

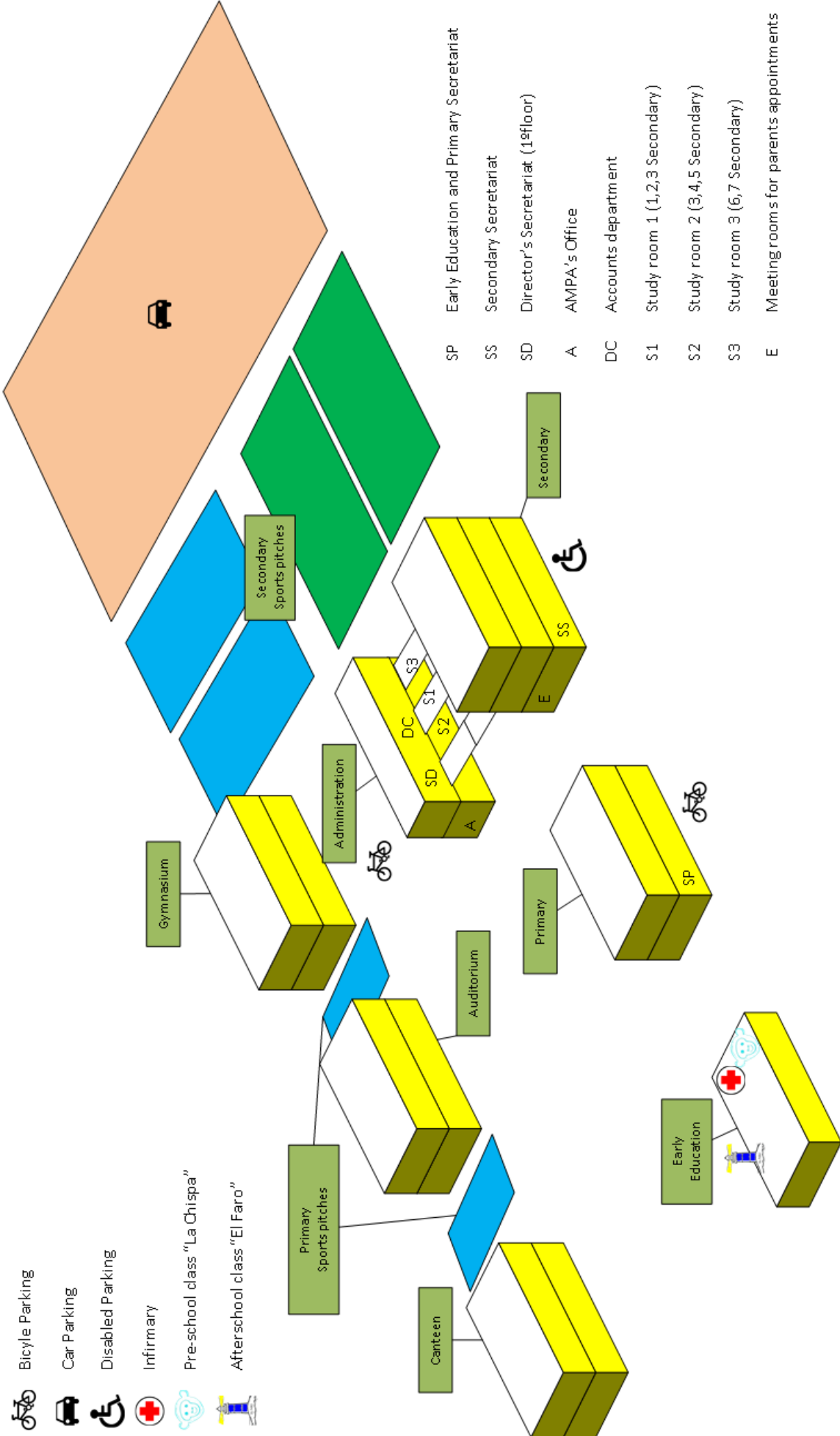


Escuela Europea de Alicante

# Circular letter Beginning of the school year

## 2018-2019

<b>Mario Da Torre</b>	Head
<b>José Luís Hernández</b>	Deputy Director Secondary
<b>Dónal Cregan</b>	Deputy Director Early Education and Primary
<b>Benito López</b>	Deputy Director for Finance and Administration



