



ST. JULIAN'S  
SCHOOL

**PARENT HANDBOOK**  
**PRIMARY SCHOOL**



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# PRIMARY SCHOOL PARENT HANDBOOK

## ST JULIAN'S SCHOOL MISSION STATEMENT

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*"Our purpose is to create a happy, secure and stimulating learning environment within which all members of our community can achieve their full potential and develop a commitment to lifelong learning."*

### The Aims of St. Julian's School

- To promote academic excellence, encouraging and enabling all our students to achieve their full potential in every aspect of the curriculum.
- To achieve a balance between academic, social, cultural and physical activities, and to integrate emotional spiritual and intellectual development.
- To help each member of our community become a responsible, involved and articulate presence in society.
- To foster among our students intellectual curiosity and a love of learning which will last throughout their lives.
- To cultivate a sense of belonging, commitment and pride to St. Julian's.
- To develop sensitivity, tolerance and respect within and beyond our community, in the spirit of the United Nations Universal Declaration of Human Rights.
- To nurture a sense of moral responsibility, and responsibility for the environment.
- To affirm and celebrate our school's diversity of cultures and nationalities.

## ST. JULIAN'S SCHOOL HISTORY

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The main school Palácio was originally built in the 18<sup>th</sup> century by José Francisco da Cruz, the Treasurer to King D. José I. Da Cruz purchased the land from a colleague, Morgado da Alagoa, and, in return agreed to hang his coat of arms in the main entrance where it can still be found today.

During the following century, the farmland beyond the Palácio was acquired by the Eastern Telegraph Company now known as Cable and Wireless, in order to set up a base in Portugal. Carcavelos concluded the link between England and India. The Company's British employees and their families were brought to Carcavelos.

At this time there was no school in which British families could have their children educated. The parents therefore decided that a school must be founded and, together with the help of four members of the community whose names still remain in the school life today as sports 'houses' Bucknall, Etherington-Smith, Franklin and Russell, St. Julian's School was opened on November 25<sup>th</sup> 1932. Its name was taken from a nearby fort, São Julião, and the symbol of a lighthouse became the School emblem of enlightening minds.

During the Second World War and after the fall of France in 1940, many refugees fled to Portugal. This resulted in St. Julian's receiving pupils of seventeen different nationalities. Since that time St. Julian's has never lost its international character and has educated students from up to 47 different nations at any one time.

In 1962 Cable and Wireless decided to close its Portuguese installations, where the Primary School is now housed. This caused great concern for the future of the School. Nevertheless, with the aid of the British Council, the Gulbenkian Foundation and various British companies, the parents were able to raise the necessary funds to buy the Palácio and its surrounding grounds of almost eight hectares.

Throughout the years, the School has developed and expanded and, with over 1000 students, 420 of which are in the Primary School, offers both English and Portuguese Curriculums.

## **PRIMARY SCHOOL ORGANISATIONAL STRUCTURE**

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There are three phases of education in the Primary School which have their basis in the English National Curriculum

**Foundation:** This comprises of Nursery and Reception Classes. (3 to 5 years of age.)

**Key Stage 1:** Years 1 and 2 (5 to 7 years of age)

**Key Stage 2:** Years 3, 4 and 5 (7 to 10 years of age)

**Please Note.** Year 6 children follow the English National Curriculum administered and taught in the Secondary School.

After Year 1 parents may opt to continue in the **Currículo Bilingue (Portuguese Section)**.

1º Ano (6 and 7 years of age)

2º Ano (7 and 8 years of age)

3º Ano (8 and 9 years of age)

4º Ano (9 and 10 years of age)

Our Departments within the Primary School are:

**Foundation:** Nursery and Reception (3 to 5 years of age)

**Lower Primary:** Key Stage 1 and 1º Ano

**Upper Primary:** Key Stage 2, 2º Ano, 3º Ano and 4º Ano.

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### **ASSIGNING CHILDREN TO CLASSES**

Since St. Julian's School has an international intake of pupils, we endeavour to balance the pupil composition of each class. We do this by making sure that gender, ability, good models of spoken English are all taken into consideration when we assign children to classes.

We reserve the right to mix classes should there be a reason to do so.

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# **SCHOOL DAY**

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## **TIMES OF THE PRIMARY SCHOOL DAY**

Foundation Years	08:30 - 15:00 hrs
Lower Primary	08:30 - 15:00 hrs
Years 3 and 4	08:30 - 15:15 hrs
Year 5	08:30 - 16:00 hrs

Office 08:00 - 16.00 hrs

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## **ARRIVAL**

Children should not arrive before 08:00 as there is no access into the school, and no supervision.

