

POLICY DOCUMENT

Article 1

ESTABLISHMENT - FUNCTION - PURPOSE

I. Byron College was established in 1986, in Athens, Greece. Byron College welcomes students of all nationalities, regardless of nationality and religious beliefs, regardless of whether they are permanent residents of Greece or are children of parents who work in Greece temporarily. All students are treated equally, regardless of their gender, nationality or academic performance. Byron College aims to educate students that will later become an integral part of a healthy social fabric. Byron College has a zero tolerance policy towards bullying and creates a safe and supportive environment for students. The school staff always remains alert to identify bullying behaviors and acts to prevent such phenomena.

II . Byron College provides clear guidelines to students and guardians regarding the approach and overall assessment of the student. Through frequent assessments, teachers assess students' understanding and use such assessments to reevaluate their teaching methods in order to reach students more effectively. At the same time, through such assessments, students can assess whether, and to what extent they have achieved their learning goals, while parents gain a broad picture of their child's strengths and weaknesses.

Article 2

REGISTRATION POLICY

I. Admission applications are submitted by parents of prospective students from April 30th to September 1st. Admissions requests after September 1st will only be accepted if the maximum number of students in each class has not been reached. In order to secure a student's place, the parent/guardian must pay the



amount of one thousand euros (€1,000.00) upon registration, which is non-refundable in the event that the student does not attend the College.

II. The level of the English language of the students is taken into account in the admission process.

III. Admission of students in grades 3 to 13 is done following the proposal of the Admissions Director to the Admissions Committee - Admissions Team (Headteacher, Managing Director and Director of Business Services) who will accept or reject the admissions application, taking into account all the information provided during the previous interview with the prospective student and his/her parents/guardians. Parents/guardians of students will be notified if the Admissions application has been accepted by email.

I V. When submitting the application, the parent is required to indicate on the application form any additional special needs of their child regarding their health and development, as well as any known disability or special educational need of the prospective student. If during registration the parent declares false information regarding the above and this is uncovered by the College within one month of the student's registration at the School, this may ultimately lead to the rejection of the student. If the period of one month has passed, this may lead to the student not being accepted for re-registration for the following school year.

V. _ Students will be eligible to re-register in the following school year if:

- tuition fees and any other financial obligations for the previous school year have been paid in full
- the student complies with school rules, procedures and policies
- has not exceeded the permissible limit of absences.

VI. Registration documents:

- Completed and signed application form (Appendix I)



- A form signed by a pediatrician stating the child's vaccinations and any hearing or vision problems
- Tuition Agreement Form (Appendix II)
- Parental consent form for off-site activities/excursions (Appendix III)
- Proof of payment of registration fees
- Two (2) passport size photographs of the student
- Photocopy of the student's passport
- Valid residence permit of the student in the country
- Photocopy of passport(s) of the student's parents/guardians
- Photocopy of birth certificate

ARTICLE 3

ACADEMIC YEAR

I. _ The academic year at Byron College is in line with the British education system.

II. The academic year at Byron College starts on September 1st and ends on August 31st.

III. The school day begins at 8.40 am. and ends at 3.30 pm. It is divided into seven (7) teaching hours with a morning break and a lunch break.

ARTICLE 4

OBLIGATIONS - DUTIES OF TEACHERS

I. Teachers must use appropriate teaching techniques, set ambitious goals and plan school work for all groups of students, the most capable, students with learning difficulties, students with special needs, students who do not have a satisfactory knowledge of the English language and those who intermittently interrupted their studies.



II. Teachers should design teaching methods in such a way as to take into account the needs of students whose mother tongue is not English so that these students can improve their level of knowledge.

III. In the event that one of the students requests to speak confidentially to a member of the School's educational staff and expressly states that he does not wish the discussion to be disclosed to his parents or guardians, the School is obliged to maintain the confidentiality of the information, unless it deems that disclosure to parents/guardians is in the best interests of the child or if withholding information provided by the child is against the law.

I V. The teachers on duty should be at their place on time, according to the daily schedule drawn up by the school management. In case of another obligation, they will inform the school in time, for their replacement.

V. In the event that a teacher is absent due to illness or another reason, he/she must notify the School Management as soon as possible so that the students can be distributed to the rest of the classes (attending the lesson or studying their lessons), or for a cover teacher to be assigned who has a non-contact period and is on the school premises. No class may remain in the courtyard unsupervised.

ARTICLE 5

STUDENT BEHAVIOR

I. Noisy and indecent behavior is prohibited during the lesson and inside the room (e.g. talking, shouting, indecent comments, chewing gum, indecent appearance, using a mobile phone, eating and drinking, etc.). In the event that a student exhibits such behavior, the teacher may take the actions provided for in article 6 hereof.

II. During breaks and within the school environment, students must behave in a manner appropriate to the school environment and not display disrespectful



behavior (e.g. smoking, profanity, use of mobile phones, indecent clothing, communication with people outside the school premises environment, damage, pollution of the school premises, display of photos and videos of obscene content).

III. Every student must respect the individuality of his classmates and refrain from any act that could offend them and in particular from any kind of physical, psychological, verbal (use of a nickname, profanity), indirect attack (spreading rumours, anti-social behavior, theft, cyberbullying, etc.).

