



**AMERICAN
ACADEMY
LARNACA
PRIVATE SCHOOL**

SENIORSCHOOL
PARENT – STUDENT HANDBOOK
2024 – 2025

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SECTION 1 – GENERAL INFORMATION

SCHOOL NAME:	American Academy Larnaca
SCHOOL HEADQUARTERS:	Grigori Afxentiou Avenue, 6021 Larnaca, Cyprus
LEGAL RESPONSIBILITY:	American Academy Alumni Foundation
SCHOOL TELEPHONE NUMBER:	+357 24 815 400 / +357 24 746 375 / +357 24 746 351
SCHOOL EMAIL:	info@academy.ac.cy
SCHOOL PRINCIPAL:	Mrs Georgina Michaelides

If you have any concerns or queries, please contact a member of the Pastoral Team (*details below*). If you need to contact a teacher for any reason **call the Head of Year first**. He/she will then inform the teacher and arrange a meeting if necessary.

Deputy Principal Pastoral Mrs Margarita Constantinidou	tel: 24 746 382 email: mconstantinides@academy.ac.cy
Head of Year 1 Mrs Christina Koumandari Sergiou	tel: 24 746 372 email: ckoumandari@academy.ac.cy
Head of Year 2 Mrs Hara Spyrou Panayides	tel: 24 74 6376 email: hspyrou@academy.ac.cy
Head of Year 3 Mrs Rania Leventi	tel: 24 746 377 email: rleventi@academy.ac.cy
Head of Year 4 Mrs Chrystalla Karaiskakis Mouskou	tel: 24 746 363 email: ckaraiskaki@academy.ac.cy
Head of Year 5 Mr Panagiotis Dimitriou	tel: 24 746 373 email: pdimitriou@academy.ac.cy
Head of Year 6 Mrs Andri Malactou	tel: 24 746 391 email: amalactou@academy.ac.cy
Head of Year 7 Mrs Eleni Kyriakidou	tel: 24 746 357 email: ekyriakidou@academy.ac.cy

School Profile

The American Academy Larnaca is a private, seven-year, secondary school which was established in 1908 by the Reformed Presbyterian Church of North America. It was handed over to its graduates in 1975 and has been operating as a non-profit making charity since then, registered under the Private Schools' Law, of the Republic of Cyprus. It is fully recognised by the Cyprus Ministry of Education as a 'similar type' school, a recognition which makes graduates eligible to apply and enter the public Universities of Cyprus.

The American Academy Larnaca is a prestigious, selective school with a strong and highly successful academic tradition. All students wishing to enter Year 1 (Grade 7) have to pass the Entrance Examinations and all those wishing to enter at a later stage have to pass Placement Examinations. The language of instruction in the school is English.

The school curriculum consists firstly of three years of a broad, general education. This is followed by two-year courses leading to GCSE qualifications and another two years leading to GCE A-Levels offered by British exam boards. In addition, our students must pass rigorous, internally assessed courses in order to graduate and be awarded the American Academy Larnaca Apolytirion.

For Years 4-7, our internal assessment and final examination papers are based on GCSE/GCE A-Level syllabi and standards, reflecting the external exams sat at the end of each respective year. The standards at the school are very high and our external GCSE and A Level results are well above UK national averages.

We are a forward-looking school preparing students for leadership in a period of rapid technological advance. With interactive technology in all classrooms, we are a leader in innovative practice.

The graduates of the school are well prepared for entry to Higher Education, choosing to study at prestigious Universities mainly in the UK and other European countries, USA, Canada, Australia and also in Cyprus and Greece.

We expect and encourage our students to participate in a rich Extra-Curricular Activities Programme. This covers a wide range of activities including: School Events and Celebrations, School Clubs, Educational Trips, Student Conferences, Work Experience, Voluntary Service and School Competitions. Among others, we are proud to deliver the Duke of Edinburgh International Award, and participate in Erasmus+, Model United Nations, Euromath and Euroscience. Sporting standards at the school are similarly high, and we have competitive teams in a variety of team sports.

At the American Academy Larnaca, the emphasis is on high levels of academic success built on a long tradition of very strong student-teacher relationships and the development of strong characters in line with our Academy motto "To Grow And To Serve".

Our Vision

To be a school that promotes academic excellence and personal growth within a caring community that celebrates human kindness.

At the heart of the American Academy Larnaca are the key values that underpin and are reflected in all our activities and initiatives. These are:

ACADEMIC EXCELLENCE

We allow students to flourish academically, achieving their full potential and loving learning for its own sake.

BEHAVIOURS

We encourage respect, empathy, integrity, collaboration, tolerance, perseverance, humour and discernment amongst the students.

COMMUNITY

We provide a sense of each person belonging to the wider Academy family while enjoying his or her years in the school.

INNOVATIVE EDUCATIONAL PRACTICE

We provide inspiring and creative teaching through immersive learning and the integration of the latest technologies that enhance 21st century learning.

INDEPENDENT LEARNING

We nurture young people's creative and inquiring minds to make them global citizens.

PASTORAL CARE

We sponsor individualised growth and self-esteem, while fostering positive relationships among teachers, parents and students in a safe environment, with equal opportunities for all.

COMMUNICATIONS

Our aim is to have a meaningful dialogue with all stakeholders.

CHRISTIAN KINDNESS

With respect to the historical foundation of the Academy, our aim is to see beyond the material world and to build responsible and conscientious young people through 'growth and service'.

Our Mission

Our graduates will have the vision, knowledge and skills to enable them to be leading citizens and lifelong learners who respond to the needs of their families and communities in a spirit of tolerance.

The aims of our school not only complement our Mission Statement but also they act as goals against which the effectiveness of the school and its provision can be monitored and evaluated:

- To provide a sound general education of the highest standard for children from pre-school age through to University entrance
- To enable students to appreciate the cultural and scientific achievements of our times
- To provide students with a broad and balanced education, which will qualify them for entry into universities in Cyprus and abroad, and for employment
- To provide students with a supportive learning environment which will enable every student to achieve his/her maximum potential, intellectually, physically, socially, emotionally, morally and spiritually
- To encourage each individual student to develop those personal qualities which will make them responsible, thinking and caring adults, set within the context of the Christian faith and ideals, to which all in the Academy will aspire to in their daily life

SECTION 2 – STAFF

SENIOR MANAGEMENT

Margarita Constantinidou: Mathematics, Designated Safeguarding Lead, Deputy Principal: Pastoral

Charoula Constantinou: Accounting, Economics, Deputy Principal: Curriculum

Savvas Hadjihambi: Physical Education, Assistant Principal: Students and Staff

Stella Liopetriti: Mathematics, Assistant Principal: Data and Exams

BUSINESS FACULTY

George Georgiou: Accounting, Economics, **Head of Faculty**

Charoula Constantinou: Accounting, Economics – **Deputy Principal: Curriculum**

Eleni Nicolaidou Ioannou: Economics

Hara Spyrou Panayides: Economics, Business, **Head of Year 2**

Constantina Spanou Tsitsiou: Law, Politics, **Lead Practitioner**

Andrew Michael: Economics, Business

Eleni Papaspyrou: Accounting, Business, Economics

Constantinos Ioannou: Law, Politics

Chrysovalanti Ambiza: Accounting

CREATIVE & EXPRESSIVE ARTS FACULTY

Annita Michael Metaxa: Music, **Head of Faculty**

Savvas Hadjihambi: Physical Education, **Assistant Principal: Students and Staff**

Thekla Georgiou Papadopoulou: Art

Andri Hadjimbei Savva: Physical Education

Emese Meszaros: Physical Education

Elena Tsigaridou: Art

Ioanna Kythreotou: Art

Nektarios Rodosthenous: Music, Media Studies, Erasmus+ Coordinator

Anna Beka: Physical Education

Danae Patsalou: Art

Sotirios Papagiannis: Physical Education

Chrystalla Ioannou: Music

Omiros Tzortzis: Physical Education

ENGLISH FACULTY

Christoulla Mosfiliotis: English, **Head of Faculty**

Andri Malactou: English, **Head of Year 6**

Christina Athanasiou: English

Christalla Karaiskakis Mouskou: English, Head of Year 4

Costantia Manoli Rumfitt: English

Maria Christodoulou Roussou: English, Lead Practitioner

Rania Leventi: English, Head of Year 3

Christina Koumandari Sergiou: English, **Head of Year 1**

Valando Haladjian: English, Media

Eleni Andreou: English

Christina Savvidou: English, The Duke of Edinburgh's International Award Leader

Elena Droushiotis: English

HUMANITIES FACULTY

George Michael: Geography, **Head of Faculty**

Panayiota Mallas: History

Panagiotis Dimitriou: Humanities, History, **Head of Year 5**

Charis Pavlou: Religious Studies

Christiana Mavri Kyriakidou: Humanities, Geography

Ana Novakovic: Religious Studies, Erasmus+ Coordinator

Marios Antoniou: History

Antrea Tziorta: Psychology

Veronica Savva: Psychology

MATHEMATICS & COMPUTER SCIENCE

Athena Antoniou: Mathematics, **Head of Faculty**

Margarita Constantinidou: Mathematics, **Deputy Principal: Pastoral, Designated Safeguarding Lead**

Nicos Nicolaou: Mathematics

Petros Ioannou: Mathematics, Curriculum Assistant: Timetable Coordinator

Stelios Hadjiyiannakou: Mathematics

Stella Liopetriti: Mathematics, Assistant Principal: Data & Exams

Eleni Koufopavlou: Mathematics

Maria Archontous: Mathematics

Michaela Georgiou: Mathematics

Eleni Yiagopoulou: Computer Science

Christos Constantinou: Mathematics

Ioannis Nicolaou: Computer Science

Eleftheria Kouppari: Computer Science

Konstantinos Konstantinou: Mathematics

Erricos Antonides: Mathematics

LANGUAGES FACULTY

Thekla Patsalou Ktisti: Greek, **Head of Faculty**

Katy Papalysandrou: German

Andreas Andreou: Greek

Panayiota Georgiou Ttofi: Greek

Christoforos Christofi: Greek

Demetra Varda: Greek, Special Education Needs Coordinator

Haralambos Alexandrou: Greek

Eleni Kyriakidou: Greek, Head of Year 7

Mikaela Makri: French

Elena Alambriti: Greek

Marios Ioannou: Greek

Michalis Tringou: Greek

Ildikó Tóth: German

SCIENCE FACULTY

Christiana Panayiotou Mavri: Science, Chemistry, **Head of Faculty**

Pambos Afantitis: Science, Physics, Curriculum Assistant: SIMS

Lygia Patsia Vayianou: Science, Biology

Polyana Papadopoulou: Science, Chemistry, Curriculum Assistant: Cover and Internal Assessment, The Duke of Edinburgh's International Award Coordinator

Alexandros Alexandrou: Science, Physics

Sergios Nicolaou: Science, Biology, Curriculum Assistant: Timetable, Lead Practitioner

Andrea Charalambous Byrou: Science, Biology, Lead Practitioner

Spyros Athanasatos: Science, Physics

Andreas Lampis: Science, Physics, Greek Pathway Lead

Antonia Christou: Science, Chemistry, The Duke of Edinburgh's International Award Leader

