

SENIOR SCHOOL

London, 15th August 2019

Dear Parents,

The EIFA team and I are hoping that you and your children are enjoying a lovely holiday. The new school year 2019/2020 is approaching and we would like to provide you and your children with important information:

1. School year start and end dates

The school year will start on 4th September 2019 at 8:30am and will end on 7th July 2020 at 12:00pm.

2. School times

Senior School hours vary according to classes. Students will be given their timetable on 5th September.

Doors will open at 8.00am. Students must arrive by 8.25am at the latest.

3. Sites

Classes from Y7 to Y11 will be held at
Duchess House, 10 Duchess Street, London, W1G 9AB.

4. Scooters /Bikes:

ALL children are asked to remember to:

- Fold up scooters before entering the school;
- NEVER ride scooters (or bikes etc.) on the school premises;
- Bear in mind other people who will be walking along their route on the main road and must be mindful of those people's safety as well as their own;

- Not ride-around outside, when and/or where children are gathered or traffic is congested;
- Name/Mark their scooter/ bike in a distinguishable way.

If children fail to heed these guidelines, they will be asked to no longer bring their scooter to school.

Obviously, the school cannot accept any liability for children bringing scooters. The children's safe arrival to and return from school, is the responsibility of parents.

The scooter and bike storage is located in the basement, using outdoor metal bike stands. Children must be considerate of others, when storing their bike or scooter.

5. Payment system:

"ParentPay" is our online payment system, which allows parents to book and pay online for 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/>).

6. Afterschool activities:

Afterschool clubs will take place after classes, or during lunch break, Monday to Friday. They will start from 23rd September 2019. A full program will be sent out on 27th August 2019. Registrations will start on Monday 9th September at 6:00pm.

7. BYOD:

EIFA operates a 'Bring Your Own Device' program, which requires that all students from Year 7 to Year 13 bring their own personal laptop for use during the school day.

8. Textbooks and supplies:

EIFA School provides textbooks and exercise books, which students will receive 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 our website (Senior / Tariffs, then scroll down until “school supplies”).

9. School bags:

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

10. 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.

11. 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.

12. Introductory meetings:

You are invited to an introductory meeting with Ms Faulkner, Mr Kuhn and myself, which will take place on Tuesday 17th September at 5:00pm. In this meeting we will talk about our school and day-to-day matters. At 6:00pm, 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.

13. 2019/2020 Teaching Staff

Senior School	
French teacher	Ms Celine Laurent – Y7 to Y11
English teacher	Mr Mark O’Brien– Y7 and Y11
EAL/FLE teacher	Ms Rita Cunha– Y7 to Y11
Latin Teacher	Ms Chrissie Olivi-Y7 to Y9
Mathematics teacher	Mr Andrew Byekwaso– Y7 to Y11
Sciences teacher	Mr Andre MaLdjian– Y7 to Y11
Physics teacher	Mr Louis Kiondo– Y7 to Y11
History, Methodology, Economics	Geography, Mrs Catherine Faure – Y7 to Y11
Spanish teacher	Ms Angela Dalmau– Y7 to Y11
Music teacher	Ms Claudia Rosal– Y7 to Y11
Drama teacher	Mr Cameron MacDonald– Y7 to Y11
Art teacher	Mr Philippe Sibelly – Y7 to Y11
PE teacher	Mr Mathieu Nioche Y7 to Y11

Executive Head: Ms Isabelle Faulkner

Head of School: Mrs Françoise Zurbach

Deputy Head: Mr Stéphane Kuhn

Head of Learning and Assessment: Mrs Bonita Regan

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