Bicycle Parking

Car Parking

Disabled Parking

Infirmary

Pre-school class "La Chispa"

Afterschool class "El Faro"

SP Early Education and Primary Secretariat

SS Secondary Secretariat

SD Director's Secretariat (1st floor)

A AMPA's Office

DC Accounts department

S1 Study room 1 (1,2,3 Secondary)

S2 Study room 2 (3,4,5 Secondary)

S3 Study room 3 (6,7 Secondary)

E Meeting rooms for parents appointments

<b>Director</b>	<b>Mario Da Torre</b>	Ali-director@eursc.eu
<b>Deputy Director Secondary</b>	<b>José Luís Hernández</b>	Ali-deputy-director-secondary-cycle@eursc.eu
<b>Deputy Director Early Education/Primary</b>	<b>Dónal Cregan</b>	Ali-deputy-director-nursery-and-primary-cycle@eursc.eu
<b>Deputy Director for Finance and Administration</b>	<b>Benito López</b>	Ali-deputy-director-finance-and-administration@eursc.eu

<b>Director's assistant</b>	Beatriz Font	Tel. 965.155.610	Fax: 965.269.777	beatriz.font@eursc.eu
<b>Secretary E.E. &amp; Primary</b>	Patricia Rodriguez	Tel. 965.161.188	Fax: 965.152.384	patricia.rodriguez@eursc.eu
	Sonia González	Tel. 965.160.708	Fax: 965.152.384	sonia.gonzalez@eursc.eu
<b>Secretary secondary</b>	Carmen Rocamora	Tel.: 965.151.003	Fax: 965.153.022	carmen.rocamora@eursc.eu

<b>Educational Adviser</b>				
Year 6º and 7º Secondary	Tiago Pita	Tel. 965.157.713		tiago.pita@eursc.eu
Year 4º and 5 Secondary	Jean-Luc Generet	Tel. 965.161.530		jean-luc.generet@eursc.eu
Year 1º,2º,3º Secondary	Marie-Paule Warnon	Tel. 965.161.677		marie-paule.warnon@eursc.eu
<b>Secretary transition prim./sec.</b>	Pilar Vadillo			pilar.vadillo@eursc.eu

<b>Accountant</b>	José Luís Sánchez	Tel.: 965.156.934		jose-luis.sanchez@eursc.eu
		<b>Invoicing/school fees</b>		billing@escuelaeuropea.org
<b>Librarian</b>		Cristina Llorens		biblioteca@escuelaeuropea.org
<b>Infirmary</b>	Mª del Rosario Pérez	Tel. 965.152.049		rosario.perez-gomez@edu.eursc.eu
<b>Medical examinations</b>		Alejandro Canals (only Thursday)		alejandro.canals@escuelaeuropea.org
<b>Educational Psychology service</b>		Graziella Juste (only Tuesday)		graziella.juste@escuelaeuropea.org
		Rosa Mª Limiñana (only Tuesday)		rosa.liminana@escuelaeuropea.org

## OTHER SERVICES

<b>Parent's Association (AMPA)</b>	Web: www.ampaescuelaeuropea.com	ampa@escuelaeuropea.org
	<b>Canteen</b>	admin_alicante@ausolan.com
	<b>Transport</b>	escuelaeuropea@rioslevante.com
	<b>Extra-curricular activities Nursery-Primary</b>	escuelaeuropea@auca.es
	<b>Extra-curricular activities Secondary</b>	Pelayo@mundosport.net
		Hector@mundosport.net
<b>Afterschool class El Faro</b>		
Office hours	Tel. 965.260.456	elfaro@escuelaeuropea.org
During afterschool timetable	Emergencies Tel. 696.418.175	

# First day of school: Tuesday 4.09.18

## TIMETABLE UNTIL 12.15

### Reception of pupils

<b>Early Education</b>	For 5-year old pupils in class from 8:30 on Tuesday. For 4-year old pupils in class by groups, progressively from Wednesday and Thursday. Parents will receive detailed information by E-mail, the last week of August, from the Early Education - Primary secretary.
<b>Year 1 Primary</b>	09.30 by the teachers in the School playground 11.15 to 12.00 Welcome party with the parents (Primary covered area)
<b>Year 2, 3, 4 and 5 Primary</b>	08.30 in the School playground in their respective lines
<b>Year 1 to 7 Secondary</b>	08.45 in the classroom indicated at the entrance of the school, by the class teacher. S1 class teachers will welcome their pupils in the secondary hall. At the end of August, an e-mail will be sent by the secondary secretariat with further details regarding the reception of the first day.