Andreas Psomas: Biology, Lab Technician

Katerina Kekkouri: Science, Chemistry

Panayiota Kelis: Chemistry

SECTION 3 – CALENDAR



**AMERICAN
ACADEMY**
LARNACA
PRIVATE SCHOOL

School Calendar 2024 - 2025

September 2024

M	T	W	Th	F	S	S
					31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Aug 30	Placement exams for new students
2, 3, 4, 5	INSET
2-3	Re – exams
3	New students' orientation (Years 2-6)
6	First day of lessons Year 7 Higher Education Presentation
6-13	Years 2, 4, 6, 7 Drop/add week
TBC	School Blessing
13-15	DoE Year 6 Practice Gold Exploration 1, the students will leave after school
18	Year 1 Parents Information Evening English 6pm, Greek 6.30pm
20-22	DoE Year 5 Silver Qualifying Expedition, the bus leaves after second break
20	Elections: Class Representatives
20	Elections: Brotherhood
25	Photos: Years 1&4 and new students
26-27	Photos: Mentor Groups
27	Year 1 fun day
27-29	DoE Year 6 Practice Gold Exploration 2, the students will leave after school
30	Special Assembly: School Celebration for Cyprus Republic Day
TBC	Car Wash (Y6 event)

October 2024						
M	T	W	Th	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1	School Holiday: Cyprus Republic Day
4	Clubs registration Awards Evening 7:00pm
16	PTE Year 1 (3:00pm – 6:00pm)
18-19	Brotherhood Conference
22	Year 7 Graduation Photos
24	Special Assembly Day: Celebration for 28 th October (OXI day)
25	INSET (Staff Training – Students on Holiday)
28	School Holiday: OXI Day
30	PTE Years 5&7 (3:00pm-6:30pm)
31	Brotherhood Party

November 2024						
M	T	W	Th	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1	Excursion Day
13	PTE Years 3&6 (3:00 pm-6:30 pm)
15	Special Assembly: UDI
18	Special Assembly: Polytechnion
23	All Y3 DOE Training
26	PTE Years 2&4 (3:00 pm-6:30 pm)
28-29	School Holiday: Thanksgiving

December 2024						
M	T	W	Th	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

6	Christmas Carols/Open Day
19	Last day of lessons for years 1 – 3 Top Class Show for parents
20	Top Class show for students Last day of lessons for years 4 – 7 End of Semester 1
23 Dec – 06 Jan	Christmas Holidays – School Closed

January 2025						
M	T	W	Th	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

6	Christmas Holidays – School Closed
7	Start of Semester 2
17	Semester 1 reports issued
22	PTE Years 1-7
29	Special Assembly: Education Day
30	School Holiday: Education Day

February 2025						
M	T	W	Th	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

4-5	Clubs/Teams photos
5	Years 3 & 5 Options Evening
8	DoE Year 3 Practice Expedition Group 1
9	DoE Year 3 Practice Expedition Group 2
13	Sports Day
20	Tsiknopempti
21	Year 6 Drop/Add Assembly
22-23	DoE Year 3 Bronze Qualifying Expedition Group 1

March 2025						
M	T	W	Th	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3	School Holiday: Clean Monday
4-5	School Holiday: Mid-Semester Break
6	Year 5 Final Exams begin
7	Spring Concert Y6 drop/add deadline
8-9	DoE Year 4 Silver Practice Expedition
14	Y6&7 last day of lessons before Final Exams
15 or 22 (TBC)	Entrance Exams
15-16 or 22-23	DoE Year 3 Bronze Qualifying Expedition Group 2
17	Years 6 + 7 Final Exams Begin
21	Year 3 Options Deadline
24	Special Assembly: Greek Independence Day
25	School Holiday: Greek Independence Day
26	Years 4-6 Work Experience Scheme Applications Open
TBC	Greek Play
31	Special Assembly: Cyprus National Day

April 2025						
M	T	W	Th	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1	School Holiday: Cyprus National Holiday
4	Year 5-7 Final Exams End
7-11	Year 5-7 normal lessons/feedback
11	Sports Fun Day/Year group activities Y4-6 work experience forms due
14-25	Easter Holidays – School Closed
28/29	Y4 Maths/RS Final Exam
28 Apr -2 May	Year 5-7 normal lessons/feedback

May 2025						
M	T	W	Th	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1	School Holiday: May Day
9	Year 4 Last Day of Lessons
12	Year 4 Final Exams Begin
23	Years 5-6 Reports to Parents
21	Years 1 -3 Last Day of Lessons
26	Years 1 – 3 Final Exams begin
TBC	Art Exhibition

June 2025						
M	T	W	Th	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6	Years 1 & 2 Exams End Years 4 Exams End
9	School Holiday: Kataklysmos
11	Years 3 Exams End
16-20	Year 6 Higher Education Presentations and Workshops
18	Year 7 re-exams
20	Placement Exams for Y2, 3, 4, 6
25	Year 1-4 Reports to parents Graduation
26	AAAF Banquet
TBA	Trip to Greece

July 2025						
M	T	W	Th	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Weir Camp
	Work Experience
	Summer School

August 2025						
M	T	W	Th	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14	A Level Results day
21	GCSE Results Day
27-30	Y6 DOE GOLD Qualifying
29	Placement Exams for Y2, 3, 4, 6

Timetable Bell times

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period 1	7:30-8:15 45'	7:30-8:20 50'	7:30-8:15 45'	7:30-8:15 45'	7:30-8:20 50'
Period 2	8:15-9:00 45'	8:20-9:10 50'	8:15-9:00 45'	8:15-9:00 45'	8:20-9:10 50'
Mentor Assembl y		9:10-9:30 20'			9:10-9:30 20'
BREAK 1	9:00-9:20 20'	9:30-9:55 25'	9:00-9:20 20'	9:00-9:20 20'	9:30-9:55 25'
Period 3	9:20-10:05 45'	9:55 -10:45 50'	9:20-10:05 45'	9:20-10:05 45'	9:55-10:45 50'
Period 4	10:05-10:50 45'	10:45- 11:35 50'	10:05-10:50 45'	10:05-10:50 45'	10:45-11:35 50'
BREAK 2	10:50-11:05 15'	11:35- 11:55 20'	10:50-11:05 15'	10:50-11:05 15'	11:35-11:55 20'
Period 5	11:05-11:50 45'	11:55- 12:40 45'	11:05-11:50 45'	11:05-11:50 45'	11:55-12:40 45'
Period 6	11:50-12:35 45'	12:40- 13:30 50'	11:50-12:35 45'	11:50-12:35 45'	12:40-13:30 50'
BREAK 3	12:35-12:45 10'		12:35-12:45 10'	12:35-12:45 10'	
Period 7	12:45-13:30 45'		12:45-13:30 45'	12:45-13:30 45'	

Assembly/mentor time will take place as follows:

	Mentor Time	Assembly (Auditorium)
Tuesday	Years 5-7	Years 1-2 or Years 3-4
Friday	Years 1-4	Years 5-7

Mentor Time

During mentor sessions the PSHE programme is delivered, which includes presentations on four areas: Health and Safety, Relationships, Sex Education, and Living in the Wider World.

Special Assemblies

Special assemblies will take place on days specified in the calendar, mostly for celebrations and commemorations. On these days the “Special Assembly Timetable” will run.

Y1 Mentor Y2-4 ASSEMBLY Y5-7 2nd Break	25/30 min
Y5-7 ASSEMBLY Y1-4 2nd Break	25/30 min

SPECIAL ASSEMBLY TIMETABLE					
6 period day	Period 1	7:30-8:20	7 Period day	Period 1	7:30-8:10
	Period 2	8:20-9:05		Period 2	8:10-8:50
	Break	9:05-9:30		Break	8:50-9:10
	Period 3	9:30-10:15		Period 3	9:10-9:50
	Period 4	10:15-11:00		Period 4	9:50-10:30
	Y1-4 ASSEMBLY	11:00-11:30		Y1-4 ASSEMBLY	10:30-10:55
	Y5-7 Break	(30 min)		Y5-7 Break	(25 min)
	Y5-7 ASSEMBLY	11:30-12:00		Y5-7 ASSEMBLY	10:55-11:20
	Y1-4 Break	(30 min)		Y1-4 Break	(25 min)
	Period 5	12:00-12:45		Period 5	11:20-12:00
	Period 6	12:45-13:30		Period 6	12:00-12:40
				Break	12:40-12:50
				Period 7	12:50-13:30

Parents – Teachers evenings (PTE)

PTEs are important because they allow parents and teachers to review and discuss the academic progress of students. They may address issues of an academic and non-academic nature.

There are two times in the year designated as Parent-Teacher Evenings and parents are expected to attend both. On PTE day we run a special timetable and end the school day at 13:00.

Semester 1 PTE: October-November (dates in School Calendar)	Semester 2 PTE: January (date in School Calendar)
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PTE TIMETABLE					
6 period day	Period 1	7:30-8:15	7 Period day	Period 1	7:30-8:15
	Period 2	8:15-9:00		Period 2	8:15-8:55
	Mentor/ Assembly	9:00-9:20		Break	8:55-9:15
	Break	9:20-9:45		Period 3	9:15-9:55
	Period 3	9:45-10:30		Period 4	9:55-10:35
	Period 4	10:30-11:15		Break	10:35-10:50
	Break	11:15-11:35		Period 5	10:50-11:30
	Period 5	11:35-12:20		Period 6	11:30-12:10
	Period 6	12:20-13:00		Break	12:10-12:20
			Period 7	12:20-13:00	

SECTION 4 – CURRICULUM

Years 1-3 (Key Stage 3)

In Years 1-3, we follow a broad and balanced curriculum with emphasis on the core subjects: English, Mathematics, Science, Modern Greek and Greek History. In addition, the students study History, Geography, Religious Studies, Art, Physical Education, Music, ICT, with French/German added from Year 2.

Years 4 & 5 (Key Stage 4)

In Years 4 and 5, the students are asked to study 10 GCSE/ IGCSE subjects (six compulsory and four optional):
Compulsory Subjects: English Language & English Literature, Mathematics, Combined Science (Double Award), Core Physical Education, Religious Studies.
Optional Subjects: Accounting, Art, Computer Science, Economics, French, Geography, German, Greek, History, Music, Physical Education, Triple Science.

A detailed [GCSE/IGCSE Options Booklet](#) is prepared by the Academic Counsellors to assist students with the subject selection.

Years 6 & 7 (Key Stage 5)

In Years 6 and 7 the students are asked to study four of the following A-level subjects: Accounting, Art, Biology, Chemistry, Computer Science, Economics, English Language, English Literature, French, Geography, Greek, History, Law, Mathematics with Statistics, Mathematics with Mechanics, Pure Mathematics, Further Mathematics, Media, Physics, Politics, Psychology, Physical Education, Religious Studies.

Compulsory subjects include PE/Drama, Core English and Core Greek

A detailed [A Level Options Booklet](#) is prepared by the Academic Counsellors to assist students with the subject selection.

The **timetable** is divided into thirty-three lessons spread over five days. The lessons are 45-50 minutes.

