



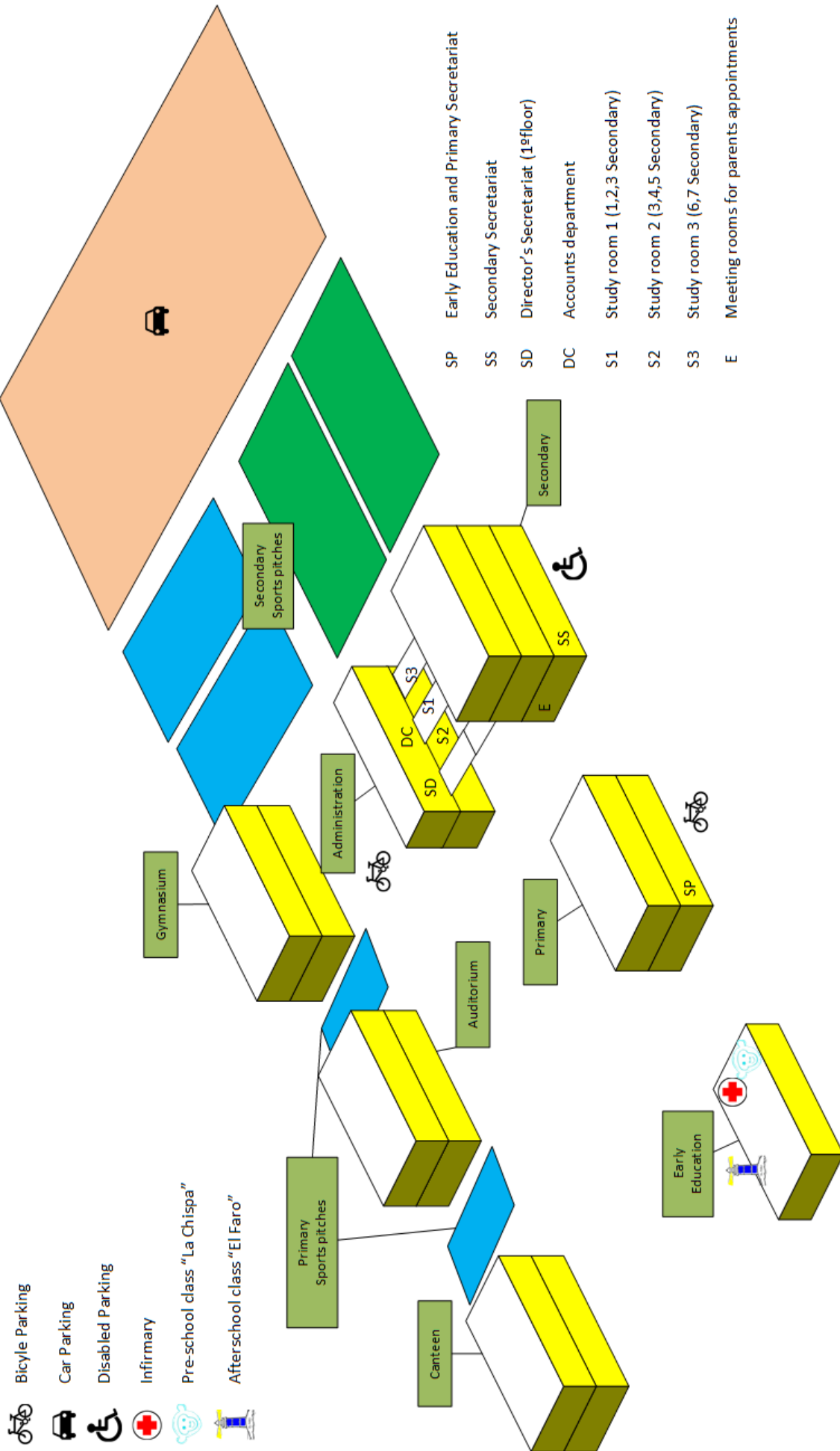
Escuela Europea de Alicante

Circular letter beginning of the school year 2022-2023

Giancarlo Marcheggiano
José Luís Hernández
Katre Mehine
Benito López
Tiago Pita
Evelyn Olivier

Director
Deputy Director Secondary
Deputy Director Nursery and Primary
Deputy Director for Finance and Administration
Assistant Deputy Director Secondary
Assistant Deputy Director Nursery and Primary

Alicante, 07/2022
Ref.: 2022/GM/bf.



