

GENERAL RULES. School Year 2017-18

School begins:

Tuesday, 12-09-17 for Infants, Primary and Secondary.

Wednesday, 13-09-17 for Baccalaureate 1 and 2.

School Day: From 9:00h to 17:00h.

Extra hours: Morning: from 7:45h to 8:45h
Afternoon: from 17:15h to 18:30h

Entering and leaving school:

Nursery and Infants: children brought to school by parents should be brought to the Infant school entrance after 8:40 and they should be collected after 17:00.

Primary and Secondary: from 8:40 the children must enter the school from the reception entrance and they can be collected from the same place after 17:00.

- Any child who arrives before 8:40 or leaves school after 17:15 will be included in the extended school service and must be left and collected from the Infants building (extra charge).
- No child will be allowed to go with anyone who does not normally collect them without the parents' permission.
- If a pupil needs to leave school early for some reason, the school must be informed and the pupil must be collected before 16:40. In this case cars must not be parked at the front of the building and must respect, at all times, the entrances to the neighbouring houses.

Uniforms : School uniform is compulsory and can be found in Hipercor-Girona except for the school track suit which is provided by the school. All items must be marked with the child's name (see information for corresponding level).

Uniforms can be reserved on the website:

<http://www.elcorteingles.es/uniformes>

Material:

- This will be supplied by the school. If anything is lost or destroyed and a replacement is necessary the school will charge accordingly.
- The school is not responsible for mobile telephones or electronic gadgets the pupils bring. It is advisable to have private insurance for these devices.

Transport:

- No messages or medicines should be given to persons accompanying the bus children.
- It is very important to be punctual at the bus stop. When no one is at the stop to collect a child, he/she will be taken to the last stop.
- New parents please confirm the bus service and stop they wish to use by contacting the office or email info@saintgeorgeschool.es before September.
- Any daily bus changes depend on the availability of places. The school should be informed of these changes by either a message in the diary, by telephone or by Clickedu to reception before 15:00. The school bus cannot be used for birthday parties.
- The school insists that children behave properly and show respect at all times on the school buses. If a child does not behave suitably he/she will be excluded from using the bus service for several days or indefinitely.

Authorisations:

The school needs authorisation documents to be completed, signed and returned to the school before the start of the new school year.

We would remind parents that photos may not be used without previous permission as stated in *Article 18.1* of the Spanish Constitution and revised by the *Llei orgánica 1/1982* 5th of May 1982.

MANAGEMENT TEAM:

- Head teacher: Fiona Jukes.
- Pedagogic coordinator: Anna Casadevall.
- Infants coordinator: Eva Martínez.
- Primary coordinator: Fiona Jukes.
- Baccalaureate and Secondary coordinator: Montse Biosca.

NURSERY (children born 2015 and 2016)

Uniform: The children always dress in sports clothes. All pieces of clothing must have the child's full name on them (not initials).

Summer uniform: Navy blue and green T-shirt and navy blue shorts (*Hipercor-Girona*). Trainers or navy blue shoes both with velcro and white or navy blue socks.

Winter uniform: Tracksuit (which is sold in school) and long-sleeved polo shirt (*Hipercor-Girona*). Trainers or navy blue shoes both with velcro and white or navy blue socks.

Coat/jacket: The coat is not uniform but must be navy blue (with a tag on it to hang it up).

Smock : (*Hipercor-Girona*) The smock is part of the uniform and is to be taken home every day. Please embroider the name clearly on the front.

School bag: (*Hipercor-Girona*) The school bag (without wheels) is also part of the uniform and the child's name should be embroidered clearly on the outside.

Swimming: The swimming costume is uniform (*Hipercor-Girona*). Other necessary items: silicone cap, towel, bathrobe and sandals (attached around the ankle). All marked with name.

- Important: The day the children do swimming they must bring both their school bag and their sports bag with the name also embroidered clearly on the outside.

Also necessary (everything must be marked with the child's name):

- Toilet bag: comb or brush, cologne (optional) and toothbrush. This will be sent home on Fridays to be washed.
- Child's plastic beaker (only children born in 2016) or cup for drinking water during the day.
- Complete change of clothes (which should not be uniform) in case of accidents.
- 2 bibs which will be sent home daily.

