



SECONDARY SCHOOL PROSPECTUS



THE HERITAGE PRIVATE SCHOOL

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

Secondary School Management Team

Dr Kypros Kouris	Director
Ms Zoe Kouris	Director
Ms Elena Smilas	Secondary School Headteacher
Ms Anna Christodoulou	Secondary School Deputy Headteacher
Mr Antonis Philippou	Secondary School Deputy Headteacher

Pastoral Care Leaders

Ms Wendy Bush	Head of Key Stage 3 (Years 7 – 9)
Ms Elena Christou	Head of Key Stage 4 (Years 10 – 11)
Mr Demetris Kouris	Head of Key Stage 5 (Years 12 – 13)

Academic Subject Leaders

Mr Simon Demetriou	Head of English
Ms Clea Votsi	Head of Mathematics
Ms Despina Kyriakoudi	Head of Science
Ms Anna Christodoulou	Head of Business
Ms Irene Loizides	Head of Greek
Ms Anna Potey	Head of French
Ms Ada Panayiotou	Head of Russian
Ms Aristi Philippou	Head of German
Ms Maria Aphami	Head of Spanish
Ms Alexandra Kouris	Head of Drama
Mr George Nicolaou	Head of Physical Education
Ms Elena Christou	Head of Music
Ms Sheila Wright	Head of Art
Mr Sergios Savva	Head of History
Ms Mara Heikes	Head of Geography
Ms Martha Paschali	Head of Computing
Ms Natalie Aoun	Head of Global Perspectives

The full list of Teaching Staff can be found in the School Directory on the Parent Portal, under School Information

CURRICULUM

The School is honoured to be a recipient of the ISA British Council International School Award for outstanding development of the international dimension in the curriculum. It is currently the only school in Cyprus to have been re-awarded the ISA 2019-2022.



All Year 7-13 students are expected to attend a weekly PE lesson, and are also encouraged to participate in extracurricular and supercurricular activities.

Year 7 – 11 students follow a lively and interesting programme of Personal, Social & Health Education (PSHE). At the end of Year 11, students are encouraged and supported in seeking work placements to enhance skills and experience in a working environment.

Many students achieve exceptional GCSE/IGCSE and AS/A Level results, some receiving Cambridge International or Pearson Edexcel High Achiever Awards. All students are fully supported with higher education applications, and typically, all leavers progress to university.

Key Stage 3

The Secondary School begins with Key Stage 3 (Years 7, 8 and 9) in which students take a broad and balanced range of subjects based on the recommendations of the 2014 National Curriculum for England:

<https://www.gov.uk/government/collections/national-curriculum>

In terms of modern foreign languages, French or German is compulsory for all students from Years 7 - 9. Modern Greek is also taken by all students in classes according to ability, except for First Language Russian students, who attend lessons in Russian Language & Literature instead of Modern Greek. Native Greek students and students in the advanced groups are also taught Greek History and Literature, depending on their age.

Key Stage 4

Key Stage 4 covers Years 10 and 11 and culminates in the IGCSE/GCSE examinations. The emphasis is on general education, offering students a wide all-round knowledge.

The current list of subjects is as follows but the School reserves the right to modify this list:

Art & Design	Global Perspectives
Biology	Hebrew
Business Studies	History
Chemistry	ICT
Computer Science	Mathematics
Drama	Modern Greek
Economics	Music
English Language	Physical Education
English Literature	Physics
French	Russian
German	Spanish
Geography	

Modern Greek is compulsory for all students of Greek or Greek Cypriot origin.

IGCSE French, French DELF A2, IGCSE German, German Goethe: Zertificat A1, A2, B1 & B2, IGCSE Religious Studies, GCSE Russian, IGCSE Greek, GCSE Greek and Spanish (level and time to be discussed with Subject Teachers) are also available as Institute lessons (at an additional fee).

Summaries of each syllabus are provided in the Subject Information Packs for Years 10 & 11

Key Stage 5

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. Higher grade IGCSE/GCSE passes are required in the chosen subjects to be studied at Key Stage 5 (Years 12 and 13) at GCE AS/A Level. In Year 12, four of the following subjects may be carefully selected, depending on interests, strengths and availability. Then, at least three of these subjects may be continued in Year 13 as full A Levels. In Year 13, students must also choose one subject from the University Preparation Block.