EUROPEAN SCHOOL OF ALICANTE

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www.escuelaeuropea.org - E-mail ALI-INFO@eursc.eu

Director	Giancarlo Marcheggiano	Ali-director@eursc.eu
Deputy Director Secondary	José Luís Hernández	Ali-deputy-director-secondary-cycle@eursc.eu
Deputy Director Nursery and Primary	Katre Mehine	Ali-deputy-director-nursery-and-primary-cycle@eursc.eu
Deputy Director Finance and Administration	Benito López	Ali-deputy-director-finance-and-administration@eursc.eu
Assistant Deputy Director Secondary	Tiago Pita	Ali-assistant-deputy-director-secondary-cycle@eursc.eu
Assistant Deputy Director Nursery and Primary	Evelyn Olivier	Ali-assistant-deputy-director-nursery-and-primary-cycle@eursc.eu
Executive assistant Beatriz Font	Tel. 965.155.610	ali-executive-assistant@eursc.eu
Secretary Nursery & Primary	Tel. 965.161.188 Tel. 965.160.708	ali-nursery-primary-secretariat@eursc.eu LIST-ALI-ABSENCES-NUR-PRI@eursc.eu
Secretary Secondary	Tel. 965.151.003	ali-secondary-secretariat@eursc.eu
Educational Advisor's team		
Year 1, 2, 3 Secondary	Christel Fevry	Tel. 965.161.530
Year 4 and 5 Secondary	Simão de Matos	Tel. 965.157.713
Year 6 and 7 Secondary	Juan B. García Lázaro	Tel. 965.161.677
Invoicing/school fees		
José Luís Sánchez Natalia Lull	Tel.: 965.156.934	ALI-BILLING@eursc.eu
Librarians	Cristina Llorens Patricia Rodríguez	ALI-LIBRARY@eursc.eu
Infirmery	Mª del Rosario Pérez	Tel. 965.152.049
School Doctor	Alejandro Canals	ali.doctor@partner.eursc.eu
Educational Psychology service	Sophie Karen Rosa Mª Limiñana (Monday)	ali-primary-psychology@eursc.eu ali-secondary-psychology@eursc.eu

OTHER SERVICES

Parent's Association (AMPA)	Web: www.ampaescuelaeuropea.com	info@ampaescuelaeuropea.com
	Canteen	comedor@ampaescuelaeuropea.com
	Transport	transporte@ampaescuelaeuropea.com
	Extra-curricular activities Nursery-Primary	extraescolares@ampaescuelaeuropea.com
	Extra-curricular activities Secondary	info@mundosport.net
Afterschool class El Faro During coordination schedule → During afterschool hours monitors' tel. for emergencies →	Tel. 965.260.456 Mondays, Tuesdays and Thursdays from 13.30 to 18.30 Wednesdays and Fridays from 11.00 to 18.30 Tel. 696.418.175	ali.elfaro@partner.eursc.eu

First day of school: Friday 2.09.2022

TIMETABLE UNTIL 12.00

Reception of pupils the first day of school Friday 2.09.2022	
Nursery	(M2) 5-year old pupils: Reception in class from 8:30. (M1) 4-year old pupils and new pupils: An adaptation period will be organized with a reduced timetable (from 9.30 until 11.30) from Friday 2 to Friday 9 of September.
Year 1 Primary	09.30 by the teachers in the School playground with the parents (Primary P1/P2 area)
Years 2, 3, 4 and 5 Primary	08.30 in the School playground in their respective lines
Years 1 to 7 Secondary	S1: Reception of pupils at 08.45 in the Salón de Actos by their class teachers, educational advisor and Management. S2-S7: At 8.45 class teachers will welcome their pupils in their classes. Classrooms will be indicated at the secondary entrance

- **Friday 2 September**

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

Parents meetings

Nursery

Monday, 12nd September 2022 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^o 2^o 3^o 4^o 5^o) will consist of two parts: a meeting with LII teachers or SWALS teachers (at 18:00) and a meeting with the class teacher (at 18:30).

