



Escuela Europea de Alicante

Circular letter

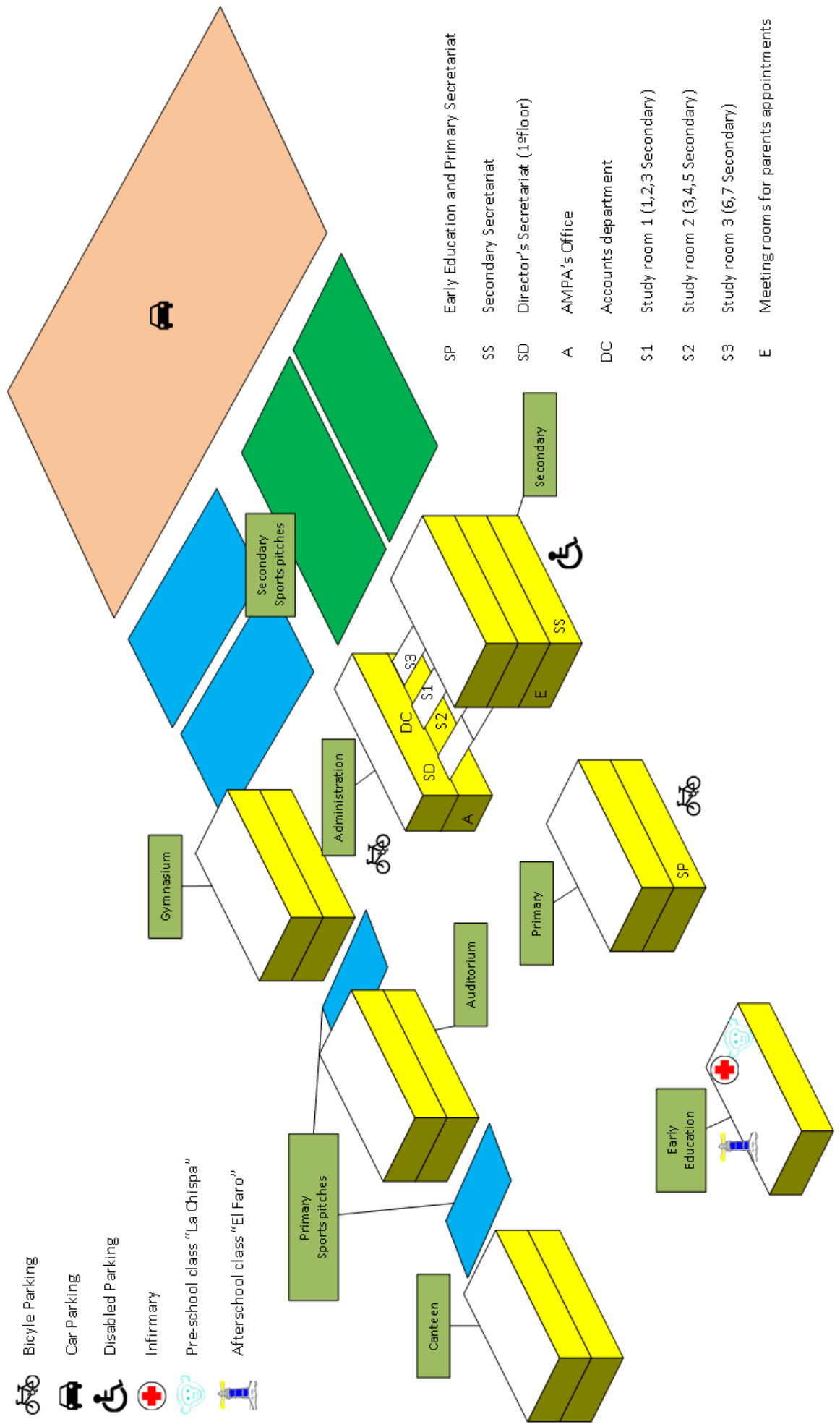
Beginning of the

school year

2019-2020

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

Alicante, 15 Jul. 2019
Ref.: 2019/DT/bf.



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

Director's assistant	Beatriz Font	Tel. 965.155.610	Fax: 965.269.777	beatriz.font@eursc.eu
Secretary E.E. & Primary	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
Secretary secondary	Carmen Rocamora	Tel.: 965.151.003	Fax: 965.153.022	carmen.rocamora@eursc.eu

Educational Advisor's team			
Year 6º and 7º Secondary	Tiago Pita	Tel. 965.157.713	tiago.pita@eursc.eu
Year 4º and 5 Secondary	Jean-Luc Generet		
Year 1º,2º,3º Secondary	Juan B. García Lázaro	Tel. 965.161.530	jean-luc.generet@eursc.eu
Secretary for the Educational adviser's team		Tel. 965.161.677	
	Pilar Vadillo		pilar.vadillo@eursc.eu

