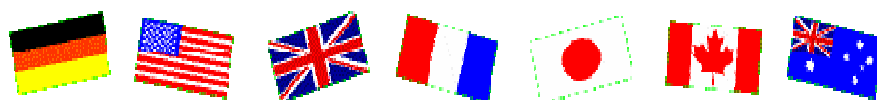


INTERCULTURAL EDUCATION



FAMILY INFORMATION

- Education system.
- School organization: registration, services...
- Family-School relationships.



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1 EDUCATION SYSTEM

Spanish laws give all the students the right to receive an integral education, where convictions and integrity will be respected, they will be encouraged to take part in the running of the school and they will be able to make the most of the facilities available (to cater for any special needs and possible difficulties, etc.)

Compulsory education is a right and a duty for all the children between 6 and 16 years old.

1.1 Estructure.

School daily attendance is obligatory.

Infants Education from 3 to 6 is free but not compulsory. Nevertheless, schooling your children is convenient. It is a fundamental period where they learn to establish relationships with other persons and to adapt themselves to the school life.

Compulsory Education is free but all the materials have to be paid for apart from the subjects books which are offered by the education authorities to be used by the students as a . Those families with no economical means can ask for different grants at the education centre.

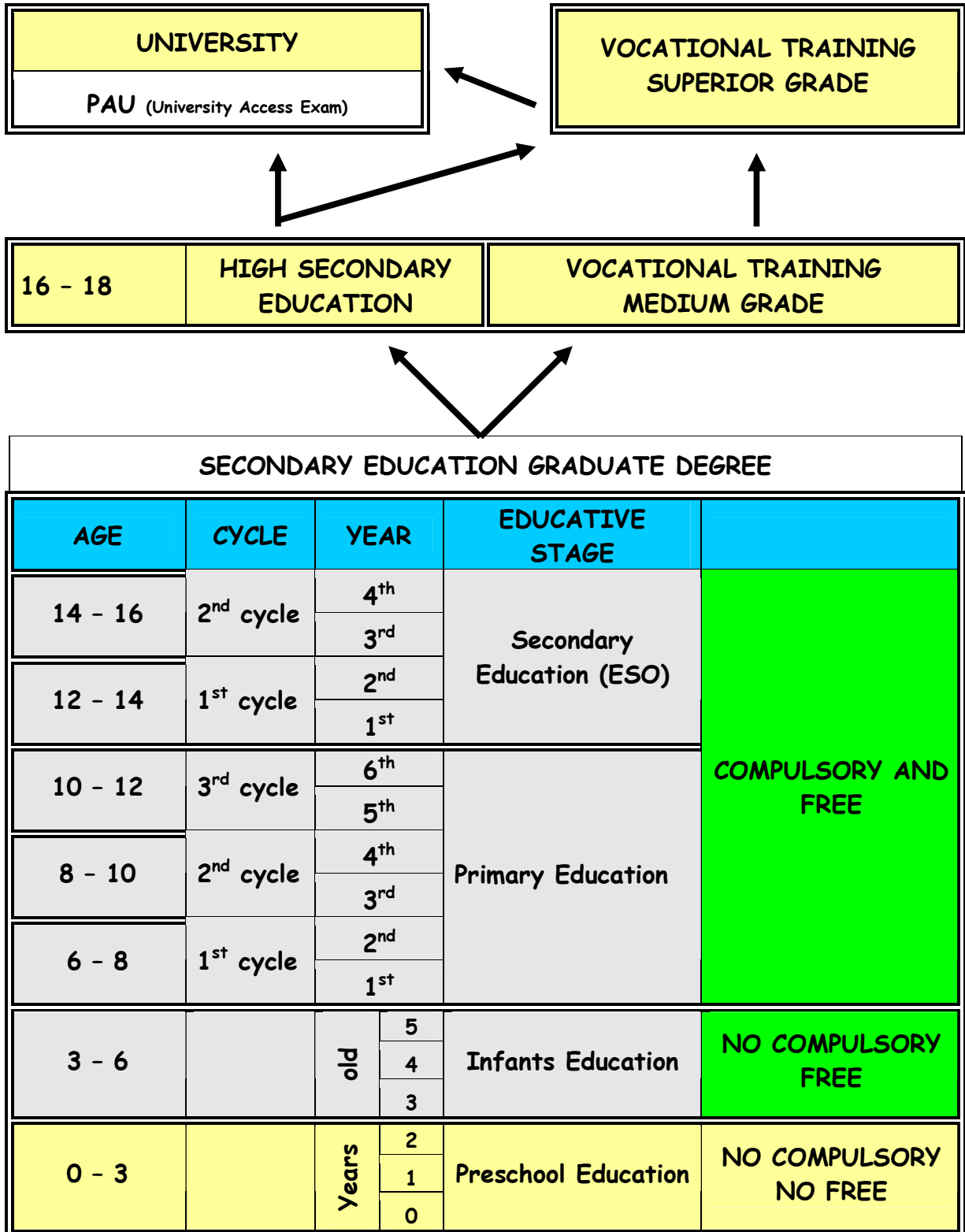
Public education is mixed. Girls and boys attend the same class and do the same activities.