IV. The use of mobile phones is prohibited on the school grounds, except for emergencies and upon approval by the person in charge. The College accepts no responsibility for any loss or damage to student phones while on school premises. During the school day, ie from 8.30 am until 3.30 p.m. students' cell phones should remain switched off. If parents/guardians of students wish to contact their children during school hours, they must first contact the School Office who will notify the student. Similarly, students who need to communicate with their parents must use the College's telephone which exists specifically for this purpose. If a student's mobile phone is seen, heard or causes any disturbance during the school day, it will be confiscated by the teacher and delivered to the Headteacher's office for safekeeping. The teacher who confiscated the phone records in the student's diary the use and confiscation of the mobile phone. If a student repeatedly disregards the rules regarding the use of cell phones as described above, he loses the privilege of being able to possess a mobile phone in the school environment.

V. When using the College's computers, the student must use them only for educational purposes upon permission and according to the teacher's instructions.



ARTICLE 6

BEHAVIOUR FOR LEARNING POLICY

I. The sanction imposed depends on the severity of the student's misconduct and whether it occurred on or off school grounds. The exclusive aim of all sanctions is the improvement of the student themselves at an individual and social level.

II. The teacher is responsible for imposing sanctions on a student who exhibits slightly inappropriate behavior within the school environment. Mildly inappropriate behaviors include: talking between students during class, disturbing classmates, disobeying the teacher's instructions, arriving late to the classroom, throwing objects, exchanging notes between students, mocking and inappropriate comments against classmates or the teacher, chewing gum, etc.. For the above or similar behaviors, the teacher may initially remind the student of the rules of behavior within the school environment, discuss privately with the student, to change their seat, to inform the student's parents/guardians by any suitable means, to assign tasks such as tidying up the classroom or the library, as well as if they have not done the school work that the teacher assigned to the students in order to study at home to set them a new deadline for their completion and other sanctions of similar severity.

III. For the imposition of sanctions on a student who exhibits indecent behavior of greater gravity within the school environment, the teacher in cooperation with the person in charge of teaching the course is responsible, at the same time informing the student's parents/guardians. Inappropriate behaviors of greater gravity are indicatively mentioned: the verbal dispute with a member of the teaching or administrative staff of the College, the constant harassment of other students, the repeated delay in arriving in the classroom, the repeated non-delivery of assigned tasks by the teachers and running away from the teaching process, etc. In order to combat such behaviors, the teacher, in collaboration with



the person in charge of teaching the course, after informing the student's parents/guardians to move them to another room, assign them tasks of providing social service to the school, assign them additional study and other measures of similar rigor.

IV . The entire teaching staff is responsible for imposing sanctions on a student who exhibits slightly indecent behavior in the School area outside the classrooms and in areas outside the school environment but during the teaching process. Examples of such behaviors include: running and shouting in the hallways, throwing trash outside the special bins, etc. To deal with such behaviors, the teaching staff in principle reminds the student of the School's safety rules, indicates to the student the necessary actions in order to correct their misconduct.

V. All the teaching staff in consultation with School management is responsible for imposing sanctions on a student who exhibits more serious indecent behavior in the School area beyond the classrooms and in areas outside the school environment but during the teaching process, whilst, at the same time, ensuring that the student's parents/guardians are informed. Examples of such behaviors include: the student staying out of the supervising teacher's field of vision, the repeated delay in arriving at School and any other behavior of similar gravity. In order to deal with such behaviors, the teaching staff and/or the School management inform the student's parents/guardians and may also impose the deprivation of breaks for a specific period of time and any other measure of similar gravity.

V I. For the imposition of sanctions on a student who exhibits serious indecent behavior inside and outside the school environment, the management of the School are responsible for notifying the student's parents/guardians and the teachers responsible for teaching at the same time. Examples of such behaviors include: the complete refusal to comply with the instructions of the School staff, the display of behavior that endangers the safety of the student themselves or those



around them, the verbal attack against the School staff, the expression of racist comments, taking part in fights, drinking alcohol, using drugs, smoking, persistent disrespect and disregard for the rules of conduct, inappropriate clothing, verbal or physical aggression against other students, theft, causing serious damage to school premises, etc. To combat such behaviors, the School management invites the student's parents/guardians to come for a discussion and may additionally impose on the student the provision of social services to the School, permanent expulsion from the School or expulsion for a specified period of time.

V II. As special cases of indecent behavior that involve stricter sanctions are: late arrival at School and inappropriate dress or appearance -. In particular, in the first case if the student arrives late only once, the responsible teacher of the class to which the student belongs warns them of the consequences of repeating such behavior. If the student ignores the teacher's recommendations and continues to arrive late, the responsible teacher of the class to which the student belongs informs the head of the department to which the student belongs, who imposes the relevant sanctions. In the event that the non-compliant student usually arrives after the start of the school day, the head of the department informs the student's parents/guardians in order to investigate, in cooperation with the latter, how the student's lateness can be rectified. Secondly, in case the student occasionally comes to the School with inappropriate dress or appearance, any member of the teaching or administrative staff of the School may make a relevant recommendation. In the event that the student often comes to school with inappropriate dress or appearance, the responsible teacher of the class in collaboration with the responsible teacher of the department to which the student belongs inform the student's parents/guardians and if there is a supply, supply the student with the school uniform. Finally, in the event that the student refuses to comply with the instructions of their teachers, the Headteacher or Deputy Headteacher of the school are informed and the parents/guardians of the student

are invited to come to the School in order to explore, in cooperation with the head of the department, how the student may adhere to the school rules.

