



**THE HERITAGE**  
PRIVATE SCHOOL

## GENERAL PROSPECTUS

### INTRODUCTION

Situated on the outskirts of Limassol, The Heritage Private School and Institute presents an impressive sight in the hills along the main Limassol to Troodos road, and offers facilities and opportunities of exceptional quality. The innovatively-designed school buildings contain well-lit classrooms with interactive whiteboards, heating and air conditioning, and creative displays of work.



The School is academically selective and is approved by the Ministry of Education & Culture in Cyprus. It provides an education based on the UK National Curriculum for students in the age range 2 to 19: Early Years, Primary and Secondary, and all teaching and assessments are in English. The School aims to provide the same high quality of education as a well-respected UK private school, yet with very competitive fees. Limited class sizes give a high level of attention and support for each student, and regular homework consolidates and enhances learning. With over 1200 culturally diverse students on roll, the School is truly international in its intake and philosophy and is proud to be the only school in Cyprus to have been re-awarded with the prestigious British Council International School Award 2019-2022 for “outstanding development of the international dimension in the curriculum”. The School also proudly won 6 Cyprus Education Leaders Awards in 2019 and 2 in 2020, holds 11 CY GPP Environmental Awards, EMAS Award, the Eco Schools Green flag, a Green Office Award by CYMEPA, ISO 14001 accreditation and is a European Parliament Ambassador EPAS School.

We are proud of our thriving school and the active role that it plays in the life of the local community. We are also proud of its warm, friendly and caring atmosphere, the range of opportunities we are able to offer the students and of the many successes we achieve together.

The General Prospectus aims to give an overview of the School as a whole, and there are separate supplementary Prospectuses available for the Early Years School, the Primary School and the Secondary School, in order to provide you with the more specific information you need for your child's age.

### MISSION STATEMENT



***The Heritage Private School has high aspirations in education. It values its students, staff and parents, and strives for excellence in the development and enrichment of its multinational students. We consider that it is important to teach both respect for all individuals and property, and an understanding of the feelings and cultures of others.***

### AIMS & ETHOS

The Heritage Private School is a UK Curriculum School and a caring community which strives to enrich the development of education and skills, and help all students reach their full potential. Its primary concern is the achievement of high standards and the delivery of quality education in all aspects, and at every level; we are therefore committed to a rigorous academic programme leading to university entrance. Alongside this, the School seeks to nurture in its students a true desire to learn, and the ability to study within an environment that is caring and friendly, but orderly and firm, where relationships between students and teachers are based on mutual trust and respect. We encourage students to accept responsibility for their learning from an early age, and to always be proud of their efforts and

achievements. We also support students in developing personal values to guide them throughout life, to help them to become well-rounded, responsible, international citizens, well-prepared for the many opportunities that the future holds:

- We believe that every student is an individual with specific needs and abilities.
- We encourage students to become autonomous, independent learners.
- We see interaction between different nations and cultures as vital in the modern world. Students are encouraged to respect each other's cultures, and the Cypriot culture within which they are living.
- The EU membership of Cyprus makes European exchange and Life Long Programmes including Erasmus+ ([http://ec.europa.eu/programmes/erasmus-plus/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/index_en.htm)) a vital element in the life of the School.
- The welfare and progress of each student is closely monitored by teachers, Form Tutors, Heads of Key Stage, Headteachers and Directors.
- High standards of effort, achievement and examination success are strongly encouraged.
- Although academic progress is the major goal, personal and social development are also key aspects, and all members of the school community are empowered to learn, feel secure and happy.
- Effective communication and collaboration between the School and home is strongly encouraged, as we believe that this is integral to the success of each student.
- It is important that our students develop a clear understanding of environmental concern and awareness, and we keenly encourage involvement in activities to promote this.