Communication language is Spanish and children learn a first foreign language, mainly English, from Infants and a second foreign language, French, from 5th grade.

Educative centres organise cultural out-of-school visits: museums, factories, nature... Every time one of these activities is organised you are informed and asked for a written authorisation (SEE ATTACHED)

Religion Subject: there are 2 hours per week. Parents must fill in a form deciding whether their child will attend this subject or the alternative one, in a simultaneous timetable, at the registration moment (SEE ATTACHED).

SPANISH EDUCATIVE SYSTEM



2 SCHOOLS ORGANIZATION.

The Management Team is made up of a Head Teacher, a Vice director, a Director of Studies and a Secretary. They are in charge of the school and liaising with families. They will meet parents by appointment and will provide information concerning application procedures, registration requirements, the school organisation, the timetable, the canteen, grants and financial assistance available, etc.

The tutor is the teacher in charge of your child/ren at school; he/she guides and helps them to integrate into school. Families are encouraged to collaborate and there are regular visiting hours to discuss any aspect of your child's education.

There are other people in the school to teach and attend to the students in other ways:

- Tutors normally teaches: mathematics, Language, Science and Art.
- Teachers of different subjects: English, French, Physical Education, Music, religion/Ethics
- Other professionals: Psychologist, Speech therapists...

2.1 What do I need to register my child?

The regular application and subsequent registration period takes place in April although your child could be admitted along the whole year.

Generally, a new student is assigned to a group according to his/her birth year (from January 1 to December 31).

The following documents should be submitted. (SEE ATTACHED)

2.2 How long is the school year?

The school year begins in September and ends in June. It is made up of three terms, each followed by a holiday break.

- | | |
|--------------|------------------------------------|
| First term: | September to Christmas (December). |
| Second term: | January to Easter (March/April). |
| Third term: | Easter to June. |

At school, children are taught different subjects with which they learn:

- To read and write in Spanish properly.
- To know other languages.

- To know where we live, past relevant facts, other countries cultures, natural science...
- To make arithmetical operations, to measure and solve mathematics problems.
- To express themselves through painting, drawing, music and body.
- To study and work using different media like computers, laboratory, library...
- To be responsible and to value self effort.
- To appreciate personal interrelationships, to respect others, to collaborate and work in groups.
- To be suitably prepared to continue studying or to access working environment.
- To be citizens involved in the democratic values of our society.

2.3 What are the school hours?

In our school, classes are in the mornings from Monday to Friday from 8:30 a.m. to 13:30 p.m.

Infants and Primary Education have 25 hours a week.

Secondary and Higher Secondary Education have 29-30 hours a week.