Teaching Periods per week

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7
English	9	6	5	5	7		1
Greek	4	4	5				2
Mathematics	4	4	5	4	3		
Science	3	4	4	4	4		
RS	1	1	1	3	1		
Geography	2	2	2				
History	2	2	2				
Humanities							
MFL		2	2				
Art	2	2	2				
Music	2	2	1				
PE	2	2	2	1	2	1	2
ICT	2	2	2				
Option 1				4	4	8	7
Option 2				4	4	8	7
Option 3				4	4	8	7
Option 4				4	4	8	7
TOTAL	33	33	33	33	33	33	33

School Assessment Policy Framework

Semester grades for each subject are calculated according to each Faculty Assessment Policy within the School Assessment Policy Framework and are approved by the Principal:

	FORMAL SUMMATIVE ASSESSMENT TESTS, ESSAYS, MAJOR PROJECTS 70%-80%	OTHER SMALL ASSESSMENTS 20%-30%
Year 1-3	1-2 single period tests per semester depending on the number of periods taught. 1 period subjects should give only 1 test.	<ul style="list-style-type: none">• Maximum 10% each• Participation/Oral/speaking (in languages)• Quality of exercise books (completeness, presentation)• Homework• Practicals• Projects• Open book classwork (max5%)• Presentations
Years 4-5	1-2 tests per semester depending on the number of periods taught.	
Years 6-7	2-3 tests Controlled Assessments/major projects can replace tests	

Formal Tests

The testing process should be as clear and fair as possible

- The overall testing across any particular Year group should avoid excessive workload at any time – to at most one test a day (except in the cases of make-up tests) while other subject homework and coursework are being set. It is thus essential to plan and co-ordinate formal tests to avoid excessive pressure on students. To facilitate this, test planners are centrally prepared and published by the Curriculum Team in the relevant Year’s Outlook Calendar by the end of September for Semester 1 and by the end of January for Semester 2. Students should check the Test Calendar via their Outlook or TEAMS
- All test dates will also be announced in class at the beginning of each semester (September and January).
- Students are expected to be ready to take a test on the scheduled day
- Formal tests should be assigned on a defined unit of work and should be common as far as possible. Tests taken on different days or at different times must be different.
- There should be reasonable intervals between tests of the same subject
- No tests should be given in the week before the start of internal final or external examinations
- In upper school, tests follow GCSE/GCE standards, using past paper questions or similar. Lower school tests should offer progression to GCSE/GCE levels

Guidelines for making up a missed test:

- Students are expected to check the test calendar and be ready to take a test on the scheduled day
- Tests should only be missed in an exceptional emergency, serious illness, mandatory religious obligations, or scheduled school activities
- In the case of absence, parents must contact the appropriate Head of Year as soon as possible via email or phone. This contact should be followed up with a written explanation for the missed test accompanied by a doctor's confirmation, an accident report, or any other relevant documentation
- In the case of religious obligations or scheduled school activities, the student must let the subject teacher and the Head of Year know of the scheduling conflict. This should be done in writing with relevant documentation attached
- The student should make arrangements with the subject teacher for the test missed. Make-up tests should not normally be given in the mornings
- In case of a multiple day absence that occurs during the week leading up to a test: Student and teacher will create a schedule that will allow the student to catch up with the material lost and take the test in a timely manner
- A student may be allowed to make-up for a maximum of two tests missed per semester, provided the student provides valid justification as mentioned above. If more than two tests are missed in a semester and this is not due to a multiple day absence (e.g. hospitalization and participation in athletic events), the student will be seen by the Deputy Principal Curriculum and the relevant committee who will jointly decide on a course of action
- The student should be present for all the morning lessons on the day of the make-up tests
- Complete records of make-up tests are kept centrally, including the date of the missed test, eligibility for a make-up test and the date of the make-up test

Final Exams (All Years)

- **In Years 1-2:** Final Exams are held in the four core subjects (English, Mathematics, Science and Greek) at the end of the academic year
- **In Year 3:** Final Exams are held in the following subjects (English, Mathematics, Science and Greek, Geography, History, Languages and ICT)
- **In Year 4:** Final Exams are held at the end of the academic year, except Mathematics and RS that have Final Exams earlier in preparation for the external exams (first Monday and Tuesday after the Easter holidays)
- **In Years 5-7:** Final Exams (modelled on GCSE/GCE AS and A2) are held towards the end of the academic year to allow for a period of feedback before the external examinations begin. The final examination period will be decided by the SMT and will be announced at the end of the previous academic year
- The material tested in Final Exams must be at least 2/3 of the year's material

Guidelines for making up a missed exam:

- If a student misses a final exam without a valid excuse, they will not be allowed to take a make-up exam without the permission of the Principal
- Make-up Exams should only be necessary in the case of an exceptional emergency, serious illness, mandatory religious obligations, or scheduled school activities
- In the case of absence, parents must contact the appropriate Head of Year as soon as possible via email or phone. This contact should be followed up with a written explanation for the missed exam accompanied by a doctor's confirmation, an accident report, or any other relevant documentation
- In the case of religious obligations or scheduled school activities, the student must let the Deputy Principal Curriculum, the Head of Year and the subject teacher know of the scheduling conflict. This should be done in writing with relevant documentation attached

Reporting to parents

The school formally reports on student progress twice a year. Each teacher must provide grades on these occasions in order to produce the relevant school reports:

- A Semester 1 report issued in January
- A Final End of Year Report issued at the end of the school year in June. This report will record the 1st semester grades, the 2nd semester grades, the final end of year examination grades and the final grade for each subject calculated using the following weights:

Semester 1	Semester 2	Final Exam
35%	35%	30%

For subjects which don't have a final examination each semester grade is weighted 50%.

- The Final End of Year Report will also report the overall weighted average grade for all subjects taken by the student (each subject will be weighted by the number of periods the subject is taught). Year 7 reports and the Apolytirion will record the simple un-weighted overall average
- All tests and major assessments appear on the assessment module of the SIMS Parent portal, continuously informing parents of their children's grades as they are recorded in SIMS by teachers
- Half-way through the first and second semester the Heads of Faculties and Heads of Years should be informed of any students who are not making sufficient progress, or whose performance is inadequate. Depending on the case either the teacher or the HoY will contact the parents/guardians of these students in order to discuss with them necessary corrective measures

Incomplete Work

Students who do not complete the requirements of a course due to medical reasons or family emergencies, may receive an Incomplete Report. Students who, for reasons of health or family problems, are absent over an extended period of time should make immediate arrangements through the appropriate Head of Year and the teachers for make-up work. Depending on the reason for the incomplete work, a final date will be set to allow the student the chance to receive credit for work, to a maximum period within the current school year.

Promotion

Promotion from one Year to the next is based on satisfactory completion of courses, attendance and good behaviour.

The minimum passing grade is 50%

Where a student fails some subjects or does not meet the school's attendance requirements he/she is referred to the Review Body.

Criteria for referral to the Review Body

- In years 1-3 by failing 3 subjects or 2 from the core subjects (English, Mathematics, Science or Greek) or failing by 9 or more points
- In years 4 and 5 by failing 3 or more GCSE courses

Note: A student is promoted to Year 6 subject to obtaining 5 GCSEs, at grade 4 or above and achieving the appropriate grades for the courses selected in Year 6

- A Year 6 student failing at least two A Level courses
- Any student who does not meet the school's attendance requirements (refer to the Attendance Policy)

Notes:

- The points are determined by the number of periods allocated each week to that subject
- Where a student carries forward a failing subject these points will be added to any failed in the current year unless the subject is the same as one of those failed in the current year. If a student accumulates 3 or more subjects from different years, they are referred to the Review Body
- Students that fail a subject that will not continue in the next year, should take a re- exam in the first week of September. For Years 6-7 re-exams are held in June
- During their school career, students are allowed to repeat only once. Any subsequent failure will result in them automatically being asked to leave the American Academy Larnaca

Review Body Procedure

1. At the end of the academic year, the appropriate Head of Year will draw up a list of all students who, according to the above criteria, will be brought before the Review Body.
2. The appropriate Head of Year calls the Review Body meetings at least a day in advance of the meeting

whenever possible.

3. The Review Body is made up of the Principal, the Deputy Principal (Curriculum), the Deputy Principal (Pastoral), the Head of Year, the Mentor, the Counsellor and the teachers teaching the student under review. It is chaired by the Head of Year.
4. Written information (i.e. academic record and a summary of parental contact) should be supplied for the purpose of the meeting by the Head of Year to ensure staff are well briefed.
5. The decisions of the Review Body are taken by a vote of the staff who actually teach the student. In the case of a tie the Principal has final say in the decision.
6. The Head of Year will immediately inform parents of any decision taken. If appropriate the parents will meet with the Deputy Principal and the Head of Year.

Awarding the Apolytirion

In order for the American Academy Larnaca Graduating Diploma (Apolytirion) to be awarded, a student must pass all courses in Year 7 and any outstanding fails received in previous years are made up in the approved way.

Failing a course is compensated for by gaining the appropriate external exam qualification where this is applicable, or by passing the course in a higher year, or by passing a re-exam at the designated re-exam period.

Students must also have a passing grade of 4 or above in Mathematics and English GCSE to receive the Apolytirion.

NOTE: Students failing subjects in Year 7 will be given the opportunity of a re-exam in June.

Honour's list

Students qualify to be on the Honour's List if their school average is 92.5% and above.

Academic Honesty

The American Academy Larnaca values honesty in terms of academic integrity. All students are encouraged to conduct themselves in a responsible way. In this spirit, the school expects all students to avoid malpractice. It believes that instruction in academic and personal honesty is a fundamental part of a student's education. Honesty and integrity are basic, desirable character traits. Academic dishonesty is generally defined as cheating or creating a false impression of a student's performance.

It is expected that the student will demonstrate academic honesty at all times. The student will be taught and encouraged not to break these rules. Each student should assume that all work, including homework, is to be done individually unless the teacher states that working together on a particular assignment is permitted. Students will be informed as to what constitutes malpractice and will be instructed in the skills necessary to avoid committing academic dishonesty.

The school defines malpractice as behaviour that results in, or may result in, a student gaining an unfair advantage in assessment. Malpractice includes, but is not limited to:

Collusion:

This involves supporting malpractice by another student by

- Deliberately allowing one's work to be copied or submitted for assessment by another student. In instances of collusion, both parties are equally guilty

- Letting someone copy your homework or assist in their cheating in any way
- Letting your partner do all of the work on a project and then put your name on the project as if you had done an equal share of the work. The partner is also guilty of collusion

Duplication of Work

This is defined as the presentation of:

- The same work by the same student for different assessment components and/or diploma and/or school requirements, when it is contrary to the regulations of either the school or the external body assessing the work
- Turning in an old project done by you or someone else
- Using the same piece of work for two assessments

Plagiarism

The act of presenting another person's intellectual property or work as one's own work (i.e. written words, ideas, visual images, auditory expressions or any material that comes from another source, including the Internet, CD-ROM-based resources and text-based reference materials), without crediting the source of that material. Even material that has been paraphrased in the student's own words is considered plagiarized material unless proper creditor explicit reference is given.

A student should not:

- Copy another person's homework
- Look at another person's paper and copy their answers
- Have a mobile device or smartwatch in a quiz, test or exam
- Copy directly from the Internet, by cutting and pasting someone else's work and presenting it as his or his/her own; A text similarity above 15% is not acceptable
- Copy directly from a printed source, by taking someone else's work and presenting it as his or her own
- Rephrase someone else's words and not give them credit for the ideas, and thereby pass someone's ideas off as their own
- Use a foreign language translator to change from one language to another and then use that translation as if it were in their own words
- Forge another person's signature, including a parent's signature
- Have someone do their work for them, including a tutor or parents

Unfair Practice

Any other behaviour which gains an unfair advantage for a candidate will be penalised

For example:

- Taking unauthorised material into an examination room
- Falsifying any record
- Disclosure or receipt of confidential information about examinations
- Obtaining unauthorized access to examination material

- The use of a calculator or other means when this is precluded in the syllabus/component
- The use of a mobile device, a smart watch or a normal wristwatch in the examination room
- Disruptive behaviour in the examination room
- Failure to abide by the instructions of an invigilator
- Impersonation of another person or forgery of their signature
- Failure to abide by the conditions of supervision designed to maintain the security of the examinations
- The inclusion of offensive or obscene material in scripts or coursework

Further, a student should not:

- Talk with another student during a quiz, test, exam or any other assignment
- Use hidden notes on an assignment
- Make up or change actual laboratory data
- Share information about what is on a quiz or test with students in another section of that class

Regulations for students in all assessments

Academic malpractice internally will incur a mark of zero for that particular assessment. External Examination authorities will be informed of any unfair practice during external examinations and may take further action.