***“Academic progress, personal and social development, and good self-discipline are all key aspects of our ethos. The Heritage Private School is definitely a very special place to be.”***

## **STAFF**

Our staff are well-qualified, experienced, highly motivated, and committed to keeping up-to-date with UK educational developments and EU education standards. Visitors often comment on the high level of positive interaction between teachers and students. ‘Life Long Learning’ is encouraged amongst the staff. Pastoral care of our students is also given a high priority.

## **CURRICULUM**

The curriculum is carefully developed within the recommendations of the 2014 National Curriculum for England (<https://www.gov.uk/government/collections/national-curriculum>). In the Early Years School your child will begin with the Nursery class and then attend the Pre-Reception class, the Reception class, and finally Year 1, which is the first year of Key Stage 1. The Primary School covers the second year (Year 2) of Key Stage 1, and the entirety of Key Stage 2 (Years 3 to 6). In the Primary School the Cambridge Primary Curriculum (<http://www.cie.org.uk/programmes-and-qualifications/cambridge-primary/cambridge-primary/curriculum/>) is taught alongside the 2014 National Curriculum for England. Key Stage 3 (Years 7 to 9), Key Stage 4 (Years 10 and 11) and Key Stage 5 (Years 12 and 13) take place in the Secondary School building.

Teachers provide a range of activities appropriate to their students' abilities and backgrounds. A carefully integrated, broad and balanced curriculum provides a sound basis for learning, starting with the core areas of literacy and numeracy. All areas are well-resourced, and text books in all Key Stages are selected to be compatible with the 2014 National Curriculum for England.

Acquisition of language is valued as a key to promoting wider learning. By providing a stimulating environment for them, students are motivated to think about their experiences. Opportunities are created for students to express themselves confidently, and skills are nurtured which enable them to communicate fully through speech and in writing.

Modern languages taught include Greek, Russian, French and German and Secondary School students also have the option of Spanish. In the Reception classes, Greek is introduced through fun activities involving songs and games. Formal Greek lessons begin in Year 1, in groups according to ability. French or German is compulsory from Year 3 to Year 9. Russian (as First Language) is taught from Year 7 onwards. Other languages are optional and may be studied in the afternoon, through School Clubs or the Institute.

The teaching of ICT is incorporated throughout the School, both as a core subject in the National Curriculum, but also through our compulsory Bring Your Own Device (BYOD) policy. Years 12-13 are required to have a compulsory device (laptop or tablet) and Years 2 - 11 are required to have an Apple iPad and stylus pen, following our iPad 1-1 programme. We are highly satisfied with the way the programme has been integrated into our curriculum in the last few years. It is a modern approach to learning which allows for greater differentiation and a more independent, personalised, active and engaging learning experience for our students. The School has invested heavily in hardware and software, equipping all classrooms with interactive smartboards and a wide range of tools and applications that help take learning to the next level.



The classrooms in the innovatively-designed buildings have interactive whiteboards, heating and air conditioning, and are rich with stimulating educational displays. The School also has a Learning Resource Centre containing a well-stocked library and an Innovation/Makers Lab with 3D Printers.

Educational trips extend the students' appreciation of various topics. Through discussion and practical work, students are able to develop a wider perspective of the world. In addition to visiting educational sites within Cyprus, students are given opportunities to visit various other countries. Our School is currently participating in 5 Erasmus+ Projects; 1 eTwinning Project; 3 MUN Conferences; EYP Sessions and a SUSTAIN EU Project. We have also conducted an independent exchange project with our partner schools: I.M Panagiotopoulos in Athens and SAHETI in Johannesburg.