After 08:00, **Parents/Guardians of children** from Foundation and Lower Primary should accompany their children to the Lower Primary Playground and Upper Primary children should go to the Upper Primary Playground where they will be supervised. Children should not enter the Primary School building unless it is raining.

### **In case of rain**

8.00 - 8.15

Children go to the Primary Hall

After 8.15 all children go directly to their classrooms

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## **REGISTRATION**

All children should be in school by 08:30 for registration. If children arrive after 08:40 they are required to sign in in the Primary Office where they will receive a late card to hand in to their teacher.

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## **ABSENCES**

All absences are recorded and may be included in

If you know that your child will be absent for any reason please inform the school as soon as possible by contacting the Primary School Office (Tel. 21 458 5361) or by sending an e-mail to [primarysecretary@stjulians.com](mailto:primarysecretary@stjulians.com)

## **HOLIDAYS IN TERM TIME**

We do not encourage parents to take their children on holiday in term time. If parents choose to do this, please advise the class teacher and the office.

## **LEAVING DURING THE SCHOOL DAY**

If your child needs to leave the premises during the school day, please inform the teacher who will be collecting them and when. Children can only be taken out of school through the main gate with a permission slip from the office.

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## **PROCEDURE AT THE END OF THE DAY**

Please ensure that your child always knows who will be coming to pick them up at the end of the day and what time. If anyone other than a parent is collecting your child please ensure that the class teacher has received signed permission, from you, to accompany the child. Permission slips can be found outside the Primary office. Alternatively inform the Primary office on [primarysecretary@stjulians.com](mailto:primarysecretary@stjulians.com) or by telephone (21 458 5361) before 12.00 midday.

To ensure that the children leave safely, we ask you to follow the procedure outlined below:

### **CAR PARK**

The car park does not belong to the school but we have been allowed to use it. It is a potentially hazardous place. Please remember, pedestrians - especially children - should have priority.

### **COLLECTION OF CHILDREN**

As the end of day times are staggered, please collect the youngest child first

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#### **Foundation (Nursery and Reception)- 3pm**

All adults, collecting Foundation 1 and 2 children should enter the Foundation Playground and go through the entrance to the 'Sunny Room' to collect their child from the class.

Since there is an exit register please notify the Class Teacher or the Assistant that you are taking your child and leave through the Foundation Playground (not through the school).

#### **If it is raining:**

Please collect your child from the classroom as normal.

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#### **Key Stage 1 (years 1 & 2) - 3pm**

At the end of the day, children in Year 1 and Year 2 are taken to the Lower Primary Playground. Please notify the Assistant at the gate when you arrive and your child will be called to leave. The assistant will tick their names off the exit register. Children waiting for older siblings or an after school activity can wait in the playground until 16.00.

Please be aware the Upper Primary classes still have lessons until 3:15 pm so please be silent near to the Year 4 classrooms and be sensitive to the fact that teachers may wish to use the Upper Primary Playground until 3:15 pm. Once you have collected your child please vacate the school grounds as quickly as possible.

#### **If it is raining:**

Please collect your child from their classroom.

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## Key Stage 2 (years 3 & 4) - 3.15pm /Year 5- 16.00

Children can wait in the Upper Primary Playground until 4.00 pm if they are waiting for older siblings or an after school activity.

### YEAR 3

Children from Year 3 will be accompanied by their class teacher to meet parents outside.

- 3MN will meet their parents in Upper Primary playground.
- 3CRT will meet their parents in the Upper Primary playground steps.
- 3CF will meet their parents in the Upper Primary playground steps.

Children who are not collected by 3.30pm will be taken to Upper Primary playground.

### YEAR 4

Children from Year 4 must be collected from the outside doors of their classrooms. Children who are not collected by 3.30 pm will be taken to Upper Primary playground.

### YEAR 5

Children from Year 5 will be accompanied by their class teacher to meet their parents in the Upper Primary Playground.

#### **If it is raining:**

All Upper Primary children should be picked up from their classrooms.

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## Portuguese Section - Currículo Bilingue

All children should be picked up from their classrooms.

#### **If it is raining:**

All Upper Primary children should be picked up from their classrooms.

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We rely upon your co-operation for the security of all children.

**An adult should always accompany children when they leave the school grounds.**

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## PLAYGROUND EQUIPMENT

The school playgrounds have climbing and play equipment areas to enrich the children's playtime experiences. Parents are requested to ensure their children **do not play** in these areas and to closely supervise their children before and after school when staff is not on duty. Please support the school policy to ensure that the children's safety is maintained. **Please note that it is the school's policy that children are to only use the playground equipment when supervised by a teacher.** The school accepts no liability where children use the equipment unsupervised, particularly outside of school hours.