#### ▪ Tuesday 4th September

The first day of school, Early Education and Year 1 pupils will receive a sticker indicating their names and corresponding class (in the colour of the language section).

Parents are requested to keep the sticker during the first week of school. Thank you for your cooperation.

## Parent meetings

### Early Education

Monday, 10.9.2018 at 18.00, in the pupil's classroom.

Parents will elect their parents' class representative (and substitute). For more information about election and parents's representative duties, please consult Communication policy on school website.

### Primary

Parent meetings for Primary (1<sup>o</sup> 2<sup>o</sup> 3<sup>o</sup> 4<sup>o</sup> 5<sup>o</sup>) will consist of two parts: a meeting with LII teachers (at 18:00) and a meeting with the class teacher (18:30)

Parents will elect their parents' class representative (and substitute) (for more information about election and parents's representative duties, please consult Communication policy on school website).

Thursday	06 September 2018	Year 1 primary at 18.00
Tuesday	11 September 2018	Year 2 primary at 18.00
Thursday	13 September 2018	Year 3 primary at 18.00
Monday	17 September 2018	Year 4 primary at 18.00
Tuesday	18 September 2018	Year 5 primary at 18.00

### Secondary

Parent meetings will take place on the following days:

Tuesday	11 September 2018	Year 6 and 7 at 19.00
Thursday	13 September 2018	Year 1, 2 and 3 at 19.00
Monday	17 September 2018	Year 4 and 5 at 19.00

# Rules

## Timetable and Organisation

The school gates of the School open at **8.15**

### EARLY EDUCATION

From 8.15 until 8.30 children will be supervised by school service staff.

- Dropping off and picking up  
Pupils are dropped off at their classrooms by their parents **until 9.00**.  
Pupils are picked up at their classrooms by their parents **from 16.00**.
- Supervision  
Pupils are only supervised during 15 minutes before the start of the classes and 15 minutes after the school day has ended.
- School transport  
Arrival: Each monitor accompanies the pupils to their classrooms  
Picking up: Pupils are gathered from their classrooms and are led by their assistant to the corresponding bus.

### PRIMARY

From 8.15 until 8.30 children will be supervised by school service staff.

- Arrival timetable  
**8.45**: First bell means: to stand in a row in the playground  
**8.50**: Second bell means: start of classes
- Late arrival  
Pupils arriving late will be registered by the school secretary. Accumulated delays will imply a meeting with the Deputy-head and the record of absences will be kept in the pupil's file.
- Departure timetable  
**13.00**: End of day Wednesday and Friday  
**16.15**: End of day Monday, Tuesday and Thursday
- Dropping off and picking up  
Pupils are dropped off **outside** the main entrance of Primary and Early Education.  
Pupils are picked up by their parents at the Primary entrance hall (Area marked by safety ribbons).
- Supervision  
Pupils are only supervised during 15 minutes before the start of the classes and 15 minutes after the school day has ended.
- School transport  
Arrival: Each monitor accompanies the pupils to the playground.  
Picking up: Pupils are gathered in the playground, in their bus route group and they are led by the monitor to the corresponding bus.

### SECONDARY

From 8.15 until 8.40 pupils can go to their lockers and to their classrooms.

- Arrival timetable  
**8.40**: First bell means: pupils make their way to their classrooms  
**8.45**: Second bell means: start of classes
- Lateness  
Pupils arriving late will be registered by the pedagogical advisor. Accumulated delays will imply a warning from the pedagogical advisor and in case of repeated delays, the school will reserve the right to apply for a detention.
- Departure timetable  
**13.05**: End of day Wednesday  
**16.15**: End of day Monday, Tuesday, Thursday and Friday

- Dropping off and picking up  
Pupils enter and leave the School independently.
- School transport  
Arrival: Pupils make their way to their classroom independently.  
Picking up: Pupils make their way independently to their school bus after school.