Strong attention is also given to Music, Art, Drama, and Physical Education, for every child throughout the School. These are important subjects in the development and enhancement of both practical accomplishments and self-confidence. Various events such as concerts, shows, drama productions and sports fixtures are organised during the year, and the School has a state-of-the-art Multifunction Hall and a showpiece 1,200 seat outdoor Amphitheatre, both of which host school events and community dramatic and musical productions. Performing Arts are particularly strong at the School, using specialist drama studios and sound-insulated music rooms. Recent productions include 'Chicago' 'As you Wish' and 'The Slipper and the Rose'. School's PE and Sports facilities include a full-size FIFA Star 1 football pitch, cricket practice lanes, tennis, mini-football, basketball, volleyball and netball courts and track and field facilities. Swimming is optional for Years 7-8. Dance is also available as an additional activity after school. Other activities such as public speaking, debating and student exchanges, also contribute enormously to self-esteem and maturity.



The School emphasises progression and continuity throughout, as follows:

## **EARLY YEARS SCHOOL**

Students may join the School provided they have reached the age of 2, either on or before 1st September of the school year, where they learn through play in a caring and friendly environment. In our Early Years School, English is the language of instruction and students learn to develop manual dexterity and motor skills. They also learn letter and number recognition, sorting and grouping, as well as enhancing their knowledge and understanding of the world in which they live. By Reception and Year 1, skills involved within the areas of learning such as reading or mathematics are further developed and students' social skills are enhanced. The staff ensure that there is a wide variety and balance of activities within a happy, enjoyable, orderly and stimulating setting. For more information, please see the Early Years School Prospectus.



## PRIMARY SCHOOL

Following the Early Years School, students progress in Year 2 to the Primary School, where they continue to develop their skills and understanding through practical tasks set in the context of real-life situations. They are provided with regular opportunities to talk about their work in order to increase their confidence, and a wide range of investigational activities encourage students to devise their own ways of collecting, recording and presenting information. All activities are provided through a happy and stable learning environment.

As the students move into Key Stage 2 in Year 3, the work becomes more academic, whilst every effort is made to retain that sense of fun and freshness. New subjects are introduced into the curriculum to ensure that students study a broad, relevant and differentiated curriculum that meets the needs of each child.

It is important to build upon the natural enthusiasm of children and their excitement for learning. Students are encouraged to explore and make sense of the world around them. Through practical work they learn to acquire the skills of observation and develop their powers of deduction. They are also encouraged to develop their initiative and research skills through projects.

Students from Years 1 to 6 inclusive sit nationally recognised, standardised assessment tests in English and Mathematics. In addition, the School enters all Year 6 students for the Cambridge Primary Checkpoint tests which provide valuable feedback on each student's particular strengths and weaknesses at the end of their Primary education, before progression to the next stage of education in Secondary School.

For more information on the Primary School stage, please see the Primary School Prospectus.

## SECONDARY SCHOOL

The Secondary School begins with Key Stage 3 (Years 7, 8 and 9) in which students take a broad range of subjects providing them with a balanced education in preparation for the IGCSE/GCSE choices. At the end of Year 9, students take the Cambridge Checkpoint tests in English, Mathematics and Science.



Key Stage 4 covers Years 10 and 11 and culminates in the IGCSE/GCSE examinations, and from the end of Year 11 onwards, students are encouraged and supported in seeking work experience placements to enhance skills in a working environment.

Key Stage 5 covers Years 12 and 13, concluding with GCE AS and A Levels.

Each year, there are always students of The Heritage Private School amongst those who receive Cambridge International Examinations Outstanding Learner Awards and Outstanding Pearson Learner Awards for the highest examination marks in Cyprus and/or internationally. To the highest achieving student in Year 7, Year 10, Year 12 and Year 13, the School awards the annual Sievert Larsson Scholarship Foundation, Ancoria Insurance, and Ancoria Bank – Heritage Private School Scholarships.

The Heritage Private School is justifiably proud of its high academic standards and the attainments of its students, but it is also very aware that students have different learning styles, capabilities and ambitions and the School believes in educational continuity. Therefore, all students in Years 12 and 13 are advised to take subjects of interest to which they are best suited.

