

VADEMECUM

CATEGORY III FAMILIES

School Year 2023-2024



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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 2023-2024” 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).

1. New enrolments

Please find all the information about deadlines, procedure and enrolment policy for the 2023-2024 school year on our website www.escuelaeuropea.org or by accessing the following link: <https://escuelaeuropea.org/en/escuela-europea-de-alicante/enrolments#enrolmentpolicy>

2. 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 <https://www.eursc.eu/BasicTexts/2019-01-D-35-en-2.pdf>

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, Swedish, Romanian.

Secondary: Bulgaria, 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.

SWALS IN NURSERY

ALL SECTIONS

5 periods (30') of L1 mother-tongue every day with their teacher who is a native speaker

SWALS IN PRIMARY

SPANISH SECTION

5 periods of L1
mother-tongue

5 periods of L2
DE or EN or FR

Subjects taught by the class
teacher in Spanish:
Mathematics; Spanish
language, Discovery of the
World, Art, Moral

Other teachers/subjects
taught in Spanish:
Music;
Physical Education;
Religion

SWALS IN PRIMARY

ENGLISH – FRENCH - GERMAN SECTIONS

5 periods of L1
mother-tongue

5 periods of L2
DE or EN or FR
= section language

Subjects taught by the class
teacher in EN or FR or DE:
Mathematics; section
language, Discovery of the
World, Art, Moral

Other teachers/subjects
taught in Spanish:
Music (P1/2 in the section
language);
Physical Education;
Religion

SWALS IN SECONDARY

ALL SECTIONS

Parents are required to make an appointment with the Deputy Director of Secondary to choose the language section, language I (L1) and language II (L2).
E-mail: ALI-SECONDARY-SECRETARIAT@eursc.eu

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 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 complementary subject from year 6 in Secondary.

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

<https://www.eursec.eu/BasicTexts/2019-01-D-35-en-2.pdf>

<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.eursec.eu/Documents/BAC_Handbook-en.pdf

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.eursec.eu under *Studies and syllabuses*> *Educational support*

3. 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 spatial 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/syllabuses>

4. Subjects: Primary/Secondary

PRIMARY

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

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

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 570€. For further details, you can read the document "Music Project" available on the School website.

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

27/29 per. +

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

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 570€. For further details, you can read the document "Music Project" available on the School website.

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
Biology (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
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.

5. Rules

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 the Nursery playground by their parents until 9h00.
Pupils are picked up at the Nursery playground by their parents from 13h00 (Wednesday and Friday) and from 16h00 (Monday, Tuesday, Thursday).
- Supervision
Pupils are only supervised during 15 minutes after the school day has ended.
- School transport
Arrival: Bus monitors accompany the pupils to Nursery playground.
Picking up: Pupils are accompanied by the Nursery assistants to the area of their bus route group and by the bus monitor 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
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.

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.eursec.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

School Diary: Early Education, Primary and Secondary

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

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.

Mobile Phones

Primary: Completely Prohibited

Secondary: Disconnected during the classes, unless expressly requested by the teacher and prohibited in the canteen.

Sport Uniform for Physical Education

Early Education & 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	Obligatory in both cycles
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 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

Lost property

- *Early Education and Primary:* Lost and found will be kept in the EUREKA's office.
For further details read more in <http://www.ampaescuelaeuropea.com>
It is compulsory to mark children's clothing with their full name.
- *Secondary:* Articles found will be kept in the Educational Advisers' office (Administration building, ground floor)
Contact person: Pilar Vadillo pilar.vadillo@eursc.eu
Unclaimed lost property will be donated to charities twice a year: In Christmas and at the end of the school year.

Absence notification

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.

Lateness

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

More information will be available in the “document of beginning of school year”.

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 that you 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:* The bikes can be left at the bicycle stands by the fenced area next to the security booth.
- *Secondary:* The bikes can be left at the bicycle stands area in front of the gymnasium building.

Others 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 Early Education/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.

School access for parents to Nursery, Primary and Secondary buildings

Access to the School for parents is only authorised in the reception areas, prior to security control.

Parent meetings

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 new school year”.

Teacher’s consultation hours

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

Marking scale in the Secondary cycle

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

<https://www.eursec.eu/fr/European-Schools/studies/markings-scale>

<https://www.eursec.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

Music Project from year 1 to year 5 Secondary

The subject of music is compulsory in year 1, 2 and 3 of Secondary school. Our students have two options to continue this subject:

- 1- Continue traditionally, as continuity of the contents and primary objectives.
- 2- Be part of the music project by learning a Brass or String instrument.

Once the project has been chosen, pupils must be part of it, for a minimum of 2 school years, in order to guarantee the stability and learning of the instrument and the groups.

The project consists of replacing the two periods of music that they have in Secondary, by instrumental practice classes in groups. These groups will be organized depending on the demand, in Brass, String or mixed groups. They will also have at their disposal a specialist teacher of the instrument chosen, who will give them a weekly class. These classes are designed in small groups, for greater attention to the student. They also have the option of being part of the orchestra of our School as part of the project, free of charge.

