



Escuela Europea de Alicante

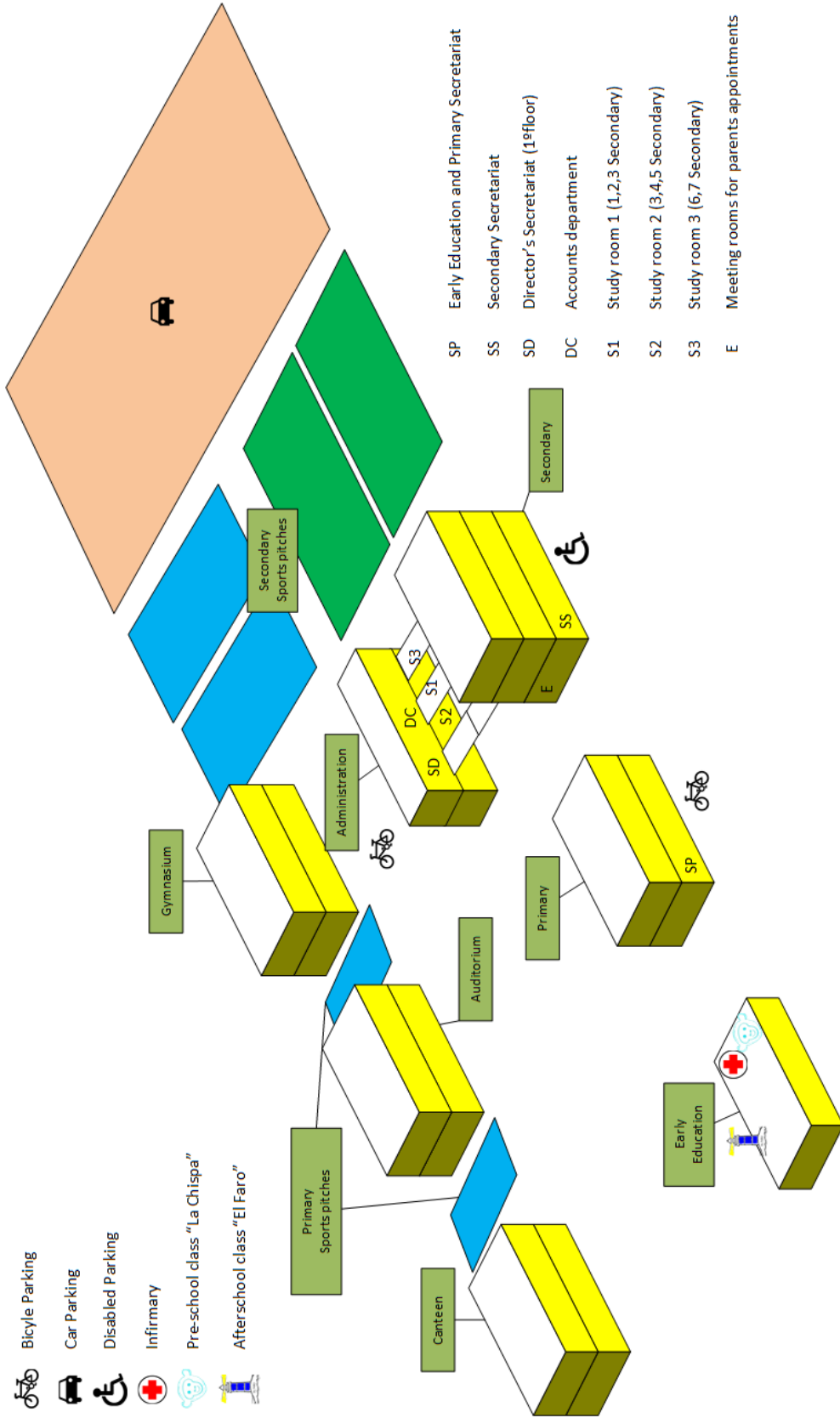
# Circular letter beginning of the school year 2023-2024

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

Director  
Deputy Director Secondary  
Deputy Director Nursery and Primary  
Deputy Director for Finance and Administration  
Assistant Deputy Director Secondary  
Assistant Deputy Director Nursery and Primary

Alicante, 07/2023  
Ref.: 2023/GM/bf

# School plan



# Contacts

## EUROPEAN SCHOOL OF ALICANTE

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 Switchboard: +34 965 269.595 - General fax: +34 965 269.777  
[www.escuelaeuropea.org](http://www.escuelaeuropea.org) - E-mail ALI-INFO@eursc.eu

