



Quick Practical Guide for Secondary Parents 2023-24

1. For detailed information on all Secondary procedures, please refer to the 'Parent and Student Essential Guidelines' on our website www.englishschoolkyrenia.org.
2. To advise of an absence, please email the Secondary Administrator, Ms Şeniz Halford, at s.halford@englishschoolkyrenia.org
3. Absences will normally only be considered as authorised for medical issues, a family emergency or bereavement. Note that a doctor's report for 3 days or more of absence should be given to Ms Halford).
4. Students are not allowed to use mobile phones on school premises (except Years 12 & 13 who may do so in designated areas only). If students need to contact their parents, they can call from the office of Ms Halford. Year 10 & 11 students are permitted to bring their phones/electronic devices, provided they keep them in their lockers at all times unless authorised to use them by teachers. Year 7-9 students are not permitted ordinarily to bring their electronic devices to school. You will be advised of the school's full mobile/electronic devices expectations early in term 1.
5. If you need to contact your son/daughter or send a message, please do so through Ms Halford either by email or by phone at the main ESK number of 0392 444 0375.
6. Any requests for changes to the bus arrangements must be reported before 14:30 to bus@englishschoolkyrenia.org.
7. If you have any questions about Secondary School, in the first instance, please email your son/daughter's Homeroom Tutor.
8. If you are not sure who to contact in Secondary, please send your email to Ms Halford and she will forward it to the right person.
9. As a guide, students should be at school by 08:10 so that they can get their books organized and be ready for homeroom at 08:20. If students arrive after 08:20, they will be marked as late on the register. If a student arrives after 08:30 (when homeroom and registers have closed) they MUST enter through the main school doors and check in at reception before going to their lockers and first lesson. Otherwise, they will be noted as absent for the school day. Lessons end at 15:40. If students take part in after-school clubs, these end at 16:30. Students must be collected promptly.
10. Please advise any medical issues about a child to the school nurse by email to info@englishschoolkyrenia.org.
11. Any confidential counselling issues may be advised to our counsellor, Ms Simge Rehber, at s.rehber@englishschoolkyrenia.org.



12. If a student needs to leave school early (i.e. for a medical appointment), please advise by note or email to Ms Halford so that she can record it on the register and issue a gate pass. No student is permitted to leave the school before 15:40 (or during after school clubs) without a gate pass – this is essential for safety reasons.
13. If a student does not feel well, he/she must see the nurse or a first aider who will decide the course of action, including sending the child home or back to class.
14. It is the parents' responsibility to ensure that all children arrive to school and leave in full school uniform, and with appropriate appearance (following the dress code), and at the appropriate time.
15. Students have one mid-morning break at 10:30 and lunch at 12:50. They may bring a snack from home but please note that nuts (or food containing nuts) are not allowed at school due to student/staff allergies. Alternatively, students may bring some money to purchase snacks from the school cafés or vending machines at break times. Students should not bring large amounts of money to school.
16. ESK Reports will be issued four times a year as follows:
 - a. Short reports (subject grades and Homeroom Tutor's comment) available before /after the mid-term breaks in October and April.
 - b. Full reports (with subject grades, comments from all subject teachers and the Homeroom Tutor) usually available before the February term break and the end of the school year.
17. Parent/teacher meetings normally take place twice a year for each year group and we strongly urge attendance so that there is a good opportunity to discuss student progress. All parents will be advised of the dates and process by email and can book appointments through our online Parents' Portal.
18. Students in Years 7 to 9 will be given homework according to a homework schedule published to parents and students in September. Students in Years 10 to 13 will be given homework as and when needed. As a general guide, the length of time students are expected to spend on homework (and/or other subject-related study) each day is as follows:

Years 7 & 8: 45 to 90 minutes per day
Year 9: 1 to 2 hours per day
Years 10 & 11: 1.5 to 2.5 hours per day
Years 12-13: 2.5 to 3 hours per day
19. Lost and found items for Secondary are with Ms Halford in her office on the first floor.