ARTICLE 7

CURRICULUM

I. The curriculum of the School is based on the British curriculum (National Curriculum of England) and promotes educational experiences that exceed and enhance the National Curriculum .

II. The programme depending on the age of the student is as follows:

- Students aged 4 to 5 attend Foundation Years
- Students aged 5 to 7 attend Classes 1 and 2
- Students aged 7 to 11 attend Years 3, 4, 5 and 6
- Students aged 11 to 14 attend Years 7, 8 and 9
- Students aged 14 to 16 attend Years 10 and 11
- Students aged 16 to 19 attend Years 12 and 13

III. The courses that the students will be taught in the Foundation Years include seven (7) areas of learning:

- Communication and language
- Physical education
- Personal, social and emotional development
- Understanding the world
- Expressive arts and design
- Language
- Mathematics

I V. Depending on their age and the class the students attend, the following courses are taught:



- During grades 1 to 6, English and Mathematics are compulsory subjects
- During grades 7 to 9, students are taught the English language (3 teaching hours per week), English Literature (3 teaching hours per week), Mathematics (5 teaching hours per week), Science (4 teaching hours per week), Geography (2 teaching hours per week), History (2 teaching hours per week), Global Perspectives (2 teaching hours), Computing (2 teaching hours per week), Greek/Arabic (3 teaching hours per week), Spanish (2 teaching hours per week), Physical education (2 teaching hours per week), Drama, (2 teaching hours per week), Art and Design (2 teaching hours per week), Personal, Social and Health and Relationship education (1 teaching hours per week).
- Students in Years 10 and 11 follow IGCSE exam courses (accredited by the British Examination Boards) with core and optional subjects. Students receive information and guidance on the course selection process in Year 9 and declare their electives in February of Year 9. The courses offered in these classes are as follows:
 1. English, compulsory course, taught 4 times/week
 2. English literature, compulsory course, taught 3 times/week
 3. Mathematics, compulsory course, taught 5 times/week
 4. Greek/Arabic, compulsory course, taught 3 times/week
 5. Physical education, compulsory course, taught 1 time/week
 6. Personal, social, health, education, compulsory course, taught 1 time/week
 7. Science, elective course, taught 4 times/week
 8. Global perspectives, elective course, taught 3 times/week
 9. Geography, elective course, taught 4 times/week
 10. History, elective course, taught 4 times/week
 11. Spanish, elective course, taught 3 times/week
 12. Physical education, elective course, taught 4 times/week



13. Drama, elective course, taught 4 times/week

14. Artistic design, elective course, taught 4 times/week

The duration of each teaching hour is forty-five (45) minutes.

ARTICLE 8

PERSONAL DATA PROTECTION POLICY

I. _ The School processes the data that parents/guardians provide either directly or due to the various actions of the School and school life. To protect the rights of the operators and their privacy, the School cannot provide personal information of the parents to other parents of the student's classmates (phone numbers, email address, home address, etc.). Parents/guardians have the right to access any reports concerning their child or themselves, unless the name of the complainant is mentioned in the complaint. The School also does not give personal data of children to any third party that is not related to the School or the purposes of the educational relationship, unless required by law, prosecutorial, tax and judicial authorities.

II. The personal data provided to the School by the parents/guardians either for the fulfillment of the School's objectives, or because the law requires it, is in particular the first and last name, the father's name of the parents/guardians, the e-mail address, mobile and landline telephone, residential address, tax information (AFM), bank account, date of birth of the student, name and contact details of the persons the parents have allowed to pick up the student from the School, etc.. In any case, the data that the School collects and processes, are limited to the minimum necessary to fulfill the educational purposes of the School with the student's interest and safety in mind. It is the responsibility of the parents to update this information at regular intervals or whenever a change occurs.



III. The reasons that the School collects and processes the data are in particular: a) serving the educational purposes of the School, b) student safety reasons, c) compliance with tax legislation, any prosecutorial orders, police regulations etc. and d) are necessary for the establishment, exercise and support of legal claims of the School.

IV. _ Only authorized persons from the School Management have access to and processing of the data. The data is stored in physical files and electronically, protected from interventions by unauthorized persons. The School may share the necessary personal data with partners for the promotion of its actions , or to ensure the safety and protection of the health and life of the students (e.g. to the collaborating photographers who cover actions and events of the School, to the the School 's pediatrician, to the hospital institution where a child may be transferred in the event of an accident, etc.)

V. Parents, whenever they wish, have the right to be informed about which data of themselves and their child is being processed by the School. They have the right to request their correction or deletion, which the School may refuse within the limits of the Personal Data Regulation. Parents can also request restriction of processing when: a) the accuracy of the personal data is disputed and until verification is made, b) when a refusal to delete the data is explicitly expressed and a restriction of its use is requested instead and c) the personal data is not necessary for processing purposes.

VI . Data subjects have the right to object to the processing of their data for a certain purpose as well as to withdraw their consent freely, without prejudice to the lawfulness of the processing carried out on the basis of the consent provided and before its withdrawal.

VII . For any matter related to personal data, the data subjects can contact the College at 210-6047722 or send us an e-mail at info@byroncollege.gr



VIII. For the use of photographic material from events in particular, school holidays and school everyday life, it is noted that part of this may be posted on the School's website and on social media. In the event that parents do not wish their children to be prominently displayed on the School's website and social media pages, they are requested to notify the School Office in writing when registering the student.