Students leave the School with external examination certificates, and also with a formal School Leaving Certificate (Apolytirion) issued at the end of Year 13. The majority of students progress to university in the UK, Europe, and elsewhere in the world, with many achieving exceptional results and entry into leading universities, such as the University of Cambridge, Imperial, MIT, Berklee College of Music and Sciences Po.

For more information on the Secondary stage of education at The Heritage Private School, please see the Secondary School Prospectus.

## HOMEWORK

It is the School's belief that the students' educational experience is enhanced by homework/home study. The nature, duration and complexity of homework tasks will be appropriate to the age and ability of the students, and will increase with each year in school. Through the use of several applications, both students and parents/guardians can view homework details, communicate with teachers and receive feedback. More details on the homework policy for your child's age group may be found in the relevant Prospectus.

## EXAMINATIONS

Assessment is by means of classwork, homework, internal examinations and external examinations, depending on the Key Stage. Reports are provided regularly for all students and there are opportunities for parents/guardians to discuss with teachers the work and performance of their children.

The School is a Cambridge International Fellowship Centre, an Examination Centre for Cambridge International Examinations, Pearson Edexcel International Examinations, LCCI Examinations and an ECDL Approved Test Centre.



Summaries of the examination syllabuses for Key Stages 4 and 5 are provided in the separate IGCSE/GCSE and AS/A Level Subject Information Packs.

## EXTERNAL EXAMINATION RESULTS

The School's external examination results, awards achieved by students, and the destination of Year 13 graduates, are published annually on our School website.

## PSHE, CAREERS AND LIFE SKILLS, AND SEX AND RELATIONSHIPS EDUCATION

The School pays attention to students' personal and social development by teaching age-appropriate life skills from Nursery right through to Year 13 through programmes of Personal and Social Development, Citizenship, Sex and Relationships Education, and Careers & Life Skills. More details may be found in the relevant Prospectus for your child's age group.

## EXTRACURRICULAR ACTIVITIES

We believe that every student can excel at something, so we offer many academic, cultural, sporting and extracurricular activities to help everyone to increase self-esteem, maturity, and find their own niche.



Extracurricular activities are essential throughout the School in developing wider interests, depending on age. Such activities include the visual and performing arts, languages, creative writing competitions, public speaking and debating. Termly lists of clubs for each age range from Reception to Year 13 are available from the School Office and on the Parent Portal. The School is also involved in EU educational and community projects, and other projects within Cyprus and internationally. The School also offers The Duke of Edinburgh's International Award.

Sports and games form an exciting and essential element in the educational process. Competition is encouraged, but good sportsmanship and team spirit are of paramount importance. The School offers the Heritage Football Academy, the Heritage Basketball Academy, specialist tennis coaching, plus a variety of different sports teams which participate in inter-school tournaments. The Heritage Fitness Centre in the Technology Building is open to the Public upon appointment with our coach and is a great place to keep fit. It also runs a Lifestyle Coaching Programme.



If your child takes any extra formal qualifications outside school, for example in musical theory, a particular instrument, dance, languages or sporting activities, please do let the School know, and also provide us with photocopies of any relevant certificates, as this adds valuably to your child's school record of achievements, and ultimately contributes an important dimension to higher education applications.

## **SPECIAL EDUCATIONAL NEEDS**

At The Heritage Private School we endorse equality of opportunity for all students, including those who are identified as having Special Educational Needs (SENs). Teachers are always alert to the possibility of a student having emotional/behavioural difficulties or learning differences such as dyslexia, and early identification enables appropriate assessment to be made and provision to be discussed. SENs also encompass those students who are exceptionally academically able. The School may suggest to parents/guardians that formal assessment and testing is sought from a qualified Educational Psychologist and/or other relevant professionals, in order to identify precise educational needs. Since intervention and remediation occurs most effectively at the earliest possible stage, the focus on strategies and programmes of work for individual students to follow as part of an Individual Education Plan (IEP) is centred on the Early Years School and Primary School years. Parents/guardians are an integral part of the consultation and supporting process and are consulted and informed about the success of the student's progress towards targets on a regular basis. In the Secondary School, there is a policy and procedure in place for students with identified SENs who are eligible for Examination Access Arrangements, to ensure that they may fully utilise their special entitlements for internal and external examinations.