Subject list for Years 12 and 13:

Art & Design	French	Further Mathematics
Biology	Geography	Music
Business	German	Physical Education
Chemistry	Greek	Physics
Computer Science	Hebrew	Politics
Drama & Theatre	History	Russian
Economics	Literature in English	Spanish
English Language	Mathematics	

University Preparation Block:

A2/Apollytirion Greek	IELTS
Critical Skills in Contemporary Issues	A2 Russian
Extended Project Qualification	Thinking Skills

*Spanish IGCSE or DELE examinations will be taken according to the level of the group.

IGCSE French, French DELF A2, IGCSE German, German Goethe: Zertifikat A1, A2, B1 & B2, IGCSE Religious Studies, IGCSE Greek, GCSE Greek, GCSE Russian, A2 Russian, IELTS and Spanish (level and time to be discussed with Subject Teachers) are also available as Institute lessons (at an additional fee).

Summaries of each syllabus are provided in the Subject Information Packs for Years 12 & 13.

HOMEWORK

In Secondary School, homework/home study is set at the end of every lesson. Students receive an average of three or four homework assignments per day for Years 7 - 11, and between two and four homework assignments per day in Years 12 - 13. An approximate guideline is given below:

Year	Time per homework	Total per day
7/8	30 - 45 minutes	2 hours
9	45 minutes	2 - 3 hours
10/11	45 minutes - 1 hour	3 - 4 hours
12/13	1 - 2 hours	4 - 5 hours

For Years 7 - 13, all homework, assessments and activities are uploaded on *Showbie*, which allows teachers and students to share work digitally on their iPads. Teachers can also give instant feedback to students. Through *Showbie*, parents and students can also view deadlines, marks and important announcements.

EXAMINATIONS

Assessment is by means of classwork, homework, internal and external examinations. Reports are published termly and there are opportunities for parents/guardians to discuss with teachers the work and performance of their children.

We are proud that the School is a Cambridge International Fellowship Centre, an Examination Centre for Cambridge Assessment International Education (<http://www.cambridgeinternational.org/>) and Pearson Edexcel International Examinations (<http://qualifications.pearson.com>). It is also an ECDL Approved Test Centre.



Increasingly, colleges, universities and employers wish to see objective evidence of a student's learning and attainment. The Heritage Private School therefore believes in the importance of external examinations, not just at IGCSE/GCSE and AS/A Level, but at other appropriate points in the student's school career. Consequently, before choosing their IGCSE/GCSE subject options, the School enters all Year 9 students for the Cambridge Checkpoint tests (<http://www.cie.org.uk>) in English, Mathematics and Science. These are an important means of standardised external assessment at the end of Year 9 and are considered to be accurate predictors of future Cambridge Assessment International Education IGCSE grades.

Cambridge IGCSE is the world's most popular international qualification for 14 - 16 year olds. It takes a student-centred approach and develops learners who are confident, innovative, responsible, reflective, and engaged with the study material. Cambridge IGCSE develops a solid foundation of knowledge and skills and provides excellent preparation for post-16 education. It is recognised by universities around the world, offering learners a global passport to success.

In addition, ECDL (European Computer Driving Licence) (<http://www.ecdl.com/>) is an internationally recognised standard of ICT competence; a widely acceptable certificate that asserts that the holder has the knowledge and skills needed to use the most common computer applications efficiently and productively in the workplace/home. It consists of modules covering computer theory and practice. Students are encouraged to take ECDL Examinations.

Students can also choose between French and German in Year 7-9. Both curriculums follow the structure of the six levels of the Council of Europe's Common European Framework of Reference (CEFR) Levels for Languages from A1 to C2.

The French DELF/DALF examinations lead to an official qualification awarded by the French Ministry of Education, and it is recognised worldwide, both at university and professional level. For students who choose German, they will work towards the German Goethe-Zertifikat examinations, the official qualifications awarded by Goethe-Institut. As students progress through the school in their modern foreign language studies, alongside the DELF/DALF/Goethe-Zertifikat examinations, they will also be prepared for the IGCSE, IAS and IAL examinations, according to ability.