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

Monday	05 September 2022	Year 1 primary at 18.00
Tuesday	06 September 2022	Year 2 primary at 18.00
Thursday	08 September 2022	Year 3 primary at 18.00
Tuesday	13 September 2022	Year 4 primary at 18.00
Thursday	15 September 2022	Year 5 primary at 18.00

Secondary

Parent meetings will take place on the following days:

Tuesday	06 September 2022	Year 6 and 7 at 19.00
Wednesday	07 September 2022	Year 1, 2 and 3 at 19.00
Thursday	08 September 2022	Year 4 and 5 at 19.00

It will be confirmed whether the meetings are face to face or online.

Rules

Timetable and Organisation

The school gates of the School open at **8h15**

NURSERY

From 8h15 until 8h30 children will be supervised by school service staff.

- Dropping off and picking up
Pupils are dropped off at their classrooms by their parents until 9h00.
Pupils are picked up at their classrooms by their parents from 13h00 (Wednesday and Friday) and from 16h00 (Monday, Tuesday, Thursday).
- 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: Bus monitors accompany the pupils to their classrooms
Picking up: Pupils are collected from their classrooms and are accompanied by their assistant to the corresponding bus.

Currently we are having a pilot project and families are welcomed to pick up children on Mondays at 13h00 according to their availability.

PRIMARY

From 8h15 until 8h30 children will be supervised by school service staff.

- Arrival timetable
8h45: First bell means: to stand in a line in the playground
8h50: Second bell means: start of classes
- Departure timetable
13h00: End of day Wednesday and Friday
16h15: End of day Monday, Tuesday and Thursday
- Dropping off and picking up
Pupils are dropped off and picked up by their parents at the Primary entrance hall (Area delimited by safety ribbons).
- Supervision
Pupils are only supervised during 15 minutes after the school day has ended.
- School transport
Arrival: Bus monitors accompany the pupils to the playground.
Picking up: Pupils are gathered in the playground, in their bus route group and they are accompanied by the monitor to the corresponding bus.

SECONDARY

From 8h15 until 8h40 pupils will stay in the cover playground close to the school entrance.

- Arrival timetable
8h40: First bell means: pupils make their way to their classrooms
8h45: Second bell means: start of classes
- Departure timetable
13h05: End of day Wednesday
16h15: 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:**

- Nursery & Primary: Mrs. Mehine – Deputy Director with copy to the class teacher.
- 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.

Nursery and Primary

- **1st day of absence:**

By e-mail to LIST-ALI-ABSENCES-NUR-PRI@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 LIST-ALI-ABSENCES-NUR-PRI@eursc.eu to justify the absence.

For further information please read carefully the Director's letter by accessing the following link: [Justification for absences of more than two days due to sickness](#)

- Form "Declaration by parents-guardian" ([click here](#))

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 by e-mail a doctor's note and/ or any other supporting document to the pedagogical advisor to justify the absence.

S1, S2, S3	Mrs. Christel Fevry	965.161.530	ALI-ADVISOR-S1-S3@eursc.eu
S4, S5	Mr. Simão de Matos	965.157.713	ALI-ADVISOR-S4-S5@eursc.eu
S6, S7	Mr. Juan B. García	965.161.677	ALI-ADVISOR-S6-S7@eursc.eu

For further information please read carefully the Director's letter by accessing the following link:

[Justification for absences of more than two days due to sickness](#)

- Form "Declaration by parents-guardian" ([click here](#))

- 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 and school Policies

Nursery-Primary [click here](#)

Secondary [click here](#)

School Protocols

- Protocol for circumstances of disagreements between pupils' parents or legal guardians [click here](#)
- Nursing action protocol for emergency situations and health emergencies during school hours [click here](#)
- Protocol for the administration of medication during school hours [click here](#)

Harmonised Programmes

Available on the website of the European Schools: www.eursec.eu

Booklists / school material

Information regarding booklists and school material is available on the school website under the heading "information beginning of the school year 2022-2023" from the homepage of our website.

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

School Diary: Nursery, Primary and Secondary

Each pupil receives a school diary from the European School of Alicante.