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## **MORNING BREAK SNACK**

There is a 20 minute break at 10.10 until 10.30 in the morning for Years 1 to 5 and from 10.00 until 10.30 for Foundation.

Year 5 have an additional 15 minute break in the afternoon.

In accordance with our healthy eating policy, should you wish to provide your child with a snack for morning break, we ask you to provide this in the form of fruit and / or vegetables.

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## **LUNCHES**

Lunch time in Years 3, 4 and 5 starts at 12.00 and finishes at 13.15. During this time the children will eat their lunch.

Years 1 and 2 have lunch between 11.45 and 13.00 and Foundation between 12.00 and 13.30.

## **SCHOOL LUNCHES**

School lunches can be ordered by the term or half term from the Accounts office in the Main building or daily tickets can be bought from the Primary office.

## **PACKED LUNCHES**

In Foundation and Key Stage 1 the children eat in the dining rooms. Children in Years 3, 4 and 5 have the choice of eating outside on the picnic tables or in the dining room. If it is raining or too cold, then all children eat in the dining rooms. We encourage parents to consider our healthy eating policies when preparing the packed lunch. Owing to allergies, children are not allowed to share food.

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## **ASSEMBLIES (LOWER AND UPPER PRIMARY)**

Each week there are Lower and Upper Primary assemblies, dates for these are placed in the Primary calendar on the Parent Portal. Class assemblies involve children presenting some of the subjects they have been learning in class. Parents are most welcome to attend the Upper Primary class assemblies.

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## **EDUCATIONAL VISITS**

School trips and educational visits are associated with the curriculum and are integral to it. Parents are not required to pay the transport costs for school trips but are requested to pay only for admission fees and other necessary costs.

A parental consent form is signed by the Parent at the beginning of each year to give authorisation for their child to attend school outings throughout the year.

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## **UNIFORM**

A uniform gives us a sense of belonging and a feeling of equality. The uniform requirements for St Julian's are listed in the appendix. We expect all children to be dressed appropriately for every activity. Please ensure all your child's clothing is clearly labelled.

**Please see Uniform Expectation Booklet**

## **Personal possessions**

We request that children do not bring into school any personal items unless they are for specific use in the classroom. The school will not be responsible for the loss or breakage of personal items that do not belong in school.

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## **LOST PROPERTY**

Lost property is placed in the lost property box, which can be found in the Primary entrance. Please ensure all your child's clothing is labelled so it can be returned easily. Lost property is sorted frequently and labelled clothing is returned to children. At the end of each half term unclaimed property is taken to the PACT office where it becomes part of the second-hand uniform shop.

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## **STUDENT PLANNERS/READING RECORDS**

All students in Years 3, 4 and 5 are issued with a school planner that contains a wealth of useful information to support the curriculum. It should be used to annotate homework tasks and reading record. There is also a section for teacher/parent notes.

Students in Year 1 and 2 will have a reading record to use to provide a record of the reading they do in school and at home.

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## **HOUSES**

All new children will be allocated to one of the four school houses: Bucknall, Franklin, Etherington Smith, and Russell. They will need a House T shirt in their house colours to wear on House days.

Bucknall - Green

Franklin - Red

Etherington Smith - Blue

Russell - Yellow

There are many interhouse competitions and activities planned in the areas of sports, art and culture. See the newsletters for further information on these.

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## **SCHOOL PHOTOGRAPHS**

Class photographs are normally taken once a year at the beginning of November. Class photos are published in Wings magazine each Summer. Before the end of the Autumn Term each child will receive a class photo and an individual photo of their child.

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## **CLUBS**

At different times during the school year, members of staff offer an exciting range of clubs to enhance the school day.

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## **EXTRA-CURRICULAR ACTIVITIES**

The school offers a range of extra-curricular activities which are organised by the Client Services Manager and information concerning these activities is published on the school website.

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## **CHILDREN'S HEALTH AND WELFARE**

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St. Julian's has a School Surgery where there is a Nurse available every day of the week. If your child is unwell please try to inform the school as soon as possible. If children are taken ill during the school day they will be accompanied to the school surgery where they will see the School Nurse. Parents will be informed of such visits if the child's condition warrants it.

New children will have an appointment, with their parents, for an initial health check the school doctor.

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### **MEDICINES**

If your child needs to take any medication during the day, medicines should be clearly labelled and given to the Nurse in the Surgery. Children should NOT CARRY ANY MEDICINES unless they are asthma inhalers which, preferably, should be handed to the class teacher.

