreement:** I, the undersigned, accept the above parental and pupil agreements with regards to educational visits and trips. I confirm that I have made my child aware of the school requirements and procedures. I agree that my child can attend school trips and associated activities when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils taking part in offsite activities and will make sure my child understands these.

**Signed (parent/guardian):**

**Date:**

## Acceptable Use Agreement for Parents/Guardians & Pupils

### Pupils Agreement

**Name of pupil:**

**When using the school's ICT facilities and accessing the internet in school, I will not:**

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission
- Use them to break school rules
- Access any inappropriate websites
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share my password with others or log in to the school's network using someone else's details
- Bully other people

I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use the school's ICT systems and internet responsibly.

I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.

### Parents and Guardians Agreement

**Name of parent/guardian:**

Online channels are an important way for parents/guardians to communicate with, or about, our school. The school uses the following channels:

- Our official Social Media pages
- Email/text groups for parents (for school announcements and information)
- Our virtual learning platform

Parents/guardians also set up independent channels to help them stay on top of what's happening in their child's class. For example, class/year Facebook groups, email groups, or chats (through apps such as WhatsApp). These such channels are not deemed as official school channels, but parents/guardians should adhere to the same usage directions as outlined in this agreement.

# ICT and Internet Acceptable Use Policy

When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will:

- Be respectful towards members of staff, and the school, at all times
- Be respectful of other parents/carers and children
- Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure

I will not:

- Use private groups, the school's Social Media pages, or personal social media to complain about or criticise members of staff. This is not constructive, and the school can't improve or address issues if they aren't raised in an appropriate way
- Use private groups, the school's Social Media page, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident
- Upload or share photos or videos on social media of any child other than my own, unless I have the permission of other children's parents/carers

**Parent/Guardian agreement:** I, the undersigned, accept the above parental and pupil agreements with regards to ICT and Internet Acceptable Use. I confirm that I have made my child aware of the school policy and procedures with regards to ICT and Internet Acceptable Use. I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these

**Name(s) of pupils registered at the school:**

**Signed (parent/guardian):**

**Date:**

## Consent for using Parents' & Pupils Contact Details/Personal Data

You will be aware that new data protection rules came into force recently. To ensure we are meeting the new requirements, we need to seek your consent for some of the ways we use information about you as outlined in the related 'Byron College Privacy Notice'. This does not change the way fulfil our statutory obligations as a school

As well as your consent for the processing and collection of data we would like to seek your consent for some of the ways we take and use photographs and video images. Using your photo helps us to show members of the school community who works here as well as serves as a means of promotion. We would like your consent in order to take and use your photo in the ways described below. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

### We will contact you using your:

- 1.Home and mobile phone numbers (including by text message)
- 2.Email address
- 3.Postal address

### Using your contact details in these ways helps us to:

- 1.Continue to improve the experience your child has at school
- 2.Keep you in the loop with what's happening at school
- 3.Let you know about enrichment and extra-curricular activities on offer for your child

USE OF PARENTS' CONTACT DETAILS	PLEASE INDICATE YES OR NO
I am happy for the school to use my contact details to contact me about fundraising activities	
I am happy for the school to use my contact details to contact me about the PTA's fundraising activities	
I am happy for the school to share my contact details with the PTA	
I am happy for the school to use my email address to send me the school newsletter	
I am happy for the school to contact me about enrichment activities, clubs etc. being run at the school	
I am happy for the school to contact me on behalf of external providers about events and clubs.	
I am happy for the school to keep my child's contact details to contact them in the future about alumni events.	

## Photos and videos

We sometimes take photographs or video images of pupils. We use these photos to help us to give people an idea of what life at our school is like, for example in the newsletter and on the school website. In addition, the same applies at all school events that you as a parent or guardian may attend.

USE OF PERSONAL DATA	PLEASE INDICATE YES OR NO
I am happy for the school to use photos that may contain our image in school displays	
I am happy for photos or moving images (videos) to be used on the school website, newsletter or promotional material, such as the school prospectus	
I am happy for photos to be used in the media, for example local newspapers	
I am happy for photos to be used on official school social media, for example Facebook	
I am happy for the school to use my data as outline in the published 'Privacy Notice'	

Name(s) of pupils registered at the school:

**Parent/Guardian agreement:** I, the undersigned, confirm that I have read and understood the 'Byron College Privacy Notice'. I hereby confirm that I agree to the terms of how the school uses my personal data. I agree to its use and the use of my image as outlined in the notice. After reviewing this notice if I am not happy for the school to use my personal data, I will inform the school in writing outlining what they may and may not use. If I change my mind at any time after signing this form, I will also inform the school, in writing, of my specific wishes.

Signed (parent/guardian):

Date:



STUDENT MEDICAL HEALTH FORM

CONFIDENTIAL

STUDENT'S FULL NAME:	DATE OF BIRTH: day ____ month ____ year ____
PAEDIATRICIAN'S FULL NAME:	PAEDIATRICIAN'S CONTACT DETAILS:

THIS FORM MUST BE COMPLETED BY A DOCTOR/PAEDIATRICIAN

IMMUNISATION RECORD (Please indicate the year of immunization or last booster)			
DT (Diphtheria/Tetanus) or DPT (Whooping Cough/Diphtheria/Tetanus)	MMR (Measles, Mumps, Rubella)	Hepatitis A  Hepatitis B	
BCG (Tuberculosis)	IPV (Polio)	Hib (Hemophilus Influenza Type B)	Pneumococcal
Meningitis	Mantoux		

MEDICAL HISTORY (Please check the ones (if any) that apply to this pupil providing details)

Heart Disease	Kidney Disease	Diabetes	Epilepsy/Convulsions
Tuberculosis	Hearing  Eyesight	Allergies	Other medical conditions/issue

Can this student participate in all school activities, including swimming? **Yes/No**

(Separate paperwork may be required for swimming purposes)

**Doctor's Name, Signature and Stamp:** \_\_\_\_\_

Date: \_\_\_\_\_

THIS SECTION MUST BE SIGNED BY THE PARENT/GUARDIAN

1. Diagnosis: Does the student have any medical or neurodevelopmental diagnosis? **Yes/No**

If yes, please state and provide a copy of the relevant documentation. \_\_\_\_\_

2. **Medications:** All medications that must be given should be **properly labeled and stored in the Nurse's Office**. Instructions regarding dosage (dose and timing) must be clearly written and signed by parent/guardian or doctor.

Medication: \_\_\_\_\_ Condition: \_\_\_\_\_ Taken at school? **Yes/No**

3. In the event that I cannot be reached I give my permission for the school nurse to proceed with medication for headache, fever, etc., and medical emergency treatment (e.g. Epipen), *if required*. **Yes/No**

SIGNATURE OF PARENT OR GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_