



PRIMARY SCHOOL PROSPECTUS



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Please read this Primary School Prospectus in conjunction with the General Prospectus, which gives an overview and general information regarding the whole School.

In the Lower and Upper Primary School buildings we have twenty-three classes, from Year 1 to Year 6 inclusive. Each class has a Class Teacher and, in addition, there are Learning Support Assistants. Students spend the majority of their time with their Class Teacher and Assistant, but they will also be taught by different teachers for certain subjects. The Primary School covers Key Stage 1 (Years 1-2) and Key Stage 2 (Years 3 to 6).

THE CURRICULUM

The Primary School aims to meet the requirements of the Cambridge Primary International Curriculum. <https://www.cambridgeinternational.org/programmes-and-qualifications/cambridge-primary/> together with the National Curriculum for England (<https://www.gov.uk/government/collections/national-curriculum>)

The following criteria are used in framing the aims, objectives and content of both curriculums:

- The curriculum is planned and developed as part of a continuum for all students, including as far as practicable, for those with special educational needs
- The curriculum is developed to match the stages of development of individual students rather than their chronological ages
- The curriculum is essentially practical, to enable students to adopt a multi-sensory approach to learning
- We believe that if students are to gain maximum benefit from their educational experiences, they need to work in a happy caring environment where they may grow in confidence, where they may be helped to develop a concern for others, and where they can achieve daily success in a wide range of enjoyable activities
- For Years 2-6, the curriculum is delivered through a 1:1 programme of learning using iPads.

We aim to provide a broad range of worthwhile curricular opportunities that cater for the interests, aptitudes and particular needs of students, and to ensure progression in students' learning.

The curriculum aims to provide a greater awareness and understanding of different races, cultures and creeds, and to provide equal opportunity for all, regardless of race, gender, religion or social or economic differences.

We seek to build learning opportunities around the rich and stimulating activities we have always believed to be essential to a rich primary school experience.

Two School Reports are issued per year and a School leaving certificate is issued at the end of Year 6.



ENGLISH

Students are given many opportunities to use language skills in a variety of ways. These include:

Speaking and Listening

- Class/group discussions
- Listening to audio
- Role play/drama
- Collaborative work
- Stories and poems
- Following instructions

Writing

- Writing for a variety of purposes
- Usage of punctuation/grammar
- Writing for a variety of audiences
- Development of drafting/editing skills
- Use of literacy software

Reading

- Structured reading programme
- Reading extension materials
- Quiet reading times
- Shared and guided reading activities
- Study skills
- Reading for pleasure

Spelling

- Use of dictionaries and word banks
- Structured spelling programme

Handwriting

- Study of letter formation and joining
- Attention to presentation

MATHEMATICS

Students are given many opportunities to acquire mathematical concepts and skills and apply these in practical situations. They are fully supported to reach their full potential and encouraged to explore, discover and be inquisitive in their learning. Lessons are delivered in a variety of ways in order to gain a deeper understanding of the subject such as: interactive activities, problem solving and investigations.

The curriculum learning objectives are divided into three main areas called ‘strands’ which run through every primary stage: Number, Geometry and Measure, and Statistics and Probability. Thinking and Working Mathematically is embedded within the other curriculum strands.

SCIENCE

Science is an integral part of our curriculum. It stimulates and excites students’ curiosity about phenomena and events in the world around them. Emphasis is placed upon developing a knowledge and understanding of the world around them and evaluating their findings, through experimental work and questioning. The School has a wide range of resources to enable Science to be delivered through practical activities and the use of the outdoor environment. The range of Science topics covers many areas of Biology, Chemistry and Physics, while focusing on Scientific Enquiry as promoted by the Cambridge Curriculum and the National Curriculum.



MODERN FOREIGN LANGUAGES

Formal lessons in Modern Greek begin in Reception and continue throughout Primary School, in groups according to ability. There are opportunities to change groups at a later stage if appropriate. From Year 3, students have the option of choosing French or German through two lessons per week. Our aims in teaching students a modern foreign language include:

- Increasing linguistic competence through regular timetabled sessions
- Exploiting cultural links and experiences when opportunities arise
- Promoting positive attitudes towards language learning through a range of learning activities
- Developing listening skills and phonological awareness

For Greek lessons the following also applies:

- Speakers of Greek or Greek Cypriot origin use the material/books covered in the same level as state schools.
- Homework
- External examinations are offered like Kangourou Greek as well as Ellinomathia
- The aim is for students to improve in all four aspects of the language: listening, writing, reading and speaking
- Greek assemblies take place at various times of the year
- Students are involved in extracurricular activities such as competitions, Greek events, Greek trips and Greek day

INFORMATION AND COMMUNICATION TECHNOLOGY

ICT is incorporated throughout the School, both as a core subject in the National Curriculum, but also through our iPad 1-1 programme, which requires all students in Years 2 - 6 to have an Apple iPad and stylus pen. We are highly satisfied with the way the programme has been integrated in the last few years into our curriculum. 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. In addition, 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.