## Absences

### • Special absences:

Absences on personal ground must be duly justified and requested for assessment to the School Management **at least one week in advance:**

- Early Education & Primary: Mr. Cregan – Deputy-Director with copy to the class teacher and Mrs. Sonia González
- Secondary: Mr. Hernández– Deputy-Director

- When a pupil is unable to attend school due to illness or particular reasons, parents or guardian must inform the School.

## Early Education and Primary

### ➤ 1<sup>st</sup> day of absence:

A phone call to Sonia González Tel. 965.160.708 or by e-mail to [Sonia.gonzalez@eursc.eu](mailto:Sonia.gonzalez@eursc.eu)

### ➤ From the 2<sup>nd</sup> day of absence:

A doctor's note and /or any other supporting document must be sent by e-mail to [Sonia.gonzalez@eursc.eu](mailto:Sonia.gonzalez@eursc.eu) to justify the absence.

## Secondary

### ➤ 1<sup>st</sup> day of absence:

A phone call must be followed up by a written confirmation by email to the appropriate pedagogical advisor.

### ➤ From the 2<sup>nd</sup> day of absence:

You must send a doctor's note and/ or any other supporting document to the pedagogical advisor to justify the absence.

S1, S2, S3	<b>Ms. Marie-Paule Warnon</b>	<b>965.161.677</b>	<b><a href="mailto:marie-paule.warnon@eursc.eu">marie-paule.warnon@eursc.eu</a></b>
S4, S5	<b>Mr. Jean-Luc Generet</b>	<b>965.161.530</b>	<b><a href="mailto:jean-luc.generet@eursc.eu">jean-luc.generet@eursc.eu</a></b>
S6, S7	<b>Mr. Tiago Pita</b>	<b>965.157.713</b>	<b><a href="mailto:tiago.pita@eursc.eu">tiago.pita@eursc.eu</a></b>

A doctor's note is compulsory if a pupil miss a test B or exam.

## School regulations

According to Article 28 of General Rules of European Schools, by applying to the Director to have their child enrolled, parents undertake to respect the rules as applied in the Convention defining the Statute of the European Schools.

A copy of these rules can be found on the website of the European Schools: [www.eursc.eu](http://www.eursc.eu)

## Internal school rules

Early Education, Primary and Secondary school rules are available on the website of the EEA: [www.escuelaeuropea.org](http://www.escuelaeuropea.org)

# Important information

## Harmonised Programmes

Early Education, Primary and Secondary harmonised programmes are available on the website of the European Schools: [www.eursc.eu](http://www.eursc.eu)

## Booklists/school material

Information regarding booklists and school material is available on the school website since the 20th June, under the heading “Information beginning of the school year” from the homepage of our website.

Language 1 booklists for SWALS pupils are available under the same heading.

## School Diary: Early Education, Primary and Secondary

Each pupil must have a school diary from the European School of Alicante [which includes the internal school rules for each cycle](#).

## Communication with all parents

All communications are sent by E-mail to the parents.

## School reports

- *Primary School*: Twice a year (February and July) + an oral communication a day in November when pupils will have no lessons.
- *Secondary School*: Four times a year: November, January, April and end of school year.

## School trips and excursions

Enrolments at the EEA imply the acceptance of parents or tutors that pupils must participate in the trips and excursions organised by the School. Only in exceptional cases pupils may be excused upon production of the appropriate medical certificate or supporting document.

## Spanish for beginners

### • *Primary School*:

The school offers Spanish classes for families who have recently arrived to Spain. These classes are only for beginners. The purpose is to help students integrate into daily school life. Classes are taught by teachers of the Spanish section and classes continue until the pupil has reached a satisfactory level.

Interested parents should contact the class teacher or the school secretary at the beginning of the school-year.

## Class photos in Early Education and Primary

- *Early Education and Primary*: Each year the School organises class photos with a professional photographer. The optional pack of photos includes a group photo with the class teacher and several individual photos in different sizes.