ARTICLE 9

HEALTH AND SAFETY OF STUDENTS

I. When enrolling their child at the School, parents are required to provide, upon Admissions and annually thereafter, a completed Medical Form (Appendix IV) which must be signed by a pediatrician and certify that the student has done all the prescribed vaccinations for his age, to ensure that the student is not prevented by any hearing or vision problem from following the educational process and if such a problem occurs, how the teaching should be done so that the student can attend the lessons unobstructed and finally any other health problems of the child and what medication the School should have available to administer to the student should the need arise.

II. Parents are obliged to inform the School of any change in the student's health that could prevent him from attending certain courses (e.g. physical education) or endanger the health of other students or that the specific student needs or may need special attention and care from the School staff, according to the requirements of the previous paragraph.

III. All students are insured for first aid coverage by ATE Insurance. The School covers the initial expenses in the event of an emergency which are then reimbursed by the parents to the School. Students up to the age of 16 will be brought to the Children's Hospital (Paidon) in the event of an emergency.



I V. In the event that the total number of employees of the School exceeds fifty (50), the School is required to employ a specialized occupational physician who will visit the School once a month, in order to inform staff members of the measures that they could take to ensure the good health of themselves and the students.

V. The School employs nursing staff who, having regard to the information provided by the student's parents at the time of enrolment, will assist students in any matter relating to their health and then inform the student's parent/guardian as soon as possible of their health.

ARTICLE 10

SECURITY OF PREMISES

I. Entrance to the site is allowed only to pedestrians and is delimited by a perimeter fence. In the event that a vehicle must enter the premises, it must be entered before 8:00 am. and after 5:00 p.m. from the upper gate. The lower gate must remain closed throughout the day until students begin boarding school buses at 3:30 p.m. The gate must be closed again when the last bus has been loaded and has left the premises.

II. No visitor enters the School premises without the permission of the security officer. A 'visitor' card is issued by the security officer at the gate and all visitors must be accompanied by a member of staff throughout their visit.

III. The School Facilities Manager supervises the facilities of the buildings, their maintenance needs and any work that takes place on the School premises so that they remain safe for the students.



ARTICLE 11

COMPETENCE OF ADMINISTRATIVE BODIES

I. The Board of Directors approves the policies formulated by the School's Headteacher and exercises the financial management of the School.

ARTICLE 12

PAYMENT OF TUITION

I. The annual amount of tuition per class is as follows:

1. Foundation Years: the total cost is seven thousand five hundred euros (€7,500.00), of which one thousand two hundred euros (€1,200.00) are paid in April of the previous academic year, two thousand one hundred euros (€2,100.00) on the first ten working days of September, two thousand one hundred euros (€2,100.00) on the first ten working days of December and two thousand one hundred euros (€2,100.00) on the first ten working days of March.
2. Years 1 and 2: the total cost is nine thousand five hundred euros (€9,500.00), of which one thousand two hundred euros (€1,200.00) is paid as an advance payment in April of the previous academic year, two thousand eight hundred euros (€2,800.00) in the first ten working days of September, two thousand eight hundred euros (€2,800.00) in the first ten working days of December and two thousand seven hundred euros (€2,700.00) in the first ten working days of March.
3. Years 3, 4, 5 and 6: the total cost is nine thousand eight hundred euros (€9,800.00), of which one thousand two hundred euros (€1,200.00) is paid as an advance payment in April of the previous academic year, two thousand eight hundred and fifty euros (€2,850.00) on the first ten working days of September, two thousand eight hundred and fifty euros



- (€2,850.00) on the first ten working days of December and two thousand nine hundred euros (€2,900.00) on the ten first working days of March.
4. Years 7, 8 and 9: the total cost is ten thousand nine hundred euros (€10,900.00), of which one thousand two hundred euros (€1,200.00) are paid in advance in April of the previous academic year, three thousand two hundred euros (€3,200.00) in the first ten working days of September, three thousand two hundred euros (€3,200.00) in the first ten working days of December and three thousand three hundred euros (€3,300.00) in the first ten working days of Of March.
 5. Years 10 and 11: the total cost is eleven thousand five hundred euros (€11,500.00), of which one thousand two hundred euros (€1,200.00) are paid as an advance payment in April of the previous academic year, three thousand four hundred euros (€3,400.00) in the first ten working days of September, three thousand four hundred euros (€3,400.00) in the first ten working days of December and three thousand five hundred euros (€3,500.00) in the first ten working days of March.
 6. Years 12 and 13: the total cost is twelve thousand five hundred euros (€12,500.00), of which one thousand two hundred euros (€1,200.00) are paid as an advance payment in April of the previous academic year, three thousand eight hundred euros (€3,800.00) in the first ten working days of September, three thousand eight hundred euros (€3,800.00) in the first ten working days of December and three thousand seven hundred euros (€3,700.00) in the first ten working days of March.

II. If a student registered in the School in the middle of the academic year, the tuition fee is paid as above, but is reduced as follows:

- For students who register in the month of October, 90% of the tuition amount is payable.



- For students who register in the month of November, 80% of the tuition amount is payable.
- For students who register in the month of December, 70% of the tuition amount is payable.
- For students who register in the month of January, 60% of the tuition amount is payable.
- For students who register in the month of February, 50% of the tuition amount is payable.
- For students who register in the month of March, 40% of the tuition amount is payable.
- For students who register in the month of April, 30% of the tuition fee is payable.
- For students who register in the month of May, 20% of the tuition amount is payable.
- For students who register in the month of June, 10% of the tuition amount is payable.