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### **FIRST AID**

Minor ailments are dealt with by the primary staff. A nurse is on call all day should they be needed.

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### **MEDICAL INFORMATION**

All parents are required to submit medical information about their child on entry to the school. It is vital that any updated medical information should be communicated to the Nurse.

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### **EMERGENCY PROCEDURES**

A siren will signal that emergency procedures will commence. (There is a 5 second siren signal each Wednesday at 11:00 in order to check the system. The siren sounded at this time should be ignored.)

Comprehensive procedures are in place for evacuating children from the Primary School to the muster point on the Sports Field, where children will remain until each child is accounted for. If you are visiting the school it is important that you register your presence with the school before entering. When the siren sounds you should either accompany the class that you are with or go straight to the Astroturf pitches so that you can be accounted. Only when it is safe to return to classrooms will children be led back to their classrooms by their teacher.

# **TEACHING AND LEARNING IN THE PRIMARY SCHOOL**

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## **INTRODUCTION**

At St. Julian's Primary School we believe in the concept of lifelong learning and the belief that both adults and children learn new things every day. We maintain that learning should be a rewarding and enjoyable experience for everyone; it should be fun. Through our teaching we equip children with the skills, knowledge and understanding necessary to be able to make informed choices about important matters in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## **AIMS AND OBJECTIVES**

We believe that people learn best in different ways and so we provide a rich and varied learning environment that allows children to develop their skills and abilities to their full potential. This rich environment is a partnership between teachers, children and their parents. It aims to differentiate for learning ability and different learning styles and aims to integrate different subject areas so as to create a cross-curricular understanding. Regular assessment followed by revised planning is the key to our pupil's attainment.

## **THE ROLE OF PARENTS**

We believe that parents have a fundamental role to play in helping children to learn. We do all we can to inform parents about what and how their children are learning by:

- Holding Year Group and curricular presentations;
- Holding termly parents' meetings to discuss children's progress;
- Handing information to parents which outlines the topics that the children will be studying during that term at school;
- Sending a First Parent Consultation report in the Autumn, an interim report in the Spring and an end of year report to parents in which we explain the progress made by each child and indicate how their child can improve further;
- Explaining to parents how they can support their children with homework.

We believe that parents have the responsibility to support their children and the school in implementing school policies. We would like parents to:

- Ensure that their child has the best attendance record possible;
- Ensure that their child is equipped for school with the correct uniform and PE kit;
- Do their best to keep their child healthy and fit to attend school;
- Inform school if there are matters outside of school that are likely to affect a child's performance or behaviour at school.
- Promote a positive attitude towards school and learning in general.

## ASSESSMENT

Assessment is concerned with children's progress and achievement. More specifically, classroom assessment may be defined as *the process of gathering, recording, interpreting, using and communicating information about a child's progress and achievement during the development of knowledge, concepts, skills and attitudes*. Assessment, therefore, involves much more than testing. It is an ongoing process that encompasses many formal and informal activities designed to monitor and improve teaching and learning in all areas of the curriculum.

At St. Julian's teachers constantly assess their pupil's progress to inform future learning. However, more formal evaluations are taken throughout the school year in Key Stages 1 and 2, culminating with an End of Year Assessment in all aspects of English and Mathematics at the end of the School Year. Pupil progress is evaluated against attainment targets and age related expectations which set out the expected standards of pupils' performance.

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# THE PRIMARY CURRICULUM

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The following curriculum subjects are taught in the Primary School and their content is derived from Foundation Guidance and the English National Curriculum.

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## FOUNDATION STAGE

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### Foundation Curriculum

The Foundation Stage is the first part of the National Curriculum, focusing on the distinct needs of children from birth to the end of the academic year in which the child has their fifth birthday. The Foundation Stage is important in its own right, and in preparing children for later schooling. The Early Learning Goals set out what is expected of most children by the end of the Foundation Stage.

The EYFS learning and development requirements comprise:

- the seven areas of learning and development and the educational programmes (described below);
- the early learning goals, which summarise the knowledge, skills and understanding that all young children should have gained by the end of the Reception year; and
- the assessment requirements (when and how practitioners must assess children's achievements, and when and how they should discuss children's progress with parents and/or carers).

### THE AREAS OF LEARNING AND DEVELOPMENT

There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the *prime* areas, are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

Providers must also support children in four *specific* areas, through which the three prime areas are strengthened and applied. The specific areas are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

Educational programmes must involve activities and experiences for children, as follows:

- **Communication and language** development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.
- **Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces and measures.
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

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## PLAY IN THE FOUNDATION STAGE

First hand experiences, play and talk are the main ways through which young children learn about themselves, other people and the world around them. Children need opportunities to take responsibility for their own learning by making choices, enjoying success and feeling safe to make and learn from mistakes.