Diary: The diary will be provided by the school and is used as a means of communication with the family. Please read it and sign it every day.

Medicines: Any instructions for taking medicine must be written in the child's diary and signed by the parent or guardian. Please write the child's name on the medicine.

- To avoid infections, a child who has temperature, conjunctivitis or head lice etc. must stay at home and undergo the appropriate treatment.

Menu: The menu will be available monthly on Clickedu.

- If a child leaves mid morning but wants to have school lunch they must be back in school by 12:30.
- Special Diets: When a child needs a special diet or cannot eat a specific food, a medical certificate is required, a note in the diary will suffice for a temporary diet.

Afternoon sleep: All children have an afternoon sleep. The school will give each child their own sheet which will be sent home on Friday to be washed and should be brought back on Monday. They can bring dummies, teddy bears, dolls (in a box). Children born in 2015 can only bring these until the 3rd term.

Material: Nappies and wet towels are supplied by the school. Nothing else can be brought to school (toys, books, food, etc.).

Birthdays: If parents are organising a birthday party the school must be informed of the children who are invited and with whom they will be leaving school. The school is very willing to participate with the children in celebrating their birthdays or saint's days but we would ask parents who also want to celebrate by bringing presents for other children to please make the presents simple: a lolly pop or similar, no bags of sweets, no cakes (as recommended by the Ministry of Health).

INFANTS 1, 2 and 3 (children born 2014, 2013, 2012)

Uniform: (*Hipercor – Girona*): Navy blue jersey. Short/long sleeved polo shirt. Short/long checked trousers or checked skirt with straps. Winter jacket (with a tag on it to hang it up). Navy blue socks/ tights and navy blue or black shoes with velcro.

- All pieces of clothing must have the child's name on them (no initials).
- In summer sandals or shoes without socks are not allowed.

Smock: The smock should have the child's name on the front and is sent home every day to be washed.

School bag: The school bag (without wheels) is part of the uniform. The child's name must be clearly embroidered on the outside.

Swimming: The swimming costume is also uniform. Other necessary items: silicone cap, towel bathrobe (with a tag on it to hang it up) and sandals (attached around the ankle). Everything must be clearly marked with the name.

- Infants 1 come in gym clothes the day they do swimming. Infants 2 and 3 wear the school uniform every day.
- On swimming day all children bring both their school bag (as always) and the swimming or gym bag containing swimming things (names must be clearly embroidered on outside).

Physical Education:

- **Summer:** Navy blue and green T-shirt and shorts, trainers (velcro) and white socks.

- **Winter:** Track suit (which is sold in school).

- Infants 1 come dressed in gym clothes from home on gym day.
- Infants 2 and 3 bring gym clothes in gym bag.

Also necessary (everything must be marked with the child's name):

- Toilet bag: comb or brush, cologne (optional), toothbrush and toothpaste. This will be sent home on Fridays to be washed.
- Child's plastic cup.
- Complete change of clothes (which should not be uniform) in case of accidents.

Diary: This will be provided by the school and is used as a means of communication with the family. In Infants 1 it must be read and signed every day. In Infants 2 and 3 it should be read for notes.

Medicines: Any instructions for taking medicine must be written down in the child's diary and signed by the parent or guardian. Please write the child's name on the medicine.

- To avoid infections, a child who has temperature, conjunctivitis or head lice etc. must stay at home and undergo the appropriate treatment.

Menu: The menu will be available on Clickedu monthly.

- If a child leaves mid morning but wants to have school lunch they must be back in school by 12:30.
- Special Diets: When a child needs a special diet or cannot eat a specific food a medical certificate is required, a note in the diary will suffice for a temporary diet.

Sleep: Infants 2 and 3 do not have the option of an afternoon sleep. Infants 1 may choose to have one if they want. Dummies are not allowed. The school will give each child their own sheet which will be sent home on Friday to be washed and should be brought back on Monday.

Material: All material is supplied by the school. Nothing else can be brought to school (toys, books, food, etc.).