Similarly, the School's aim for all Years 3-10 students, is to take the appropriate Greek Language Examination for their level, from the Centre of Greek Language in Thessaloniki, Greece, as well as make progress towards Greek GCSE, IGCSE, IAS and IAL examinations. In addition, in Year 13, Greek students have the opportunity to take the examinations of the Very Good/Excellent knowledge of Greek offered by the Ministry of Education, Cyprus.

Some universities require additional admissions tests, most commonly for Law and for Biomedical Sciences, but also on occasions for other subjects. The Heritage Private School is a centre for Cambridge Assessment Admission Testing e.g. BMAT (BioMedical Admissions Test), TSA (Thinking Skills Assessment) and STEP (Sixth Term Examination Paper in Mathematics). It also helps students prepare for other admission tests such as AEA (Advanced Extension Award) in Mathematics.

Students leave the School with external examination certificates, and also with a formal School Leaving Certificate (Apolytirion). Most of our graduates continue their education at universities in the UK and all over the world.

THE ANCORIA/SIEVERT LARSSON EXCELLENCE SCHOLARSHIPS

The Heritage Private School, The Sievert Larsson Scholarship Foundation, Ancoria Insurance and Ancoria Bank offers four Scholarships, the value of which will cover approximately half of the following year's school fees, when the winning students choose to continue their education at The Heritage Private School. They are awarded as follows:

- The first Scholarship is awarded for the best overall results in the Year 6 Cambridge Assessment International Education Primary Checkpoint Tests and covers approximately half of the Year 7 fees.
- The second Scholarship is awarded for best overall results in the Year 9 Cambridge Assessment International Education Lower Secondary Checkpoint Tests and covers approximately half of the Year 10 fees.
- The third Scholarship is awarded for the best combined overall academic results in IGCSE, GCSE, AS/IAS Level and A/IAL Level examinations taken at The Heritage Private School during Year 11. The Scholarship will cover approximately half of the Year 12 fees.
- The fourth Scholarship is awarded for the best combined overall academic results in IGCSE, GCSE, AS/IAS and A/IAL examinations taken at The Heritage Private School during Year 12. The Scholarship will cover approximately half of the Year 13 fees.

EXTRACURRICULAR AND SUPER-CURRICULAR ACTIVITIES

Extracurricular activities are essential in developing wider interests and providing a balanced, well-rounded education. Supercurricular activities enable students to delve more deeply into their academic subject of interest, gaining more expertise in them. Such activities include the visual and performing arts, music, languages, creative writing competitions, environmental activities, volunteering, public speaking and debating. The School is involved in EU educational and community projects, and other projects within Cyprus and internationally.



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 has various 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.

The School makes a wide range of opportunities available to Year 7 to Year 13 students, depending on age group, to help develop their leadership skills, communication and teamwork, fitness, endurance and sense of community. These include:

- Prefect Responsibilities
- Class Monitors
- European Youth Parliament (EYP)
- Model United Nations (MEDI.M.U.N.)
- Educational Overseas Trips
- EU projects such as European exchange and Life Long Programmes including Erasmus+
- Public Speaking
- Literary Competitions
- The Duke of Edinburgh's International Award
- Formula 1 in Schools
- Junior Achievement
- Community Service
- Voluntary Work Placements



All of these activities help to develop excellent life skills, and evidence of taking part in them also enhances students' university applications, since higher education establishments tend to look for a balance of good academic results, extracurricular activities, and a well-rounded personality. The opportunities offered are all coordinated by various members of staff who have a special responsibility for each area.

GIFTED AND TALENTED PROGRAMME

The School's Gifted & Talented programme identifies gifted students across all ages and subjects, and endeavours to provide them with peak formative experiences that will enable them to reach their maximum potential over the course of their School life and beyond. Our provision ranges from the regular dissemination of specialist academic material targeting each student's particular intellectual interests to the regular organisation of super-curricular lectures delivered by leading Academics across a wide range of disciplines. The culmination of the School's Gifted & Talented programme is our specialist Oxbridge provision in Key Stage 5. Here, students aiming to gain entrance to the universities of Oxford and Cambridge and other leading universities are given personalised small-group sessions wherein every aspect of strengthening a prospective Oxbridge and other leading universities applications is extensively dealt with from the beginning of Year 12 up to and including pre-interview assessments, interviews, and offers in Year 13.