Identifying plagiarism

- Technology makes it very easy to determine if something has been copied directly from the Internet
- Teachers remember work that was turned in by other students in the past. When correcting papers and exams they do not forget what other students have written
- Teachers know the student's style of writing. They often recognize what was actually written by a student and what was probably written by someone else

Expectations from students

- Students should write in their own 'voice', not just in their own words, making their work personal and uniquely theirs. Students should express their own ideas and make their work as original as possible.
- It is academically correct and permissible to use ideas from someone else, as long as that person is given credit for those ideas. Students should make sure always to credit the author of the information they use, both in the body of their written work and on their Works Cited page at the end
- Students should be organized so that they don't have to try to produce work at the last minute. Last minute work often lends itself to cutting corners, and cutting corners can lead to academic dishonesty. Students should take the necessary time to do the work properly
- When students do research, they must keep good records of their sources.
- Students must always include a Works Cited page, which is a list at the back of the project of all of sources of information (Internet web pages, books, magazine articles, and so on)

Consequences of Academic Dishonesty

There are very serious consequences levied by Examination Boards for dishonesty. Students found to have submitted plagiarised or dishonestly produced academic work assessed by international examination boards will be disqualified.

The Academy takes this matter very seriously, too. Students who ignore these instructions will face serious consequences. Students found to have committed academic malpractice will receive a zero.

Special Educational Needs (SEN) Services

American Academy Larnaca students with Special Educational Needs can have access to arrangements. All regulations regarding access arrangements in place are in line with the Joint Council of Qualifications rules.

Access Arrangements allow the candidates with special educational needs, disabilities or medical conditions to access the assessment without changing the demands of the assessment.

Students eligible may have access to any of the below arrangements in a separate room:

- Extra Time (25%)
- Prompter
- Scribe (in case of injury)
- Scanning Pen
- Word Processor
- Modified Papers (e.g text attributes, colored paper)

Any Access Arrangements at American Academy Larnaca can be provided following an assessment conducted by a certified registered specialist in liaison with the **internal school psychologist**. A certified registered specialist is a licensed Psychologist or a Medical Professional (i.e. Child Psychiatrist).

All reports from Educational Psychologists regarding Special Educational Needs must be submitted for review by the end of the first semester of each year for the student to be eligible for Access Arrangements in the External Exams at the end of that academic year.

Reports for review, accompanied by part 2 of JCQ Form 8, must be emailed to the school psychologist by the end of December of each academic year.

Psychoeducational assessment reports remain valid for two years. Therefore, Y4 students will be asked to submit updated assessment reports for the external exams at the end of the academic year.

A licensed School Psychologist is carrying out psychoeducational assessments in school. In the case that you assign an assessment to an independent assessor, the specialist must liaise with the internal School Psychologist at +357 24746378. Evidence of the candidate's normal way of working and relevant background information should be provided by the school. This must take place **before** the candidate is assessed.

Attention is needed to select a qualified assessor by visiting the Cyprus Psychologist's Licensing Board register (www.seps.org.cy). Below are the guidelines for privately commissioned assessments:

The assessor must:

- Record the results of any tests completed indicating that the impairment has a substantial and long-term adverse effect on the candidate’s performance
- Test scores must be included in all reports
- Only work within their area of expertise and in an ethical fashion
- Use current editions of standardized tests which produce standardized scores
- The report must be written in English
- Report the results of their assessment in English, within Part 2 of Form 8
- Provide the School with evidence of their qualification(s) before assessing any candidate as evidence of the assessor’s qualification(s) must be held on file for inspection purposes and be presented to the JCQ Centre Inspector by the SEN Coordinator

Academic Counselling

We have a dedicated group of Academic Counsellors whose main roles in the school are to guide students in making their subject choices and to assist them to progress on to University or the workplace.

The following table highlights the main periods where academic counselling sessions take place, and the year group that is affected.

YEAR	Timeframe	Academic Counselling
1	September & February	Academic Counsellors presentation & Language Selection
2	September	Academic Counsellors presentation
3	November- January January- March	Careers Guidance workshops GCSE options: Parents presentations, special presentations & personal appointments
4	May-July	Work experience scheme
5	November- January January-March April May-July	Careers Guidance workshops GCE A-level options: presentations, special presentations & personal appointments Educational University Trip Work experience scheme
6	November- January June	Careers Guidance workshops Educational University Trip Individual appointment for early bird applications Specialised presentations & workshops for Y7 applications
7		Full guidance and individual support for every aspect of university applications and follow-up procedures including personal statements, CV, documents preparation, interview, University visits, accommodation, financial matters, results day support, university confirmation and pre-departure.

Further details and specific dates and times are announced to students via SIMS and sent to parents via SMS or email.

Students and parents should feel free to contact the Academic Counsellors to discuss any issue of concern relating to academic subject choices or University placement.

Contact Details of the Academic Counsellors

Mrs Litsa Theophylou-Phoulia	Tel: 24746360 email: ltheophylou@academy.ac.cy
Mrs Fotini Nicolaou	Tel: 24746390 email: ffnicolaou@academy.ac.cy
Mrs Effie Christou	Tel: 24746385 email: efchristou@academy.ac.cy

The academic counselling office is located on the ground floor of the Weir Hall Building, adjacent to the Staff Room.

Library Policy and Procedures

CHOICE * ENGAGEMENT * ENJOYMENT * DISCERNMENT

LIBRARY ACCESS

- Regular library hours are 7:15 –15:15 daily
- Students may come to the library during breaks, after school, and with special permission
- Services include: use of school computers, printing, borrowing books, and quiet study space

CHECKOUT POLICIES

- Library books may be borrowed for two weeks and renewed for further two-week periods, unless another student has requested the book
- Students may check out up to 3 books at a time
- The fine for overdue books is €0.10 per day. Please speak to the Librarian if you are absent
- Students may return their books in the Return Box outside the library at any time

LOST OR DAMAGED BOOKS

- If a book is lost, the responsible student must pay to replace the book. Payments for lost books are refundable for up to one year. If a student finds the lost book after one year, there is no refund. The student will keep the book that has been paid for
- There may also be a fine for damaged library books, depending on the extent of the damage

BEHAVIOUR EXPECTATIONS FOR STUDENTS IN THE LIBRARY

- Respect others
- No food or drinks
- Be careful with books, computers, and other materials
- No mobile phones during school hours
- Use quiet voices

PRINTING SERVICES

- Students may print/photocopy (A4 paper only) at the following rates:
 - Black and White: €0.05 per page
 - Colour: €0.20 per page
- Fines and printing fees are accepted in cash, NOT card

SECTION 5 – SCHOLARSHIPS AND BURSARIES

Entrance Exams Academic Achievement Scholarships

Academic Achievement scholarships are awarded to the students admitted to Year 1 as follows:

- The first 3 (three) students in order of academic achievement are awarded a scholarship worth €2,000 (two thousand euros) each
- The following 6 (six) students are awarded a scholarship worth €1000 (one thousand euros) each
- The student ranking first in Grade 6 when graduating from the AA Junior School is awarded a scholarship of €1000 (one thousand euros)

If any recipient of a scholarship does not register at the American Academy, the scholarship is offered to the next in rank.

The Achievement Scholarships are deducted from the Year 1 tuition fees.

Years 1-6 Academic Achievement Scholarships

The top 8 (eight) students from each year group (based on the weighted year average grade) in Years 1-6 are awarded an Academic Achievement Scholarship worth €1,000 (one thousand euros) each, subject to their conduct being excellent and their yearly average 96% or above. If there is a tie in grades, then the maximum amount awarded per year group is €8,000 (Eight Thousand Euros) and this amount shall be shared equally amongst the top ranking students of each year group.

The Academic Achievement Scholarships are deducted from the following year's tuition fees. All previous amounts owed to the AAAF must be settled before this Scholarship may be awarded. No monetary equivalent is given under any circumstances.

High Achiever's Scholarship

Students being awarded with gold, silver or bronze medal in Pan Cyprian Competitions and Olympiads and/or gained awards representing their school beyond borders are eligible for the High Achiever's Scholarship.

BURSARIES

Bursaries I

Eligibility:

- a) Students in years 4, 5 and 6 are eligible
- b) Students in years 2 and 3 are eligible only if there has been a significant change in their family's financial circumstances after their entrance to the American Academy
- c) Students are eligible to apply for bursaries if the family's yearly gross income does not exceed the following limits:
 - For a family up to 2 (two) dependent children the total family's yearly gross income must not exceed €40,000 (Forty Thousand Euros)
 - For a family up to 3 (three) dependent children the total family's yearly gross income must not exceed €45,000 (Forty-Five Thousand Euros)
 - For a family up to 4 (four) dependent children the total family's yearly gross income must not exceed €50,000 (Fifty Thousand Euros)
 - Applications must be made on the form available from the School Treasury at the Main Office and must be accompanied by the relevant documents specified. These verifying documents also contribute to the evaluation of each individual application
- d) The deadline for submission of applications for bursaries is the **15th May 2025**

Bursaries II

Students whose families are in need, e.g. students facing bereavement or serious health problems, are eligible to apply for bursaries irrespective of their family's financial circumstances. Applications must be made at the School Treasury at the Main Office or with the Principal of the American Academy or the Head of the American Academy Junior School.

Appendix 1

SPORTS SCHOLARSHIPS

Students will be eligible to apply if:

- a) Their conduct in school is excellent, and
- b) They do not fail in any subject in the current or the previous academic year, and
- c) They are members of the relevant school team for their selected field and they have won medals in Pan Cyprian School competitions, or
- d) They are representing their country in one of the following competitions:
 - Olympic Games
 - World Championships - Παγκόσμιοι Αγώνες
 - European Championships - Πανευρωπαϊκοί Αγώνες
 - Commonwealth Games - Αγώνες της Κοινοπολιτείας
 - Mediterranean Games - Μεσογειακοί Αγώνες
 - Games of the Small States of Europe - Αγώνες των Μικρών Ευρωπαϊκών Κρατών
 - Balkan Championships - Βαλκανικοί Αγώνες

Important Notes:

- 1. These rules and regulations are subject to change from time to time at the discretion of the American Academy Scholarship Committee. The American Academy reserves the right to make changes to these rules and regulations without prior notification**
- 2. All scholarships/bursaries and awards are made at the sole discretion of the American Academy Scholarship Committee; whose decision is final**
- 3. All scholarships/bursaries awarded are deducted from student's following year's tuition fees**
- 4. These rules and regulations apply for the academic year 2024 – 2025**

SECTION 6 – EDUCATION OUTSIDE THE CLASSROOM

Extracurricular Activities

Extra-curricular activities (ECA) are activities that take place outside regular class teaching and yet are related to student learning. As such, they fall within the scope of the school's curriculum.

ECA focus on the students' different developmental needs such as their sense of moral values and attitudes, skills and creativity. Through their participation in ECA, students learn to communicate and co-operate with other people, teachers and fellow students. In addition they enrich their life experience. Moreover, students who are given the opportunity to organise ECA gain first-hand experience of programme planning and leadership, thus enabling themselves to discover and develop their potential. The emphasis of ECA programme is given on experiential learning. By performing real tasks, students experience real consequences over which they reflect over time.

The programme includes all the activities taking place outside the teaching hours but during the working time of the school, as well as, all the activities which are outside the working hours and are on a voluntary basis for both the students and the teachers provided that permission has been obtained from the Management of the school. The ECA programme includes the following categories:

Programme Content - Categories

1. School Events and Celebrations

The various school events and celebrations, either directly or indirectly, help the classroom teaching. School celebrations, productions, publications, assemblies and school parades give emphasis upon aesthetic as well as spiritual development, which are some of the essential components of education. It helps in developing features like speech fluency, creativity, confidence, self-discipline, effective communication and teamwork. Such activities provide a good platform for excelling in acting, singing, speaking, and recitation, thus making them an essential part of school's curriculum and student's life.

