

VADEMECUM

CATEGORY III FAMILIES
School Year 2024-2025



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

Director
Deputy Head Secondary
Deputy Head Nursery and Primary
Deputy Director for Finances and Administration
Assistant Deputy Director Secondary
Assistant Deputy Director Nursery and Primary

Dear parents,

This document will provide you with an initial overview of the different aspects of the European School of Alicante.

In July the “document of beginning of the school year 2024-2025” which will contain more detailed information, will be available on the School website.

The Director

The European School of Alicante (EEA) is one of the 13 European Schools within 6 European countries.

It is therefore an official School created jointly by the governments of the Member States of the European Union.

The School offers a multilingual and multicultural education to the children of staff working in a European institution (Category I pupils).

Enrolment procedure for school year 2024-2025

Enrolment term from Monday 15.04.2024 until Friday 3.05.2024

Please find all the information about deadlines, procedure and enrolment policy for the 2024-2025 school year on our website www.escuelaeuropea.org or by accessing the following link: <https://escuelaeuropea.org/en/escuela-europea-de-alicante/enrolments#enrolmentpolicy>

Organisation of studies

Age requirement to enrol in the EEA

- Pupils shall be admitted to the Nursery school at the beginning of the school year in September of the calendar year in which the child reaches four years of age.
- Pupils shall be admitted to Primary year 1 at the beginning of the school year in September of the calendar year in which the child reaches six years of age.
- As a general rule, entry to subsequent years shall be subject to the same age requirement, increased by the number of years corresponding to the class.
- In principle, no pupil may be admitted to the School if he/she is two years (three years for the classes 4 to 6 of the Secondary) older than the normal age.

Language sections

The European School of Alicante has the following language sections:

- ES Spanish language section
- EN English language section
- FR French language section
- DE German language section

The harmonised curricula within the four linguistics sections - with exception of the Language I programmes of study- are identical and subject to the same assessment requirements. These syllabuses are updated and supervised by the Inspectors of the Member States in charge of the European Schools.

These syllabuses prepare the pupils for the same exams leading to the diploma of **European Baccalaureate**.

Mother tongue or dominant language

In the European Schools pupils are admitted to the language section corresponding to their mother-tongue or to their dominant language, in accordance with Article 47e) of the General Rules of the European Schools, which stipulates the following:

*“ e) A fundamental principle of the European Schools is the teaching of mother tongue/dominant language as first language (L1). This principle implies the pupil’s enrolment in the section of his/her mother tongue/ dominant language where such a section exists. This principle may be waived only where the child has been educated in a language other than his/her mother tongue/dominant language for a minimum of two years at primary or secondary level. The European Schools will presume in that case that the child will be capable of continuing his/her schooling in the language in question. In schools where the section corresponding to a pupil’s mother tongue/dominant language does not exist, he/she will generally be enrolled in one of the vehicular language sections. He/She will attend the classes in his/her mother tongue/ dominant language organised for so-called SWALS (Students Without A Language Section) as L1. **Parents will not be free to choose their child’s first language (L1), its determination being the responsibility of the school’s Director.** L1 must correspond to the child’s mother tongue or dominant language, in the case of multilingual children, the dominant language being the one of which they have the best command. Should there be any dispute about the pupil’s L1, **it will be the Director’s responsibility to determine which language it is, on the basis of the information provided by the pupils’ legal representatives on the enrolment form and by requiring the pupil to take comparative language tests, organised and under the control of the school’s teachers. The tests will be organised whatever the pupil’s age and teaching level, i.e. including the nursery cycle.** Determination of L1 at the time of the child’s enrolment is definitive in principle. A change of Language 1 may only be authorised by the Director for compelling pedagogical reasons, duly established by the Class Council and on the initiative of one of its members. 2014-03-D-14-en-9 33/66 Should a new language section be created, children previously enrolled with SWALS status and who had the language of this new section as their Language 1 will automatically be admitted to the newly created language section without the need for them to be required to take comparative language tests. In that case, a change of L1 may only be authorised by the Director for compelling pedagogical reasons, duly established by the Class Council and on the initiative of one of its members.”*

For further information, you may consult the Language Policy of the European Schools (2019-01-D-35-en) readable under *Basic texts > Pedagogical issues* section <https://www.eursc.eu/en/Office/official-texts/basic-texts/en>

SWALS: Student Without A Language Section

In the case where the section corresponding to a pupil's mother-tongue/dominant language does not exist, he/she will generally be enrolled into one of the vehicular language sections EN, DE, FR or the official language of the Member State hosting the School (HCL)¹.

He/she will attend classes in his/her mother-tongue/dominant language organized for so-called **SWALS** (Students Without A Language Section) as Language 1.

SWALS pupils benefit from the provision of their dominant language tuition until the end of their studies²

Pupils will receive one period of instruction per day in the dominant language, provided the school has, or can recruit a qualified teacher, duly accepted by the Inspectorate of Education in the European Schools.

In every case, parents must have a meeting with the Deputy-Director of the appropriate cycle to establish the selection of host language and Language 2.

This principle may be waived only when the child has been educated in a language other than his/her mother-tongue/dominant language for a minimum of two years at primary or secondary level. The European Schools will presume in that case that the child will be capable of continuing his/her schooling in the language in question.