## Lost property

- *Early Education and Primary*: Lost and found will be kept in the EUREKA's office. Located in Nursery building in front of the Infirmary. It is compulsory to mark children's clothing with their full name. For further information, please visit AMPA's website.
- *Secondary*: Articles found will be kept in the Educational Advisers' office (Administration building, ground floor) Contact person: Pilar Vadillo [pilar.vadillo@eursc.eu](mailto:pilar.vadillo@eursc.eu)

Unclaimed lost property will be donated to charities twice a year: at Christmas and at the end of the school year.

## Valuable objects

Do not bring valuable objects to school: jewellery, mobile phones, tablets, etc.

Do not bring large sums of money to school.



In application of Art.34 of General Rules of the E.S. “the school shall not be responsible for objects brought to school by pupils”.

### **Mobile Phones**

- *Primary*: Completely Prohibited
- *Secondary*: Disconnected during the classes and in the canteen.

### **Bicycles**

Pupils may come to school by bicycle.

#### ➤ Rules for all the cycles

1. You may walk your bicycle into the school but you may not cycle within the school grounds.
2. Your bicycle should always be locked while parked and it should only be parked in the designated areas.
3. You can leave the bicycle in the school only during class times and never overnight or during school holidays.
4. The school strongly recommends that you wear a helmet.
5. The school cannot be considered responsible in case of theft of the bicycle as stated in the article 34 of the General Rules of the European Schools.

#### ➤ Location

- *Early Education and Primary*: The bikes can be left at the bicycle stands by the fenced area next to the security hut.
- *Secondary*: The bikes can be left at the bicycle stands area in front of the gymnasium building.

### **Others vehicles**

1. Mopeds, motorcycles, etc. must be parked outside the school ground in the public parking spaces which are clearly marked by the town hall.
2. Roller, skates, skateboards and other vehicles are not allowed on school grounds.

### **Music Project from year 1 to year 5 Secondary**

The subject of music is compulsory in year 1, 2 and 3 of Secondary school. Our students have two options to continue this subject:

- 1- Continue traditionally, as continuity of the contents and primary objectives.
- 2- Be part of the music project by learning a Brass or String instrument.

Once the project has been chosen, pupils must be part of it, for a minimum of 2 school years, in order to guarantee the stability and learning of the instrument and the groups.

The project consists of replacing the two periods of music that they have in Secondary, by instrumental practice classes in groups. These groups will be organized depending on the demand, in Brass, String or mixed groups. They will also have at their disposal a specialist teacher of the instrument chosen, who will give them a weekly class. These classes are designed in small groups, for greater attention to the student. They also have the option of being part of the orchestra of our School as part of the project, free of charge.

These classes of the specialist teachers are integrated in the school schedule, during free periods that the students have in Secondary school.

Music classes are taught during the whole school year calendar, however classes with specialist teachers (a weekly class) will begin on September 15 and end on June 15 of each school year.

These are the instruments students may choose within the music project (depending on the availability and offer, depending on the groups that can be created and the options of instruments chosen by the students):

- ♣ Wood brass: oboe, bassoon, flute, clarinet.
- ♣ Metal brass: trombone, tuba, euphonium, horn, trumpet.
- ♣ String: violin, viola, cello, double bass.

This activity has an annual cost of +/- 550 €. For more information, consult the "Music Project" document available on our website.

## **Orchestra in Secondary**

Due to the different levels created and depending on the evolution with the instruments, there are two orchestral groups: initial and advanced. The initial students are students of S1 and S2. Advanced students from S3.

The orchestral rehearsals take place on Wednesdays and begin on September 15th for all students, except for S1, which will begin by mid-November (when they have acquired enough skills to be part of a group) and will end on June 19th for S1 and S2.

The advanced group from S3 to S5 will end the last week of June.

As for the participation in the orchestra, students who want to be part of it are also admitted, but they must have a knowledge of some of the instruments of the project (either because they have external instrumental training or because they have studied music in schools, academies or at a particular level).

## **Teachers' consultation hours**

All teachers will have an allocated appointment time to meet parents. These times will be communicated to parents at the start of the school year.

## **School access for parents to Primary and Secondary buildings**

Access to the School for parents is only authorised in the reception areas, prior to security control.