2.4 Evaluations and reports

Teachers Evaluate students progress observing and following their works and activities, taking into account the acquired knowledge, attitude, interest and their behaviour. All these aspects of evaluation are communicated to the families once a term in a report card. Marks can be numbers (1, 2, 3... in a scale) or words:

0, 1, 2, 3, 4	→ Insuficiente	→ D, poor
5	→ Suficiente	→ C, fair
6	→ Bien	→ B, good
7, 8	→ Notable	→ B-A
9, 10	→ Sobresaliente	→ A , excellent

2.5 School canteen

Our school runs a school canteen providing lunch for children. You need to apply for a place and depending on your incomes you will be asked for a monthly payment.

Parents can ask for a different menu due to health or religious reasons as long as a balanced diet is kept.

2.6 What if our child has a physical or psychological problem?

Centres have special education teachers to attend to children with specific needs and problems.

2.7 Extracurricular activities

Centres, together with Consejería de Educación, town councils, AMPA (Parents Associations) and others, organise education, sport, and leisure activities for students, in afternoon hours. Please ask the school management team for further information about timetables, dates, authorisation form...

2.8 Grants

Parents can request, through the centre, for different grants to pay the canteen, the books or other school material. Ask in the Secretary Office for further information.

2.9 Permanence Service

In our school, together with the Parents Association, is offered a service before (from 7 to 8:30 a.m.) and after (from 13:30 to 17 p.m.) school for the parents to leave their children attended.

Ask in the Secretary Office for further information.

3 Family and school relationships

Parents are responsible to ensure that their children attend school everyday.

If any day your child can not attend school, it is necessary for you to clarify the reasons. (SEE ATTACHED FORM)

Family and school relationship and cooperation are very important to achieve a good progress. It is important that parents regularly meet their children tutor to know their progress. It is also essential for them to know the centre rules and regulations in order to be able to cooperate in their child's education.

It is important that parents have the centre telephone number and address by hand and provide their updated data (family address and contact telephones) in case of an emergency (SEE ATTACHED). This information will be confidential.

Parents participate in the centre control and democratic running through their representatives in the School Council (It is the most important institution within the school and consists of the management team, representatives of teachers, pupils, parents, non-teaching staff and the Town Council. Elections are held every four years to elect members and the Head Teacher convenes meetings periodically). Another way is the Parents Association which exists in all the centres.

3.1 General recommendations. Aspects contributing to parents-children relationship.

❖ Help your children to adapt to school.

- To know the centre: Visit the school buildings where they spend lots of time and go there on open days.
- Meet their tutor and teachers: She/He is the person who knows your child the best within the school. There is a meeting timetable.

❖ Help them to establish positive interrelationships.

- Encourage respect, confidence, communication and dialogue within the family and with others. An open attitude lets them establish positive relations with others and their personal development.

❖ *Help your children to get the most out of their time.*

- To make them comply with the school attendance: It is important to remind them of being punctual and taking to school the necessary material.
- To organise their home time: It is important, within family means, to have a specific place dedicated to study. This place must have the necessary conditions for studying.

❖ *Other aspects*

- *Affectivity*: Family members have to show appreciation and sharing experiences.
- *Acceptance*: Children must be accepted just as they are, recognising their efforts and helping them to develop their potential to the best.
- *Security*: Family environment has to offer them affective and material security.
- *Habits and rules*: The acquisition of behaviour habits helps the students to feel self-confidence. It is recommended to discuss this and make them understand the school rules.

4 Basic vocabulary

- *Colegio*: School for infant education (3-5 year-olds) and primary education (6-12 year-olds). =*CEIP* (Infant and Primary Education Centre)
- *Director*: School Head Teacher.
- *Equipo Directivo*: Teachers management team who runs the school activities: Head Teacher, Vice Director, Director of Studies and Secretary.
- *Tutor*: The teacher in charge of a students group/class.
- *EOEP*: Child and learning psychology service within a school area.
- *Orientador*: The specialist person who advises teachers with pupils who have special needs and also provides guidance for children and parents.
- *Logopeda*: Speech therapist.
- *P. T.*: Teacher in charge of remedial education.
- *AMPA*: Pupils' Parents Association.