2. School Clubs

The benefits gained by the students who are involved in after school activities are wide and varied. They range from physical benefits due to the promotion of increased activity, to psychological and social advantages. Scientific research proves that encouraging children to engage in activities after school could aid their development.

Taking into consideration all of the above, as well as, the students' interests and orientations, each teacher's talents and the school's needs we have created a wide range of Clubs which are divided in the following five categories:

- **Academic:** Astronomy, Business Club, French, Geography in Action, German, History, Know Yourself, Library, Maths, Model United Nations (MUN), Psychology, Seek for Greek
- **Community Outreach:** 3rd World 1st, AAL for Paws, Community Bridges, First Aid, Interact, Project Kindness, Red Cross and Blood Donors, Walking with Elena
- **Creativity and Innovation:** Art and Culture, CooBa Club (Cooking and Baking), Enigma, F1 in Schools STEM Challenge, Fish n' Hooks, STEM, Journalism, Music Technology, Photography and Media Club, School Radio, Tabletop Role Playing Games, The English Society
- **Performing Arts:** Classical Guitar Society, Folklore Dance Club, Light Orchestra, Little Voices, Modern Dance, Voices
- **Health and Exercise:** Chess Club, Health and Ecology, Sports Club, Wellness and Self-care

3. Educational Trips/Student Conferences/Work Experience

Memories of school **Educational trips** are among the most prominent of the formative years, largely because they are a welcome break in the routine for both students and teachers. While their primary purpose is educational, they can also be a fun bonding experience for everyone involved. Students do not only engage with subjects but are also offered perfect opportunities to enhance their **social skills** and **academic, emotional** and **personal development**.

Furthermore, school trips provide vast benefits to the dynamic between teachers and their groups. The residential trip process means that teachers and students share memories and spend far more time together than they would do on an average school day. Apart from benefiting students academically, school trips also benefit the classroom environment and the student teacher relationship.

Conferences constitute an essential part of academic life, but the stress of presenting or giving talks, sometimes makes students regard it as an overwhelming or even scary experience. This, however, should not discourage them as there are countless good reasons to attend a conference!

Soft skills are important for every career. The students' skills in **presentation** and **communication** are particularly important in academics and research. Fortunately, conferences give students the chance to practice these skills. Rehearsing and giving a talk or poster a presentation will make students more comfortable in front of an audience and will get familiar with the required talk speed during a speech as well as with the amount of detail required to be given in their explanations. Answering questions after their presentations and chatting with other attendees will help them improve their communication skills. Furthermore, listening to and participating in lively discussions at conferences can enrich them with new ideas, help refine their existing concepts, and may even change their mind regarding various key issues in their field.

4. Voluntary Service

Volunteering is more than spending one's time actively participating in selfless acts or activities that benefit other people. It has a greater impact on society as a whole. Volunteers are of great help to the community as they engage themselves in a pool of opportunities.

By volunteering, students develop life skills and become well-rounded individuals. By getting involved in volunteerism from a young age, students are given the opportunity to grow into valuable members of society as they develop life skills when getting immersed in activities which are outside their comfort zones.

5. School Competitions

Healthy competition in schools is aimed at helping children learn more about themselves and their motivations. Students learn that every competition produces losers and winners, however, this should not define or disappoint them. The spirit of healthy competition teaches students the importance of taking a healthy risk instead of only attending activities that they are comfortable with. It teaches them to step out of their comfort zone and get involved with new risky activities which may grow to love.

Excursions

All students are expected to attend the school excursion which takes place on the first Friday of November.

Note: Absences on that day are recorded normally.

YEAR 1 DALI <ul style="list-style-type: none">▪ Ancient Idalion Museum
YEAR 2 LEFKARA – KATO DRYIS <ul style="list-style-type: none">▪ Walk at Lefkara▪ Tour at the Winery (Ktima Christoudia)
YEAR 3 Nicosia <ul style="list-style-type: none">▪ The Cyprus Planetarium
YEAR 4 LIMASSOL <ul style="list-style-type: none">▪ Paradox Museum
YEAR 5 <ul style="list-style-type: none">▪ Omodos▪ Pafos Overnight stay
YEAR 6 KORNOS PICNIC SITE
YEAR 7 GAVO-GRECO PICNIC SITE

SECTION 7 – STUDENTS CODE OF CONDUCT

The Academy recognises that effective teaching and learning can only take place in a caring and well-ordered environment. The Academy will apply its Behaviour Policy fairly and consistently, without regard to race, gender or seniority. Good discipline is important for the growth, welfare and development of all students. In this regard the students are given clear expectations, effective pastoral support and opportunities to build good relationships. High standards of behaviour, manners and discipline are expected of all students at all times. Pupils are expected to behave in such a way as to be a credit to themselves and to the Academy.

Roles and Responsibilities

Staff – will be responsible for ensuring the policy and procedures are followed and consistently and fairly applied to all students. Staff will never ignore an incident of inappropriate conduct or behaviour anywhere in the school. The presence of all members of staff will be assertive and active - but never aggressive or disrespectful.

Parents – are expected to take responsibility for the behaviour of their child. They will be encouraged to work in partnership with the Academy and will have the opportunity to raise any issues with the school.

Students – will be expected to take responsibility for their own behaviour and uphold the School policies and principles.

2.1 Procedures

The disciplinary system reflects three levels of misbehaviour:

1. Minor - dealt with by the mentor, reporting teacher and HoY
2. Serious - dealt with by the mentor, reporting teacher, the HoY and the DP Pastoral
3. Very Serious Offences - dealt with HoY and the Senior Management Team (Principal and Deputy Principals)

2.2 Rewards

An ethos of praise and encouragement is central to promotion of good behavior. Rewards motivate students to realize that good behavior is valued. Rewards might include the following: Verbal and written praise, Commendations, School prizes.

2.3 Sanctions

Responsible behaviour is the expected norm at all times, in and outside the classroom. Students who display behaviour which breaks the rules are dealt with firmly and fairly. A variety of sanctions is available when it is considered appropriate. Sanctions include the following: Oral reprimand, written reprimand, work assignment, placed on monitoring report, detention, community service, withholding privileges such as participation in school trips and activities and, in the case of serious misbehavior, external suspension.

Behaviour expectations

Particular attention is drawn to the following points:

- All conduct that is anti-social or tends to bring discredit to the School, whether on the premises or elsewhere is deemed a breach of School Rules
- Bullying is not acceptable in any form and students are expected to have read the school's anti-bullying policy and embrace it
- The Academy encourages all of its pupils to show respect for each other. Disruption in lessons, public displays of intimacy, sexual activity on the school premises, fighting, vandalism, theft and misusing technology to bully, harass or abuse another pupil are not acceptable and will be dealt with firmly
- AAL has a zero tolerance policy regarding the abuse of alcohol, drugs and tobacco. The school will act

- accordingly and students should expect to be dealt with in accordance with the school's rules
- The possession or use of any dangerous instrument, explosive device, fireworks, or dangerous chemical is forbidden
 - Students are expected to relate well and to behave considerately towards others. Social skills are vital and learning to interact with others is a critical part of education
 - The use of mobile phones is prohibited. School staff can confiscate a mobile phone as a disciplinary penalty and a parent / guardian should collect it from the appropriate HoY
 - All students should be aware that AA expects high standards of appearance at all times
 - When students are caught cheating in a test/exam or have the intention of cheating in a test/exam they will receive a zero and the test/exam is terminated

End of Year 7 Celebrations

Traditionally, the end of the school year for Y7 students is marked with celebrations. Even though the school welcomes celebrations, we need to ensure that they comply with the school's ethos which is based on trust and mutual respect.

The following behaviour is not acceptable as part of celebrations or at any other time:

- Language or behaviour which is improper, or disrespectful to other students, staff and any other members of the school community or members of the public.
- Graffiti of any kind
- Damage to, or improper use of, school property or equipment
- Use of alcohol or tobacco
- Use of firecrackers, smoke bombs or flares

The above list is not exhaustive. If students violate the Student Code of Conduct, the school will take severe and appropriate disciplinary action including lowering the **Student Conduct on their Apolytirion**.

Records of student conduct

- The conduct of a student can be described by one of the following: excellent, very good, good, poor
- The conduct of a student is recorded on the report at the end of each semester and at the end of each academic year respectively
- If the conduct for the two semesters is the same then the conduct at the end of the year should be the same
- In the cases where there is a difference in the conduct of the two semesters then the Principal, the Assistant Principals, the Head of Year and the teachers teaching the student decide what the conduct should be for the end of the year
- The student can have excellent conduct for the end of the year only if in at least one of the two semesters he/she has excellent conduct
- In the case where the conduct needs to be lower than excellent then the reasons and justification according to the School's policies should be written in the minutes of the appropriate meeting

Non-Academic Withdrawal

In the judgement of the Principal and the SMT, a student may be withdrawn from the school for non-academic reasons when it is determined that the student has demonstrated behaviour that: (a) poses a significant danger or threat of physical harm to self or to the person or property of others; or (b) interferes with the rights of other members of the community or with the exercise of any proper activities or functions of the school or its personnel.

School Uniform

The highest standards of appearance are expected at all times. The purpose of the school uniform and the neat appearance is to encourage our students to experience a greater sense of school identity and belonging, to promote school safety, to improve student behaviour and discipline, and to enhance the learning environment.

The potential benefits of school uniforms include:

- Increase a sense of belonging and school pride
- Instilling students with discipline
- Helping parents and students resist peer pressure
- Diminishing economic and social barriers between students
- Helping students concentrate on their school work
- Helping school officials recognize intruders who come to the school

Parents/Guardians

Parents and guardians are expected to support the school's uniform policy. They are responsible for sending their child to school in the correct uniform, ensuring that it is neat, clean, in good repair and of appropriate fit.

Students

Students should be of smart appearance and wear only uniform items both within the school and on the way to and from the school.

Appearance

- Hair must be neat and tidy. Extreme hair styles/haircuts are not allowed. Hair that is shaved, obviously dyed, cut with a step or ridge or patterns, is not permitted. For boys a 'grade 2' haircut is the shortest allowed and any hair longer than collar length is not allowed
- Years 1-5 boys are expected to be clean shaven
- Years 6-7 boys are expected to be clean shaven at the beginning of any school week
- No excessive make-up is allowed
- Nails should be short. Nude nail polish is allowed
- Earrings to be worn one in each ear only and studs only (for girls only)
- Visible body piercings are not allowed, this includes tongue piercings
- Body piercing and Tattoos should not be visible when school uniform is worn

Uniform

- Grey trousers, with the school badge embroidered on them for boys
- Air force blue skirt or navy blue trousers for girls
- White short/long-sleeved shirt, with the school badge embroidered on the pocket
- White short/long polo t-shirt with school badge embroidered.
- Navy blue zip up Jacket with school badge
- Raincoat jacket with school badge
- T-shirts and vests worn underneath shirts to be plain white
- Black shoes (no logos of any colour) for boys
- Low heeled black shoes (no logos of any colour) for girls
- Non-uniform items are not allowed in school. This includes sweaters, t-shirts etc
- No hoodies are permitted

Formal uniform

- On formal occasions, students are expected to wear the navy blue blazer with the embroidered school badge and the school shirt and tie

PE kit

- T-shirt with school emblem and navy blue shorts or long PE trousers

Sanctions

Violations of the dress code will result in school disciplinary action. Students violating the uniform and appearance policy repeatedly may be sent home or kept out of class.

The Head of Year has the discretion to decide whether the offense must be rectified immediately and hence confiscate any non-uniform item(s).