I II . The above tuition fees do not include the cost of participation in extracurricular exams (e.g. GCSEs , AS / A 2 GCSEs , ICT / ECDL , CPE , DELF etc.), the cost of school uniform, stationery, of medical examinations, excursions/trips, activities designed by the School specifically for a student.

I V. If the student needs to leave the School during the academic year, the amount of tuition fees will be charged as follows:

- For students who canceled and permanently stopped their studies in the month of September, twenty percent (20%) of the annual tuition fee is payable



- Thirty percent (30%) of the annual tuition fee is payable for students who canceled and permanently stopped their studies in the month of October
- For students who canceled and permanently stopped their studies in the month of November, forty percent (40%) of the annual tuition fee is payable
- Fifty percent (50%) of the annual tuition fee is payable for students who canceled and permanently stopped their studies in the month of December
- Sixty percent (60%) of the annual tuition fee is payable for students who canceled and permanently stopped their studies in the month of January
- For students who canceled and permanently stopped their studies in the month of February, seventy percent (70%) of the annual tuition fee is payable
- Eighty percent (80%) of the annual tuition fee is payable for students who canceled and permanently stopped their studies in the month of March
- Ninety percent (90%) of the annual tuition fee is payable for students who canceled and permanently discontinued their studies in the month of April
- For students who were withdrawn and permanently stopped their studies from the month of May to the month of June, the full amount of the annual tuition is payable.

V. The tuition fee is reduced by 10% if a family enrolls more than one child in the School. It is further reduced by 5% if the full amount of tuition is paid ^{by} July 7th before the start of each school year.



VI . Tuition fees are paid as provided in Appendix II hereof and their payment is evidenced exclusively by bank certificate or receipt issued by the School.

VI I. The Courts of Athens are the competent Courts for every case concerning the payment of tuition fees.

ARTICLE 13

PARENTAL OBLIGATIONS

I. Parents/guardians are required to attend meetings as invited by the School. The School, including the Staff body, may refuse to re-register in the next school year those students where it has been established that there is no possibility of cooperation, as well as students whose parents with their actions and their entire behavior indicate a lack of confidence in the School authorities and the teaching staff.

II. Parents/guardians are obliged to pay the tuition fees on time on the first fortnight of each month as specified above. The payment of tuition fees and any other financial obligation (expenses for medical treatment, excursions, participation in educational activities, etc.) is a necessary condition for the student's re-admission in the following school year.

ARTICLE 14

STUDENT ABSENCES - PROMOTION - CLASS REPETITION

I. The student must arrive at the School on time, ie at 8.40 am. Only in the case of a serious impediment is his delay or absence from daily school life justified. Student arriving after 9.00 am they or their parent must report the reason for the delay to the School. The systematic delay in arriving at school constitutes an offense on the part of the student and the School may impose sanctions.



II. When a student has serious reasons for absence (e.g. illness), his parents should call the School Office, by 10.00 am. at the latest, and state the reason for the absence.

III. Permission to leave the school is granted to a student indicatively in the following cases: a) in case of unwellness, b) for the observance of religious duties, c) family bereavement and in any case where the School Administration deems the student's request to be reasonable. The student departs after the College Administration telephones his parents, who are asked to pick him/her up in person.

I V. _ The School management must inform the parents and guardians, as well as the students themselves, when the absences exceed 10% of the teaching hours. The update is done by e-mail or SMS or by phone. Parents are informed by phone, especially in the early hours of each day, about any absence of students from School. If a student is absent for three (3) consecutive days without prior notice to the College, then the School Management will call the parent and if the parent does not respond, the School Management will notify the appropriate state juvenile protection agencies, as directed by the Attorney of the College.

V. _ And if the student's total absences exceed 15% of the taught hours, they are required to repeat the class.

ARTICLE 15

SCHOOL HOLIDAYS - HOLIDAYS

I. There is no school on the following days:

1. every Sunday,
2. the religious holidays of the Holy Spirit and the Three Hierarchs,
3. the national anniversaries of October 28 and March 25
4. on Clean Monday



5. on May 1st
6. on holidays for the seat of each school due to a local religious or national holiday,
7. one teaching week in the months of October and February, according to the requirements of the British curriculum.

ARTICLE 16

TRANSFER OF STUDENTS

I. The school bus picks up and drops off the student from the location designated by the parent at registration. In the event that the student is not going to come to the School, the parent is obliged to notify the bus driver who would pick up the child as soon as possible using the contact information provided by the School.

II. In the event that it is impossible to transport the students with the school buses, for reasons independent of the will of the school owner (e.g. strike, damage, traffic accident, etc.), then the parents, after being notified, will take over with their own means and expenses for the transportation of their children to and from School.