## **DISABILITY ACCESS**

All Heritage School buildings/facilities are accessible to wheelchair users. We support the policy of integration of students with disabilities and believe that all children will develop a greater awareness much earlier of the needs of others if this is the case.

## **AFTER SCHOOL KIDS (ASK) AT THE HERITAGE**

ASK is the School's after-school care facility for Early Years (from age 3) to Year 6 students. This programme runs from 1.20 p.m. to 5.00 p.m. every school day. Nursery to Year 1 classes are housed in the Early Years Building and the older classes in the Primary School. It is designed to help parents to access convenient childcare and thereby more easily manage their own workdays. Parents/guardians may therefore request a place for their children who are already registered at The Heritage Private School. There are limited places, however, and so early registration is recommended.

The aim of ASK is to provide a safe place for children to attend after school, where an enjoyable planned programme of educational and fun indoor and outdoor activities takes place. ASK also provides an extended opportunity for your child to socialise with other children and continue practising their English language skills in a less formal environment. Children who may wish to do their homework at this time will also have support with this task. Food is included in the cost. For enquiries about ASK, please contact the Administration Office or email [ASK@hps.ac.cy](mailto:ASK@hps.ac.cy).

## **THE HERITAGE INSTITUTE**

The Heritage Institute offers a wide range of after-school classes for children, plus courses for adults in the mornings and afternoons, with a record of excellent results. Courses (subject to demand) include:

- Art & Design: Photography
- Chinese
- Dance
- English
- French
- German
- ICT, including ECDL
- Mathematics
- Modern Greek
- Music – Theory, Instruments and Singing
- Preparation for University Admissions Tests
- Russian
- Religious Studies (IGCSE)
- SAT Preparation
- Spanish
- Sports (including Basketball and Football Academies, and specialist tennis coaching)
- Trinity Drama, Speech and Individual Acting Skills

## SUMMER SCHOOL

The Heritage Summer School runs for five weeks, and offers students of The Heritage Private School and other young people the opportunity to enjoy a valuable and rewarding experience during the summer vacation. It is also useful for those joining the Early Years or Primary School in the following September in order to feel more comfortable within a new environment by starting in a slightly less formal way. Uniform is not worn and emphasis is placed more on fun, musical, artistic and sporting activities than on academic pursuits. However, extra lessons are also available for those wishing to improve levels of English or other school subjects.



## DATES FOR THE SCHOOL YEAR

The dates for the current school year are available on the School website and Parent Portal.

## STRUCTURE OF THE SCHOOL DAY

TIME	EARLY YEARS SCHOOL AND PRIMARY SCHOOL	SECONDARY SCHOOL
7.40 a.m.	Staff Briefing	
7.50 a.m.	Registration	
8.00 a.m.	Period 1	
8.40 a.m.	Period 2	
9.20 a.m.	Period 3	
10.00 a.m.	First Break	
10.20 a.m.	Period 4	
11.00 a.m.	Period 5	
11.40 a.m.	Second Break	
12.00 noon	Period 6	
12.40 p.m.	Period 7	
1.20 p.m.	End of Early Years School and Primary School day (Early Years School Clubs, Primary School After-School Clubs and ASK commence)	Period 8
2.00 p.m.		End of Secondary School day
2.20 p.m.	End of Early Years School and Primary School After-School Clubs	Secondary School After-School Clubs/Afternoon Lessons commence
3:20 p.m.		End of Secondary School After-School Clubs
5.00 p.m.	ASK ends	End of Afternoon Lessons (some end sooner depending on subject)

## UNIFORM

School Uniform and PE kit including tracksuits are available from the School Shop, located in the Technology building. For items of uniform supplied by the School Shop, no substitute uniform is allowed. Our uniform is smart and practical, and gives the students a sense of belonging. It also sets a standard of dress which is compatible with a good work ethic, manners and behaviour. The uniform list for each age group is available from the School Office and on the Parent Portal.

