

Madrid, August 2009

## **PARENTS' INFORMATION**

Dear Parents:

Welcome to the new academic year 2009/10.

Classes start on *Tuesday, September 8 for Pre-school and Primary Grades 1, 2, 3, and 4* and *Wednesday, September 9 for Grades 5 and 6 and Secondary levels.*

We would like to inform you of the following points for your guidance and implementation:

### **1. INTERVIEWS AND MEETINGS:**

There will be meetings scheduled for all parents of **new Pre-school students** with their respective teachers on **September 2, 3 and 4 from 9 a.m. to 1:30 p.m.** to familiarise them with the new school system.

The child must be present in this interview and any information that could be useful for the teacher to get to know the child better should be related at that time.

**For all Pre-school students - ages 4 and 5, who have attended last year's course, a group meeting will be scheduled with their respective teachers once classes have started. *We will advise you of the date and time accordingly.***

Parents of **Primary and Secondary grades** will have their respective meetings at the **start of the school year** informing the course objectives and rules and regulations.

The meetings will be held on the following dates:

- |                             |      |                          |
|-----------------------------|------|--------------------------|
| • Primary Grade 1           | ---- | September 21 (Monday)    |
| • Primary Grade 2           | ---- | September 22 (Tuesday)   |
| • Primary Grade 3           | ---- | September 23 (Wednesday) |
| • Primary Grade 4           | ---- | September 24 (Thursday)  |
| • Primary Grade 5           | ---- | September 28 (Monday)    |
| • Primary Grade 6           | ---- | September 29 (Tuesday)   |
| • Secondary 1 <sup>st</sup> | ---- | September 30 (Wednesday) |
| • Secondary 2 <sup>nd</sup> | ---- | October 1 (Thursday)     |
| • Secondary 3 <sup>rd</sup> | ---- | October 5 (Monday)       |
| • Secondary 4 <sup>th</sup> | ---- | October 6 (Tuesday)      |

**All the above meetings will start at 5:30 p.m.**

## 2. **SCHOOL SCHEDULE:**

The **school hours** will be from **9:00 a.m. to 5:00 p.m.**

To avoid overcrowding at the end of classes in the afternoon, classes will end on following schedules from the first day of school:

- Pre-school - 9:00 a.m. - 4:05 p.m.
- Primary Grades 1 & 2 - 9:00 a.m. - 4:15 p.m. - everyday
- Primary Grades 3 & 4 - 9:00 a.m. - 4:15 p.m. - Mon., Wed. & Fri.  
- 9:00 a.m. - 5:00 p.m. - Tues. & Thurs.
- Primary Grades 5 & 6 - 9:00 a.m. – 5:00 p.m. - everyday except on Fridays (4:15pm)
- Secondary Grades - 9:00 a.m. - 5:00 p.m. - everyday except on Fridays (4:15pm)

Pupils who make use of the school bus service will leave at 5:10 p.m. Therefore, we request all parents to respect the parking space for the school buses from 4:30 to 5:20 p.m.

Please be punctual in the mornings since **the entrance door will be closed at 9:05 a.m.** for all levels and will not be opened after this time without justifiable cause. The administrative personnel will accompany any pupil who arrives after 9:05 a.m. to his/her class

Punctuality is also requested when fetching your child. **Please do not come before or after class hours**, in order to avoid interrupting classes and overcrowding school premises after the hours stipulated.

Please remember that during the first two weeks of classes, **all pupils of Pre-school and Grades 1, and new students of Grade 2 should wear the Identification Card enclosed to avoid confusion or loss of child.**

In case a person other than the child's parents is to fetch the child, we would require **a duly signed authorisation letter** from the parents, addressed to the teacher-in-charge and the administration office.