III. The cost of transporting the students to and from the School, as well as one-way transfers, is as follows:

- For those living in Zone A (Agia Paraskevi, Glyka Nera, Kantza, Paiania, Nea/Palaia Penteli, Melissia, Marousi, Paradisos, Nea Lesvos, Anavrita, Pallini, Chalandri to Nomismatokopio) one thousand seven hundred euros (€1,700.00).
- For those living in Zone B (Alsoupoli , Hellenorouson , Filothei, Kifissia, Lykovrisi , old town of Amarousiou, Pefki, Psychiko, Papagou, Cholargos, Chalandri after Nomismatokopeio) one thousand eight hundred and fifty euros (€1,850.00)



- For those residing in Zone C (Athens, Ampelokipoi, Anixi, Agios Stefanos, Dionysos, Drosia, Ekali, Heraklion, Galatsi, Kryoneri , Metamorfofi, Ionia, Erythraia, Politia, Patisia , Zografou) two thousand euros (2,000, €00)
- For those residing in Zone D (Argyroupoli, Elliniko, Glyfada, Ilioupoli, Kallithea, Loutsa, Moschato, Nea Smyrni, Neo Faliro, Paleo Faliro, Rafina, Spata, Voula, Vari, Varkiza) two thousand two hundred euros.
- For those living in Zone E (Lofos Edison, Gerakas, Doukissis Plakentias, Patima Chalandriou, Vrillissia) eight hundred euros.

ARTICLE 17

OTHER ISSUES

I. A condition of employment and work at the School for both teachers and any other staff member, for student safety reasons, is that the employee maintains a clean criminal record throughout his employment with the School.

ARTICLE 18

ACCEPTANCE OF THE REGULATION

I. The student's registration at the School means acceptance on his part and on behalf of his parents of all the terms of this Regulation and its Appendices. From this, the Parent, together with the pre-registration application, receives a copy of the present Policy Document in writing or in electronic notification at his choice since it is posted on the College's website.

II. The articles of this Regulation may be supplemented or clarified by written internal circulars of the School or the School Administration, which are communicated to parents via e- mail, if they concern them, and non-observance



of which entails the same consequences as non-observance of this Regulation, in which case the School may impose the sanctions provided for in each case.

III. Any change or modification of this Policy constitutes a single and integral part of it and is notified by e-mail to the parents/guardians of the students.

I hereby declare that I have read and agree with the school's operating policies which are also posted on the school website.

Date

Signature of Parent/Guardian



APPENDIX I: Application Form



APPLICATION FORM

Student's Details:

SURNAME:	FIRST NAME(s):
GENDER: MALE / FEMALE	DATE OF BIRTH: day _____ month _____ year _____
NATIONALITY/IES	NAME/ COUNTRY OF PREVIOUS SCHOOL:
HOME ADDRESS: (please include postcode)	IN YEAR/GRADE:
	HOME TELEPHONE:
PLACE OF BIRTH:	PASSPORT NUMBER:
MOTHER TONGUE:	OTHER LANGUAGES SPOKEN:



Family Details:

Who is the child's legal guardian? MOTHER FATHER BOTH OTHER : _____

	FATHER or other LEGAL GUARDIAN	MOTHER or other LEGAL GUARDIAN
<i>Surname</i>		
<i>First Name</i>		
<i>Nationality/ies</i>		
<i>Home Address</i> <i>(if different)</i>		
<i>e-mail address</i>		
<i>Home Tel.</i>		
<i>Work Tel No.</i>		
<i>Mobile Tel.</i>		
<i>Passport/ID</i>		
<i>Tax Number</i> <i>AFM & DOY</i>		
<i>Occupation/</i> <i>Job Title</i>		
<i>Employer</i>		
<i>Work Address</i>		

Further information:

Does your child need EAL (English as an Additional Language) support? Yes / No	Does/Has your child <u>require(d)</u> Special Education Needs support? Yes / No
May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes? Yes / No	May we use your child's photograph on social media e.g. Our school website, Facebook, YouTube? Yes / No

Enrolment Date: _____ in Year: _____

By registering a student at Byron College, parents/guardians have read and agree to all school's policies.
<https://www.byroncollege.gr/about-us/policies>

SIGNATURE OF PARENT OR GUARDIAN: _____ DATE: _____

APPENDIX II: Tuition Fees

School Fees 2022-2023

Admission Test Fee	€150			
	Students applying for Years 5-12			
Registration Fee	€1.000			
	One-time, non-refundable payment which secures the student's place.			
Year Group	Total Annual	1st Installment	2nd Installment	3rd Installment
EYFS1	€7.100	€2.366	€2.366	€2.368
EYFS2	€7.500	€2.500	€2.500	€2.500
Key Stage 1 (Years 1 & 2)	€9.500	€3.166	€3.166	€3.168
Key Stage 2 (Years 3, 4, 5 & 6)	€9.800	€3.266	€3.266	€3.268
Key Stage 3 (Years 7, 8 & 9)	€10.900	€3.633	€3.633	€3.634
Key Stage 4 (Years 10 & 11)	€11.500	€3.833	€3.833	€3.834
Sixth Form (Years 12 & 13)	€12.500	€4.166	€4.166	€4.168

Mid-Year Registrations

Reduced fees are charged when a student enters the school mid-year. Fees for mid-year registrations are calculated as follows. The percentages are charged on the full fees for the academic year.