Through play our children explore and develop learning experiences, which help them make sense of the world. They practise and build up ideas, and learn how to control themselves and understand the need for rules. They have the opportunity to think creatively alongside other children as well as on their own. They communicate with others as they investigate and solve problems. They express fears or re-live anxious experiences in controlled and safe situations.

We plan a learning environment, both indoors and outdoors, that encourages a positive attitude to learning. We use a variety materials and equipment to encourage the children to build upon their previous learning, to investigate, explore and develop new knowledge and skills. We encourage the children to make their own selection of the activities on offer, as we believe that this encourages independent learning.

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## THE ENGLISH NATIONAL CURRICULUM - KEY STAGES 1 AND 2

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Please refer to the Curriculum Information documents on the Parent Portal

The New English National Curriculum, will be implemented this year. It has been adapted in part to include the cultural, geographical, and historical aspects of our school and local environment.

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## PORTUGUESE LANGUAGE

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From Year 2, all children study Portuguese to develop an appreciation of Portuguese Language and Culture. The Primary Portuguese department offers Portuguese as a First Language and Portuguese as an Additional Language both of which are taught in the department's own classrooms.

Children who are first language speakers of Portuguese follow the Portuguese National Curriculum objectives for the teaching of the language.

Portuguese as an Additional Language is offered to those children who have little or no Portuguese language experience. When children reach an appropriate standard of Portuguese, and the teacher deems it to be suitable, children can transfer to first language classes.

Children in Years 3, 4 and 5 have four lessons of Portuguese per week.  
Children in Year 2 have two lessons of Portuguese a week.  
Children in Year 1 and Foundation classes have storytelling and songs sessions in Portuguese.

Further details can be found in the Portuguese Handbook, on the website and on the Parent Portal.

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## CURRÍCULO BILINGUE

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Within this curriculum, St. Julian's delivers the official Portuguese programme for "1º Ciclo" and at the same time, the English language through a bilingual programme. Apart from English language lessons these students also take part in all other subjects in English, if the use of their maternal language is not required.

Therefore, in accordance with St. Julian's mission statement, the school promotes educational success, by valuing the English and Portuguese language, culture and history and promoting lifelong learning.

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## STUDENT SUPPORT DEPARTMENT

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The **Student Support Department** supports children with additional educational needs (Learning support) and children who need extra support in their development of English (English as an Additional Language - **EAL**).



A child has additional educational needs if he or she has learning difficulties that make it harder for him or her to learn than most other children of about the same age.

Many children will have additional educational needs of some kind during their education. As a school, we can help most children overcome the barriers their difficulties present quickly and easily. A few children will need extra help for some or all of their time in school.

So additional educational needs could mean that a child has:

- Learning difficulties - in acquiring basic skills in school
- Emotional and behavioural difficulties - making friends or relating to adults or behaving properly in school
- Specific learning difficulty - with reading, writing, number work or understanding information
- Sensory or physical needs - such as hearing or visual impairment, which might affect them in school
- Communication problems - in expressing themselves or understanding what others are saying
- Medical or health conditions - which may slow down a child's progress and/or involves treatment that affects his or her education.

### **Additional Support**

Our aims for Additional Support are outlined below.

- To create an environment that meets the special educational needs of each child;
- To ensure that the special educational needs of children are identified, assessed and provided for;
- To make clear the expectations of all partners in the process;
- to identify the roles and responsibilities of staff in providing for children's special educational needs;
- To enable all children to have full access to all elements of the school curriculum;
- To ensure that parents are able to play their part in supporting their child's education;
- To ensure that our children have a voice in this process.

### **E.A.L. English as an Additional Language**

For the majority of our pupils English is not their first language. Indeed, it may be their second or even third language. Consequently, most of our children are EAL pupils of one level or another, along a continuum. When learning through the English language as they do at St Julian's, it is essential that these children are supported in order to maximise their learning opportunities and minimise the effect that their limited language experience might have on their educational progress.

EAL support teachers work co-operatively with class teachers, focusing on language development, planning activities to cater for EAL students and suggesting strategies for making content material more readily accessible to these students. This collaborative approach draws upon the expertise of the professionals involved, class and EAL teachers working in conjunction for the benefit of the pupils.