These classes of the specialist teachers are integrated in the school schedule, during free periods that the students have in Secondary school.

Music classes are taught during the whole school year calendar, however classes with specialist teachers (a weekly class) will begin by mid-September and end by mid-June of each school year.

These are the instruments students may choose within the music project (depending on the availability and offer, depending on the groups that can be created and the options of instruments chosen by the students):

- ♣ Wood brass: oboe, bassoon, flute, clarinet.
- ♣ Metal brass: trombone, tuba, euphonium, horn, trumpet.
- ♣ String: violin, viola, cello, double bass.

This activity has an annual cost of 570 €. For more information, consult the "Music Project" document available on our website.

Orchestra in Secondary

Due to the different levels created and depending on the evolution with the instruments, there are two orchestral groups: initial and advanced. The initial students are students of S1 and S2. Advanced students from S3.

The orchestral rehearsals take place on Wednesdays and begin mid-September for all students, except for S1, which will begin by mid-November (when they have acquired enough skills to be part of a group) and will end by mid-June for S1 and S2.

The advanced group from S3 to S5 will end the last week of June.

As for the participation in the orchestra, students who want to be part of it are also admitted, but they must have a knowledge of some of the instruments of the project (either because they have external instrumental training or because they have studied music in schools, academies or at a particular level).

For further details → <https://www.escuelaeuropea.org/en/secundaria/music-project>

6. 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

Nursery-Primary and Secondary cycles 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

Availability of secretaries during school days

Nursery & Primary secretariat

Monday to Friday 8:30 to 9:15
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 8h30 to 9h15
Monday to Friday 16h00 to 16h30

Outside the above timetables you shall request your visit by e-mail or telephone.

Administration:

Monday to Friday 9h15 to 11h30 and Thursday afternoon 14h00 to 16h00

Management:

By appointment only

Availability of secretaries during school holidays

Appointments cannot be arranged during the school holidays.

Handing of documents

Through a mailbox for submission of documents next to the secretariat of each cycle.

Requesting information from the School

Through the E-mail addresses of the secretaries

Nursery - Primary: ali-nursery-primary-secretariat@eursc.eu

Secondary: ali-secondary-secretariat@eursc.eu

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.

New families enrolling the school during the school year can register with AMPA during the whole school year.

<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 Management Committee (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.

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.

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.

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.

Email: ampaeea@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/>

Other projects

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

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

7. Invoicing school year 2023-2024

<i>Annual school fees (*)</i>	<i>1st child</i>	<i>2nd child (20% reduction)</i>	<i>3rd child on (40% reduction)</i>
<i>Nursery (Early Education)</i>	4.200,69 €	3.360,55€	2.520,41€
<i>Primary</i>	5.776,01 €	4.620,81€	3.465,61€
<i>Secondary</i>	7.876,36 €	6.301,09€	4.725,82€

<i>25% advance payment (before 30/06/23)</i>	<i>1st child</i>	<i>2nd child</i>	<i>3rd child on</i>
<i>Nursery (Early Education)</i>	1.050,17 €	840,14 €	630,10 €
<i>Primary</i>	1.444,00 €	1.155,20 €	866,40 €
<i>Secondary</i>	1.969,09 €	1.575,27 €	1.181,46 €

(*) 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, 2023: Payment of the invoice corresponding to 25% of the annual tuition for the following school year (e.g. 2023/2024). 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, 2023: Payment of the rest of the annual tuition (75%) (e.g. 2023/2024) (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 2023**, 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, 2023

2nd wire transfer: before January 31, 2024

3rd wire transfer: before March 31, 2024

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:

The expenses are mandatory: no sibling reductions, no pro rata, no instalments and non refundable.
The charges mentioned below are per year and child enrolled at the school.

Nursery (Early Education)	
School insurance	12€
Printing fees (paper and digital)	25€
School diary	10€
Primary	
School insurance	12€
Printing fees (paper and digital)	35€
Intermath	30€
School diary	10€
Secondary	
School insurance	12€
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)	23€
Music project (only for enrolled pupils)	570€
European Baccalaureate 2024 registration (only year S7)	101,86€
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