Registration In:	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%

Transportation Fees

The School provides a safe and convenient bus service to the majority of areas in Athens and its suburbs. Please see the links below for further information. These routes are a guideline and changes may occur depending on demand and availability for the forthcoming year. <https://www.byroncollege.gr/transportation>

Full transportation fees are charged even in instances when one-way service is required.	Zone A	AGIA PARASKEVI - GLYKA NERA - KANTZA - PAIANIA - NEA PENTELI - PALIA PENTELI - MELISSIA - MAROUSSI [PARADISOS, NEA LESVOS, ANAVRITA] HALANDRI [UNTIL NOMISMATOKOPIO]	€1.700
	Zone B	ALSOUPOLI - ELLINOROSON - FILOTHEI - KIFISIA - LIKOVRSI - MAROUSI [OLD TOWN] PEFKI - PSYCHICO - PAPAGOI - HOLARGOS - HALANDRI [AFTER NOMISMATOKOPIO]	€1.850
	Zone C	ATHENS - AMPELOKIPI - ANOIXI - DIONYSOS - DROSIA - EKALI - IRAKLIO - GALATSI - METAMORFOSI - NEA IONIA - NEA ERITHREA - POLITIA - PATISSIA - ZOGRAFOS.	€2.000
	Zone D	ARGIROUPOLI - ELLINIKO - GLYFADA - ILIOUPOLI - KALITHEA - MOSCHATO - NEA SMYRNI - NEO FALIRO - PALEO FALIRO - ALIMOS - VOULA - VARI	€2.200
	Zone E	LOFOS ENDISON - GERAKAS - DOUKISSIS PLAKENTIAS - PATIMA HALANDRIOU - VRILISSIA	€800



Terms and Conditions of Payment

Additional Charges

The above tuition fee charges do not include examination fees for external examinations, i.e. (I)GCSEs, AS/A2 GCEs, ICT/ECDL Certificates, special Language examinations, (e.g. CPE, Delf, etc.), uniform, textbooks, supplies/equipment, medical examination charges, excursions/ trips, any charges that are unique to individual children as well as extra-curricular activities. (A list of enrichment activities on offer and prices are circulated to parents each term.)

Discounts

Family discounts are available when a family registers more than one child. The discount, on tuition fees ONLY, is 10% for all additional children. A 5% discount is available for fees paid in full by the first week of July 2022.

Mid-Year Withdrawal

Any student obliged to leave Byron College at any time during the academic year is requested to give written notice of his withdrawal to the Operation Administrator. A refund of tuition fees is calculated and a percentage on the full fees for the academic year is charged on the following basis:

Leaving In:	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	20%	30%	40%	50%	60%	70%	80%	90%	FULL TUITION CHARGED	

Payment of Fees

Fees must be paid promptly within 10 working days of the signed fee agreement. The School reserves the right to take appropriate action when an agreed fee payment schedule is not adhered to. The advance payment by the end of June is sought as a method of ensuring a place in the School for the following academic year. Such a commitment facilitates bus route and class group planning.

Methods of Payment

1. In cash at the Operation Administrator's office (maximum of €500 per cash payment only).
2. By credit card at the Operation Administrator's office (all major cards are accepted except for American Express and Diners).
3. By cheque; current date or date of agreed instalment.
4. By deposit to one of our accounts in Greece (see table below):
5. Deposits from abroad (see table below):

Beneficiary Name: Byron Educational SA (Viron Ekpaideutiki AE)

Beneficiary Physical Address: 7 Filolaou Street, Gerakas, 153 44 Athens, Greece

Currency	Beneficiary Bank	Account Number/IBAN	SWIFT/BIC	Beneficiary Bank Address
Euros	Alpha Bank	Acc No. 436002001000130 IBAN: GR1701404360436002001000130	SWIFT: CRBAGRAA BIC: CRBAGRAAXXX	35 Stratigou Tombra St. Ag. Paraskevi, Athens, Greece 153 42 (210 6087256)
Euros	National Bank of Greece (Ethniki)	Acc. No. 226/47022395 IBAN: GR5401102260000022647022395	SWIFT: ETHNGRAA BIC: ETHNGRAAXXX	33 Gounari St. Patra, Greece 26 221 (2610 637551)
Euros	Piraeus Bank	Acc. No. 6845122383859 IBAN No: GR9601718450006845122383859	SWIFT: PIRBGRAA BIC: PIRBGRAAXXX	66 Marathonos Avenue, Pallini, Athens, Greece 153 51 (210 6663628)

Please note: When transferring funds from Greece or abroad, all bank charges and expenses should be borne by the remitter. The receipt issued by the school will be free of all bank charges and/or expenses.

Please note: All bank transfers MUST include the full name of the student and reason for payment e.g. tuition fees, activities, exam fees, admissions tests, registration fee. Bank transfer slips should be emailed to our Operations Administrator (see below) immediately after the transfer to facilitate billing.

The Operations Administrator: Ms. Christine Barlis

email: c.barlis@byroncollege.gr/phone: 210-604772/fax: 210-6048542



APPENDIX III: Parental consent form for off-site activities/excursions



SCHOOL ACTIVITIES, EDUCATIONAL VISITS, TRIPS, EXCURSIONS & RESIDENTIALS

PARENTAL/GUARDIAN CONSENT

Throughout each school year a variety of different activities will take place to support the curriculum. These can be either outside of the classroom or offsite at different facilities. These include:

1. Super Learning Days
2. Regular Out of Establishment activities - Off Site in local neighbourhood i.e. Sports Fixtures, IGCSE PE, and Environmental Studies etc.
3. Day Trips
4. Residential Trips – either in Greece or Overseas

I understand that:

- Such activities will not often extend beyond the school day, but that if, occasionally, they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for my child's safe return home
- My specific permission will be sought for any out-of-school activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards.
- All reasonable care will be taken of my child in respect of the activity/Educational Visit
- My child will be under an obligation to obey all directions given and observe all rules and regulations governing the Educational Visit/activity and will be subject to all normal school discipline during the activity
- Any medical condition or physical disabilities will be notified to the school now and as and when they arise

HOME/SCHOOL CONTRACT

Although the general expectations of behaviour for students participating in off-site activities, trips, visits or excursions and residential trips are the same as during a normal school day, we would like to draw your attention to some points which are very important for all school activities:

The following is not acceptable:

1. Fighting
2. Bullying
3. Abusive Language
4. Smoking
5. Drinking of Alcohol
6. Taking of Drugs
7. Deliberate damage to property
8. Theft

Students must:

1. Respond & follow instructions or advice
2. Follow ALL health & safety instructions
3. Report at once to any teacher
 - a) Any damage they may have caused
 - b) Any injury they may have caused
 - c) Any illness that they have or any injury they might have sustained
 - d) Any damage to their possessions
 - e) Any property that has been lost or stolen

The above rules are intended to ensure that the activity is enjoyed by all and that no student suffers any harm or distress. Please note that any incident or inappropriate behaviour will be reported and that appropriate sanctions will follow. Parents/Guardians will be informed of any misbehaviour.



SCHOOL ACTIVITIES, EDUCATIONAL VISITS, TRIPS, EXCURSIONS & RESIDENTIALS

Both myself and my child agree that:

1. Should our said child misbehave in any way that is no longer conducive for them to remain on the trip then I will at my own expense arrange for an accompanied return back to my home. I accept that in these circumstances no refund of any monies will be payable. I agree to indemnify Byron College in respect of any loss reasonably incurred by them arising out of a decision that my child should be returned home.
2. To pay for any damage which may be occasioned solely through the misconduct, neglect or carelessness of my said child to the person or property of any other party or parties whilst on said trip. I agree to indemnify Byron College in respect of any reasonable expense reasonably incurred in this regard.
3. That I will not hold Byron College nor any of its employees responsible for any loss of personal effects or money incurred by my child during the trip in circumstances where reasonable steps have been made to safeguard such effects.
4. I understand that before Byron College decide that my child's school trip must be curtailed short as aforementioned then:
 - a) The teacher in charge must consult first with his/her colleagues present;
 - b) My child must be given the opportunity to explain the behaviour about which complaint is made and have a responsible adult present to represent the child's position;
 - c) My child will be given the opportunity to telephone me or my representative;
 - d) The teacher in charge must consult with the Educational Visits and Trip Co-ordinator (Assistant Head – Pastoral) of Byron College.
5. I understand that as a result of misconduct I/we will not be entitled to any refund of payments made. In the event of further excursions or visits that students have enlisted to participate where payments have been made no refund will be forthcoming.

Name(s) of pupils registered at the school:	
<p>Parent/Guardian agreement: I, the undersigned, accept the above parental and pupil agreements with regards to educational visits and trips. I confirm that I have made my child aware of the school requirements and procedures. I agree that my child can attend school trips and associated activities when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils taking part in offsite activities and will make sure my child understands these.</p>	
Signed (parent/guardian):	Date:



APPENDIX IV: Medical Form



STUDENT MEDICAL HEALTH FORM



CONFIDENTIAL

STUDENT'S FULL NAME:	DATE OF BIRTH: <i>day</i> ___ <i>month</i> ___ <i>year</i> ___
PAEDIATRICIAN'S FULL NAME:	TELEPHONE:
EMERGENCY CONTACT(S): 1. 2.	TELEPHONE(S): 1. 2.

THIS FORM MUST BE COMPLETED BY A DOCTOR/PAEDIATRICIAN

IMMUNISATION RECORD (Please indicate year of immunization or last booster)			
DT (Diphtheria/Tetanus) or DPT (Whooping Cough/ Diphtheria/Tetanus)	MMR (Measles, Mumps, Rubella)	Hepatitis A	Hepatitis B
BCG (Tuberculosis)	IPV (Polio)	Hib (Haemophilus Influenza Type B)	Pneumococcal
Meningitis	Mantoux		

MEDICAL HISTORY (Please check the ones (if any) that apply to this pupil providing details)

Heart Disease	Kidney Disease	Diabetes	Epilepsy/Convulsions
Tuberculosis	Hearing	<u>Eye-Sight</u>	Allergies

Can this student participate in all school activities, including swimming? **Yes/No**
(Separate paperwork may be required for swimming purposes)

Doctor's Name, Signature and Stamp: _____ **Date:** _____

THIS SECTION MUST BE SIGNED BY THE PARENT/GUARDIAN

1. **Medications:** All medications that must be given, should be properly labeled and stored in the Nurse's Office. Instructions regarding dosage (dose and timing) must be clearly written and signed by parent/guardian or doctor.

Medication: _____ Condition: _____ Taken at school? **Yes/No**

2. **Parental Consent:** I give permission for my son/daughter to be given medication for a headache, fever or sore throat.
Yes/No Dose: _____

3. In the event that I cannot be reached I give my permission for the school to proceed with emergency medical treatment, if required. **Yes/No**

SIGNATURE OF PARENT OR GUARDIAN: _____ **DATE:** _____



Byron College

THE BRITISH INTERNATIONAL SCHOOL