Nursery and Primary newsletters

Weekly newsletters are available in the Nursery and Primary blog <https://blogeea.org/>

Password will be provided by the Nursery-Primary secretariat.

SMS - MySchool

School Management System (SMS) is a tool common to all the European Schools which enables an effective email communication and provides access to system announcements on the home page.

Parents can view their children's schedule online, teacher's list, absences of pupils, delays of pupils, school reports, teacher's e-mail contact, etc.

It is therefore vital that parents consult the portal regularly.

This program may be accessed via the following link: <https://sms.eursec.eu/> (also from the school website) with a username and personal password, provided by the School at the beginning of the first school year at school.

Communication with all parents

All communications are sent by SMS to the parents.

School reports (to be downloaded from SMS)

- *Nursery School*: an oral communication day in November when pupils will have no lessons + portfolio hand-out in July.
- *Primary School*: Twice a year (February and July) + an oral communication day in November when pupils will have no lessons.
- *Secondary School*: Four times a year
 - ❖ November: Autumn report containing information with comments.
 - ❖ January: 1^o Semester's report with the decision of the Class Council where appropriate.
 - ❖ March/April: Spring report containing comments and marks and indicating the risk of repeating the year if applicable.
 - ❖ July: End of year report with the decision regarding promotion to the next class.

Parents/legal representatives will be informed by SMS of the date when school reports are to be published for consultation from the system itself.

Microsoft Office 365 - TEAMS

Office 365 is the official platform of the European Schools. TEAMS is the tool used for distance classes, works, homework and online activities.

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.

Class photos in Nursery and Primary

Nursery and Primary: Each year the School organises class photos with a professional photographer.

The pack of photos includes a group photo with the class teacher and several individual photos in different sizes + siblings' photo (optional).

Lost property

- *Nursery 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 Advisors' team office (Administration building, ground floor) Study rooms 1 and 2. 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, unless expressly requested by the teacher and prohibited in the canteen.

Bicycles

Pupils are warmly invited to 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 designed areas.
 3. You can leave the bicycle in the school only during class times and never overnight or during school vacations.
 4. The school strongly recommends you to 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
 - *Nursery and Primary:* Bikes can be left at the bicycle stands by the fenced area next to the security booth.
 - *Secondary:* Bikes can be left at the bicycle stands area in front of the gymnasium building.

Other vehicles

1. Mopeds, motorcycles, etc. must be parked outside the school ground in the public parking spaces which are clearly marked.
2. Roller, skates, skateboards and other vehicles are not allowed on school grounds.
3. Scooters, electric scooters or skateboards must be parked in the fenced area next to the Nursery/Primary and/or Secondary security booths. 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".

Tennis shoes with wheels: Completely prohibited in the school premises.

Teachers' consultation hours

All teachers will have an allocated appointment time to meet parents. Teachers' e-mail addresses are available in SMS "course info" menu.

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.

Music Project from year 1 to year 5 Secondary / Orchestra in Secondary

Information available on the school website → Music Project →
<https://www.escuelaeuropea.org/en/secundaria/music-project>

Sport Uniform for Physical Education

Nursery - Primary

Baby/smock	Obligatory in Nursery
Shorts	Obligatory in Nursery 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

Secondary

Short-sleeved T-shirt/polo	Only S1, S2, S3 students will have to wear the uniform during Physical Education classes
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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 medical service

A nurse is available to meet the needs of all pupils during the full school day. We also have a doctor who is present at the School every Tuesday. There is a protocol available on our website in English, French, German and Spanish.

Educational Psychology service

Next year Nursery-Primary and Secondary cycles will dispose each of a part-time psychologist.

Extracurricular activities

- **Nursery-Primary:** Extracurricular activities are organised by the AMPA
These activities take place on Wednesday and Friday afternoons, after school hours.
Fees and enrolment forms available on the website www.ampaescuelaeuropea.com
Coordinator: Noelia Martín – Tel. 607.921.801 E-mail: escuelaeuropea@auca.es
- **Secondary:** The EEA organises extracurricular activities through the company Mundosport. They run from October until May, after school hours.
Coordinator: Pelayo Núñez - Tel. 686.125.893 - E-mail: info@mundosport.net

Parents Association of the European School of Alicante – A.M.P.A

E-mail info@ampaescuelaeuropea.com
Website www.ampaescuelaeuropea.com



• Become a member

The registration period for new members starts on 1 July. The yearly fee per family is 40 euros.