Invoicing/school fees	José Luís Sánchez Miguel Rodilla	Tel.: 965.156.934	billing@escuelaeuropea.org
Librarian		Cristina Llorens	biblioteca@escuelaeuropea.org
Infirmary	Mª del Rosario Pérez	Tel. 965.152.049	enfermeria@escuelaeuropea.org
Medical examinations		Alejandro Canals (only Tuesday)	ALI-DOCTOR@partner.eursc.eu
Educational Psychology service		Graziella Juste (only Tuesday)	ALI-PSYCHOLOGY- PRIMARY@partner.eursc.eu
		Rosa Mª Limiñana (Monday & Friday)	ALI-PSYCHOLOGY- SECONDARY@partner.eursc.eu

OTHER SERVICES

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

First day of school: Tuesday 3.09.19

TIMETABLE UNTIL 12.15

Reception of pupils

Early Education	5-year old pupils: Reception in class from 8:30. 4-year old pupils and new pupils: An adaptation period has been foreseen with a reduced timetable (from 9.30 until 11.30) for Tuesday 3, Wednesday 4 and Thursday 5 September (consult with teachers on the first day).
Year 1 Primary	09.30 by the teachers in the School playground 11.15 to 12.00 Welcome party with the parents (Primary covered area)
Year 2, 3, 4 and 5 Primary	08.30 in the School playground in their respective lines
Year 1 to 7 Secondary	S1 and S2: Reception of pupils at 08.45 in the Salón de Actos by their class teachers, educational advisor and Management. S3-S7: At 8.45 class teachers will welcome their pupils in their classes. Classrooms will be indicated at the secondary entrance.

▪ **Tuesday 3rd September**

The first day of school, Early Education will receive a sticker indicating their names and corresponding class.

Parents meetings

Early Education

Monday, 9.9.2019 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° 2° 3° 4° 5°) 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	05 September 2019	Year 1 primary at 18.00
Tuesday	17 September 2019	Year 2 primary at 18.00
Tuesday	10 September 2019	Year 3 primary at 18.00
Thursday	12 September 2019	Year 4 primary at 18.00
Monday	16 September 2019	Year 5 primary at 18.00

Secondary

Parent meetings will take place on the following days:

Tuesday	10 September 2019	Year 6 and 7 at 19.00
Wednesday	11 September 2019	Year 1, 2 and 3 at 19.00
Thursday	12 September 2019	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 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 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 with copy to the corresponding pedagogical advisor

• 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

➤ 1st day of absence:

A phone call to Sonia González Tel. 965.160.708 or by e-mail to Sonia.gonzalez@eursc.eu

➤ From the 2nd day of absence:

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

Secondary

➤ 1st day of absence:

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

➤ From the 2nd 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	Sr. Juan B. García Lázaro	965.161.677	
S4, S5	Mr. Jean-Luc Generet	965.161.530	jean-luc.generet@eursc.eu
S6, S7	Mr. Tiago Pita	965.157.713	tiago.pita@eursc.eu

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

Internal school rules

Early Education, Primary and Secondary school rules are available on the website of the EEA:

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

Booklists/school material

Information regarding booklists and school material is available on the school website since the 1st July, 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 SMS or 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' team office (Administration building, ground floor)
Contact person: Pilar Vadillo 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.

Valuables 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 by mid-June 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

New marking scale in the Secondary cycle

The new marking scale system which came into force in 2018-2019 will continue to be implemented, as follows:

Step	School year	Year / Group
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 two last weeks of 2019-2020 school year, in the Secondary cycle

During the week from 29th June to 3rd July 2020, 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, during two weeks activities will be organized for students from year 1 to year 4 Secondary school aimed at achieving two of our objectives: the promotion of sports and development of values.

These activities will 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 2020.

Year 5

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

Year 6

Year 6 pupils who wish to do so, may carry out some "educational training work experience" on a voluntary basis.

Sport Uniform for Physical Education

Infantil y primaria	
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

Secundaria	
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

Fees and enrolment forms on the website www.ampaescuelaeuropea.com

School transport

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

More information: Company: Autocares Ríos

E-mail: info@rioslevante.com

Fees and enrolment forms on the website 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

Fees and enrolment forms on the website www.ampaescuelaeuropea.com

In 2019-2020 activities will start on the 04.09.19 and end on the 26.06.20.

An informative meeting will take place on the 11.09.19 at 17.00

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

In 2019-2020 activities will start on the 1.10.19 and end on the 29.05.20.

Afterschool class "El Faro"

Information concerning enrolment procedure readable on the school website www.escuelaeuropea.org

Afterschool class coordinator: Tel. 965.260.456 - E-mail: ali.elfaro@partner.eursc.eu

Emergencies (in service hours): Tel. 696.418.175

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

Snack: Every day at 16:30 – included in the fee.

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.

To get more info please read the Regulations available on the School website.

Invoicing school year 2019-2020

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 of October.