At present, the European School of Alicante has the following mother-tongues for **SWALS**:

Nursery-Primary: Bulgarian, Czech, Danish, Dutch, Estonian, Finnish, Greek, Hungarian, Italian, Lithuanian, Portuguese, Polish, Slovak, Slovenian, Swedish, Romanian.

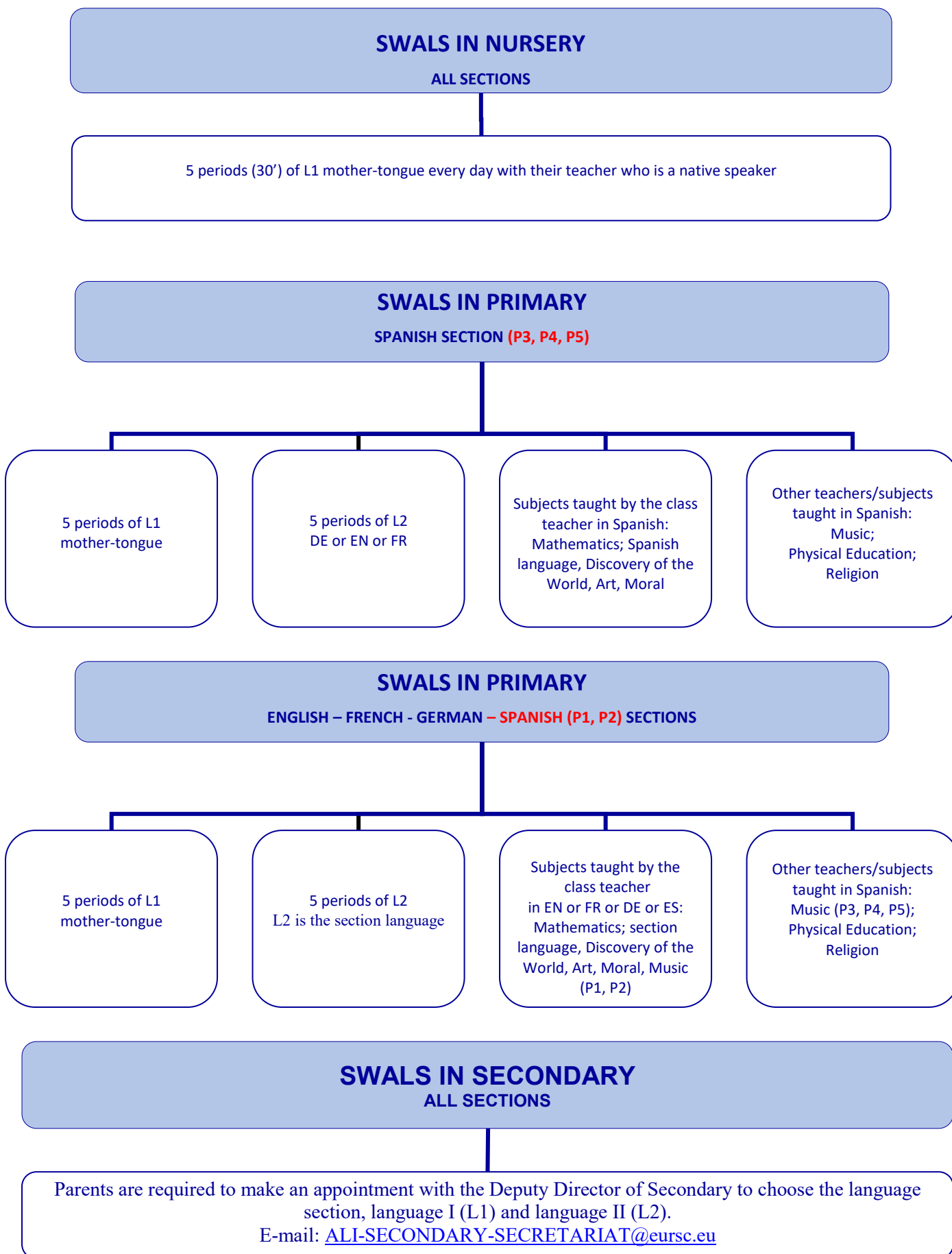
Secondary: Bulgarian, Czech, Danish, Dutch, Estonian, Finnish, Greek, Hungarian, Italian, Lithuanian, Portuguese, Polish, Slovak, Swedish, Slovenian.

The school Management reserves the right to determine which is the mother-tongue/dominant language. This may require a test to determine the pupil's language skills.

¹ HCL is provided in schools seated in Italy, The Netherlands and Spain (Varese, Bergen and Alicante).

² This principle is relevant to category I and II pupils. Category III pupils are entitled to tuition in his/her L1, if a course already exists and if it does not create a new group. Should the course have to be terminated, the category III pupils concerned would have to switch their L1 to their L2 and would have to choose a new L2. They would be allowed two years to catch up. L1 Courses in S6 and S7, are protected from termination.

Here is a scheme for you to know how SWALS mother-tongue classes are organized in the European Schools.



Cycles

Nursery School consists in two school years. Pupils 4 (N1) and 5 (N2) years old are mixed in the same classes. They are taught by a teacher and an assistant.