## BOOKS, EQUIPMENT AND STATIONERY

The equipment list for each age group is included in the relevant Prospectus. An annually updated list of book requirements is available from the School Office and on the Parent Portal, and is dependent on your child's year group. Textbooks are available to purchase from the School Shop in the Technology Building. For Years 2 - 11 an Apple iPad and stylus pen is mandatory, and for Years 12-13, a device (laptop or tablet) is compulsory.

## DISCIPLINE

A high standard of behaviour is insisted upon: mutual respect, good conduct and cooperation are expected from all. The aim is to instil self-discipline; however, when necessary, disciplinary sanctions are applied. Close liaison with parents/guardians is sought at all times. Positive encouragement is provided through House Points, high-quality displays of students' work, the recognition of individual and team successes in Assembly, and Form Tutors', Head of Departments' and Headteachers' Commendations. We teach support and forgiveness of each other if genuine mistakes are made. The aim is that discipline will become an assumed rather than an imposed framework for responsible behaviour. School rules have therefore been developed to be age-appropriate, and details are included in the relevant Prospectus for the age group of your child.

## ATTENDANCE AND ABSENCE

Regular attendance and punctuality are required of every student. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving school. The School expects all students to attend school regularly and to be on time for classes in order to benefit from the instructional programme, and to develop habits of punctuality, self-discipline and responsibility.

It is important that students arrive at school by 7.45 a.m. in time for registration at 7.50 a.m. We understand the potential difficulties of getting very young children ready for school, but we feel that it is important that our students learn punctuality as a life skill.

The School will only authorise absences for the following reasons:

- illness, or other medical reasons;
- family holiday unable to be taken out of term-time, and agreed by the School in advance;
- religious observance;
- other unavoidable causes.

Lateness and absence rates are subject to regular monitoring, and excessive incidents will be discussed with parents/guardians.

It is absolutely essential that you contact us on the first morning of your child's absence for whatever reason. This will ensure that we are alerted instantly if your child fails to arrive at school when expected. Absences will be recorded as unauthorised unless you have provided an explanation, and persistent absence without justification will adversely affect your child's conduct and academic progress.

We strongly urge you to plan your holidays to be taken out of term-time, as full school attendance is vital for your child to make their best academic progress. However, if it is imperative that a child must join a family holiday during term-time, the parent/guardian should complete an Application for Absence Form, which is available from each of the School offices. We request that parents/guardians avoid taking holidays during examination weeks. Leave of Absence may be granted for other reasons in exceptional circumstances, e.g. music examinations; university interviews.

## MULTIFUNCTION HALL



The School's state-of-the-art Multifunction Hall contains indoor sports facilities, a stage fully equipped with high quality audio-visual systems, and performance studios. It hosts School productions and events, sports, end-of-year examinations and some Heritage Summer School activities. This wonderful space is also available to hire for community and private functions. For more details, contact [facilities@hps.ac.cy](mailto:facilities@hps.ac.cy)



## TECHNOLOGY CENTRE

The Technology Centre, inaugurated in September 2018, is an energy class A building comprising of classrooms, Science and ICT Laboratories, an Art Room, Fitness Centre, Cafe serving organic salads and wraps, an Auditorium, main Administration office, and Book and Uniform shop. This building, which won a CY GPP Award in 2018, houses Years 5 and 6 classrooms.