|  |  |  |
|--|--|--|
| <b>Director</b>                                      | <b>Giancarlo Marcheggiano</b>          | Ali-director@eursc.eu  |
| <b>Deputy Director Secondary</b>                     | <b>José Luís Hernández</b>             | Ali-deputy-director-secondary-cycle@eursc.eu                                   |
| <b>Deputy Director Nursery and Primary</b>           | <b>Katre Mehine</b>                    | Ali-deputy-director-nursery-and-primary-cycle@eursc.eu                         |
| <b>Deputy Director Finance and Administration</b>    | <b>Benito López</b>                    | Ali-deputy-director-finance-and-administration@eursc.eu                        |
| <b>Assistant Deputy Director Secondary</b>           | <b>Tiago Pita</b>                      | Ali-assistant-deputy-director-secondary-cycle@eursc.eu                         |
| <b>Assistant Deputy Director Nursery and Primary</b> | <b>Evelyn Olivier</b>                  | Ali-assistant-deputy-director-nursery-and-primary-cycle@eursc.eu               |
| <b>Executive assistant</b> Beatriz Font              | Tel. 965.155.610                       | ali-executive-assistant@eursc.eu   |
| <b>Secretary Nursery &amp; Primary</b>               | Tel. 965.161.188<br>Tel. 965.160.708   | ali-nursery-primary-secretariat@eursc.eu<br>LIST-ALI-ABSENCES-NUR-PRI@eursc.eu |
| <b>Secretary Secondary</b>                           | Tel. 965.151.003                       | ali-secondary-secretariat@eursc.eu   |
| <b>Educational Advisor's team</b>                    |  |  |
| 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   |
| <b>Invoicing/school fees</b>                         |  |  |
| José Luís Sánchez<br>Natalia Lull                    | Tel.: 965.156.934                      | ALI-BILLING@eursc.eu   |
| <b>Librarians</b>                                    | Cristina Llorens<br>Patricia Rodríguez | ALI-LIBRARY@eursc.eu   |
| <b>Infirmary</b> Mª del Rosario Pérez                | Tel. 965.152.049                       | ALI-SCHOOL-CARE@eursc.eu   |
| <b>School Doctor</b>                                 | Alejandro Canals                       | ali.doctor@partner.eursc.eu  |
| <b>Educational Psychology service</b>                | Sophie Karen<br>Rosa Mª Limiñana       | ali-primary-psychology@eursc.eu<br>ali-secondary-psychology@eursc.eu           |

## OTHER SERVICES

|   |   |  |
|---|---|--|
| <b>Parent's Association (AMPA)</b>  | Web: <a href="http://www.ampaescuelaeuropea.com">www.ampaescuelaeuropea.com</a>   | <a href="mailto:info@ampaescuelaeuropea.com">info@ampaescuelaeuropea.com</a> |
| <b>Extra-curricular activities Secondary</b>  |   | <a href="mailto:info@mundosport.net">info@mundosport.net</a>                 |
| <b>Afterschool class El Faro</b><br>During coordination schedule →<br><br>During afterschool hours monitors' tel. for emergencies → | Tel. 965.260.456<br>Mondays, Tuesdays and Thursdays from 13.30 to 18.30<br>Wednesdays and Fridays from 11.00 to 18.30<br><br>Tel. 696.418.175 | <a href="mailto:ali.elfaro@partner.eursc.eu">ali.elfaro@partner.eursc.eu</a> |

# First day of school: Monday 4.09.2023

**The first day of school will be a short day: lessons will finish at 12:00 for all pupils (Nursery, Primary, Secondary)**

| Reception of pupils the first day of school Monday 4.09.2023 |  |
|--|--|
| <b>Nursery</b>   | (Nursery 2) 5-year old pupils:<br>Reception in class from 8:30 until 9.00.<br><br>(Nursery 1) 4-year old pupils and new Nursery 2 pupils:<br><b>IMPORTANT! An adaptation period will be organized with a reduced timetable (from 9.30 until 11.30) from Monday 4 to Friday 8 of September.</b> |
| <b>Year 1 Primary</b>  | 09.30 by the Primary 1 class teachers in the School playground with the parents (Primary P1/P2 area)   |
| <b>Years 2, 3, 4 and 5 Primary</b>                           | 08.30 in the School playground in their respective lines   |
| <b>Years 1 to 7 Secondary</b>                                | S1:<br>Reception of pupils at 08.45 in the Salón de Actos by their class teachers, educational advisor and Management.<br><br>S2-S7:<br>At 8.45 class teachers will welcome their pupils in their classes. Classrooms will be indicated at the secondary entrance                              |

## Monday 4 September

The first day of school, Nursery pupils will receive a sticker indicating their names and corresponding class.

## Parents meetings

### Nursery

Thursday, 7<sup>th</sup> September 2023 at 18.00, in the pupil's classroom.

Parents will elect their parents' class representative (and substitute).

### Primary

Parent meetings for Primary (1<sup>o</sup> 2<sup>o</sup> 3<sup>o</sup> 4<sup>o</sup> 5<sup>o</sup>) will consist of two parts: a meeting with LII teachers or SWALS teachers (at 18:00) and a meeting with the class teacher (at 18:30).

|          |                   |                         |
|----------|-------------------|-------------------------|
| Monday   | 11 September 2023 | Year 1 primary at 18.00 |
| Tuesday  | 12 September 2023 | Year 2 primary at 18.00 |
| Thursday | 14 September 2023 | Year 4 primary at 18.00 |
| Monday   | 18 September 2023 | Year 5 primary at 18.00 |
| Tuesday  | 19 September 2023 | Year 3 primary at 18.00 |

### Secondary

Parent meetings will take place on the following days:

|          |                   |                          |
|----------|-------------------|--------------------------|
| Thursday | 07 September 2023 | 6 and 7 at 19.00         |
| Monday   | 11 September 2023 | Year 1, 2 and 3 at 19.00 |
| Tuesday  | 12 September 2023 | 4 and 5 at 19.00         |

## Teachers' consultation hours

All teachers will have an allocated time to meet parents. Meeting should be fixed in advance directly with the teacher. Teachers' e-mail addresses are available in SMS "course info" menu.