COMMUNITY SERVICE AND VOLUNTARY INTERNSHIPS

Community Service and Voluntary Internship opportunities are open to Year 11 students in the summer following their IGCSE/GCSE examinations, and also to Year 12 & 13 students. These are activities that require a personalised approach and arrangement, as each student has different aptitudes and aspirations. For this reason, our Internships team assists with identifying appropriate placements. Some Voluntary Internships are competitive and will require the student to attend an interview. In all cases, those accepting students for service or placements have high expectations, and students should therefore approach these arrangements intending to do credit to themselves, their parents and the School.

ASSISTANCE WITH UNIVERSITY APPLICATIONS

During Years 12 and 13, students make important decisions about their future. At the Heritage, assistance is provided throughout this significant stage. The Headteacher, Head of Key Stage 5, Form Tutors and Subject Teachers offer advice and support throughout Years 12 and 13. They help students plan their time efficiently and develop a disciplined approach to their studies. In addition, the Higher Education Team, comprising the Director, Headteacher, Head of Key Stage 5 and Higher Education Advisers, offer careers guidance and full support in applying for Higher Education courses. In Year 13 particularly, individual appointments are arranged on completing application forms, and where necessary, preparing for interviews. The progress of each application is monitored by the Form Tutor and the School's Higher Education Team.

After graduating from Year 13, some students may have to postpone their higher education studies, typically those who are first required to complete their compulsory military service. Heritage School graduates can still rely on our help and support after military service or postponement of higher education for any other reason. All current students and graduates are therefore warmly encouraged to seek our advice and assistance when they are ready to make their university decisions and applications.

SCHOOL COUNSELLING SERVICE

As students spend so much of their time at school, teachers and support staff are in a prime position to help build and manage their wellbeing and notice if something is wrong. At the Heritage Private School, we strive to view children holistically, supporting them academically, culturally, as well as mentally. Students may arrange appointments with our Secondary School Counsellor during their study periods, breaks or after school.

DISCIPLINE

Throughout the School and described in the General Prospectus, a high standard of behaviour is instilled: mutual respect, good conduct and cooperation are expected from all.

Secondary School Rule Transgressions

1. Incorrect uniform, jewellery, hair, coloured fingernails, make up.
2. Late to registration or lessons.
3. Possession or use of mobile phones. Inappropriate use of laptop/iPad or other electronic devices during the school day.

4. Incorrect locker usage or persistent lack of organisation which includes forgetting books, equipment and locker key.
5. Inappropriate behaviour which includes bullying of any sort, insubordination, defiance, using obscene or immoral language, bringing banned items to school and failing to follow the detailed school rules or other instructions of the staff.
6. Vandalising school property, equipment or books or other students' possessions.
7. Dishonesty including lying, cheating, stealing.
8. Leaving school without permission and truancy. Not attending compulsory school events. Being in an out-of-bounds area.
9. Violent or aggressive behaviour.
10. Smoking (including electronic cigarettes) or the possession of alcohol or illegal substances.

Depending on the severity of the misdemeanour or concern, the action taken may include: a warning, detention, school event exclusion, suspension and as a last resort, request to withdraw from the School. For any misdemeanour, the School also reserves the right to exclude a student from school activities.

Student conduct ranges from "Excellent" to "Unacceptable" and is affected by the number and severity of offences per term. For example, a suspension will drop the conduct to "Unacceptable".

The Year 12 and 13 students additionally have their own Code of Conduct, as appropriate to their increasing responsibilities as young adults.

UNIFORM

The School Uniform Policy for Year 7 - 13 students is available at the School Office and on the Parent Portal.

BOOKS, EQUIPMENT AND STATIONERY

The latest stationery and equipment list for Year 7 - 13 students is available at the School Office and on the Parent Portal. An annually updated list of book requirements is also available from the School Office, and is dependent on year group. All textbooks are available to purchase from the School Shop, located on the ground floor of the Technology Centre. Due to the School's compulsory Bring Your Own Device (BYOD) policy, for Years 7 - 12 an Apple iPad and stylus pen is mandatory, as the School runs a 1:1 iPad Programme. Year 13s are required to have a compulsory device (laptop or tablet).