Early Education section:

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

Primary section:

School insurance	25€
Printing/Duplicating fees	35€
Intermath	22€
School diary	10€

Secondary section:

School insurance	25€	
Printing/Duplicating fees	37€	
School diary	10€	
Different activities	60€	
Management of applications to Univ.	130€*	Short files
	260€*	Long files (UCAS,...)
European Baccalaureate 2020 registration fee	94,10€	Only year 7

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

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

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

Invoicing applicable to category III pupils

Payment terms:

- Invoices will be sent by e-mail to the person designated in the system for billing.
- Normal payment term is 30 days.
- Payments must be made exclusively by wire transfer. Cash payments will not be accepted.
- Before June 30th, 2019: Payment of the invoice corresponding to 25% of the annual tuition for the following school year (e.g.: 2019/2020). This payment is mandatory to confirm the admission/continued-admission of all category III pupils. This amount is not refundable. (Invoices will be sent at the end of May)
- Before November 30th, 2019: Payment of the rest of the annual tuition (75%) (e.g.: 2019-20) (Invoices will be sent at the beginning of October)

Payment by instalments of the October invoice:

Upon written request to the Director, **before October 15th 2019**, payers could request a deferred payment of the October invoice (corresponding to 75% of annual school fees). This invoice can be deferred in three instalments, 1/3 each; as such each payment corresponds to 25% of the annual school fees.

Due dates are set as follows:

- 1st wire transfer: before October 31, 2019
- 2nd wire transfer: before January 31, 2020
- 3rd wire transfer: before March 31, 2020

For those interested, payment by instalments must be requested every school year by e-mail to billing@escuelaeuropea.org before October 15th. Late applications will not be accepted.

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

Annual fees (*)	<i>1st child</i>	<i>2nd child (20% reduction)</i>	<i>3rd child on (40% reduction)</i>
<i>Early Education</i>	3.880,78 €	3.104,62 €	2.328,47 €
<i>Primary</i>	5.336,14 €	4.268,91 €	3.201,68 €
<i>Secondary</i>	7.276,54 €	5.821,23 €	4.365,92 €

25% payment (before 30/06/19)	<i>1st child</i>	<i>2nd child</i>	<i>3rd child on</i>
<i>Early Education</i>	970,20 €	776,16 €	582,12 €
<i>Primaria</i>	1.334,04 €	1.067,23 €	800,42 €
<i>Secundaria</i>	1.819,14 €	1.455,31 €	1.091,48 €

(*) 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

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

Annual Fees (*)	<i>1st child</i>	<i>2nd child (50% reduction)</i>	<i>3rd child on (75% reduc. -Minimum)</i>
<i>Early Education</i>	3.166,72 €	1.583,36 €	1.583,36 €
<i>Primary</i>	4.354,29 €	2.177,15 €	1.583,36 €
<i>Secondary</i>	5.937,66 €	2.968,83 €	1.583,36 €

Invoice of 25% (before 30/06/19)	<i>1st child</i>	<i>2nd child</i>	<i>3rd child on</i>
<i>Early Education</i>	791,68 €	395,84 €	395,84 €
<i>Primary</i>	1.088,57 €	544,29 €	395,84 €
<i>Secondary</i>	1.484,42 €	742,21 €	395,84 €

(*) 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

Category II and NATO invoicing

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

School calendar 2019-2020

Comienzo de las clases - Rentrée des classes Beginning of school year - Schulbeginn	03.09.2019 (hasta las 12h15)
Todos los Santos - Toussaint All Saints - Allerheiligen	28.10.2019 – 01.11.2019
Navidad y Año Nuevo - Noël et Nouvel An Christmas and New Year - Weihnachten und Neujahr	23.12.2019 – 06.01.2020
Carnaval - Carnival - Karneval	17.02.2020 – 21.02.2020
Semana Santa - Pâques Eastern - Ostern	06.04.2020 – 17.04.2020
Santa Faz	23.04.2020
Día del trabajo – Fête du Travail – Labor day – Tag der Arbeit	01.05.2020
Semana de primavera - Semaine de printemps Spring week – Frühlingsferien (de martes a viernes / from Tuesday to Friday)	19.05.2020 - 22.05.2020
Lunes de Pentecostés – Lundi de Pentecôte - Whitsun - Pfungstmontag	01.06.2020
Día de San Juan	24.06.2020
Final del curso escolar - Fin de l'année scolaire Last day of School - Letzter Schultag	03.07.2020



Remark:

Short days (until 13.00)

- **Friday 20 December 2019**
- **Friday 3 April 2020**

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 2019

Early Education & Primary secretariat:

- From 8 to 12 July from 10.00 to 12.00
- From 26 August to 30 August from 10.00 to 12.00

Secondary secretariat:

- From 8 to 12 July from 10.00 to 12.00
- From 26 August to 30 August from 10.00 to 12.00

Director's secretariat:

- From 8 to 12 July from 10.00 to 12.00
- From 26 August to 30 August from 10.00 to 12.00

Administration:

- From 8 to 12 July from 10.00 to 12.00
- From 26 August to 30 August from 10.00 to 12.00

The school will be closed from 22nd July until 16th August 2019, inclusive.



Escuela Europea de Alicante