Birthdays: If you are organising a birthday party the school must be informed of the children who are invited and with whom they will be leaving school (by phoning reception before 15:00 on the day of the party). The school is very willing to participate with the children in celebrating their birthdays or saint's days but we would ask parents who also want to celebrate by bringing presents for other children, to please make the presents simple: a lolly pop or similar, no bags of sweets, no cakes (as recommended by the Ministry of Health).

PRIMARY

Uniform: Navy blue jersey. Short/long sleeved polo shirt. Short/long checked trousers or checked skirt. Winter jacket (with tag to hang up). Navy blue socks/tights and navy blue or black shoes (no sandals).

Smock: Children in Primary 1-4 take their smocks home on Wednesday and Friday. Primary 5-6 only on Friday.

School Bag: The school bag is part of the uniform and the child's full name must be embroidered on the outside.

Swimming: School swimming costume, silicone cap, towel and sandals (all items must have name attached).

Physical Education: The gym bag is uniform (it must have the child's name on the outside)

- *Summer:* T shirt and shorts (uniform), trainers and white socks.
- *Winter:* Track suit and T shirt (uniform), trainers and white socks.

Material: All books, notebooks, folders and a diary are supplied by the school. Each child should bring a pencil-case for school use and a folder for home.

Medicines: Any instructions for taking medicine must be written down in the child's diary and signed by the parent or guardian. Please write the child's name on the medicine.

Menu: The menu will be available on Clickedu monthly.

- Special Diets: When a child needs a special diet or cannot eat a specific food a medical certificate is required. A note in the diary will suffice for a temporary diet.

Birthdays: Please inform reception before 15:00 of children who are going to parties and with whom they must go.

The school is very willing to participate with the children in celebrating their birthdays or saint's days with their classmates but we would ask parents who also want to celebrate it by bring presents for other children to please make them simple: a lolly pop or similar, no bags of sweets, no cakes (as recommended by the Ministry of Health).

SECONDARY and BACCALAUREATE/SIXTH FORM

14th and 15th of September all Baccalaureate students will take part in the
X Baccalaureate Educational Guidance Day at Mas Llop.

Uniform:

Green jersey, checked skirt (not mini length) or navy blue trousers, short/long sleeved polo shirt, navy blue socks/ tights and navy blue or black shoes without a heel and with no coloured details on them and winter jacket.

All items must be marked with name.

Baccalaureate/Sixth Form pupils do not wear uniform

(correct clothing should be worn at all times: no shorts, tracksuits etc)

School bag: The school bag does not have to be uniform.

Swimming: Swimming costume (not uniform), silicone cap, towel and sandals.

Physical Education: Any gym bag (not uniform but with the pupil's name on the outside).

- *Summer:* T-shirt and shorts (uniform). Trainers and socks.
- *Winter:* T-shirt and track suit (uniform). Trainers and socks.

Smock: The pupils should bring the school smock at the beginning of term for use in specific classes.

Material: Secondary pupils should bring their own laptop (preferably mini) or tablet with keyboard for class work.

Pupils need to bring a pencil case, a diary, a large box type folder with two rings and a packet of dividers for the folder. All other books and notebooks are supplied by the school.

Medicines: No medicine will be given to a child without previous authorisation.

Menu: The monthly menu is always displayed on Clickedu.

- Special Diets: When a child needs a special diet the school must be notified and if he/she cannot eat a specific food a medical certificate is required.

Birthdays: If a pupil wants to bring a small present for their friends to celebrate their birthday we would ask to please make them simple: no bags of sweets, no cakes (as recommended by the Ministry of Health).

Absences: In case of absence parents must inform the school on the morning of the first day of absence.

Documentation: Secondary 1 and 3 pupils must bring their NIE and Identity Card (originals) during the first week of school. Baccalaureate 2 students must bring their Identity Card, NIE and multiple family member card during the first week (originals).

- Saint George's School has a List of Disciplinary Rules and Regulations specified in the NOFC. This document includes rules and regulations which are written clearly in the school and are displayed in all the classes to ensure the pupils are aware of them. The school reserves the right to accept a pupil who has broken these rules, depending on the seriousness of the issue. This may include: not abiding by public health rules, acts of aggression, dressing in an inappropriate fashion, hairstyles not accepted by the school etc.