DESIGN AND TECHNOLOGY

In Design and Technology, students acquire and apply knowledge and understanding of materials and components, including food, textiles, resistant and mouldable materials, mechanisms and control systems, structures, quality issues and factors relating to health and safety.

The students will:

- Develop their designing and making skills
- Develop knowledge and understanding
- Make decisions about materials and components they will use
- Nurture creativity and innovation through designing and making
- Reflect on a design and identify strengths and weaknesses
- Alter their design to perfect it
- Develop their problem-solving skills
- Develop an understanding of technological processes, products and their manufacture and their contribution to our society

GEOGRAPHY

In Geography, students will develop their knowledge of the world in which they live and develop a range of skills to assist them in future life by:

- Examining aspects of physical geography and the natural world
- Examining human geography and the effect of humans on the planet
- Investigating and exploring habitats and environments around the world
- Developing a respect and concern for the world
- Investigating maps and developing map skills
- Learning compass points, navigating and participating in orienteering

HISTORY

History provides students with the skills and knowledge required to develop an understanding of the past and the significance of historical events in the modern world. The curriculum not only develops historical knowledge, but also provides students with the opportunity to develop a range of transferrable and valuable skills by:

- Interpreting and evaluating primary and secondary sources
- Selecting, interpreting and evaluating evidence in order to reach and draw conclusions
- Developing and sustaining an argument or viewpoint
- Gaining knowledge and understanding of chronology
- Measuring changes over time
- Connecting the past to the present day and observing the significance of changes over time.



MUSIC

Our work in this area of the curriculum encourages students to enjoy music through:



- Performing
- Listening
- Composing
- Developing musical knowledge and understanding



Musical Instrument Requirements for Year 3 - 6 Students

All students in Years 3 - 6 must possess a melodic musical instrument for use in class and at home. This requirement remains for the first three years of Secondary School (Year 7 to Year 9).

Students who already play a melodic musical instrument and have instrumental lessons

The School encourages students to continue to increase their competence through private tuition and practice. They may use their existing musical instrument in the timetabled Music lessons that are part of the School curriculum, as long as the instrument is portable to and from school (the School has a number of keyboards/pianos, so pianists need not worry about portability).

Students who wish to take up a melodic musical instrument for the first time

This is the ideal time for students to begin, develop skills, and aim for formal music qualifications. If your child has recently acquired such an instrument but has very limited experience of playing it, then you should ensure that he/she attends private lessons for that instrument if you also prefer your child to use this instrument for their classroom lessons.

Instrument Loans for Years 5 and 6 students

For Years 5 and 6 students who would like to take up a new musical instrument, the School has a range of instruments (violin, violoncello, flute, saxophone, trumpet and clarinet) available for loan as part of the School's 'Mission Orchestra' project. Students will be selected based on interest and a short interview with the Music Department and the instrumental teacher. The contractual agreement will include a commitment to private lessons with one of the School's instrumental teachers, and students with loaned instruments will be expected, once competent, to join the School Orchestra.

Students who do not wish to formally take up a melodic musical instrument

If your child does not already own and play a melodic musical instrument, and does not wish to take one up formally, the School would still like them to participate fully in the Music lessons that are part of the curriculum, so please ensure that your child is equipped with one of the following three instruments, all of which are relatively inexpensive, available from any music shop, and easily portable to school:

- Melodica
- Chromatic Glockenspiel
- Ukulele

There will be a limited stock of good quality, reasonably priced melodicas, chromatic glockenspiels and ukuleles available to buy from the School Shop.