The school uniform policy will accommodate students' religious expression.

Attendance

Full attendance at school is a requirement. On the positive side there is an obvious link between attendance and progress; on the negative side, it must be recognized that students missing classes can disrupt the work of fellow students and teachers. Where the level of absence is considered to be affecting progress, this may result in low grades and eventually the student will not be able to be promoted at the end of the year. Looked at in another way, full attendance is an indication of a correct and appropriate attitude to and respect for our school. It shows that the student is complying with our expectations, meeting our required standards and is a part of the required Academy spirit.

There may be occasions when absence is unavoidable, but we must stress that we expect these absences always to be in the context of exceptional and unavoidable circumstances e.g. illness. Absence must be kept to an absolute minimum.

On the first day of absence the Head of Year will contact parents unless parents have contacted the school. Following an absence and where applicable, a doctor's certificate should be sent to the Head of Year. Students are responsible for making up work missed.

Repeated absenteeism is viewed seriously and may result in reduced grades or the non-award of the grade in a subject where the degree of absenteeism is unacceptable. Where a student is unavoidably absent for a significant period, a decision about whether the final examination can be sat will be at the discretion of the Principal.

Lateness and absence are recorded on Semester reports.

Parents are asked to ensure that students are not taken from lessons for the purpose of holidays.

Procedures arising out of accumulated absence

Every case must be considered on its own merits, but it is useful to have an outline of potential consequences. Professional judgment will be exercised in deciding what action is appropriate and how best to address each situation, but the following policy gives a general guide.

- **STEP 1 (for up to 70 periods of absence during a school year or the equivalent of 10 school days)**
In the initial stages of a buildup of absences, parents will be alerted to the school's concern and a record of that contact kept on file. Where the HoY considers it appropriate, parents will be asked to meet with the Head of Year (HoY) to discuss the matter. A letter stating the school's concern will be sent to the parents. Meetings may involve the appropriate Assistant Principal (AP) where necessary.
- **STEP 2 (Additional absence totalling up to 100 periods of absence during a school year or the equivalent of 15 school days)**

At this stage a Review Body (the Assistant Principals, the appropriate HoY, Mentor and subject teachers) will consider how best to address the issue. This may include supervised detention to catch up on work missed.

- **STEP 3 (140 periods of absence during a school year or the equivalent of 20 school days)**

An extended Review Body (Principal, Assistant Principals, HoY, Mentor and subject teachers) will consider what action is appropriate e.g.

- i. Y1 – Y6 Serious sanctions, which in some cases may lead to repeating the year
- ii. Y6 Not allowed to go to Greece
- iii. Y7 must meet the attendance requirement in order to graduate

Absences will need to be made up before an American Academy Larnaca Graduation Diploma is issued.

If a student is suspended absences will be recorded and will count for the above sanctions.

In exceptional circumstances approval may be granted for time off school e.g. on the grounds of serious ill health or injury, educational benefit or compassionate grounds provided the necessary documents have been received, considered and approved by the Principal.

Late Arrival

- Students may be registered as late to ANY lesson if they arrive after the bell goes
- Students arriving to the AA before the end of the first period should go to period 1 lesson and will be marked late (L). All students who arrive after the first period should, as soon as they arrive in school, report to the appropriate HOY to get an “entrance permission” and will be marked absent (N) for the periods missed
- In case of regular lateness to lessons, a series of sanctions will be imposed

Procedures arising out of accumulated lates

Every case must be considered on its own merits, but it is useful to have an outline of potential consequences. Professional judgment will be exercised in deciding what action is appropriate and how best to address each particular situation, but the following policy gives a general guide.

- **Step 1**

In the initial stages of the accumulation (up to 6 - 7 late arrivals to lessons) parents will be alerted to the school’s concern and a record of that contact will be kept on file. Students may be asked to attend supervised detention. Where the Head of Year considers it appropriate, parents will be asked to attend a meeting to discuss the matter.

- **Step 2**

In the case where the student fails to comply with the school regulation the Deputy Principal and the HoY will consider how best to address the issue. This may include internal suspension. A letter stating the school’s concern will be given to the parents. Meetings may involve the appropriate DP where necessary.

- **Step 3**

In the case where the student exhibits very poor punctuality more serious sanctions will be considered by the DP and the HoY.

Exit Permission

If students wish to leave school because they feel ill or for any other reason, they should obtain permission from the appropriate HOY. If the HOY is not in his/her office, the student should check the timetable (posted outside his/her office) and find him/her.

Students must not call parents to collect them before they have spoken with the HOY.

Microsoft OFFICE 365

The school provides students with a Microsoft Office 365 account which includes a school email account and OneDrive for school documents. Students are assigned and have access to their class TEAMS where teachers share educational material and class related announcements. TEAMS is the platform used for online learning according to the school online learning rules (below)

Rules for online learning

Students should:

- Not share their password with anyone
- Change their password if they think someone else might know it
- Always log out when they are finished using the system
- Attend all online lessons
- Be prepared and on time for the scheduled online classes
- Keep microphones muted and unmute only when needed
- Stay focused and disciplined
- Post only relevant messages and comments
- Use proper writing style and always make an effort to use proper punctuation, spelling and grammar
- Participate and contribute to the lessons
- Use clear and concise language. Comments should be constructive and well-articulated
- Treat teachers and classmates with respect in discussions, email or any other communication
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Not make personal or insulting remarks
- Not post or share (even privately) inappropriate material
- Be careful with personal information (both yours and other's)

Brotherhood

The school motto 'To grow and to serve' is the guiding principle when defining the aims of the Brotherhood Body, which are:

1. The encouragement and advancement of cultural, artistic, social and athletic activities in the school in the framework of the directions given by the Ministry of Education.
2. The development of a mutual spirit of co-operation among students and between students and staff.
3. The study and presentation to the Staff of matters concerning students.
4. The encouragement and help in the proper functioning of all Clubs.
5. To promote, amongst those who hold office, those qualities of leadership, initiative, co-operation, hard work and responsible behaviour which will act as exemplars for all students to aspire to.

Mentor class representatives

1. Each mentor class to elect its own three representatives: **Head Class Representative, Class Representative 1, Class Representative 2**
2. The election of the representatives to take place during mentor time within the first month of the academic year.

3. Nominations should be submitted to the class mentor at least 2 days/48 hours prior to election date during which time the nominees are to be given time to speak to the students.
4. All students have the right:
 - a. to vote (up to 3 names)
 - b. to stand for election with the exception of someone who violated the Behaviour Policy of the school the previous year
5. Voting by secret ballot, will be supervised by the Class mentor. The one who has the most votes is declared the Head Representative.
In the event of a tie both students will become mentor representatives

Duties of the class representatives

1. To promote smooth relations between and among the students in their mentor class; between the students of the Class and those of other mentor classes; between student and staff members.
2. To present matters concerning the Class to the Class mentor and Head of Year.
3. To be responsible for the cleanliness, orderliness and maintenance of the classroom.
4. The Senior Management Team may dismiss any members of the Class Representatives for poor conduct, inability or neglect of duty, or for other serious reasons.
5. The Class Representatives, in cooperation with the Class Mentor, to organize and promote all class projects and activities.
6. The Head Class Representative to represent the class in any event promoted by the Brotherhood Council, after having obtained the approval of the Class Mentor or the Head of Year.

The Students’ Brotherhood Committee:

1. The class representatives of all sections compose the Students’ Brotherhood Body.
2. The Students’ Brotherhood Executive Committee consists of members of the Students’ Brotherhood Body and is voted as follows:

Table 1

President	Year 7 representative	All Year 7 students and all class representatives from Years 4-6 are eligible to vote for the school president
Vice-President	Year 7 representative	All Year 7 students can vote up to two names.
Secretary	Year 7 representative	
Treasurer	Year 6 representative	All Year 6 students can vote up to two names
Member	Year 6 representative	
Member	Year 5 representative	All Year 5 students vote one name
Member	Year 4 representative	All Year 4 students vote one name

Parade Selection

Year 7 parade participants

Eleven top class (Year 7) students participate in the parades of the 28th of October and the 25th of March.

The student holding the School flag is the President of the Brotherhood given that his/her end of Y6 average / Y7 sem1 average grade is above 90%.

The other ten students are:

28th October: The top ten students according to the Year 6 average.

25th March: The top ten students according to the Year 7 Semester 1 average.

If one of the above students is unable to attend the parades, then the next student in rank (with regards to the average) will take his/her place.

Students' positions in the parades

4 th	President of Brotherhood (School flag)		3 rd
6 th	2 nd (Flag of Cyprus)	1 st (Flag of Greece)	5 th
10 th	9 th	8 th	7 th

SECTION 8 – PARENTS

We aim to work in partnership with parents at all times. Parents are expected to support the school in upholding the school rules and creating a positive climate for learning.

They have the right to be informed promptly of any emerging difficulties their children may face.

Parents have particular responsibilities for ensuring regular and punctual attendance of students at school.

Acceptance of a place at the school implies parental support for the implementation of the Student Code of Conduct (Section 7)

Parents should feel free to contact the Head of Year to discuss any issues of concern.

Parent – Teacher Evenings (PTE)

PTEs are important because they allow parents and teachers to review and discuss the academic progress of students. They may address issues of an academic and non-academic nature.

There are two times in the year designated as Parent-Teacher Evenings and parents are expected to attend both.

Furthermore, if parents need to contact a teacher for any reason, they should call the appropriate **Head of Year** first and he/she will inform the teacher and arrange a meeting if necessary.

SIMS Parent service

Our school, provides all parents with free access to an online portal, called **SIMS Parent**. This will include the following:

1. Message service where you will receive general as well as personalised announcements from the school
2. School Calendar
3. Your child's information: Conduct, Assessment, Timetable, School Reports and Data Collection where you will be able to update and submit the data held by the school.

Parents – Teachers Association (PTA)

The Parents Teachers Association's main objectives are to ensure the welfare of the students and to nurture good relationships with the teachers and staff. All parents of the American Academy students who have fulfilled their financial obligations are considered regular members of the Parents Teachers Association, as well as American Academy teachers who have no children studying at the school. The annual membership fee of €30, is payable with the first instalment of tuition fees, and collected by the school on behalf of the PTA.

Withdrawal

Parents/guardians who wish to withdraw a student at any time after enrolment must provide a minimum of one calendar month's written notice. Both parents/guardians who registered the student upon entry should complete and sign a withdrawal form.

SECTION 9 – FEE POLICY

Tuition Fees Academic Year 2024 – 2025 / Senior School

Year	Total Fees	Deposit by 30/4/24	INSTALMENTS					
			1 st due 30/9/24	2 nd due 31/10/24	3 rd due 30/11/24	4 th due 31/12/24	5 th due 31/1/25	6 th due 28/2/25
1	€ 6,750	*€1,500	€ 875	€ 875	€ 875	€ 875	€ 875	€ 875
2	€ 6,630	€1,500	€ 860	€ 860	€ 860	€ 850	€ 850	€ 850
3	€ 6,870	€1,500	€ 900	€ 900	€ 900	€ 890	€ 890	€ 890
4	€ 7,050	€1,500	€ 930	€ 930	€ 930	€ 920	€ 920	€ 920
5	€ 7,050	€1,500	€ 930	€ 930	€ 930	€ 920	€ 920	€ 920
6	€ 7,230	€1,500	€ 960	€ 960	€ 960	€ 950	€ 950	€ 950
7	€ 7,250	€1,500	€ 960	€ 960	€ 960	€ 960	€ 960	€ 950

Other fees

- There is a fee of €75 for the entrance / placement exam
 - There is a registration fee for **new** students, of €150 for Years 2 & 3 and €200 for Years 4 – 7
 - Additional fees may apply in all years for special educational provisions (in class support, reader, prompter etc.)
- Enrolments take place upon payment of the non-refundable deposit, in *April for Year 1 and in May for all other Years
 - Tuition fees are payable at the beginning of the academic year in full
 - At its absolute discretion the School may accept payment by instalments, as detailed above
 - In the event of a student, for any reason, leaving the School before the end of the academic year their tuition fees must be settled in full
 - Enrolment to any year is subject to full settlement of all overdue amounts from previous years
 - Progress reports and / or other certificates will not be issued if fees or other charges are overdue

DISCOUNTS

Siblings

- Two children: €500 on tuition fee, each
- Third child: €750 on tuition fee
- Fourth child: €1,000 on tuition fee

Members of Pangypria Organosi Politeknon

- Each child: €200 on tuition fee

The School reserves the right to make changes without prior notification.