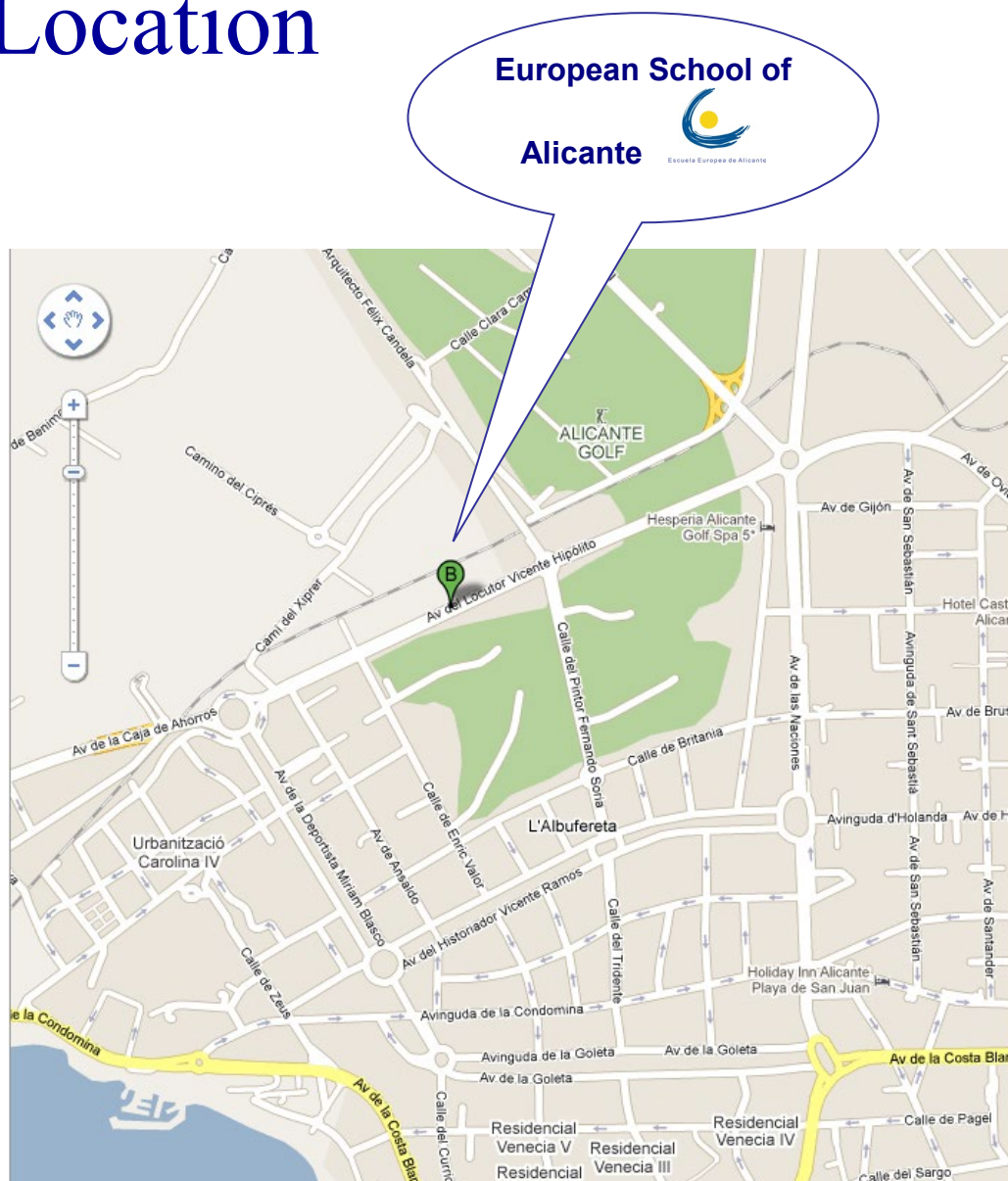
ALI-BILLING@eursc.eu

8. Calendar 2023-2024

Comienzo de las clases - Rentrée des classes Beginning of school year - Schulbeginn	04.09.2023
Día de la Hispanidad/Spanish National Day	12.10.2023
Todos los Santos - Toussaint All Saints - Allerheiligen	30.10.2023 – 03.11.2023
Navidad y Año Nuevo - Noël et Nouvel An Christmas and New Year - Weihnachten und Neujahr	22.12.2023 – 05.01.2024
Carnaval - Carnival - Karneval	12.02.2024 – 16.02.2024
Semana Santa - Pâques Eastern - Ostern	25.03.2024 – 05.04.2024
Santa Faz	11.04.2024 (*)
Día del trabajo - Fête du Travail - Labour Day - Tag der Arbeit	01.05.2024
Semana de primavera - Semaine de printemps Spring week - Frühlingsferien	20.05.2024 - 24.05.2024
Día de San Juan	24.06.2024
Final del curso escolar - Fin de l'année scolaire Last day of School - Letzter Schultag	05.07.2024

(*) Teacher's pedagogical day / Jornada pedagógica para el profesorado

9. 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.tramalicant.es/page.php?idioma= 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

10. Contacts

ESCUELA EUROPEA DE ALICANTE

Avda. Locutor Vicente Hipólito s/nº, E-03540 Alicante
 Centralita: +34 965.269.595 - Fax general: +34 965.269.777
 www.escuelaeuropea.org- E-mail ALI-INFO@eursc.eu

Director	Giancarlo Marcheggiano	Ali-director@eursc.eu
Deputy Director Secondary	José Luis 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 Luis Sánchez Natalia Lull	Tel.: 965.156.934	ALI-BILLING@eursc.eu
Librarians		Cristina Llorens Patricia Rodríguez	ALI-LIBRARY@eursc.eu
Infirmary	Mª 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 Mª Limiñana (Mondays)	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 →	Tel. 965.260.456 Mondays, Tuesdays and Thursdays from 13.30 to 18.30 Wednesdays and Fridays from 11.00 to 18.30	ali.elfaro@partner.eursc.eu
During afterschool hours monitors' phone Last-minute communications →	Tel. 696.418.175	