For security reasons, we shall **not accept telephone notification or signatures which differ from those in the school contract.**

In case parents plan to go out of town for a certain period, they should **notify the teacher-in-charge accordingly. The administration's office should also be advised in writing indicating the person responsible for the child during their absence and the telephone numbers where they can be reached, etc.**

Whenever the pupils are invited to a classmate's birthday party, etc, parents should inform the teacher-in-charge in writing. **Verbal notifications or by telephone are not acceptable.**

We wish to remind you that the pupils cannot leave the school premises alone during school hours. **Those pupils authorized by their parents to leave the school premises alone, will have to present a written permission every school year.**

### 3. **UPDATING OF PUPIL'S RECORDS:**

Also remember to update the pupil's records, addresses, etc. An Updating sheet is included to be filled in and returned to administration office, if there are any changes.

#### 4. **EXTRACURRICULAR ACTIVITIES:**

Pupils can do the following extracurricular activities. In September, we will inform you of the days and times of each activity.

- ***Swimming:***  
**Only Pre-schoolers**, once a week, from 10:30 to 11:30 a.m.
  
- ***Karate:***  
**Ages 3 and up**, twice a week from 4:15 to 5:00 p.m.
  
- ***Physical Expression***  
Only for Pre-schoolers, twice a week from 4:15 to 5:00 p.m.
  
- ***Painting Class***  
**From Grade 1 and up**, once a week from 4:15 to 5:00 p.m.
  
- ***Computer***  
**From Grade 2 and up**, twice a week.
  
- ***Piano***  
**From Grade 1 (6 years old) and up**, once or twice a week.
  
- ***Ballet***  
**Ages 3 and up**, twice a week from 4:15 to 5:00 p.m.
  
- ***Theatre***  
**From Grades 1 to 6**, twice a week
  
- ***Language Games***  
Only for Pre-schoolers, twice a week from 4:15 to 5:00 p.m.
  
- ***Basketball***  
From Grades 3 and up, twice a week.

*For more information, please contact the Administration office.*

## 5. **EDUCATIONAL TRIPS:**

Throughout the school year, there are complimentary activities programmed outside the school premises, such as educational trips, excursions, and etc. called "salidas". The school requires **written permission** for the child to be able to participate in those activities.

**Telephone or verbal authorizations are not acceptable.**

## 6. **UNIFORM:**

### **PRE-SCHOOL:**

The pre-schoolers have to wear a smock (baby) supplied by the school.

### **PRIMARY and SECONDARY GRADES:**

**All grades must wear a blue gym suit with the school's emblem** and short pants and T-shirts, for their physical education classes.

The school supplies these outfits in October.

The pupils **must also wear their gym suits for all group excursions.** This measure is necessary to **help the teachers to identify** pupils to guarantee safety.

## 7. **SCHOOL CALENDAR - ACADEMIC YEAR 2009-10:**

### **Holidays**

***Christmas:*** *Christmas holidays begin on December 23, 2009 and end on January 7, 2010, both days included.*

***Holy Week:*** *from March 27 to April 4, 2010 both days included .*

### **National Holidays**

#### ***Year 2009***

- *October 12:* *Spain's National Holiday*
- *December 8:* *Feast day of the Immaculate Conception*
- *The local holidays for the year 2009 will be determined by each municipality and published by the Official Bulletin of the Community of Madrid.*

***Year 2010***

- *Other holidays determined by the Community of Madrid.*
- *Any National holiday not transferable established for the year 2010.*
- *Local holidays determined by each municipality and published by the Official Bulletin of the Community of Madrid.*

***Other Holidays***

- *December 7, 2009*
- *January 8, 2010*
- *January 29, 2010 Unified Educational Institutions Patron Saint Day*
- *March 26, 2010.*
- *April 5, 2010*

***End of School year*****Classes will end in June 23, 2010**

From the end of classes, the rest of June's working days will be spent on students' evaluations, Staff and School Council meetings, and other activities gathered in the guideline measures that regulate schools and education in Spain.

**The School Calendar cannot be modified but in exceptional cases, which should be properly justified and with the approval of the Teaching Institutions General Office.**

We trust that this information will serve as a guideline to you. Should you have any questions, please don't hesitate to get in touch with the administration office.

Sincerely,

José Luis García López  
Director