<https://www.ampaescuelaeuropea.com/go/membership-registration/>

• Family Buddy

This group allows you to contact volunteer parents of your nationality (or someone with a common language) to ask any kind of question or guidance to settle in.

Email: familybuddy@ampaescuelaeuropea.com

Web: <https://www.ampaescuelaeuropea.com/buddy/>

• Participate in AMPA (Make your voice heard in the School life)

All registered families can cooperate as volunteers in our working groups by filling in [this form](#). To become part of the Management Committee, please present yourself as a candidate to the MC elections in September. For more information visit our website.

• Canteen

Meals are prepared each day in the school kitchen and served in the dining room. The pupils in Nursery and Primary eat with their teachers. Two options: School lunches or packed lunches from home. On Wednesdays and Fridays school lunch is offered for children who have activities or lessons in the afternoon. The service provider is Ausolan.

Email: admin_alicante@ausolan.com - comedor@ampaescuelaeuropea.com

Fees and enrolment forms: www.ampaescuelaeuropea.com/canteen Discount for AMPA members.

• Extracurricular activities in Nursery and Primary

The AMPA helps to organise extracurricular activities on Wednesdays and Fridays after school.

The service provider is AUCA.

E-mail: escuelaeuropea@auca.es - extraescolares@ampaescuelaeuropea.com

Fees and enrolment forms: www.ampaescuelaeuropea.com/activities

• Transport

The AMPA helps to organise bus services covering various routes. The service provider is MiSol.

Email: ampaea@autocaresmisol.com - transporte@ampaescuelaeuropea.com

Fees and enrolment forms: www.ampaescuelaeuropea.com/transport Discount for AMPA members.

• Book Bank

You can donate your textbooks of the current academic year and receive the textbooks for the next. This way we create a circular economy and take care of the environment. This service is only available for secondary cycle.

Email: bancodelibros@ampaescuelaeuropea.com

Web: <https://www.ampaescuelaeuropea.com/book-bank/>

• Eureka!

If you lose an item of clothing or other material inside the school, the Eureka! group will do its best to find and return it to you. For further information, visit our website.

Email: eureka@ampaescuelaeuropea.com

Web: <https://www.ampaescuelaeuropea.com/eureka-lost-property/>

More services

On our website you can find more services and information about the association.

www.ampaescuelaeuropea.com // info@ampaescuelaeuropea.com

Invoicing school year 2022-2023

Invoicing applicable to all the pupils, also category I

There are no School fees for category I pupils.

The charges mentioned below are per year and child enrolled at the school.

The expenses are mandatory: no sibling reductions, no pro rata, no instalments and non-refundable.

Invoices will be sent by e-mail to the person designated in the system for billing, at the beginning of October.

Payment must be made exclusively by bank wire transfer within 30 calendar days. Cash payments will not be accepted.

Nursery	
School insurance	35€
Printing fees (paper and digital)	25€
School diary	10€
Primary	
School insurance	35€
Printing fees (paper and digital)	35€
Intermath	18€
School diary	10€
Secondary	
School insurance	35€
Printing fees (paper and digital)	37€
School diary	10€
Different activities	70€
Other specific fees will be also included in the invoice (music project, S3 Mediterranean world book, Eurobio book, etc)	
The Mediterranean World (Human Science book for S3 pupils)	20€
Music project (only for enrolled pupils)	570€
European Baccalaureate 2023 registration (only year 7)	99,86€
Management of application to Universities (only for year 7 students who request it):	
Short file	130€
Long file	260€

N.B: These fees are subject to change.