## CAFETERIAS

The School Cafeteria on the ground floor of the Secondary School building is open daily in term time for students and provides drinks, snacks and nourishing hot and cold food, most of which is home-cooked on the premises. The Cafeteria offers fresh rolls and sandwiches and also has a lunch menu with tasty dishes such as Meatballs with Pourgouri, Gingered Seafood Noodles and Pennine Macaroni with Chicken. Various types of salads such as tuna, chicken and crab are also available, and a vegetarian alternative is always offered.



The He@lthMe cafe on the ground floor of the Technology Building serves freshly made juices, smoothies, coffees, teas and organic salads, wraps and snacks. It is a great place for parents and external visitors to relax and enjoy organic food and beverages.



## HEALTH AND SAFETY STATEMENT

The Heritage Private School is committed to the health and safety of all staff, students and visitors. The School's full Health and Safety Policy sets out the management framework which ensures that all practical steps are taken to secure the health and safety of all persons using the school premises. The School meets, and in many cases exceeds, all relevant national regulations pertaining to schools.

The School adopts the following Health and Safety measures:

### Health and Safety Committee

The School's Health and Safety Committee meets regularly to review all matters relating to health and safety. The Committee comprises, amongst others, the Headteachers of both Primary and Secondary Schools.

### Formulation of Policy and Plans

Detailed procedures and plans are in place which cover, amongst other examples, Fire and Earthquake Evacuation, Road Safety, Child Protection, Internet Safety, Using Technology, and Prevention and Control of Communicable Diseases. Such policies are reviewed and revised regularly to maintain their effectiveness. The School's Emergency Plan is submitted each year to the Ministry of Education in Cyprus.

### First Aid

The School has a fully equipped First Aid Room in each building. Also in place is a comprehensive network of 'first-responders' (all qualified First Aiders) who can speedily apply emergency first aid as required.

### Risk Assessment

A Risk Assessment system is in place which provides for the identification and provision of adequate controls associated with the health and safety risks arising from school activities, both within the school grounds and during off-site visits.

## **COMMUNICATION**

There is regular, effective communication to inform staff, students and all other school users of health and safety matters. This is done through posters/displays of relevant material, frequent staff briefings, emails to parents/guardians, Parent Portal, applications, and student assemblies.

Underpinning all of its activities, The Heritage Private School is committed to maintaining a healthy and safe working environment, both in and out of school hours, for all users of the School.

## **ROAD SAFETY**

We strongly encourage road safety around our school, and provide guidelines for all drivers on 'Safe Access to the School and Road Safety Within the School Grounds', which may be found on the Parent Portal. Although there is ample car parking, the School also arranges a bus service from many locations around Limassol, which students are encouraged to use. We ask all visitors to the School to report to the School Office in the building they are visiting.

## **PERSONAL BELONGINGS**

Please note that the School is not liable for any damage or loss to any personal belongings brought to school by students, parents, guardians or visitors. This includes but is not restricted to mobile telephones; electronic devices such as iPads, laptops and tablets; digital music players, musical instruments; cameras and photography equipment; art folders; sports equipment; bags, books, or any other items.

## **MEDICAL INFORMATION/RULES FOR CURRICULAR AND EXTRACURRICULAR ACTIVITIES AND TRIPS**

Parents/guardians of each new student will be asked to complete their child's medical information on the School Admission Application Form. The School must be notified immediately if a child's medical details change, by submitting an Amendment to Medical Details Form, available on the Parent Portal. This includes whether your child has been in recent contact with any contagious or infectious diseases, or has developed allergies. For the whole School, both parents and student (where possible) also need to sign a Rules for Curricular and Extracurricular Activities and Trips form when registering their child. This form covers all subsequent curricular and extracurricular activities at the School. In addition, it is imperative that daytime and emergency contact details are kept up to date, and that we are informed of any temporary contact numbers. We need to be able to contact a parent or guardian in the event of an accident. An Amendment to Contact Details Form is available on the Parent Portal.