Opportunities for all: Music Institute, Music Clubs and 'Mission Orchestra' Project

For all year groups there are many opportunities available to develop and extend musical abilities. For any students who wish to take up a particular musical instrument for the first time, or improve their skills with their existing instrument, please be informed that the Music Department offers the following private and group instrumental lessons and after-school clubs as follows:

- Acoustic and Electric Guitar
- Bass Guitar
- Clarinet (Years 5 - 13)
- Composition
- Drums
- Electronic Music (Years 7 - 13)
- Flute
- Junior Choir (Years 3 - 6)
- Piano
- Rock Band (Years 7 - 13)
- Saxophone (Years 5 - 13)
- School Orchestra (Years 5 - 13)
- Theory
- Trumpet
- Violin
- Violoncello
- Voice

For further information regarding the 'Mission Orchestra' Project, details of instrumental lesson times and fees, and to contact instrumental teachers, please contact the Music Department at musicinstitute@hps.ac.cy.

If your child takes ABRSM, Trinity Guildhall and similar formal qualifications in musical theory or a particular instrument, please do let the School know, and also provide us with photocopies of any relevant certificates, as this adds valuably to their school record of achievements.

ART

Art is a vital part of the Primary curriculum as it not only promotes creativity, imagination and expression but it also allows students to develop skills transferable to other areas of their educational and personal lives.

At the Heritage School, students will:

- Develop their creative skills by working with a wide range of materials including oil pastel, aquarelle, water colour, clay and plaster
- Communicate thoughts and ideas visually
- Investigate artists and art movements and recognise their contributions to the art world
- Experiment with themes and techniques undertaken by well-known artists
- Follow a design plan and develop problem solving strategies
- Analyse and reflect their own work and that of others
- Problem solve and make informative decisions regarding their work
- Follow a school curriculum which promotes the progression of skills in drawing, painting and sculpture



PHYSICAL EDUCATION AND SPORT

A variety of physical activities are offered to students throughout the Primary School, and we aim to provide all pupils with the knowledge, skills and motivation necessary to equip them for a healthy lifestyle and a lifelong participation in physical activity and sport. Students will take part in a wide range of activities including:



- Team sports
- Movement and Dance
- Athletics
- Cooperative and individual games



All students are expected to take part in these activities unless excluded for medical reasons.

We aim to give all the students the opportunity to take part in sporting activities within the school day and through extracurricular activities, which are encouraged. In lessons, our youngest students are taught basic movement skills which are the foundation of all physical activities. These include balancing, running, jumping, landing, climbing, hopping and ball skills. These and other skills are developed throughout the Primary School so that all can participate to the best of their ability in our sporting programme. Older students will progress to playing team games such football, netball, tag rugby, rounders, hockey and cricket. In addition, we provide after-school clubs in cricket, rugby, basketball, dance, tennis and football.

To encourage competitiveness and fair play, our sporting teams represent our School in a wide variety of fixtures and competitions against other schools and sporting clubs. We are proud of our sporting achievements and over the years we have achieved many notable successes.

HOMEWORK

Most of the homework for the youngest students in the Primary School will involve Reading and Spelling, and we urge you to help the students by listening to them read. It is also very beneficial if you read to them on a regular basis. Reading Books will be sent home regularly which should be returned to school each day in a folder.

A guide to the amount of time that should be spent per day is as follows:

Year 1	20 minutes per day	Year 4	50 minutes per day
Year 2	30 minutes per day	Year 5	60 minutes per day
Year 3	40 minutes per day	Year 6	70 minutes per day

Emphasis will be also placed on general literacy and numeracy tasks, which benefit every subject area, and such tasks may be given in addition to the above subject-specific homework guidelines.

Student's homework and other class information will be posted on the platforms Showbie via their iPads. If parents/guardians wish to communicate with the class/subject teacher, they can do so via email which can be found on the Parent Portal. Parents/Guardians are expected to encourage and monitor homework and inform the School if a problem arises. Homework will be appropriate to the age, ability and circumstances of the students, taking into account special educational needs.

PSHE (PERSONAL, SOCIAL AND HEALTH EDUCATION)

In the Primary School, the programme of Personal and Social Development and Global Perspectives is incorporated into the curriculum, and for Years 5 and 6 Sex and Relationships Education (SRE) is present.

We aim to give the students awareness of their own bodies and of the gradual physical changes of growth towards puberty. Changes throughout puberty are introduced in Year 5. It is school policy to teach SRE in a sensitive manner to students in Years 5-6. Parents/guardians have the right to withdraw their students from the non-compulsory elements of the SRE unit of work and parents/guardians are consulted prior to the sessions.

As part of the Cambridge Curriculum, through science work undertaken in school, all students are required to study the stages in the growth and development of humans. In Year 6, SRE is taught through the Science lessons due to the direct link to the reproductive system studied as part of 'Body Systems'.