## HOMEWORK

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### The purpose of homework:

- To develop an effective partnership between the school and parents.
- For consolidating and reinforcing skills and understanding, particularly in literacy and numeracy.
- To encourage children, as they get older, to develop the confidence and self-discipline needed to study on their own.
- To take responsibility for their own learning.
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Please refer to the Homework Policy on the Parent Portal.

### How much time do we give for Homework?

Reception	approximately 10 minutes per day (5 days)
Year 1	approximately 15 minutes per day (5 days)
Years 2, 3 & 4	approximately 20 minutes per day (5 days)
Year 5 (Yr6)	approximately 30 minutes per day (5days)

### 10 things you can do to help your child learn:

- Try to have a 'special time' for your child to do homework. Not too early as they need to rest and relax after a day in school, but not too late so that they become tired.
- Try and provide a reasonably quiet place where you can sit near your child whilst they are doing their homework. If you are reading or writing at the same time, then you become a role model for your child.
- Encourage your child to discuss homework with you and some activities they did during the day.
- Give your child confidence through lots of praise and encouragement
- As a parent, you have tremendous power to strengthen your child's confidence - and confidence is vital to learning.
- Read to and with your child as much as possible.
- Reading both in Portuguese and English. Just before bedtime is a good time for this shared activity.
- Encourage your child to observe and talk about their surroundings.
- Even young children can be helped to read notices and signs and understand what they mean.
- Visit museums and places that you think your child will find interesting.
- If your child likes to watch television, watch it with them sometimes and encourage them to talk about what they have seen. Programmes about animals, exploration etc. are excellent.
- Try and use the Internet together to explore interesting, child-centred websites.
- Try to help your child to see the enjoyable and meaningful aspects of homework.

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## **BEHAVIOUR**

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### **Circle Time - Golden Rules - Golden Time**

Quality Circle Time (QCT) is a democratic and creative approach used to support teachers in managing a range of issues that affect our learning community. It has proved successful in promoting better relationships and positive behaviour, two of the most effective improvements to both learning and the smooth and harmonious running of a school. Children share quality time to explore social, emotional and behavioural issues.

### **The Golden Rules**

Children's conduct throughout the Primary School is governed by 'The Golden Rules' as outlined below. These rules firstly accentuate the positive attitudes that we want to nurture but they are also made very clear; shown here in italics.

- **We are gentle.** *We don't hurt others.*
- **We are kind and helpful.** *We don't hurt anybody's feelings.*
- **We listen.** *We don't interrupt.*
- **We are honest.** *We don't cover up the truth.*
- **We work hard.** *We don't waste our own or other's time.*
- **We look after property.** *We don't waste or damage things.*

### **Golden Time**

A class that follows the Golden Rules celebrates Golden Time on a weekly basis. This celebration is a child-centred activity. However, if children break the Golden Rules they will, by degrees lose some of their Golden Time.

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# **COMMUNICATION**

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## **Communication from the School to Parents**

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The School communicates with parents using a variety of means.

The main source of school communication is through the Parent Portal. (<https://portal.stjulians.com/api/login/>). All parents will be given a username and password to access the portal, where they will find their details, student timetables and teaching groups, pupil reports, school news, documents and policies.

Throughout the Year, parents may expect to receive some, or all, of the following:

### ***Prior to Registration:***

- Website information
- Term dates

### ***At Registration:***

- Parent Handbook
- School uniform details

### ***Before Term:***

- Induction presentation for parents and pupils
- Meet and Greet Tea with teachers and PACT parents

### ***During the First Term:***

- Year group Information evenings for all parents
- Welcome Events: Coffee morning, Cheese and Wine
- Curriculum Information Summaries
- Parents' Evening - to discuss your child's settling in and progress
- News on the Parent Portal
- Headmaster's Coffee Mornings

### ***During the Second Term***

- Mid-year Interim Report
- Parents' Day - to discuss child's progress
- Curriculum Information Summaries
- Curriculum Information Evenings
- Headmaster's Coffee Mornings

### ***During the Third Term:***

- Curriculum information Summaries
- End of Year Reports
- Parent's Evening at end of school year- to discuss child's progress
- Headmaster's Coffee Mornings

### ***Throughout the year:***

- Student planners (Upper Primary) teacher parent/notes
- Newsletters
- Principal and staff on duty in the playground, in the morning and at home time, are available for informal discussion.
- **Portuguese teachers are available at a weekly time to meet parents.**

***In addition:***

**‘The Lighthouse’**

Weekly newsletter published by the Headmaster and school staff

**‘Wings’ Yearbook**

Each year, towards the end of the Summer term parents are sent a copy of ‘Wings’ magazine, a yearbook that reflects on recent events in the life of the school.

