

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 18: 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 nearly a thousand culturally diverse students on roll, the School is truly international in its intake and philosophy and is proud to be one of only two schools in Cyprus to be awarded the prestigious British Council International School Award for “outstanding development of the international dimension in the curriculum”. Other recent awards for the School include co-founder and co-director Zoe Kouris being named ‘2011 Cyprus Business Woman of the Year’, and the School’s selection to be the only business from the education sector to represent Cyprus in the prestigious 2011 European Business Awards sponsored by HSBC.



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 caring community and 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 friendly, but orderly and firm, an environment 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 aim to provide the highest quality education, encourage students to become independent learners, and to develop each student's full potential in a caring, stable environment.
- 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.
- EU projects such as European exchange and Life Long Programmes including Erasmus+ are a vital element in the life of the School.
- The welfare and progress of each student is closely monitored by teachers, form tutors and headteachers.
- 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. We rely on the full cooperation and understanding of the family in assisting us to help students to achieve these aims.
- 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). 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 and French. 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 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.

ICT is incorporated throughout the School, both as an increasingly important subject taught in the well-equipped computer laboratories, but also in an integrated manner within other subjects.

There are well-resourced science laboratories and a Learning Resource Centre containing a well-stocked library, study desks and computers.

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.

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 1,500 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 'Grease', 'Singin' in the Rain' and 'Fiddler on the Roof'. The School's PE and Sports facilities in its Stadium area include a full-size FIFA Star 1 football pitch, cricket practice lanes, tennis, mini-football, basketball, volleyball and netball courts. Dance is available as an additional activity after school. Other activities such as public speaking and debating, and student exchanges, also contribute enormously to self-esteem and maturity.



The School emphasises progression and continuity throughout, as follows.

EARLY YEARS SCHOOL

The youngest students may join the Nursery in the September following their second birthday, 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. Here they also begin to develop their intersocial skills. 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.

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 or Edexcel High Achiever Awards for the highest examination marks in Cyprus and/or internationally. To the top Year 11 achiever and the top Year 12 achiever each year, the School awards the annual Piraeus Bank (Cyprus) Ltd – 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 are encouraged to stay on at the School in Years 12 and 13 for the number and type of courses they wish to follow, and 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. Most of our graduates continue their education at universities in the UK and all over the world.

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. More details on the homework policy for your child's age group will 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 and Edexcel International Examinations, an ECDL Approved Test Centre, and an Examination Centre for Anglia Examinations England.



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

EXTERNAL EXAMINATION RESULTS

The School's external examination results, awards achieved by students, and the destination of Year 13 graduates, are published annually. The most current version is enclosed and can also be found on our 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. 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.

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 and 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.

PERFORMING ARTS AT THE HERITAGE (PATH)

Out of school hours, PATH offers classes in Music, Dance and Drama, led by fully qualified UK and internationally trained and experienced professionals, with participation in shows and productions throughout the year.

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: Fine Art	Modern Greek
Computing	Music
Dance	Preparation for University Admissions Tests
Drama	Russian
English	Religious Studies
French	Sports (including Academies and specialist tennis coaching)
German	Thinking Skills
Mathematics	

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 at this time, 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 enclosed.

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 and Primary School After-School Clubs 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.		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 Secondary School 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 included in the relevant Prospectus.

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 is dependent on your child's year group. Textbooks are available to purchase from the School Shop.

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 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.

CAFETERIA

The School Cafeteria serves a range of hot and cold nourishing home-cooked food, and is open to students, parents, guardians and staff.

HEALTH AND SAFETY

The Heritage Private School is committed to the health and safety of all staff, students and visitors. The attached Health and Safety Statement sets out the framework which ensures that all practical steps are taken to secure the health and safety of all persons using the school premises. The Heritage Private School meets, and in many cases exceeds, all relevant national regulations pertaining to schools. In addition, we strongly encourage road safety around our school, and provide guidelines for all drivers in the attached document on 'Safe Access to the School and Road Safety Within the School Grounds', to which you should refer. 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.

MEDICAL INFORMATION

Parents/guardians of each new student will be asked to complete a Medical and Consent Form, which covers all curricular and extracurricular activities at school, and also all out-of school trips/activities. For health and safety reasons, without the completion and return of this form, your child may not be able to participate in extracurricular activities and trips. Following submission of the form, you must let us know immediately if any details change, or any new relevant medical information arises, so that this record can be updated. This includes whether your child has been in recent contact with any contagious or infectious diseases, or has developed allergies. 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.

ILLNESS

Parents/guardians are requested to help us in the prevention of illnesses being spread. If your child is suffering from any potentially contagious illness, however minor, please keep him/her at home until complete recovery. Parents/guardians are asked to advise the School of the type of illness, as this will help us safeguard all the students within our care. A child suffering from sickness or diarrhoea must not attend school for at least 24 hours after the cessation of symptoms.

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

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. Students are keenly involved in projects to promote awareness and understanding of environmental concerns, 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. The School has proudly received the Eco-Schools Green Flag award for its initiatives to date.

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 the enclosed 'Admissions Policy'.

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 the dedicated team at The Heritage Private School, where we confidently provide high-quality education in a stimulating environment. The future promises to be an exciting time for all: students, staff and parents. We do hope that you will choose to join us, and share the benefits of our superb modern facilities, excellent teaching and beautiful location.

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 Heritage Private 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 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 the School's dedicated intranet, posters/displays of relevant material, frequent staff briefings, letters and notifications to parents/guardians, 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.

**SAFE ACCESS TO THE SCHOOL
AND ROAD SAFETY WITHIN
THE SCHOOL GROUNDS**

It is of great concern to all of us as staff and parents that our children remain safe on the roads around our school. Therefore, bringing and collecting children to/from school and driving/parking within the school grounds should be achieved safely.