## **School Policies**

School policies are available on the website of the EEA: [www.escuelaeuropea.org](http://www.escuelaeuropea.org)

## **New marking scale in the Secondary cycle**

The new marking scale system will come into force in three steps, as follows:

<b>Step</b>	<b>School year</b>	<b>Year / Group</b>
Step 1	2018-2019	S1-S5
Step 2	2019-2020	S6
Step 3	2020-2021	S7

<https://www.eursc.eu/en/European-Schools/studies/markings-scale>

<https://www.eursc.eu/fr/European-Schools/studies/markings-scale>

<https://www.eursc.eu/de/European-Schools/studies/markings-scale>

## **Activities last week of 2018-2019 school year, in the Secondary cycle**

During the week from 1<sup>st</sup> to 5<sup>th</sup> July 2019, oral examinations of the BAC will take place in our School for year 7 students. This implies a use of the teaching staff's schedules and spaces that do not allow us to host the rest of the Secondary pupils

### Year 1 to year 4

For this reason, activities are organized for students from year 1 to year 4 Secondary school aimed at achieving one of our objectives: the promotion of sports. These activities focus on disciplines and physical activities that require a special framework for their practice. All of these activities will be accompanied and / or supervised by the school's teachers.

The secondary secretariat will give you specific information at the beginning of June 2019.

### Year 5

In the framework of the career guidance, Year 5 pupils will be participating in the "educational training work experience" week.

## Sport Uniform for Physical Education

<b>Infantil y primaria</b>	
Baby/smock	Obligatory in Early Education
Shorts	Obligatory in Early Education and Primary
Polo or short-sleeved T-shirt	At least one is obligatory in both cycles
Long trousers	Obligatory in both cycles
Sweatshirt	Optional
Long-sleeved T-shirt	Optional

<b>Secundaria</b>	
Short-sleeved T-shirt or Polo	Only S1, S2, S3 students will have to wear the uniform during Physical Education classes

You may reserve the sport uniform in El Corte Inglés.

For further information you may contact them directly at the following address or telephone number :

Avda. Maisonnave, 53 – Edificio de Moda  
3ª planta (moda infantil)  
Departamento de colegios  
03003 Alicante  
Tel. 965 925 001 Ext. 2290

EUIPO 's staff can make their orders at the premises of El Corte Inglés, situated in their office.

# Services

## School lunches

The A.M.P.A organises a canteen service. Lunches are prepared each day in the School's kitchen and served in the canteen.

The pupils in Early Education and years 1 and 2 of Primary eat with their teachers.

The pupils in years Primary 3, 4 and 5 and Secondary are supervised by specialized monitors in the canteen.

Two options: School lunches or packed lunches from home.

On Wednesday and Friday school lunches are for children who have lessons or extracurricular activities in the afternoon

More information: Company: Ausolan

E-mail: [admin\\_alicante@ausolan.com](mailto:admin_alicante@ausolan.com)

Fees and enrolment forms on the website [www.ampaescuelaeuropea.com](http://www.ampaescuelaeuropea.com)

## School transport

The A.M.P.A organises bus services covering various routes.

More information: Company: Autocares Ríos

E-mail: [escuelaeuropea@rioslevante.com](mailto:escuelaeuropea@rioslevante.com)

Fees and enrolment forms on the website [www.ampaescuelaeuropea.com](http://www.ampaescuelaeuropea.com)

## Extracurricular activities in Early Education and Primary

The A.M.P.A organises extracurricular activities on Wednesdays and Fridays after school.

More information: Company: Auca Projectes educatius SL - website: <http://www.auca.es>

E-mail: [escuelaeuropea@auca.es](mailto:escuelaeuropea@auca.es)

Fees and enrolment forms on the website [www.ampaescuelaeuropea.com](http://www.ampaescuelaeuropea.com)

2018-2019 activities will start on the 05.09.2018 and end on the 28.06.2019.

An informative meeting will take place on the 12.09.2018, after the activities.

## Extracurricular activities in Secondary

The School organises extracurricular activities in Secondary, every day, after school.

More information: Company: Mundosport

Extracurricular activities coordinators: Pelayo Núñez y Héctor Torregrosa

2018-2019 activities will start on the 1.10.2018 and end on the 31.05.2019

## Afterschool class "El Faro"

Fees and application form available on the school website [www.escuelaeuropea.org](http://www.escuelaeuropea.org)

Afterschool class coordinator: Tel. 965.260.456 - E-mail: [elfaro@escuelaeuropea.org](mailto:elfaro@escuelaeuropea.org)

This service is aimed to pupils from Early Education until Year 2 Secondary.