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***Communication from Parents to the School***

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The school welcomes communication from parents and benefits enormously from the input of parents in many of its activities.

If you wish to make an enquiry or comment that relates directly to your child, please speak to the Class or Form Teacher, in the first instance.

You are advised that the beginning of the school day is a time when teachers are preparing for lessons and is not an ideal time for meetings with parents. Also, please be aware teachers cannot answer any phone calls during their teaching or duty time.

Meetings with teachers are encouraged and the following are the simplest ways to arrange a meeting.

- A note in the *student planner, reading record*, or sent with the student.
- Ring the Office to ask for an appointment

Please refer to the section '*Who To Contact*' for information on where to direct your questions.

You are encouraged to write to and/or to make an appointment to speak to the Principal, at any time, in respect of issues about which you feel concern.

Parents are asked to inform the school on any of the following matters:

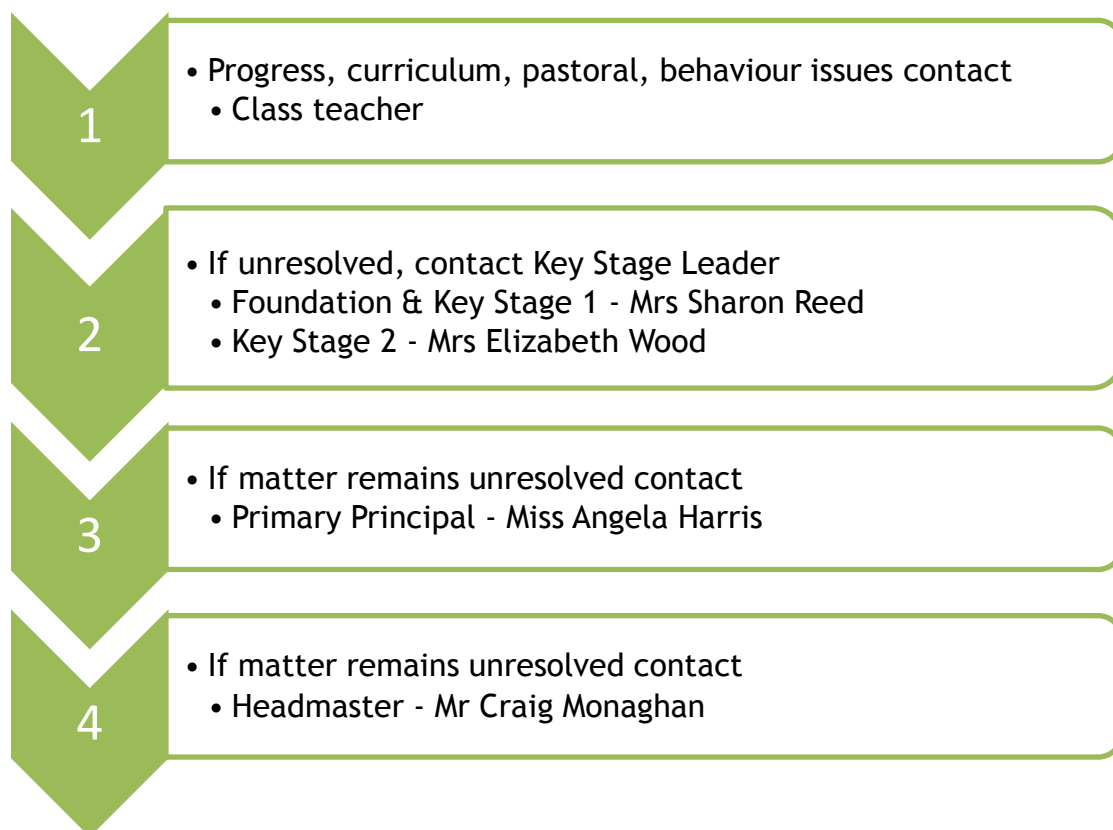
- Illness and consequent absence of your child;
  - Bus collection arrangements (each term);
  - Collection by a delegated person at home time;
  - Term-time holiday arrangements and subsequent absences of your child;
  - Absence for any reason.
  - Please inform the Class Teacher through the *Reading Record or Student Planner*
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## WHO TO CONTACT

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Consult the diagrams below to decide who to contact if you have any issues you wish to discuss.

In order to make contact any member of staff, please contact the Primary Office.