Primary School has five years of education for pupils from 6 to 10 years of age (P1 to P5).

Secondary School has seven years of education, split into three cycles:

* Observation cycle: Years 1, 2 and 3

* Pre-orientation cycle: Years 4 and 5

* Orientation cycle: Years 6 and 7

Languages

Language I: Language of the section (English, French, German and Spanish).

Language II: The study of a first foreign language: English or French or German or (Spanish (available so far in P1, P2, S1, S2)) it is compulsory in all European Schools. It begins in year 1 of Primary education and goes until the end of the pupils' schooling.

Language III: The study of a second foreign language is compulsory from year 1 to year 5 in Secondary and optional in years 6 and 7.

Language IV: The study of a third foreign language is optional from year 4 in Secondary.

Language V: The study of a fourth foreign language is optional as a 2 periods complementary subject from year 6 in Secondary.

	Language II	Language III	Language IV	Language V
Primary 1 ^o and 2 ^o	5 x 30' / week			
Primary 3 ^o , 4 ^o , 5 ^o	5 x 45' / week			
Secondary 1 ^o	5 x 45' / week	2 x 45' / week		
Secondary 2 ^o and 3 ^o	4 x 45' / week	3 x 45' / week		
Secondary 4 ^o and 5 ^o	3 x 45' / week	3 x 45' / week	4 x 45' / week (optional)	
Secondary 6 ^o and 7 ^o	3 x 45' / week	4 x 45' / week (optional)	4 x 45' / week (optional)	2 x 45' / week (optional)

Basic language proficiency level in the different cycles. You may get further details in the following links:

Language Policy of the European Schools (2019-01-D-35-en) readable under *Basic texts > Pedagogical issues* section
<https://www.eursec.eu/en/Office/official-texts/basic-texts/en>

<https://www.eursec.eu/en/European-Schools/studies/studies-organisation>

	Nursery	Primary	s3	s5	s7
L2	0	A2	B1	B2	C1
L3	0	0	A1+	A2+	B1+
L4	0	0	0	A1	A2+
L5	0	0	0	0	A1
ONL	A1.1 Oral	A1.2	A2	B1	B2

The levels expressed above relate to the *Common European Framework of Reference for Languages* (CEFR). They represent the minimum levels attained per cycle.

Extract from document: *European Baccalaureate handbook* https://www.eursc.eu/Documents/BAC_Handbook-en.pdf
<https://www.eursc.eu/en/European-Schools/European-Baccalaureate>

Educational Support “learning support”

In order to meet the needs of individual pupils, a variety of teaching methods are used. Where normal differentiation is not sufficient schools provide a range of support activities.

The types of educational support provided are:

- General
- Moderate
- Intensive

Pupils may experience difficulty in a particular aspect of a subject, may need to “catch up” for different reasons or may have a mild learning difficulty or special needs (learning disabilities).

Support is flexible and varies as a pupil develops and his or her needs change.

For more information you can read the document ref. 2012-05-D-14-en available on the website www.eursc.eu under *Studies and syllabuses*> *Educational support*

Nursery - Early Education Curriculum

Early Education is a general term used to define the first years of teaching and learning and it's called a Nursery School in the European Schools.

Early Education is a fundamental part of life long education and learning and its central role is to support children's growth into ethical and responsible members of society. Teaching and learning in the early years supports and monitors children's physical and psychological wellbeing, including social, cognitive and emotional development by creating the best possible learning opportunities.

Teaching and learning in the early years is holistic and different areas of development are not separated.

The core content of the Early Education curriculum consists of four areas:

- Me and my body
- Me as a person
- Me and the others
- Me and the world.

These four areas are based on the physical, psychological, social, cognitive and emotional development of children. Every area has three dimensions, learning to be, learning to live with others, learning to do and to know.

Learning by playing is essential. Children will learn to understand the significance of peer group learning. Very important is to retain the joy of and enthusiasm for learning and face new learning challenges with courage and creativity. The diversity of children and their special needs are respected.

Learning takes place as purposeful involvement in a variety of situations: independently, under the teacher's guidance and in interaction with the teacher, peer group and community. In addition to the knowledge and skills, both how to learn and good work habits are to be acquired so that they will serve as tools for lifelong learning.

European School Early Education will:

- prepare children for a happy, healthy, responsible, and successful life.
- develop children's personality and abilities.
- support children's learning potential.
- build up respect for others and the environment.
- respect and appreciate children own cultural and social identity, its values and those of others.
- promote a European spirit.

Classes in the Nursery School are taught in the language of the section.

Early Education



Me and my body

I learn to know, use and control my body and to develop my spacial awareness, motor and sensory skills. I am getting to know about and becoming more responsible for my health, hygiene and safety.

Me as a person

I develop awareness of my identity. I am able to reflect and control my behaviour. I learn to recognise and express my feelings and emotions: I become more imaginative, creative and self-confident. I begin to understand and accept basic principles of morality and find my moral values.

Me and the others

I learn to communicate and cooperate in a respectful and responsible way. I build up and value my own cultural identity and those of others.

Me and the world

I develop my linguistic competences and skills. I develop my reasoning and ability to organise my work. I begin to explore and understand the world. I think creatively.