## **GDPR CONSENT FORM**

On the School Admission Application Form, parents/guardians of each new student must complete and sign a GDPR Consent Form, which is necessary in order to give the School permission to store and process relevant personal data, in accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679 and CY Law 125(I) of 2018.

## **ILLNESS**

Parents/guardians are requested to help us in the prevention of illnesses being spread. Our staff instruct and remind students of all ages to cover their mouth with a tissue when coughing or sneezing, to dispose of used tissues in a waste bin, and to wash their hands thoroughly after visiting the toilet, and after coughing or sneezing. A box of tissues and antiseptic hand gel are available in all classrooms. However, the School strongly advises all children to carry their own tissues and (depending on age) antiseptic spray or gel, and to use these items as necessary. If your child shows any symptoms such as fever, cough, runny nose, sore throat, aches, chills, fatigue, vomiting or diarrhoea, you must keep your child at home until he or she has been symptom-free for at least 24 hours.

If you have reason to believe that your child has been exposed to any contagious illness, however minor, then please consult your doctor. If your child has contracted an infectious disease (e.g. chickenpox) you must keep your child at home until the doctor has confirmed that he or she is no longer infectious. It is particularly important that you also inform the School as soon as possible of any exposure to infectious diseases as some can adversely affect pregnant women and others who may be more vulnerable to infections, such as anyone with an impaired or weak immune system. The School's policy is to contact parents if a child appears to become unwell during the school day, so that the child can be collected and taken home.

We thank you for your cooperation, which will help us safeguard all the students within our care. We hope that with everyone following these simple and sensible measures, illnesses at school will be kept to the minimum.

## SCHOOL POLICY ON ADMINISTERING MEDICINES

The School will not normally administer any form of medication (prescribed or non-prescribed) on behalf of parents/guardians during the school day, extracurricular activities or trips. In the case of students who are suffering from casual short-term ailments (coughs, colds etc.), it is usually possible for doses of medication to be given outside school hours. The same applies for students who require essential prescribed medication on a long-term basis because of the chronic nature of their illness (for example, asthma, diabetes, epilepsy and severe allergic reaction). Even in these cases, it is usually possible to have medicines prescribed in dose frequencies which enable them to be taken outside school hours. However, when it is shown that it is clinically imperative for a student to take prescribed medication during such activities/trips, a Student Healthcare Plan must be produced for the child. The main purpose of the Student Healthcare Plan is to identify the level of support that is required to meet the child's medical needs during the school day, extracurricular activity or trip. If you require this form, then please request it from the School Office.

## SOCIAL RESPONSIBILITY



The School is committed to sustainable development and environmental initiatives, for which it holds eleven CY GPP environmental awards, EMAS award, ISO 14001 accreditation, a Green Office Award by CYMEPA and the Eco-Schools Green Flags. Students are encouraged to take part in charitable activities that help both the local and wider communities. The School has environmental aims, too: many trees have been planted, there are optimised irrigation and water recycling systems, and a commitment to renewable energy systems exists. Students are keenly involved in projects to promote awareness and understanding of environmental issues, including recycling, composting, water and energy conservation, and ecosystems. These are exciting times of expansion for the School and it remains committed to sustainable development and nurturing and protecting the natural environment.

## APPLYING FOR ADMISSION TO THE HERITAGE PRIVATE SCHOOL

The Heritage Private School is an academically selective school and we encourage our students to develop their individual interests and aptitudes. Admission procedures are described fully on our School website.

## INDUCTION

Moving to a new school can be stressful for some individuals and it is our aim to reduce the anxieties associated with change and moving on. We aim to help newcomers feel at ease in their new surroundings and to make friends rapidly, and with ease. Parents/guardians and students are welcome to look around the School prior to applying for admission; if you wish to do so, please telephone to make an appointment.

## INVITATION

**We warmly invite you to entrust the education and pastoral care of your children to our dedicated team, to share the benefits of our superb modern facilities, excellent teaching and beautiful location.**



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