**Timetable:** Mondays, Tuesdays, Thursdays: 16.15 to 18.30 - Wednesdays, Fridays: 13.00 to 18.30

**Merienda:** Todos los días a las 16h30 – incluida en la cuota.

**Lunch:** Wednesdays and Fridays at 13.15 – included in the fee.

**Exceptional services:**

Organised for days without classes e.g.: handing out of school reports in Nursery-Primary (November/July)

Organised for short days: first day of school, last day before Christmas holidays, last day before Easter holidays.

Included in the fee for all pupils enrolled in this service.

# Invoicing school year 2018-2019

## Invoicing applicable to all the pupils, also category I

Parents must pay the charges mentioned below per year and child enrolled at the school. The current amounts are compulsory, not refundable, not able to be paid by instalments and will be included in the invoice sent at the beginning

### Early Education section:

School insurance	18€
Printing/Duplicating fees	25€
School diary	10€

### Primary section:

School insurance	18€
Printing/Duplicating fees	35€
Intermath	22€
School diary	10€

### Secondary section:

School insurance	18€	
Printing/Duplicating fees	37€	
School diary	10€	
Different activities	60€	
Management of applications to Univ.	130€*	Short files
	260€*	Long files (UCAS,...)
European Bacalaureate 2019 registration fee	92,26€	Only year 7

Other specific fees (music project, S3 Mediterranean world book, Eurobio book, etc.) could be also included in the invoice.  
of October.

(\*) Year 5 and 6 pupils will receive a circular letter.

**N.B:** *These fees are subject to change.*

## Invoicing applicable to category III pupils

Conditions apply to all new students, including those with siblings in the School.

### Expiration

- Before 30th June 2018: payment of the invoice 25% – *compulsory, to consolidate the admission.* This amount is not refundable.
- Before 30 November 2018: Payment of remaining invoice.(The invoice will be sent at the beginning of October)

### Payment by installments

On written request to the Head of the School **before 15 October 2018**, the payment of school fees by installments can be authorised. Each of the installments amounts represents 25 %, fixed as follows:

- 1st transfer before 30 June 2018 (invoice of 25%)
- 2nd transfer before 31 October 2018
- 3rd transfer before 31 January 2019
- 4th transfer before 31 March 2019

**Requests of school fees by installments must be sent by e-mail to: [billing@escuelaeuropea.org](mailto:billing@escuelaeuropea.org)**

## Invoicing applicable to pupils enrolled as category III from school year 2013-2014 onwards

<b>Annual Fees (*)</b>	<i>1st child</i>	<i>2<sup>nd</sup> child (20% reduction)</i>	<i>3rd child on (40% reduction)</i>
<i>Early Education</i>	3.804,69 €	3.043,75 €	2.282,81 €
<i>Primary</i>	5.231,51 €	4.185,21 €	3.138,91 €
<i>Secondary</i>	7.133,87 €	5.707,10 €	4.280,32 €

<b>25% payment (before 30/06/18)</b>	<i>1st child</i>	<i>2<sup>nd</sup> child</i>	<i>3rd child on</i>
<i>Early Education</i>	951,17 €	760,94 €	570,70 €
<i>Primary</i>	1.307,88 €	1046,30 €	784,73 €
<i>Secondary</i>	1.783,47 €	1.426,78 €	1.070,08 €

(\*) The Board of Governors of the European Schools is the body that holds the exclusive power on fees. If subsequently this body decides modification rates in any case, this decision would prevail on this document.