You can find the Early Education syllabus in the following link: <https://www.eursc.eu/en/European-Schools/studies/syllabuses2023>

Primary subjects

Class periods in years 1 and 2 of Primary are 30 minutes; 45 minutes in years 3, 4 and 5.

YEAR 1 / 2 PRIMARY	
Subject	Periods of 30'
Language I	16
Language II	5
Mathematics	8
Exploring our world	3
Art	4
Music	2
Physical Education	4
Religion or Ethics	2
Recreation (in hours)	3 ½
Total	25 ½ hours

YEAR 3 / 4 / 5 PRIMARY	
Subject	Periods of 45'
Language I	9
Language II	5
Mathematics	7
Exploring our world	4
Art	1
Music	1
Physical Education	2
Religion or Ethics	2
European Hours	2
Recreation (in hours))	2 ½
Total	27 ¼ hours

Secondary subjects

Class periods from years 1 to 7 in Secondary are 45 minutes.

YEAR 1 SECONDARY	
Subject	Periods
Language I	5
Language II	5
Language III	2
Mathematics	4
Human Sciences	3
Integrated Sciences	4
Art	2
Music	2
Physical Education	3
Religion or Ethics	2
ICT	1
Total	33 periods

YEAR 2 SECONDARY	
Subject	Periods
Language I	5
Language II	4
Language III	3
Mathematics	4
Human Sciences	3
Integrated Sciences	4
Art	2
Music	2
Physical Education	3
Religion or Ethics	2
ICT	1
Latin	2 (optional)
Total	33/35 periods

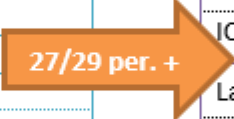
Music Project from year 1 to year 5 / Orchestra in Secondary

Secondary school students can complete the compulsory subject of music (S1-S3) and optional (S4-S5) by learning how to play an instrument, participating voluntarily in the school's music project aimed to pupils from year 1 to year 5. Year 1 pupils registered in the music Project must continue in year 2. This activity has an annual cost of 560€. Further information may be found on the School website <https://www.escuelaeuropea.org/secundaria/proyecto-de-musica>

YEAR 3 SECONDARY	
COMPULSORY SUBJECTS	
Subject	Periods
Language I	4
Language II	4
Language III	3
Mathematics	4
Human Sciences in LII	3
Integrated Sciences	4
Art	2
Music	2
Physical Education	3
Religion or Ethics	2
Total	31 periods

OPTIONAL SUBJECTS	
Subject	Periods
Latin <i>or</i>	2
ICT	2
Minimum 31 periods	
Maximum 33 periods	

YEAR 4/5 SECONDARY	
COMPULSORY SUBJECTS	
Subject	Periods
Language I	4
Language II	3
Language III	3
Physical Education	2
Religion or Ethics	1
History in LII	2
Geography in LII	2
Biology (language of the section)	2
Chemistry (language of the section)	2
Physics (language of the section)	2
Mathematics	4/6
Total	27/29 periods



OPTIONAL SUBJECTS (Min. 4 / Max. 8 periods)	
Subject	Periods
Art	2
Music	
ICT	
Language IV	4
Latin	
Economics	
Minimum 31 periods	
Maximum 35 periods	

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

Secondary school students can complete the compulsory subject of music (S1-S3) and optional (S4-S5) by learning how to play an instrument, voluntarily participating in the school's music project aimed to pupils from year 1 to year 5. This activity has an annual cost of 560€. Further information may be found on the School website <https://www.escuelaeuropea.org/secundaria/proyecto-de-musica>

YEAR 6/7 SECONDARY

COMPULSORY BASIC SUBJECTS

Subject	Periods
Language I	4
Language II	3
Mathematics (language of the section)	3/5
Physical Education	2
Religion or Ethics	1
History	2
Geography	2
Science, Technology and Society (language of the section)	2
Philosophy (language of the section)	2
Total	21/23 periods

OPTIONAL SUBJECTS OF 4 PERIODS

Minimum 2 subjects
Maximum 4 subjects

Minimum 29 periods

Biology	Physics	Chemistry
History	Geography	Philosophy
Music	Art	Economics
Latin	LIII	LIV

OPTIONAL SUBJECTS OF 3 PERIODS

Advanced Mathematics

Advanced LI

Advanced LII

COMPLEMENTARY SUBJECTS OF 2 PERIODS (Choose only 1 subject)

Wednesday afternoon

Biology Laboratory	Chemistry Laboratory	Physics Laboratory
Technical drawing	Art	ICT
Extra Sport	Theatre studies and Drama	LV
Sociology	Sustainability and Active Citizenship	Political Sciences

Minimum 31 periods

Maximum 37 periods

(from 36 to 37 periods must be approved by the Management)

Optional and complementary subjects groups will depend on the number of pupils, in accordance to the General Rules of the European Schools.

The European Baccalaureate

The name “European Baccalaureate” belongs solely to the European Schools, which, since their establishment, have had a monopoly over its use in all the official languages of the European Union. It is the only diploma recognised in all the countries of the European Union.

The Baccalaureate exam is taken at the end of year 7 in Secondary.