<b>SSD</b>	<ul style="list-style-type: none"><li>• Student Support Department</li><li>• Additional Support or EAL</li><li>• contact Ms Ceri Davies</li></ul>
<b>Medical</b>	<ul style="list-style-type: none"><li>• Contact the Nurse</li><li>• Nurse Beki</li><li>• Nurse Susana</li></ul>
<b>Extra Curricular Activities</b>	<ul style="list-style-type: none"><li>• Contact</li><li>• Ms Francisca Tenreiro</li></ul>

## **CONTACT INFORMATION**

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### **St. Julian's School Address**

St. Julian's School  
Quinta Nova  
2775-588 Carcavelos  
Portugal

### **Telephone Numbers**

#### **Reception Office and Secondary School**

Tel. 00351-21 458 5300  
Fax 00351-21 458 5313

#### **Primary Office**

Tel. 00351-21 458 5361

E-mail [primarysecretary@stjulians.com](mailto:primarysecretary@stjulians.com)

School Website <http://www.stjulians.com>

## **PARENTS' ASSOCIATION OF ST. JULIAN'S SCHOOL (PACT)**

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The Parents' Association at St. Julian's has been active for many years with a clear objective of working in partnership with the School to create a spirit of cooperation, openness and good communication between parents, staff and pupils for the benefit of the School as a whole.

We strongly believe that parents play a key role by supporting the school in the process of educating our children and that positive and proactive involvement enhances the school community. Parents are involved in PACT in many ways including being a Year Representative, producing IMPACT, the PACT newsletter, participating in committees such as the Sports and Catering Committees and helping with events.

PACT has a number of responsibilities of which one of the most important is representing parents with the school management. A monthly meeting is held with PACT representatives and the school Principals to discuss areas of concern or development within each section of the school. PACT also meets monthly with the Headmaster where issues that affect the whole school are discussed. Minutes of these meetings are available in the Parents' Office for all parents.

A second key element of PACT's role is to organise or support events organised by the school. Events including the 'Welcome Cheese & Wine' evening in September, Bonfire Night in November, and the Sports Festival in April are all part of the School's calendar and are a wonderful opportunity to strengthen the sense of community between parents, staff and students.

A third aspect of PACT's role is to encourage mutual support and contact amongst parents, welcoming new parents, distributing information to all parents and being available to help address parents' concerns. As part of this role, PACT runs a Parents' Office where parents can meet and where there is a good range of second-hand uniforms available for sale.

The Parents' Office is open twice a week in the afternoons. Please consult the Parents' Association Notice Board, outside the Primary School, or the door of the Parents' Office where opening times are posted.

Being a member of PACT is very rewarding and a great opportunity to support our children's school. If you are interested in becoming involved, PACT would love to hear from you so don't hesitate to contact them. You can find the contacts of the current committee through the Primary School Office, or posted on the Parents' Association Notice Board outside the Primary School.

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## SCHOOL UNIFORM SUPPLIERS

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### El Corte Inglés

[www.elcorteingles.pt](http://www.elcorteingles.pt)

Lisbon Shop: Av. António Augusto Aguiar, nº 31 1069-413 Lisboa

Times:

Monday to Thursday from 10:00 to 22:00

Fridays and Saturdays from 10:00 to 23:30

Uniforms are on the 4th floor. (Uniform with St. Julian's logo are not sold here)

### D'Util Child

[dutilchild@gmail.com](mailto:dutilchild@gmail.com)

**Lisbon Shop:** Largo de Santa Bárbara 7 F, 1150-287 Lisboa

Tel 213 571 366

Times : Mondays to Fridays, from 10:00 to 13:00; 15:00 to 19:00,

**Estoril Shop:** Chinha, Rivieira Centre, Loja 16/18, 2775 Carcavelos

Tel + 351 214 585 680

Times : Mondays to Sundays from 10:00 to 22:00

You can call or make an online order of the uniform, which can be delivered to school. Pre-payments (bank transfers) are required for this option

### Togs Comercio de Uniformes, Lda

[www.togsuniformes.com](http://www.togsuniformes.com)

email: [togs@togsuniformes.com](mailto:togs@togsuniformes.com)

**Alcabideche shop:** R dos Cheirinhos nº 118

2645-106 Alcabideche

Tel +351 21 4837187 309854330 Telm +35191 2475689

Opening hours Monday to Friday from 10:00 to 18:30 & Saturdays 10.00 to 13:00

Second-hand uniforms can be acquired from our PACT  
(Parents' Association Combined with Teachers) Office Tel. 21 458 5333  
email [chair.stjulians.pact@gmail.com](mailto:chair.stjulians.pact@gmail.com)

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For further information please consult the St. Julian's Parent Portal, which can be accessed through:

The link on the Website: [www.stjulians.com](http://www.stjulians.com)

or

<https://portal.stjulians.com>