LEARNING RESOURCE CENTRE

The Learning Resource Centre (LRC) is situated on the first floor of the Secondary School building and contains the well-stocked and much-used school library. Students can choose from a variety of fiction and non-fiction, as well as books related to their subjects, which can help them for research and homework assignments. It is supervised by our two Librarians (Ms Christina Aristotelous and Ms Eleni Michail) from 8.00 a.m. to 2.00 p.m. from Monday to Friday, during term-time. Books may only be borrowed and returned during this time. It also provides a quiet and orderly place with desks and several computers (connected to the School's network) for the older students to use during their study periods. Students are able to charge and use their own devices in this space. Please refer to the LRC/Library Books Policy on the Parent Portal.

LOST PROPERTY

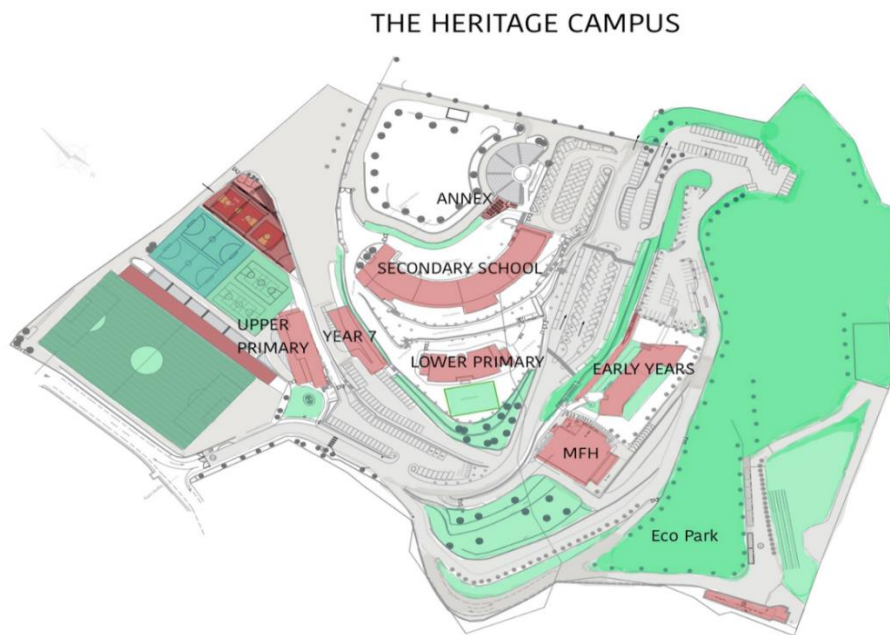
Lost property is situated in the LRC.

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

CORRESPONDENCE/PARENT PORTAL/SOCIAL MEDIA PAGES

The School firmly believes that maintaining an ongoing dialogue between parents and the school is vital to ensure that students get the most from their time with us. All correspondence is sent via email, so it is essential that Parents/Guardians enable email notifications on their mobile phones or electronic devices and respond by the set deadlines. All Parents/Guardians also have access to the Parent Portal, and a Parent App where they can view term reports, important documents, book appointments for Parents' Evening and receive notifications. The School website (www.heritageschool.ac.cy) is also frequently updated, as well as its Facebook (The Heritage Private School) and Instagram (heritageprivateschool) pages. We encourage Parents to follow the School website and Social Media pages in order to be informed about the School's ongoing activities and achievements.

SECONDARY SCHOOL MAP



SECONDARY SCHOOL BUILDINGS AND FACILITIES

	Secondary School Building	Multi-Function Hall	Sports Facilities
Classrooms	45	2	
IT Labs	2/45		
Science Labs	4/45		
Art Rooms	2/45		
Music Rooms	4/45		
Drama Studios	1/45	2/2	
LRC/Libraries	2		
Amphitheatres	1 (outdoor)		
Indoor stage		1	
First Aid Room	1	1	1
Administration Offices	2		
Management Offices	7		
Cafeterias/Snack Shop	1	1	
Indoor Sports		1	
Outdoor Courts			7
Fitness Centre			1
Innovation lab	1		

SECONDARY SCHOOL - FLOOR PLANS