ENGLISH AS AN ADDITIONAL LANGUAGE

English as an Additional Language is for students whose native language is not English. We enhance their language and cultural development and help them gain the confidence to succeed academically in an English educational environment.

Our 'English as an Additional Language' EAL teachers understand many of the issues that students will encounter when studying in a foreign country. We have a close working relationship with the students, which provides the department with a key pastoral role within the School.

There are opportunities for additional private or small group lessons in English for those who are non-native English speakers. This is particularly helpful for students who are in the early stages of learning the English language.

In addition, The Heritage Private School is an Examination Centre for English external examinations. Examinations in the English language take place in January and June each year. The aim of these examinations is to motivate students to learn and master English within and beyond the classroom. As with many other language testing systems, these examinations measure all four language skills: listening, reading, writing and speaking.

There are no minimum age requirements for external English examinations, and at the Heritage, lessons for Primary School students may be taken either during the school day through English as an Additional Language (EAL) classes, or in very small groups after school from 1.20 p.m. to 2.20 p.m. as part of the Heritage Private Institute, entering at the level of study their teacher considers appropriate.

CELEBRATING ACHIEVEMENTS IN THE PRIMARY SCHOOL

We believe it is essential in the Primary School to celebrate the achievements of individuals groups and the whole school community. Through such celebration, endeavour is recognised and those gaining recognition can feel valued and successful. This helps the development of confidence, which prepares students to take new risks and face further challenges as they progress towards their Secondary School years.

HERITAGE YEAR 6 SCHOLARSHIP

The Heritage Private School offers a Year 6 scholarship, which is awarded to the student who achieves the best overall results in the Year 6 Cambridge Assessment International Education Primary Checkpoint Tests and covers approximately half of the Year 7 fees.

ENRICHMENT OPPORTUNITIES: EDUCATIONAL VISITS

The Primary School arranges a programme of educational visits to places of interest on a regular basis. We hire coaches for transportation to and from such activities. There is always an educational aspect to such visits, although we also try to make them an enjoyable and social experience as well. We try to maximise the curriculum links and use every opportunity to cross between different parts of the curriculum in one experience.



ASK (After School Kids)

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 Reception classes are housed in the Early Years Building and the Years 1 - 6 classes in the Lower and Upper Primary School buildings. 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.

PASTORAL CARE

In caring for our students, we aim to support them sympathetically and encourage positive attitudes to learning, school and life. Personal, social and moral education is seen as an integral part of each student's education. The range of topics covered throughout the Primary School help to meet the student's social and emotional development. To achieve this, students will participate in:

- Group work to foster positive relationships with friends and peers
- Decision-making to help create independence of thought
- Health education to promote self-awareness, nutritional needs and the importance of creative leisure activities
- Safety education to apply this knowledge and skill to situations in the home, at school, on the internet, on the roads and in the water
- Community awareness to help develop a caring attitude socially and environmentally
- Economic and industrial awareness.



PRIMARY SCHOOL DISCIPLINE

A high standard of behaviour is insisted upon: mutual respect, good manners and cooperation are expected from all. We therefore have Discipline policies setting out our expectations regarding acceptable behaviour in school. Positive encouragement is provided through House Points, the display of students' work, the recognition of individual and team successes in Assemblies, and Headteacher's commendations. The Policy is based on the three principles of **Rules, Rewards and Consequences**. Our rules are kept to a minimum and they emphasise: respect for other students and all

adults; respect for property; the expectation that students try to do their best at all times; and that we speak to and treat others as we would like to be spoken to and treated ourselves.

If any student does not conform to these expectations, the matter is dealt with initially by staff and, if necessary, parents/guardians will be notified. Close liaison and cooperation between home and school is sought in order to resolve disciplinary issues.

Code of Behaviour

Students should:

- Be honest at all times
- Be polite and show consideration towards each other and to all adults at all times – bad language is never tolerated
- Be prepared to take responsibility for their actions
- Be responsible for looking after their own belongings brought to school – watches, pens, pencil cases, calculators etc.
- Only play on the playground, and not on the fences, trees, flowerbeds, etc.
- Walk and not run, in the interests of safety and not getting hurt – you never know who or what is around the corner

Students should not:

- Play fighting games or piggy-back games
- Play swinging, tripping or kicking games, because these activities are too dangerous and someone is likely to get hurt
- Use physical or verbal abuse or any form of bullying – students should think how they would feel if it happened to them.