On passing the exam the Baccalaureate diploma is awarded and is recognised by all Member States of the European Union along with a number of other countries.

Pupils can enrol in Universities and Higher Education Institutions of all European Union countries with the same rights as citizens who have pursued their studies to the same level in that country.

The Baccalaureate exam is based on the subjects taught during years 6 and 7. Pupils may participate in these exams providing they have studied a minimum of the final two years of Secondary education.

Pupils must obtain an overall mark of 50% in order to receive the diploma.

Syllabuses in all the language sections are, with the exception of L1, identical and the same standards are insisted on. These syllabuses are updated and supervised by the Inspectors of the Member States in charge of the European Schools.

Timetable and organisation

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

Nursery -Firemen's gate

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

- Dropping off and picking up
Pupils are dropped off at the gate by their parents until 9h00.
Pupils are picked up at the gate by their parents at 12h45 (Wednesday and Friday) and from 16h (Monday, Tuesday, Thursday).
- 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: Bus monitors accompany the pupils to their teachers.
Picking up: Pupils are collected from their classrooms and are accompanied by their assistant to the corresponding bus.

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
(All pupils from primary) 13h00: End of day Wednesday and Friday
P1/P2 - 16h00: End of day Monday, Tuesday and Thursday
P3/P4/P5 - 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 (Area delimited by safety ribbons).
- Supervision
Pupils are 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

Absences on personal ground:

Absences on personal ground, in order to be justified, require prior approval from the School Management, at least one week in advance.

Requests should be sent:

- Nursery & Primary:
Mrs. Mehine – Deputy Director with copy to the class teacher and LIST-ALI-ABSENCES-NUR-PRI@eursc.eu
- Secondary:
Mr. Hernández– Deputy Director with copy to the corresponding pedagogical advisor
(see *Contacts* section or access the [following link](#))

Nursery and Primary absences:

When a pupil is unable to attend school for any reason, parents or guardian must inform the teacher and LIST-ALI-ABSENCES-NUR-PRI@eursc.eu

Absences for illness:

Nursery and Primary

- **1st day of absence:**
By e-mail to LIST-ALI-ABSENCES-NUR-PRI@eursc.eu
- **From the 3rd 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 3rd 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	Sra. Christel Fevry	965.161.530	ALI-ADVISOR-S1-S3@eursc.eu
S4 y S5	Sr. Simão de Matos	965.157.713	ALI-ADVISOR-S4-S5@eursc.eu
S6 y S7	Sr. 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](#))

- **Special case:** To justify the absence of a secondary pupil to a test B or exam, a doctor's note is necessary.

Lateness:

Enrolment to the School implies that pupils must attend lessons punctually.

School Regulations

General Rules of the European Schools

According to Article 28 of General Rules of European Schools, by applying to the Director for the enrolment of their child, parents/guardians undertake to respect the rules as referred in the Convention defining the Statute of the European Schools.

These rules can be found on the website of the European Schools: www.eursec.eu

Policies and Protocols

Nursery-Primary [click here](#)

Secondary [click here](#)

European schools [click here](#)

Syllabuses

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

School trips and excursions

Enrolments at the EEA imply the acceptance of parents/guardians that pupils participate in the obligatory trips organised by the School. These trips are organised in P3, P4, P5, S4 and S6. Only in exceptional cases pupils' absence may be excused, upon production of supporting documents.

School Diary: Nursery, Primary and Secondary

Each pupil receives a school diary from the European School of Alicante. Its use is mandatory.

Sport Uniform for Physical Education

Nursery & primary	
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	Optional
Sweatshirt	Optional
Long-sleeved T-shirt	Optional
Secondary	
Short-sleeved T-shirt or Polo	Only S1, S2, S3 students will have to wear the uniform during Physical Education classes

You may contact El Corte Inglés 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

Marking scale in the Secondary cycle

<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>

	Grade S1-S3	Numerical Mark S4-S6	Numerical mark 1 decimal S7 preliminary mark	Numerical mark 2 decimals S7 final mark	Performance Indicator
Excellent though not flawless performance entirely corresponding to the competences required by the subject	A	10 9.0-9.5	9.0-10	9.00-10	Excellent
Very good performance almost entirely corresponding to the competences required by the subject	B	8.0-8.5	8.0-8.9	8.00-8.99	Very good
Good performance corresponding overall to the competences required by the subject	C	7.0-7.5	7.0-7.9	7.00-7.99	Good
Satisfactory performance corresponding to the competences required by the subject	D	6.0-6.5	6.0-6.9	6.00-6.99	Satisfactory
Performance corresponding to the minimum of the competences required by the subject	E	5.0-5.5	5.0-5.9	5.00-5.99	Sufficient
Weak performance almost entirely failing to meet the competences required by the subject	F	3.0-4.5	3.0-4.9	3.00-4.99	Failed (Weak)
Very weak performance entirely failing to meet the competences required by the subject	FX	0-2.5	0-2.9	0.00-2.99	Failed (Very weak)

S1-S3 = Grades

S4-S6 = Numerical (Half) marks

S7 = Decimal Numerical marks

Communication

School Management System

School Management System (SMS) is a tool common to all the European Schools which enables an 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

Most communications to the parents are sent by the School using SMS.

