



36 Portland Place
London W1B 1LS

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www.eifaschool.com

Welcome to the Primary School

Portland Place is home to Little EIFA, the Nursery Class (PS), the Reception Class (MS), Year 1 (GS), Year 2 (CP) and Year 3 (CE1).

The location of the classrooms is as follows:

Basement Floor: Little EIFA
Ground Floor: PSA
First Floor: PSB and MSA
Second Floor: MSB, GS-A, GS-B and CE1A
Third Floor: CPA, CPB and CE1B

Back to School:

Children return to school on Wednesday 1st September 2021.

If your children are unable to come to school for the start of term, please contact us so that we can inform the teachers and arrange for your children to join their class once they arrive.

The class teachers will contact you with details of your child's class in the last week of August.

Drop Off at Portland Place:

Children can enter the building between 08:25 and 08:40 via the main door, at 36 Portland Place.

Pick Up from Portland Place will take place at the following times:

15:15 for PS classes
15:20 for all other classes
15:30 on Fridays for all classes

Pushchairs and scooters should be left in EIFA's garage in Cavendish Mews North, Hallam Street before 08:45. The garage will not be accessible after 08:45. Scooters and pushchairs arriving after 08:45 can no longer be stored at school.

Duchess House on Duchess Street is home to Year Four (CE2), Year 5 (CM1) and Year 6 (CM2).

Drop Off at Duchess House:

Pupils may enter the building between 08:00 and 08:30.

Pick Up at Duchess House will take place at the following times:

15:20 on Mondays, Tuesdays, Wednesdays, and Thursdays

15:30 on Fridays for all classes.

We request that you adhere to these times. If you need to collect children in different buildings at the same time, we will of course look after your children until you arrive.

Scooters and bicycles at Duchess House:

Please ask your children to:

- 1) Fold scooters before entering the school building
- 2) Avoid standing on scooters inside the school
- 3) Be careful around pedestrians near the school
- 4) Avoid using scooters on crowded pavements

Please ensure all scooters and bicycles are labelled with your child's name.

Any child failing to follow these guidelines will be asked not to bring their scooter.

The school cannot accept any liability for scooters brought into school.

As ever, the children's safe arrival at (and return from) school remains the responsibility of parents.

The storage area for scooters and bicycles is located outside the basement and includes a bike rack.

Please be considerate when storing scooters and bicycles in this area.

ParentPay:

[ParentPay](#) is an online payment system which allows parents to book and pay online for afterschool care (*garderie*), the Homework Club, private music tuition, afterschool clubs and the Holiday Club.

Login details will be emailed to new parents before the start of term, so they can register on the website and use the booking and payment system as needed.

Please note that the ParentPay website must be used for all payments.

Afterschool activities:

Afterschool care (*garderie*) and the Homework Club will start on 2nd September 2021 and will run from 15:45 to 17:00. Bookings and payments can be made via ParentPay from August.

Afterschool clubs will take place from 15:45 to 16:45 Monday to Friday. They will start in the week beginning 13th September 2021. A full programme will be sent out during the week of 25th August 2021 and bookings will open on Monday 6th September 2021 at 18:00. Places will be allocated via ParentPay on a first come, first served basis. Registrations can only be taken via ParentPay.

School supplies:

The school provides all textbooks and exercise books. These will be issued when the children return to school. Pupils should bring a bag or lightweight rucksack, as well a fully-equipped pencil case. Details of items to be included can be found on the school website under Junior School – Fees.

School Bags:

Rucksacks are the most practical option. Bags on wheels are not recommended.

Snacks:

We recommend providing your child with a healthy snack and water bottle for the morning recess period. Nuts, nut products, chewing gum, chocolate, sweets and lollipops are not allowed in school.

Uniform:

EIFA does not have a compulsory school uniform. However, we request that pupils follow the dress code on the school website. Pupils must wear the EIFA PE kit with the school logo for all sports activities. The full PE kit including polo shirt, shorts, sweatpants, sweatshirt and bag can be purchased from the School Trends website: <https://www.schooltrends.co.uk/uniform/EIFAInternationalSchoolW1B1LS>

Teaching Team 2021/2022:

Several teachers are leaving us this year either to return to their country or to gain further experience teaching overseas. It is always difficult to say goodbye to our teachers; however, we know that they too want to enrich their lives with new experiences. As an international school, we recognise that many of our teachers want to travel.

Ms Jabot Marmontel and Ms Beaumier are both leaving for Australia, while Ms Todorovska will be moving to Dubai in the UAE. We wish them all the best for their new adventures.

Ms Philip is moving to a school which is closer to her home and where her young children are already pupils. Ms Parent is returning to France to be closer to her family.

We offer them all our heartfelt thanks for everything they have contributed to our school and wish them luck and success in the future.

We will be welcoming five new teachers:

Mr Ming Lee joins us from an international pre-prep school in Hong Kong. He will be a class teacher in PS.
Ms Marianne Coates is moving to us from a school within the French network in London. She will teach Year 1.
Ms Véronique Ladan is joining us from the French lycée in Helsinki and will teach Year 5.
Ms Estelle Macquart is moving to us from the French lycée in Tananarive and will be teaching Year 4.
Ms Doriane Arnoux is relocating from France and will teach Year 6.

We are looking forward to meeting our new colleagues.

Teaching Team	
Little EIFA / Crèche	Ms Rekha Begum Ms Harmonie Roux Ms Audrey Bwalya Ms Orlane Paly Ms Zineb Chikhaoui- Rachid
Petite Section A & B / Nursery A & B	Ms Olivia Cazals Mr Ming Lee Ms Sandra Rouch Ms Véronique Bessadi Ms Sruthi Vaman
Moyenne Section A & B / Reception A & B	Ms Giliane Benvenuto Ms Laurence Melillo-Desrosiers Ms Georgia Casey Ms Alexia Cortese
Grande Section A & B / Y1 A & B	Ms Genevieve Kemp Ms Marianne Coates Ms Nadia Boubker
CP A & B / Y2 A & B	Mr David Ribeiro Ms Gwendoline Botham Ms Anne Le Floch Ms Abigail McEwan
CE1 A & B / Y3 A & B	Ms Cecilia Dupuis Mr Adeel Hussein
CE 2 A & B / Y4 A & B	Ms Estelle Macquart Ms Rebecca Andrews
CM1 A & B / Y5 A & B	Ms Véronique Ladan Ms Frances Redding
CM2 A & B/ Y6 A & B	Ms Doriane Arnoux Ms Brankica Green
Spanish Teacher Y5 & Y6	Ms Angela Signe Dalmau
Teacher of English as an Additional Language	Ms Nadia Nerom
Teachers of French as an Additional Language	Ms Caroline Gourin Ms Yannick Lacroix
Special Educational Needs Teaching Assistants	Ms Nathalie Slimi Ms Nadia Boubker

Music, Drama, Art and Sport	
Sport Teachers	Mr Mathieu Nioche Ms Sandra Rouch
Art Teachers	Ms Christine Heider (Reception to Y4) Me Philippe Sibelly (Y5 to Y13)
Music Teachers	Mr Sebastian Moppel Ms Claudia Rosal
Drama Teacher	Ms Natalie Adam

Leadership Team	
Head Teacher	Ms Françoise Zurbach fzurbach@eifaschool.com
Deputy Head	Mr Stéphane Kuhn sk@eifaschool.com
Head of Assessment and Learning	Ms Bonita Regan br@eifaschool.com
Head of Early Years	Ms Rebecca Naylor-Alayej littleeifa@eifashool.com