For specific billing enquiries, please contact:

Accounting department and payment

(+34) 965.159.861

ALI-BILLING@eursc.eu

Category II and NATO invoicing

You can contact the accounting department: Tel. (+34) 965 15 69 34 or by e-mail ALI-BILLING@eursc.eu

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, 2022: Payment of the invoice corresponding to 25% of the annual tuition for the following school year (e.g. 2022/2023). 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, 2022: Payment of the rest of the annual tuition (75%) (e.g. 2022/2023) (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 2022**, 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, 2022

2nd wire transfer: before January 31, 2023

3rd wire transfer: before March 31, 2023

For those interested, payment by instalments must be requested every school year by e-mail to ALI-BILLING@eursc.eu 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>Nursery</i>	4.118,32 €	3.294,66 €	2.470,99 €
<i>Primary</i>	5.662,75 €	4.530,20 €	3.397,65 €
<i>Secondary</i>	7.721,93 €	6.177,54 €	4.633,16 €

25% payment (before 30/06/22)	<i>1st child</i>	<i>2nd child</i>	<i>3rd child on</i>
<i>Nursery</i>	1.029,58 €	823,67 €	617,75 €
<i>Primary</i>	1.415,69 €	1.132,55 €	849,41 €
<i>Secondary</i>	1.930,48 €	1.544,39 €	1.158,29 €

(*) 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.eursc.eu/en/European-Schools/enrolments/school-fees>)

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>Nursery</i>	3.360,55 €	1.680,28 €	1.680,28 €
<i>Primary</i>	4.620,81 €	2.310,41 €	1.680,28 €
<i>Secondary</i>	6.301,09 €	3.150,55 €	1.680,28 €

Invoice of 25% (before 30/06/22)	<i>1st child</i>	<i>2nd child</i>	<i>3rd child on</i>
<i>Nursery</i>	840,14 €	420,07 €	420,07 €
<i>Primary</i>	1.155,20 €	577,60 €	420,07 €
<i>Secondary</i>	1.575,27 €	787,64 €	420,07 €

(*) 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.eursc.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 ALI-BILLING@eursc.eu

School calendar 2022-2023

Comienzo de las clases - Rentrée des classes Beginning of school year - Schulbeginn	02.09.2022
Día de la Hispanidad	12.10.2022
Todos los Santos - Toussaint All Saints - Allerheiligen	31.10.2022 – 04.11.2022
Navidad y Año Nuevo - Noël et Nouvel An Christmas and New Year - Weihnachten und Neujahr	22.12.2022 – 06.01.2023
Carnaval - Carnival - Karneval	20.02.2023 – 24.02.2023
Semana Santa - Pâques Eastern - Ostern	03.04.2023 – 17.04.2023
Día de Santa Faz	20.04.2023
Día del trabajo - Fête du Travail - Labour Day - Tag der Arbeit	01.05.2023
Semana de primavera y Lunes de Pentecostés Semaine de printemps et Lundi de Pentecôte Spring week and Whit Monday Frühlingsferien und Pfingstmontag	22.05.2023 - 29.05.2023
Final del curso escolar - Fin de l'année scolaire Last day of School - Letzter Schultag	07.07.2023

Remark:

Short days:

- **Wednesday 21st December 2022 until 13.00 p.m.**
We cancel extracurricular activities on that day in Secondary
- **Friday 31st March 2023 until 13.00 p.m.**
We cancel extracurricular activities on that day in Secondary

Timetable for visits during class period

Nursery & Primary secretariat Monday to Friday 9.00 to 9.45
Monday, Tuesday, Thursday 16.00 to 16.30
Wednesday, Friday 12.45 to 13.15

Secondary secretariat Monday to Friday 9.00 to 9.45
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

Management: By appointment only

Availability of secretaries during school holidays

Appointments cannot be arranged during the school holidays.

Availability of secretaries and administration SUMMER 2022

Nursery & Primary secretariat:

- From 4 to 8 July from 10.00 to 12.00
- From 26 August to 31 August from 10.00 to 12.00

Secondary secretariat:

- From 4 to 8 July from 10.00 to 12.00
- From 26 August to 31 August from 10.00 to 12.00

Director's secretariat:

- From 4 to 15 July from 10.00 to 12.00
- From 26 August to 31 August from 10.00 to 12.00

Administration:

- From 4 to 15 July from 10.00 to 12.00
- From 26 August to 31 August from 10.00 to 12.00

The school will be closed from the 18th July until the 15th August 2022, inclusive.



Escuela Europea de Alicante