Anti-Bullying Policy

Bullying incidents are taken seriously, and all incidents are investigated and recorded. We would ask that parents/guardians inform the School immediately if they suspect their child to be a victim or a perpetrator of bullying at school.

SCHOOL HOURS AND SECURITY

Our aim is to make our school welcoming and open, but at the same time a safe and secure place for everyone. In Years 1 to 6, you should leave your child in the respective playground, where a member of staff will be on duty to supervise from 7.15 a.m. until the bell rings at 7.50 a.m. All students will then be escorted to class by staff. **Parents must not accompany students to their classrooms, and students should unpack their own bags etc. once they are escorted to class by a member of staff at 7.50 a.m.**

If a parent/guardian wishes to speak with their child's class teacher first thing in the morning, it is usually possible, but if not, please make your request through the relevant Office.

It is the responsibility of parents/guardians to ensure that their students arrive at school on time. Frequent lateness can be upsetting for the child and can disrupt the teaching sessions for other students. If students do arrive after registration, they will need to visit the relevant School Office in order to be signed in. Similarly, if students need to leave the premises before the end of sessions they must be signed out in the office before leaving. We ask all visitors to the Primary School to report to the relevant School Office. Parents should not enter any building during the school day except through the relevant office. Adults should not wander around the schools unaccompanied or collect students from classrooms themselves. It is our aim to keep the students and staff as safe as possible.

We appreciate that for new students the first few days can be quite daunting. However, once the initial settling in period has passed, we ask parents not to enter the classroom. You are more than welcome to arrange appointments and speak to members of staff privately.

UNIFORM

The Uniform Policy is available on the Parent Portal.

BOOKS, EQUIPMENT AND STATIONERY

Exercise books are provided for the students by the School. An annually updated list of book requirements is available from the School Office, and is dependent on your child's year group. All text books are available to purchase from the School Shop, located in the Upper Primary Building (Technology Centre).

Please could you provide your Year 1 to Year 6 child with the following items:

- A school bag – not too large/easy to carry
- Book Bag – for their reading book and homework
- Art apron
- Pencil case
- Sharp pencils
- Coloured pencils – no felt-tipped pens
- Eraser/Rubber
- Stylus or Apple Pen (labelled with owner's name)
- Ruler – 30cm long marked in cm and mm (not the very flexible type)
- Sharpener
- Glue sticks
- Small scissors
- Headphones (labelled with owner's name)

In addition, each year group will need the following items:

Year 1

Wax roll ups pens
A4 Plastic folder to store worksheets

Year 2

4 plastic files with butterfly clips (blue, green, red and yellow) for subject work
Plastic folder for Greek
4 whiteboard markers
A3 sketch pad 200 gsm

Year 4

Small Dictionary – English
Thesaurus
Highlighter pens
A whiteboard pen
A4 lever arch file
1 x 10 part file divider
Plastic folders for French/German & Greek
Musical instrument (please refer to Music curriculum section above)
A3 sketch pad 200 gsm

Year 3

3 plastic folders to store worksheets
Plastic folders for French/German & Greek
Highlighter pens
A whiteboard pen
Musical instrument (please refer to Music curriculum section above)
A3 sketch pad 200 gsm

Years 5 & 6

Small Dictionary – English
Thesaurus
180 degree protractor
Small calculator
Highlighter pens
Plastic folders for French/German & Greek
Blue handwriting rollerball ink pen
A whiteboard pen
Musical instrument (please refer to Music curriculum section above)
A pair of compasses
A3 sketch pad 200 gsm
Sketching pencils and kneadable eraser
A set of Aquarelles

SNACKS

All students are asked to bring a snack to school, which is eaten during first break time (10.00 - 10.20 a.m.). We ask you to send healthy snacks at all times, e.g. fruit, and not sweets, chocolate or fizzy drinks. A drink (no glass bottles, please) should be included, and there are water cooler machines available for extra water. It is a useful idea to provide a plastic bottle which can be refilled at the water machines, but please label the bottle with your child's name and class. If parents and students would like to eat a hot meal together at the end of the school day, the School Cafeteria in the Upper Primary Building (Technology Centre) offers a range of food.

LOST PROPERTY

Lost property boxes are situated in all buildings.

PARENT HELPERS

The School is always keen to accept parent volunteers who may wish to assist with reading groups, in classes other than their own child's. Please inform the School Office of availability times, if you would like to help.