ENTERING AND LEAVING THE SCHOOL GROUNDS

By bus

The School arranges a bus service with many pick-up and drop-off points around Limassol, and so **transport by bus is highly recommended** as an alternative to delivering and collecting your children by car. Details of the bus service can be obtained from the School Office.

By car

The signage is clear on allowed and disallowed turns. We urge you all to comply with the requirement of the Police that on the Limassol to Troodos road, **there must be no right turn into or out of the School** at any time. The School takes no responsibility for failures to comply with these regulations. Therefore, to enter the School you must either:

- (a) Take the Ayia Fyla roundabout, drive through Ayia Fyla and Palodia and turn left opposite the Palodia Primary School onto the road which links to the Limassol to Troodos road. Then turn left onto the slip road by the Heritage sign, turn left onto the main Troodos road in the Limassol direction, and enter the School on the left.
- (b) Take the Polemidia roundabout and drive towards Troodos, go past the School, turn right towards Palodia, and turn right again after 150m onto the slip road by the Heritage sign. This leads you back onto the main Troodos road but in the Limassol direction, allowing you to turn left into the School.

We recommend route (a).

For the minority of families who leave the School to travel north on the Limassol to Troodos road, you should first proceed towards Limassol, and then take the exit to the Spyrou Kyprianou Stadium and follow the directions which take you under the Limassol to Troodos road, to rejoin it travelling north.

DRIVING WITHIN THE SCHOOL GROUNDS

There are five parking areas within the school grounds. Car Park 1 at the bottom of the hill is connected by a stairway to the Primary School playground, and from there to the Secondary School buildings. Thus, parents/guardians are encouraged to drop children off at the foot of the hill away from traffic. Car Park 1 is also the designated car park for the Stadium area. Car Park 2 is in the centre of the elongated roundabout and is reserved for parents and visitors of the Primary School.

Beyond the elongated roundabout is Car Park 3 which is reserved for Primary School staff. Year 12 and Year 13 students who drive to school may use the Car Park 3 spaces which are located just outside the entrance to the Secondary School car park. Car Park 4 is reserved for parents and visitors of the Secondary School; it is also used by Secondary School staff who should occupy spaces at the east end of Car Park 4. The areas both in front of and behind the Secondary School are out of bounds to vehicles as these are playing areas for students. Car Park 5 is reserved for the Early Years School.

Dropping off children rather than parking is generally recommended: please briefly stop on the left but do not use the areas designated for buses. For parents/guardians escorting younger children into school or meeting them at the end of the school day, please do not park in front of the school gates or on pavements or on the right hand side of the road. Instead, please use the car parks and walk to the Early Years School and the Primary School gates.

The speed limit within the school grounds is 20 km per hour, and 10 km per hour on pedestrian crossings. Please note that the wearing of seat belts by all occupants of vehicles driving within the School grounds is mandatory. Also, the practice of using hand-held mobile phones whilst driving is strictly prohibited.

**WE URGE DRIVERS TO USE THEIR GOOD SENSE AT ALL TIMES
AND ENTER OR LEAVE THE SCHOOL WITH EXTREME CAUTION AND PATIENCE**

ADMISSIONS POLICY

The Heritage Private School is an academically selective school and we encourage our students to develop their individual interests and aptitudes. Entrance procedures to each of the School's departments are outlined below.

General policy

- The Headteachers of the Early Years School, Primary School and Secondary School will make the final decisions on admissions.
- Students may join during any term subject to availability of places.
- Prospective students are required to sit Entrance Tests in English and Mathematics and attend an interview.
- A satisfactory report from the previous school is required.
- Students whose level of English is not at the required standard (based on the Entrance Test in English and the interview) may still be accepted into the School if they show potential and, as a condition of accepting a place, attend our intensive additional English lessons. This will enable new students to be immersed in the English language so that they can quickly and fully integrate into classroom learning.
- Similarly, if students' results in the Entrance Test in Mathematics are not at the required standard, they may still be accepted into the School if they show overall academic potential and, as a condition of accepting a place, attend our intensive additional Mathematics lessons.
- Students who have accepted the offer of a place at the School are expected to commence school on the first day of term, unless a definite prior arrangement is agreed in writing for a subsequent start date. If for some unforeseeable reason the student does not commence school on the agreed date, the place will be held **for one week only**. Parents/guardians should be aware that there is vigorous competition for places at the School and applications for admission exceed places available. Offers are made according to stringent entry criteria and a rigorous selection process, and so places offered but not taken up need to be quickly reallocated to other children on the School's waiting list. Similarly, once a student takes up the place at the School, parents/guardians must inform the School regarding any absences during term time. Absence of a student from school for **more than two weeks without notification** will forfeit the school place without refund, and the place will be offered to other children on the School's waiting list.
- All admissions documentation must be fully completed, signed and submitted, and the registration fee and deposit paid, before a child can commence school.

Early Years School: Nursery, Pre-Reception, Reception

The youngest pupils are accepted in the September following their second birthday. Depending on an informal interview with the Early Years and Primary School Headteacher, and availability of places, children can enter at any time.

Primary School (Key Stage 1 & Key Stage 2): Years 1 - 6

Admission is based on previous reports and an interview with the Early Years and Primary School Headteacher. Older students are also assessed by entrance tests in English and Mathematics. If there are places, students can enter at any time.

Secondary School (Key Stage 3: Years 7 - 9; Key Stage 4 (IGCSE/GCSE) and Key Stage 5: AS/A Level)

Most students enter in Year 7 from the Heritage Primary School. Other students applying for admission should provide a previous school report, will take entrance exams in English and Mathematics, and will have an interview with the Secondary School Headteacher.