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: 1st 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 distance communication platform of the European Schools. TEAMS is the tool used for distance classes, works, homework and online activities.

Newsletters

Weekly newsletters are available in the Nursery and Primary blog <https://blageea.org/>
Password will be provided by the Nursery-Primary secretariat.

Weekly newsletters are sent by the Nursery-Primary and Secondary cycles using SMS.

Parents meetings beginning of 2024-2025 school year

During the month of September each cycle of the School (Nursery, Primary and Secondary) organises first class meetings with parents. In these meetings parent class representatives are elected.

The dates will be available to parents in the "document of the beginning of the school year 2024-2025".

Teachers' consultation hours

All teachers have an allocated appointment time to meet parents. Parents may contact the teacher by email to set an appointment. Teachers' email addresses are available in the menu *Course info* of SMS.

School life

Lost property

Nursery and Primary

Lost and found will be kept in the EUREKA's corner.

For more info: <http://www.ampaescuelaeuropea.com>

It is compulsory to mark children's clothing with their full name.

Secondary

Students can use QR code or the new EUREKA corner.

Mobile Phones

Primary

Completely Prohibited

Secondary

Disconnected during the classes, unless expressly requested by the teacher

Prohibited in the canteen.

Class photos in 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.

Getting to School

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 (more details follow).
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".
4. Tennis shoes with wheels: Completely prohibited in the school premises.

School access for parents to Primary and Secondary buildings

Access to the School for parents is only authorised with appointment, prior to security control.

Invoicing school year 2024-2025

Annual school fees^(*)	<i>1st child</i>	<i>2nd child (20% reduction)</i>	<i>3rd child on (40% reduction)</i>
Nursery	4.284,70 €	3.427,76 €	2.570,82 €
Primary	5.891,53 €	4.713,22 €	3.534,92 €
Secondary	8.033,89 €	6.427,11 €	4.820,33 €

25% payment (before 30/06/24)	<i>1st child</i>	<i>2nd child</i>	<i>3rd child on</i>
Nursery	1.071,18 €	856,94 €	642,71 €
Primary	1.472,88 €	1.178,31 €	883,73 €
Secondary	2.008,47 €	1.606,78 €	1.205,08 €

(*) 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>)

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, 2024: Payment of the invoice corresponding to 25% of the annual tuition for the following school year (e.g.:2024/2025). 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, 2024: Payment of the rest of the annual tuition (75%) (e.g.:2024/2025) (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 2024**, 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, 2024

2nd wire transfer: before January 31, 2025

3rd wire transfer: before March 31, 2025

For those interested, payment by instalments must be requested **every school year**, by e-mail to **ALI-BILLING@eursec.eu**, **before October 15th**. Late applications will not be accepted.

Other fees:

These costs are mandatory, no sibling reductions, no pro rata, no instalments and non-refundable.

Nursery	
School insurance	8€
Printing fees (paper and digital)	23€
School diary	7,50€
Primary	
School insurance	8€
Printing fees (paper and digital)	25€
Intermath	30€
School diary	7,50€
Secondary	
School insurance	8€
Printing fees (paper and digital)	27€
School diary	5€
Extra-curricular 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)	23€
Music project (only for enrolled pupils)	560€
European Baccalaureate 2025 registration (only year S7)	103,90€
Management of application to Universities (only for year S7 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

Calendar 2024-2025

Comienzo de las clases - Rentrée des classes Beginning of school year - Schulbeginn	03.09.2024
Todos los Santos - Toussaint All Saints - Allerheiligen	28.10.2024 – 01.11.2024
Navidad y Año Nuevo - Noël et Nouvel An Christmas and New Year - Weihnachten und Neujahr	23.12.2024 – 06.01.2025
Carnaval - Carnival - Karneval	03.03.2025 – 07.03.2025
Semana Santa - Pâques Eastern - Ostern	14.04.2025 – 25.04.2025
Día del trabajo - Fête du Travail - Labour day - Tag der Arbeit	01.05.2025 (*)
Semana de primavera - Semaine de printemps - Spring week - Frühlingsferien	26.05.2025 - 30.05.2025
Lunes de Pentecostés - Lundi de Pentecôte - Whit Monday - Pfingstmontag	09.06.2025
Día de San Juan	24.06.2025
Final del curso escolar - Fin de l'année scolaire Last day of School - Letzter Schultag	04.07.2025

Nursery and Primary oral reports: 04.11.2024

Secondary last week of school 2024-2025 – classes will be replaced by optional activities from 30.06 to 04.07.2025

Teachers' pedagogical day: 02.05.2025 (*) Non-teaching day for pupils.

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. For nursing protocols, please refer to the "School Regulations" section of this document.

Educational Psychology service

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

Canteen service

Meals are prepared each day in the school kitchen and served in the dining room.

Two options: School lunches or packed lunches from home. On Wednesdays and Fridays (nursery/primary school) school lunch is available for children who have activities or lessons in the afternoon.

The canteen service is awarded to the company AUSOLAN RCN, S.L.U through a concession contract from school year 2023-2024.