PARENTS AND TEACHERS ASSOCIATION

Subscription to the Parents and Teachers Association:

- €30 per year

PAYMENT METHODS

- Cash or cheque or credit card at the Treasury Department, Monday to Friday 07:15-17:15, except Wednesday 07:15-15:15
- Via www.jccsmart.com
- Bank transfer to:

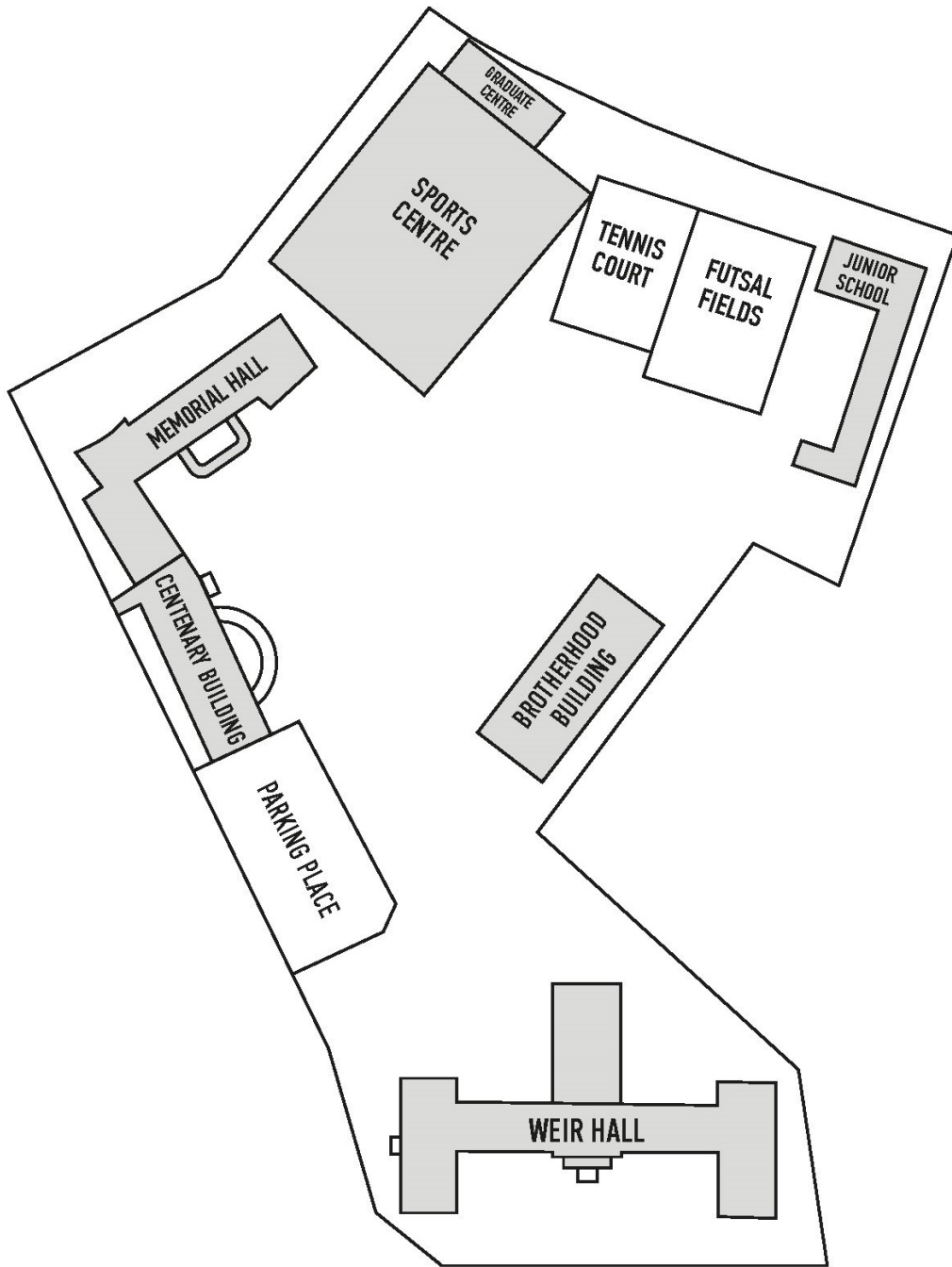
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Eurobank EFG	CY57018000040000200100193969	200100193969	ERBKY2N
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SECTION 10 – PREMISES

SCHOOL BUILDINGS / FACILITIES

	WEIR HALL	MEMORIAL HALL	CENTENERY BUILDING	TOTAL
Classrooms	19	17	3	39
Science Labs	4	2	2	8
IT Labs		2	2	4
Art Rooms		3		3
Music Room			1	1
Library	1			1
SEN Room		1		1
First Aid Room				1
Indoor Sports Centre				1
Outdoor Courts				4

SCHOOL GROUNDS MAP



WEIR HALL MAPS

KEY FOR MAPS



Stairs



Lift



Toilets



Educational Psychologist

HOY1

HOY2

HOY3

HOY4

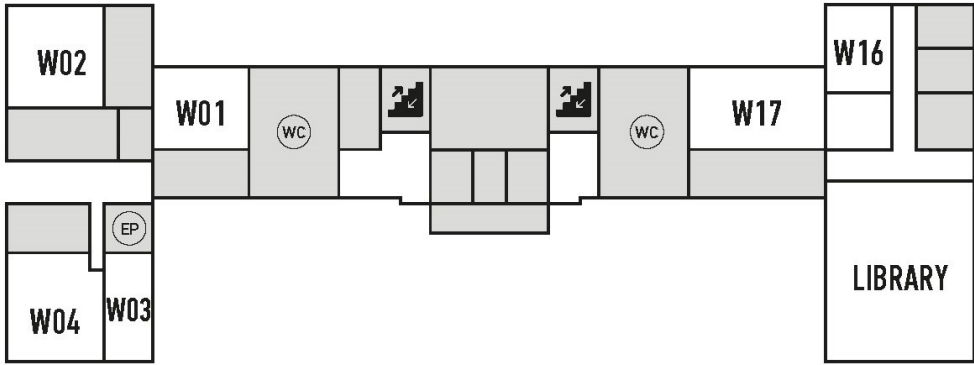
HOY5

HOY6

HOY7

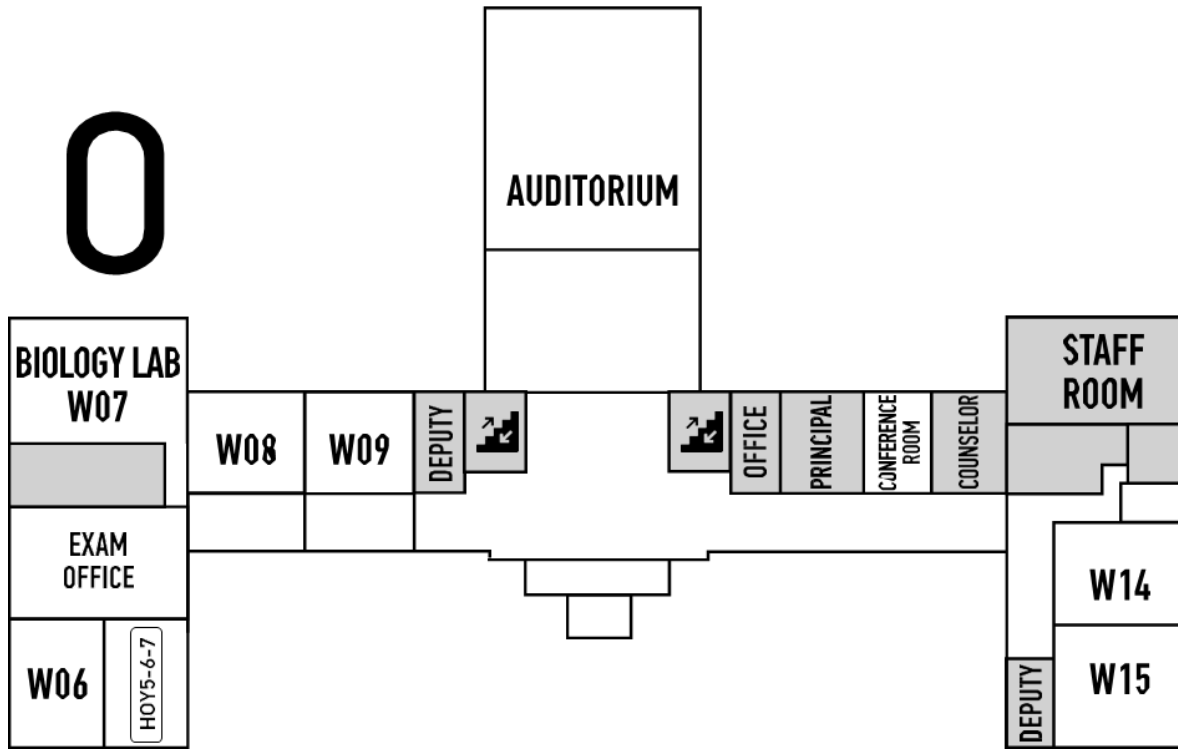
Head of Year 1-7

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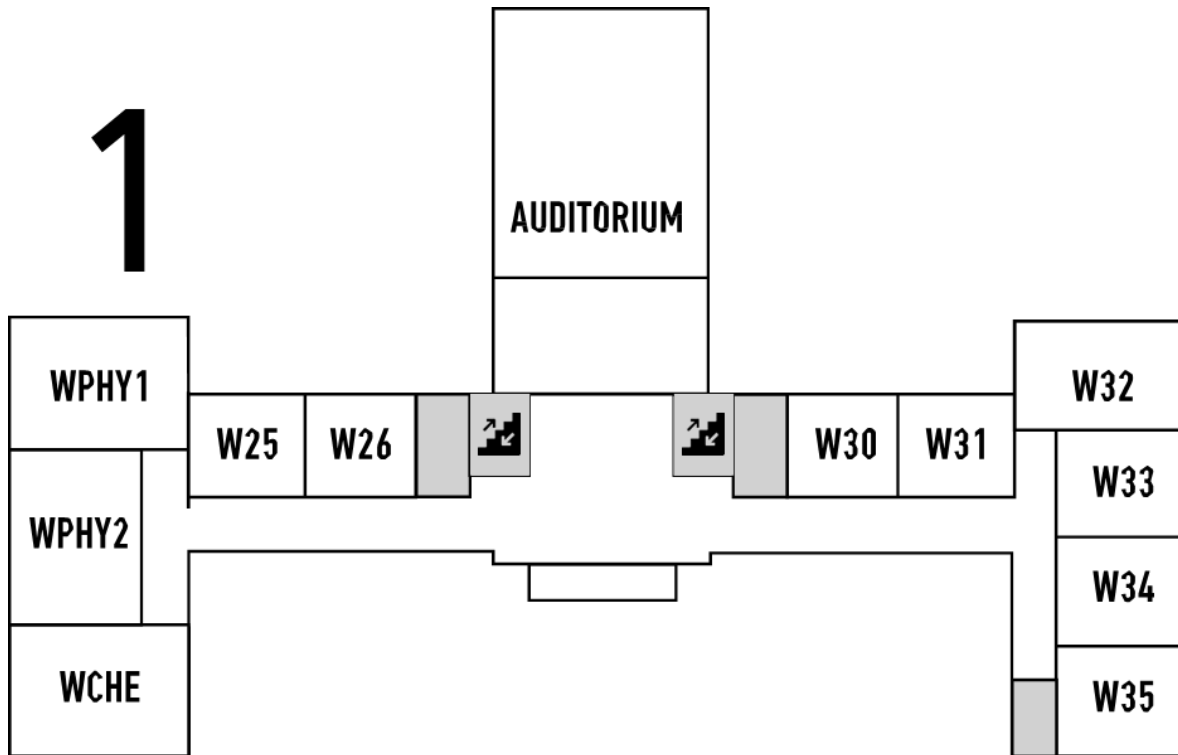