(These data have been taken out from the website of the Secretary-general of the E.S <http://www.eursec.eu/en/European-Schools/enrolments/school-fees> )

**N.B:** For specific inquiries you can contact the accounting department:  
Tel. (+34) 965 15 69 34 or by e-mail [billing@escuelaeuropea.org](mailto:billing@escuelaeuropea.org)

## Invoicing applicable to pupils enrolled as category III before school year 2013-2014

<b>Annual Fees (*)</b>	<i>1st child</i>	<i>2nd child (50% reduction)</i>	<i>3rd child on (75% reduc.-Minimum)</i>
<i>Early Education</i>	3.104,63 €	1.552,32 €	1.552,32 €
<i>Primary</i>	4.268,91 €	2.134,46 €	1.552,32 €
<i>Secondary</i>	5.821,23 €	2.910,62 €	1.552,32 €

<b>Invoice of 25% (before 30/06/18)</b>	<i>1st child</i>	<i>2nd child</i>	<i>3rd child on</i>
<i>Early Education</i>	776,16 €	388,08 €	388,08 €
<i>Primary</i>	1.067,23 €	533,62 €	388,08 €
<i>Secondary</i>	1.455,31 €	727,66 €	388,08 €

(\*) The Board of Governors of the European Schools is the body that holds the exclusive power on fees. If subsequently this body decides modification rates in any case, this decision would prevail on this document.

(These data have been taken out from the website of the Secretary-general of the E.S. <http://www.eursec.eu/en/European-Schools/enrolments/school-fees> )

**N.B:** For specific inquiries you can contact the accounting department:  
Tel. (+34) 965 15 69 34 or by e-mail [billing@escuelaeuropea.org](mailto:billing@escuelaeuropea.org)

## Category II and NATO invoicing

You can contact the accounting department: Tel. (+34) 965 15 69 34 or by e-mail [billing@escuelaeuropea.org](mailto:billing@escuelaeuropea.org)

# School calendar 2018-2019

Comienzo de las clases - Rentrée des classes Beginning of school year - Schulbeginn	<b>04.09.2018 (until 12.15)</b>
Día de la Hispanidad	12.10.2018
Todos los Santos - Toussaint All Saints - Allerheiligen	29.10.2018 – 02.11.2018
Navidad y Año Nuevo - Noël et Nouvel An Christmas and New Year - Weihnachten und Neujahr	24.12.2018 – 04.01.2019
Carnaval - Carnival - Karneval	25.02.2019 – 01.03.2019
Semana Santa - Pâques Eastern - Ostern	15.04.2019 – 26.04.2019
Día del trabajo – Fête du Travail – Labor day – Tag der Arbeit & Santa Faz	01 & 02.05.2019
Semana de primavera - Semaine de printemps Spring week - Frühlingsferien	27.05.2019 - 31.05.2019
Lunes de Pentecostés – Lundi de Pentecôte - Whitsun - Pfingstmontag	10.06.2019
Día de San Juan	24.06.2019
Final del curso escolar - Fin de l'année scolaire Last day of School - Letzter Schultag	<b>05.07.2019</b>

## **Remark:**

### **Short days (until 13.00)**

- **Friday 21<sup>st</sup> December 2018**
- **Friday 12<sup>th</sup> April 2019**

**We keep the extracurricular activities on these days – One transport only at 13.00**

## Timetable for visits during class period

Early Education & Primary secretariat Monday to Friday 8.30 to 9.15  
Monday, Tuesday, Thursday 16.00 to 16.30  
Wednesday, Friday 12.45 to 13.15

Secondary secretariat Monday to Friday 8.30 to 9.15  
Monday, Tuesday, Thursday, Friday 16.00 to 16.30  
Wednesday 12.45 to 13.15

Director's secretariat Monday to Friday 8.30 to 9.15  
Monday to Friday 16.00 to 16.30

**Outside the above timetables you shall request your visit by e-mail or telephone.**

Administration: Monday to Friday 9.15 to 11.30 and Thursday afternoon 14.00 to 16.00  
Director: By appointment only

## Availability of secretaries during school holidays

Appointments cannot be arranged during the school holidays.

## Availability of secretaries and administration SUMMER 2018

Early Education & Primary secretariat:

- From 9 to 13 July from 10.00 to 12.00
- From 27 August to 31 August from 10.00 to 12.00

Secondary secretariat:

- From 9 to 13 July from 10.00 to 12.00
- From 27 August to 31 August from 10.00 to 12.00

Director's secretariat:

- From 9 to 13 July from 10.00 to 12.00
- From 27 August to 31 August from 10.00 to 12.00

Administration:

- From 9 to 13 July from 10.00 to 12.00
- From 27 August to 31 August from 10.00 to 12.00

**The school will be closed from 23<sup>rd</sup> July until 17th August 2018, inclusive.**