Email: admin_alicante@ausolan.com - Tel. 671.484.180

Fees and enrolment forms:

<https://www.escuelaeuropea.org/en/escuela-europea-de-alicante/school-canteen>

https://www.escuelaeuropea.org/sites/default/files/2023-09/AUSOLAN_SCHOOL%20CANTEEN%20REGISTRATION%202023-2024.pdf

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

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 (Welcome to new families)

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/en/familias/>

● 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

Outsourced by school. Meals are prepared each day in the school kitchen and served in the dining hall. Discount for AMPA members. 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.

Email: admin_alicante@ausolan.com

● Extracurricular activities in Nursery and Primary

The AMPA helps to organise extracurricular activities. The current service provider is AUCA.

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

Fees and enrolment forms: <https://www.ampaescuelaeuropea.com/en/extraescolares/>

● Transport

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

Email: ampaea@autocaresmisol.com

Fees and enrolment forms: <https://www.ampaescuelaeuropea.com/en/transporte/>

Discount for AMPA members.

● Book Bank

You can donate your textbooks of the current academic year and receive the textbooks for the next year, free. 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/en/banco-de-libros/>

● 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/en/eureka/>

● More services

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

www.ampaescuelaeuropea.com

Contacts

ESCUELA EUROPEA OF ALICANTE

Avda. Locutor Vicente Hipólito s/nº, E-03540 Alicante
Switchboard: +34 965.269.595 - General fax: +34 965.269.777
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	ALI-ADVISOR-S1-S3@eursc.eu
Year 4 and 5 Secondary	Simão de Matos	Tel. 965.157.713	ALI-ADVISOR-S4-S5@eursc.eu
Year 6 and 7 Secondary	Juan B. García Lázaro	Tel. 965.161.677	ALI-ADVISOR-S6-S7@eursc.eu

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
Infirmary	M ^a del Rosario Pérez	Tel. 965.152.049	ALI-SCHOOL-CARE@eursc.eu
School Doctor		Alejandro Canals	ali.doctor@partner.eursc.eu
Educational Psychology service		Sophie Karen Rosa M ^a Limiñana (Mondays)	ali-primary-psychology@eursc.eu ali-secondary-psychology@eursc.eu

OTHER SERVICES

Parents' Association (AMPA)	Web: www.ampaescuelaeuropea.com	info@ampaescuelaeuropea.com
Extra-curricular activities Secondary		info@mundosport.net
Canteen service awarded to the company AUSOLAN RCN, S.L.U through a concession contract from school year 2023-2024.	Tel. 671.484.180	admin_alicante@ausolan.com

Availability of secretariats and administration

Availability of secretaries during school days by appointment only

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 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 9:00 to 9:45
Monday to Friday 16:00 to 16:30

Administration:

Monday to Friday 9:15 to 11:30 and Thursday afternoon 14:00 to 16:00

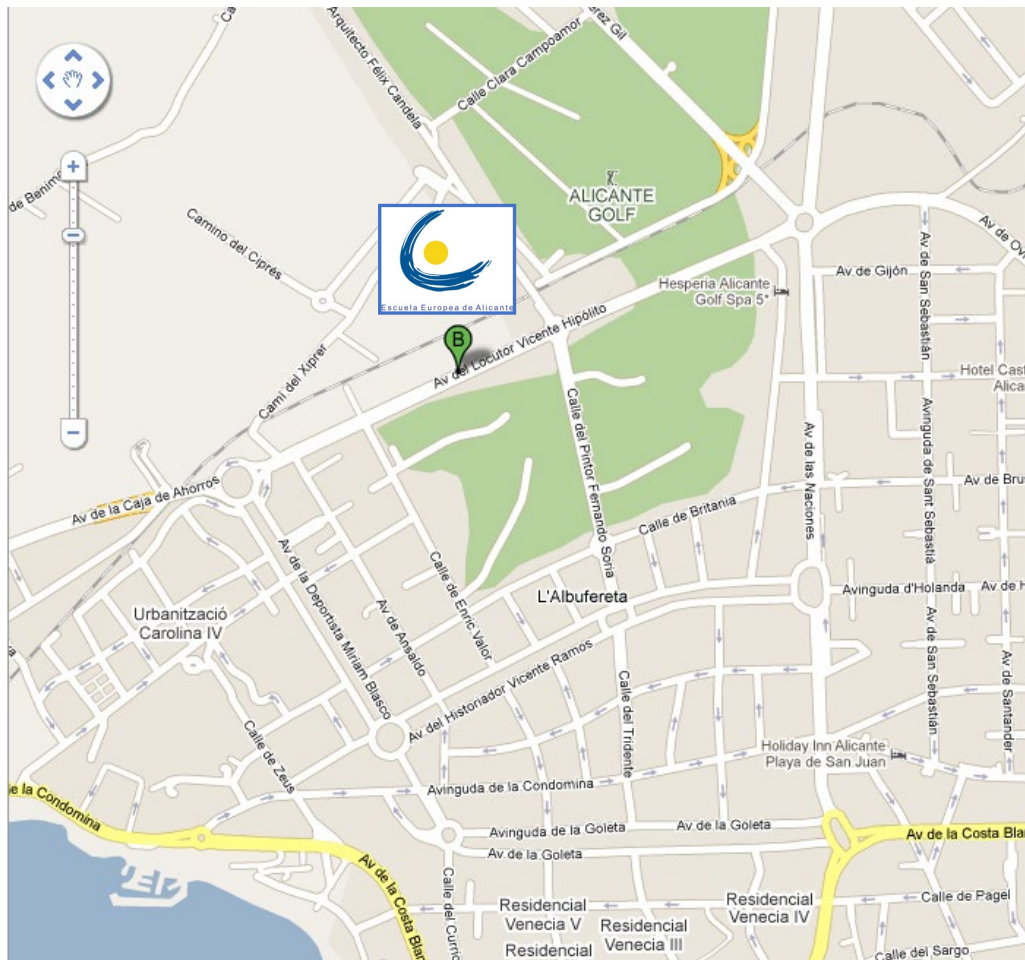
Management:

By appointment only

Availability of secretaries during school holidays

Appointments cannot be arranged during the school holidays.

Location



Arriving by public transport

By Tramway

The nearest tramway station is “Condomina” and runs on Line 

The tramway station “Lucentum” it is 10' by foot from the EEA and runs on Lines   

For further information <https://www.tramalacant.es/en/>

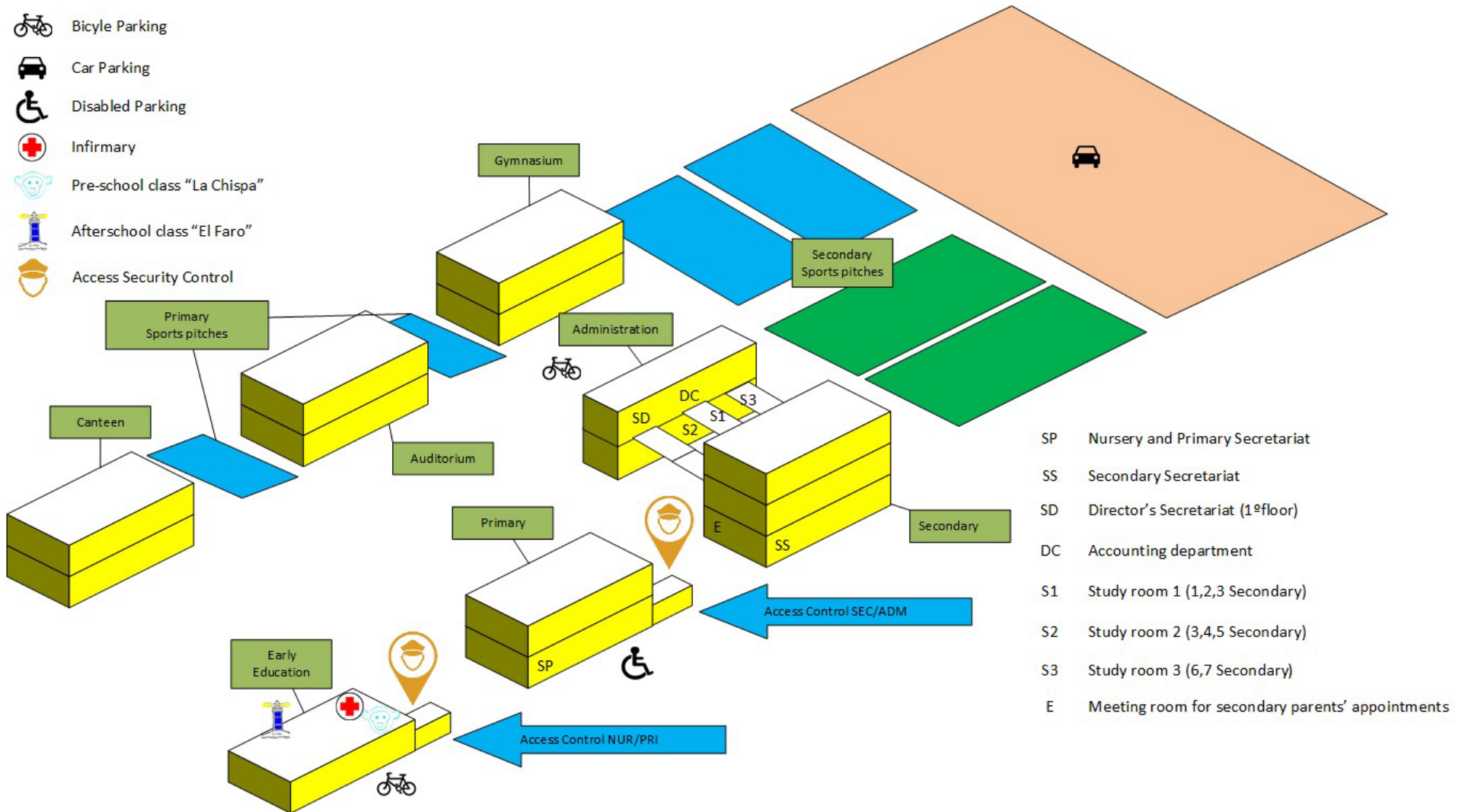
By bus

The nearest bus stop is on la Avda. Deportista Miriam Blasco and corresponds to Line 9.

By bike

A bike lane reaches the entrance of the School

School map



}