



# GENERAL RULES





- **MANAGEMENT TEAM**

**Head teacher:** Anna Casadevall

**Nursery and Infants coordinator:** Eva Martínez

**Primary coordinators:** Helen Brownsell, Margaret McGrath, Sonia Maclean and Jordi Serra

**Secondary and Baccalaureate coordinators:** Lúdia Turon, Sara Cruz and Marta Corbera

- **START OF SCHOOL YEAR**

**Monday 08-09-25**, for Nursery, Infants, Primary, Secondary & Baccalaureate

- **SCHOOL TIMETABLE**

From 9:00 a.m. to 5:00 p.m.

- **ARRIVALS AND DEPARTURES**

Pupils are dismissed at 5:00 pm. If a pupil needs to leave earlier, they may be collected at the following times:

- Nursery and Infants: 3:30 pm
- Primary: 3:45 pm
- Secondary (ESO): 4:00 pm

Pupils are not allowed to leave school on their own.

Children will not be handed over to unfamiliar individuals without prior authorisation from the family (via Qualla).

Private vehicles are not permitted to park in front of the school building. Please respect neighbours' driveways and access points.

- **EXTENDED SERVICE**

Times:

**Morning:** from 7:45 a.m. to 8:45 a.m.

**Afternoon:** from 17:15 p.m. to 18:30 p.m.

Pupils arriving before 8:45 am or collected after 5:15 pm will join the Extended Hours Service. This takes place in the Early Years building and is billed separately.

This service is managed through the Qualla app.



- **TRANSPORT**

The school offers eleven bus routes, each with specific bus stops.

Pupils are accompanied by a supervisor at all times.

New families must confirm their child's bus route and stop by contacting the school office or by emailing [info@saintgeorgeschool.es](mailto:info@saintgeorgeschool.es) before September.

The Qualla app will be used throughout the academic year to manage the transport service.

Polite and respectful behaviour on the bus is essential to ensure a safe and pleasant journey for all. Pupils who do not follow the rules may be temporarily or permanently excluded from the service, depending on the seriousness of the incident.

- **KITCHEN**

The school has an on-site kitchen and prepares meals using locally sourced ingredients. All pupils have lunch at school. Menus are available on a monthly basis and are adapted to cater for food intolerances and allergies.

- **AUTHORISATIONS**

Before the start of the academic year, families must complete all required authorisations through the Qualla Family app.

## **DATA PROTECTION & IMAGE RIGHTS OF MEMBERS OF THE EDUCATIONAL COMMUNITY**

In order to safeguard the right to privacy and protect the personal data of all members of the educational community, it is strictly prohibited to take or share images, videos, or any other personal information of pupils or school staff (teachers, supervisors, administrative staff, etc.) via social media, messaging apps, websites, or any other communication platforms without the explicit consent of the individuals involved and the school.

This measure is supported by Organic Law 3/2018 on the Protection of Personal Data and Guarantee of Digital Rights, as well as the General Data Protection Regulation (EU) 2016/679. A person's image and voice are considered personal data, and capturing or distributing them without authorisation may constitute a violation of fundamental rights to privacy, personal image, and data protection.

We kindly ask for your cooperation in safeguarding the privacy and security of both pupils and school staff, thereby helping to foster an environment of mutual respect and trust.

- **RULES FOR CONDUCT & RESPECT WITHIN THE SCHOOL ENVIRONMENT**

With the aim of ensuring a safe, healthy, and respectful environment for all members of the educational community, we would like to remind parents, guardians, and accompanying adults that:

#### SMOKING PROHIBITION

In accordance with Law 28/2005 on health measures against smoking, as amended by Law 42/2010, smoking is strictly prohibited on school premises, including all entrances, exits, and outdoor areas, even if they are in the open air. This regulation aims to protect the health of children and promote healthy lifestyle habits.

We respectfully ask for your cooperation in maintaining a smoke-free school environment, setting a positive example for pupils and contributing to the wellbeing of the entire school community.

#### PROHIBITION OF PETS

For reasons of safety, hygiene, and respect for all members of the school community, pets are not allowed on school premises or in the immediate surrounding areas, such as entrances, playgrounds, or waiting zones. This measure is based on principles of prevention and positive coexistence, and takes into account potential allergies, fears, or risk situations for some children.

We appreciate your understanding and sense of responsibility in helping to maintain a safe and welcoming environment for everyone.