

## JUNIOR SCHOOL

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London, 15<sup>th</sup> August 2019

Dear Parents,

We hope you are enjoying a lovely summer break and we are looking forward to seeing you for the new school year 2019/2020 in September.

In order to prepare for the new school year, we would like to provide you and your children with important information:

### **1. Year dates:**

The school will start on Wednesday 4<sup>th</sup> of September 2019 at 8:30am and end on the 7<sup>th</sup> July 2020 at 12:00pm.

### **2. Times:**

For Junior School (Nursery to Y6), school times will be as follows:

- a. Monday - Thursday: 8:40am – 3:20pm
- b. Friday: 8:40am – 3:30pm.

### **3. Sites:**

#### **Portland Place**

- a. Drop off:  
Nursery, Reception, Y1, Y2 and Y3 classes will be located at Portland Place. Doors will open at 8:25am, classes will start at 8:40 am sharp.

Trolleys and scooters must be left in the garage located at Cavendish Mews North, off Hallam Street, before 8:40am. The garage will no longer be accessible

past this time and any remaining scooters will need to be taken back by the parents.

**b. Pick up:**

Nursery and Reception parents will be able to enter the building ahead at 3:15pm to pick up their children in the classroom.

After 3:20pm, Nursery and Reception parents will have to wait for the higher-level classes to leave the building before entering.

**Duchess House:**

Y4, Y5 and Y6 are located at Duchess House on Duchess Street. Doors will open at 8:00am. Students must arrive by 8:30am, even when classes start at 8:40am.

**4. Payment system:**

“ParentPay” is our online payment system, which allows parents to book and pay online for daycare (garderie), private music tuition as well as homework, afterschool and holiday clubs. Registrations to clubs are made on a first come first served basis. Parents can also use the website to pay for school residential trips online.

Login details will be given to new parents at the end of August, so they can register through the website and proceed with bookings and payments, as and when needed.

Please note that registration for clubs can only be made through the ParentPay website (<https://www.parentpay.com/>).

**5. Afterschool activities:**

The daycare (garderie) and homework clubs will start on 4<sup>th</sup> September 2019, from 3:20pm to 6:00pm. Bookings and payments can be made through the ParentPay website from end of August.

Afterschool clubs will take place from 3:30pm to 4:30/5:00pm, Monday to Friday. These will start from Monday 23<sup>rd</sup> September 2019.

A full program will be sent out on 27<sup>th</sup> of August and bookings will have to be made via ParentPay. Registrations will start on Monday 9<sup>th</sup> September at 6:00pm.

## **6. Textbooks and school supplies:**

Students will be provided with text and exercise books upon arrival. They are required to bring with them a lightweight school bag, as well as a pencil case. An additional supply list can be found on the school website Junior/ fees and scroll down until “school supplies”.

## **7. School bags:**

Rucksacks are the most practical option. Rucksacks on wheels are not desirable.

## **8. School snacks:**

Healthy snacks are allowed for the morning recess period. A water bottle is also advisable. Nuts, nut products, chewing gum, chocolate and sweets are not allowed.

## **9. School uniforms:**

Although EIFA School does not have a school uniform, it implements a dress code for all students to follow. Please refer to our school rules on the website.

Students must wear the EIFA PE kit for all sports activities. The full PE kit, comprising of five items (polo shirt, shorts, sweatpants, sweatshirt and bag), is compulsory for all students. You will be able to purchase it on the School Trends website: <https://www.schooltrends.co.uk/uniform/EIFAInternationalSchoolW1B1LS>

PE kits must be ordered and received before the first school day.

## **10. Introductory meetings:**

You are invited to an introductory meeting with Mrs Zurbach, Ms Faulkner and Mr Kuhn, which will take place:

- On Tuesday 10<sup>th</sup> of September at 5:00pm at Portland Place for Nursery to Year 3 forms, and
- On Wednesday 11<sup>th</sup> of September at 5:00pm at Duchess House for Year 4 to Year 11 forms.

In this meeting, we will introduce and present EIFA School both generally and on the day-to-day matters.

At 6:00pm, the class teachers will give a brief talk about the curriculum for the year and the outcome they are aiming to achieve. They will also discuss the level of your involvement with your child's academic progress.

**11. Our Teaching and Learning team 2019/2020:**

| Junior school   |   |  |
|-----------------|---|--|
| Nursery A & B   | Ms Olivia Cazals<br>Ms Anne Merceron<br>Ms Laurence Melillo-Desrosiers<br>Ms Manon Gageot         |  |
| Reception A & B | Ms Giliane Benvenuto<br>Ms Alexia Cortese<br>Ms Genevieve Kemp<br>Ms Giorgia Casey                |  |
| Y1 A & B        | Ms Sophie Jabot-Marmontel<br>Ms Nathalie Slimi<br>Ms Tegan Cheeseman<br>Ms Rocio Rodriguez Sierra |  |
| Y2 A & B        | Mr David Ribeiro<br>Ms Anne Le Floch<br>Ms Latana Oudanonh<br>Ms Carole White                     |  |
| Y3 A & B        | Ms Delphine Homand<br>Mr Adeel Hussein  | Ms Laura Mistretta<br>Mr Adeel Hussein |
| Y4 A & B        | Ms Maryline Beaumier<br>Ms Rebecca Andrews  |  |
| Y5 A & B        | Ms Aneta Todorovska<br>Ms Frances Redding   |  |
| Y6 A & B        | Ms Cécile Parent<br>Ms Brankica Kokinovic   |  |

|                                  |   |
|----------------------------------|---|
| EAL <sup>1</sup> Teacher:        | Mrs Gabrielle Corbet  |
| FLE <sup>2</sup> Teacher:        | Mrs Delphine Homand<br>Mrs Caroline Gourin<br>Mr Mathieu Nioche |
| PE Teacher:                      | Mrs Christine Heider (MS to CE1)                                |
| Art Teacher:                     | Mr Philippe Sibelly (CE2 to CM2)                                |
| Art Teacher:                     | Mr Sebastian Moppel,  |
| Music Theory Teacher:            | Mr Cameron MacDonald  |
| Drama Teacher:                   | Ms Claudia Rosal  |
| Music Teacher Duchess House:     |   |
| Executive Head:                  | Ms Isabelle Faulkner  |
| Head of School:                  | Mrs Françoise Zurbach   |
| Deputy Head:                     | Mr Stéphane Kuhn  |
| Head of Learning and Assessment: | Mrs Bonita Regan  |
| Head of Early Years:             | Mrs Rebecca Naylor  |
| Bursar:                          | Mrs Lucy Maunder.   |

We look forward to welcoming you and your children to the new school year.

Kind regards,

Mrs Françoise Zurbach  
Head of School

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<sup>1</sup> English as an Additional Language

<sup>2</sup> Français Langue Etrangère