WEIR HALL MAPS

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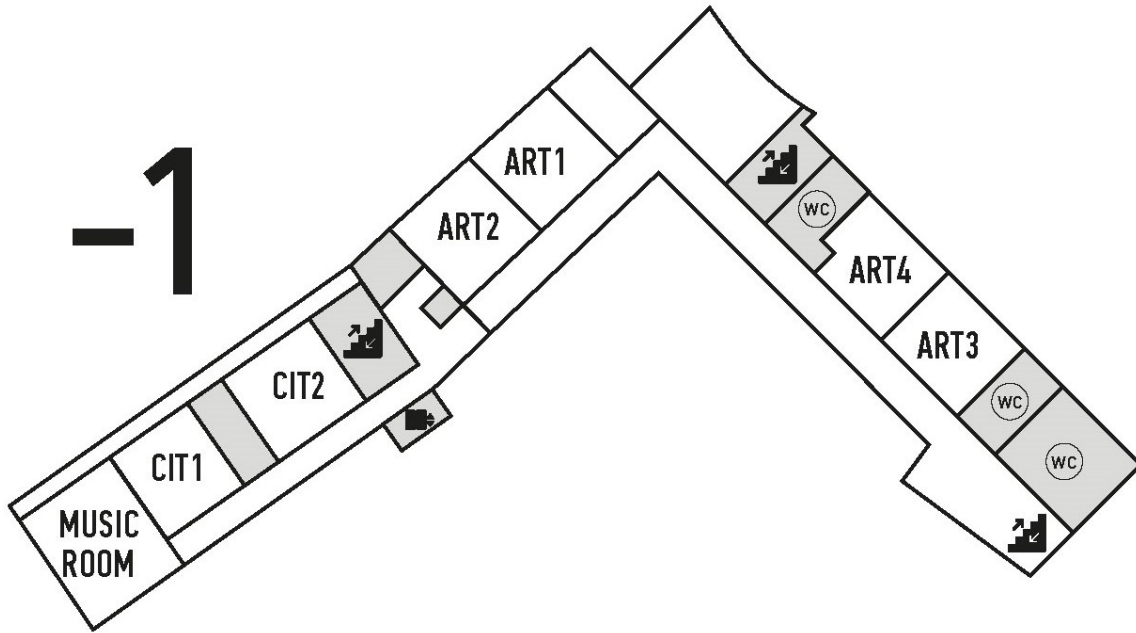


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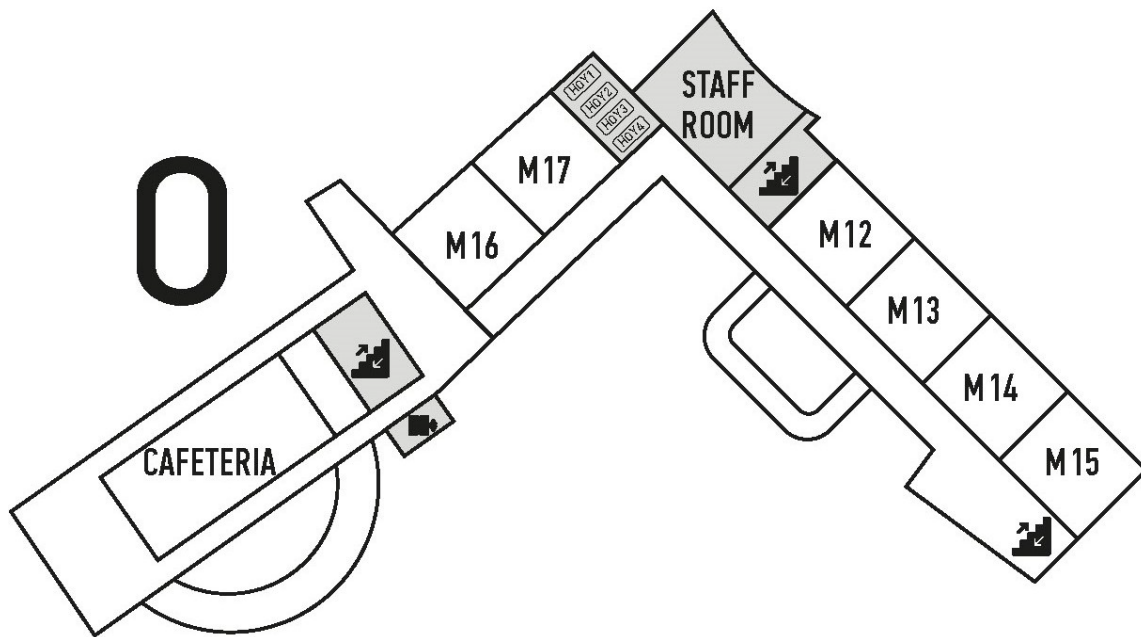


MEMORIAL / CENTENARY MAPS

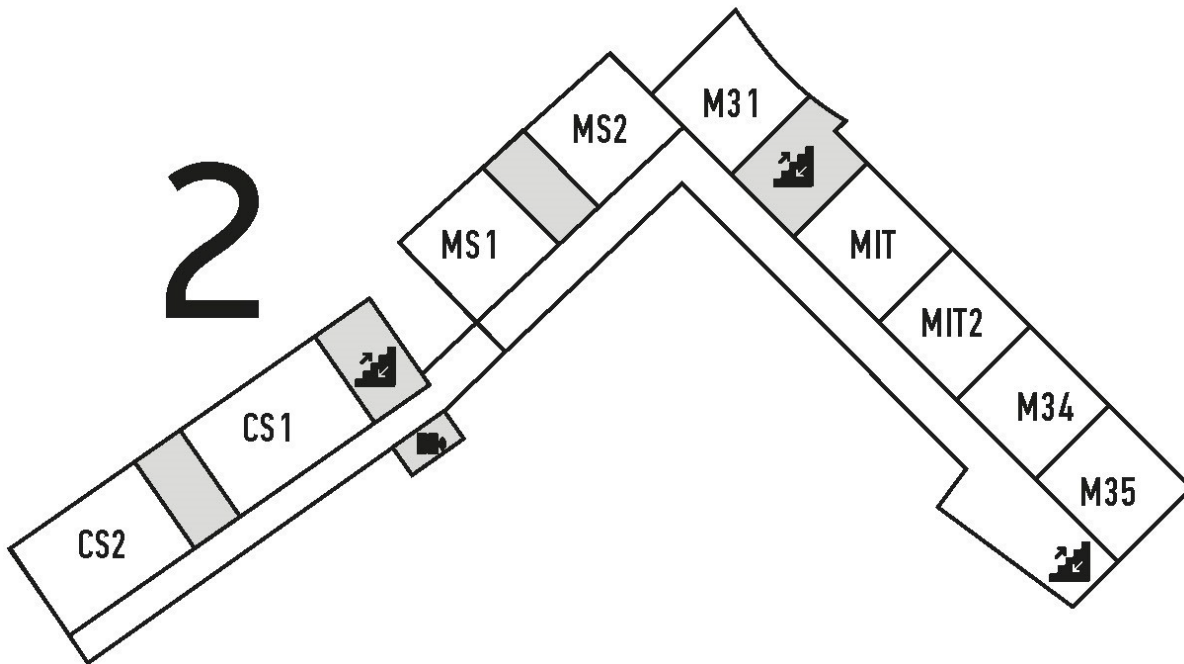
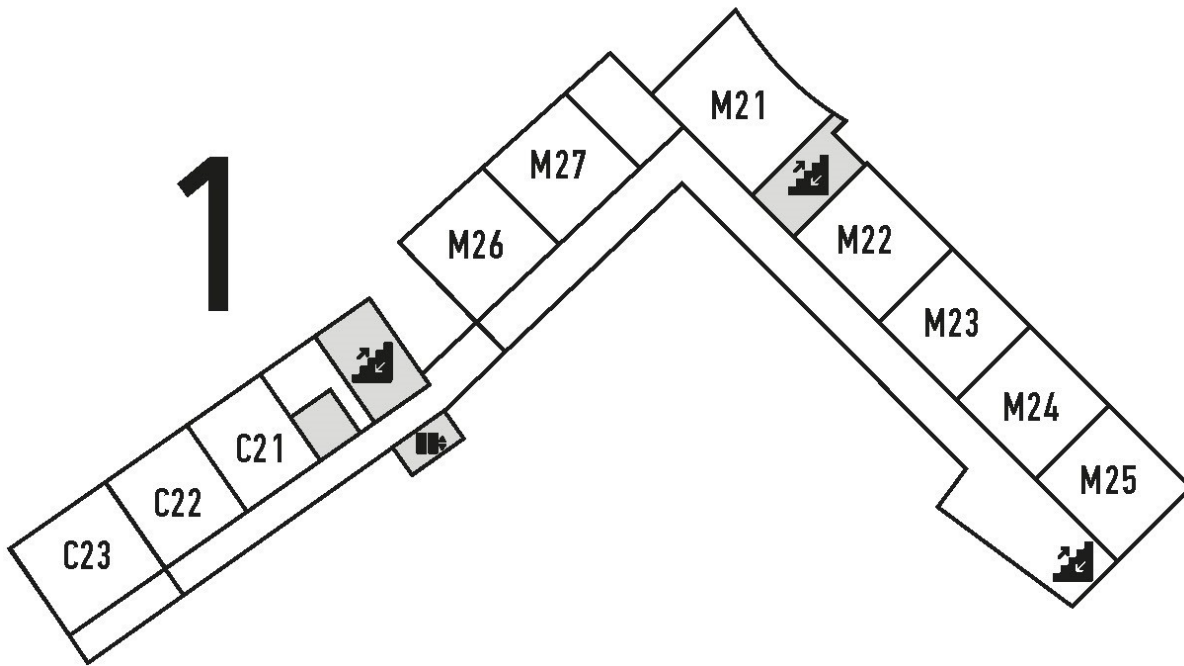
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MEMORIAL / CENTENARY MAPS



GENERAL DATA PROTECTION (GDPR) MARCH 2018

The American Academy Larnaca and the American Academy Alumni Foundation Ltd follow the General Data Protection Regulation and therefore the data you provide us will only be used for the purpose for which you have consented to. You have the right to access, rectify and erase any of your data or request restriction of a specific processing. We will never transfer your personal data to any third parties or use it in ways other than the purpose you have given it to us.

For more information regarding the protection of your personal data and the exercise of your subject rights, you can view our Students and Parents Data Protection Policy on our website www.academy.ac.cy

ATTENTION

The school's rules and regulations are subject to change from time to time at the discretion of the Principal and the Senior Management Team. The school reserves the right to make changes to these rules and regulations without prior notification.