# 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 16h15 (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.
- Secondary: Mr. Hernández– Deputy Director with copy to the corresponding pedagogical advisor  
(see *Contacts section*)

## 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](mailto:LIST-ALI-ABSENCES-NUR-PRI@eursc.eu)

## Absences for illness:

Nursery and Primary

- **1<sup>st</sup> day of absence:**  
By e-mail to [LIST-ALI-ABSENCES-NUR-PRI@eursc.eu](mailto:LIST-ALI-ABSENCES-NUR-PRI@eursc.eu)
- **From the 3<sup>rd</sup> 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](mailto: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

- **1<sup>st</sup> day of absence:**  
A phone call must be followed up by a written confirmation by email to the appropriate pedagogical advisor.
- **From the 3<sup>rd</sup> 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 | <a href="mailto:ALI-ADVISOR-S1-S3@eursc.eu">ALI-ADVISOR-S1-S3@eursc.eu</a> |
| S4 y S5    | Sr. Simão de Matos  | 965.157.713 | <a href="mailto:ALI-ADVISOR-S4-S5@eursc.eu">ALI-ADVISOR-S4-S5@eursc.eu</a> |
| S6 y S7    | Sr. Juan B. García  | 965.161.677 | <a href="mailto:ALI-ADVISOR-S6-S7@eursc.eu">ALI-ADVISOR-S6-S7@eursc.eu</a> |

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.

# School regulations

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](http://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](#)  
Parents/guardians are obliged to notify the secretariat by e-mail of any change in the family (i.e.: case of separation, divorce, etc.)
- Nursing action protocol for emergency situations and health emergencies during school hours [click here](#) (EN, FR and DE versions available at the beginning of the school year 2023-24)
- Action Protocol for pupils with chronic illnesses (EN, FR and DE versions available at the beginning of the school year 2023-24)
- Protocol for the administration of medication during school hours [click here](#) (FR and DE versions available at the beginning of the school year 2023-24)

## Syllabuses

Available on the website of the European Schools: [www.eursec.eu](http://www.eursec.eu)

## Booklists / school material

Information regarding booklists and school material is available on the school website under the heading "information beginning of the school year 2023-2024" from the homepage of our website:

<https://escuelaeuropea.org/en/escuela-europea-de-alicante/school-year-information>

Language 1 booklists for SWALS pupils are available under the same heading.

When a new teacher is expected to join the School, corresponding books/school material will be communicated by the teacher at the beginning of the school year

## Sport Uniform for Physical Education

### Nursery - Primary

|                               |   |
|-------------------------------|---|
| Baby/smock                    | Obligatory in Nursery                     |
| Shorts                        | Obligatory in Nursery 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/polo | Only S1, S2, S3 students will have to wear the uniform during Physical Education classes |
|----------------------------|--|

You may contact El Corte Inglés directly at the following address or telephone number:

Avda. Maisonave, 53 – Edificio de Moda  
3ª planta (moda infantil) - Departamento de colegios  
03003 Alicante  
Tel. 965 925 001 Ext. 2290



## 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.

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

Information available on the school website → Music Project ->  
<https://www.escuelaeuropea.org/en/secundaria/music-project>

## School Diary: Nursery, Primary and Secondary

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

# 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: 1<sup>st</sup> 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://blodgea.org/>  
Password will be provided by the Nursery-Primary secretariat.

Weekly newsletters are sent by the Secondary cycle using SMS.

# School life

## Lost property

### **Nursery and Primary**

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

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.

## Valuables objects

Pupils/students should not bring valuable objects to school: jewellery, mobile phones, tablets, etc.

Pupils/students should not bring large sums of money to school.

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".

## 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

*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

- You may walk your bicycle into the school but you may not cycle within the school grounds.
- Your bicycle should always be locked while parked and it should only be parked in the designed areas (more details follow).
- You can leave the bicycle in the school only during class times and never overnight or during school vacations.
- The school strongly recommends you to wear a helmet.
- 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

- Mopeds, motorcycles, etc. must be parked outside the school ground in the public parking spaces which are clearly marked.
- Roller, skates, skateboards and other vehicles are not allowed on school grounds.
- 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".
- 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.

# Services

## School medical service

A nurse is available to meet the needs of all pupils during the school days. 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.

## 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](http://www.ampaescuelaeuropea.com)

Coordinator: Noelia Martín – Tel. 607.921.801 E-mail: [escuelaeuropea@auca.es](mailto: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](mailto:info@mundosport.net)

# Parents Association of the European School of Alicante

E-mail [info@ampaescuelaeuropea.com](mailto:info@ampaescuelaeuropea.com)

Website [www.ampaescuelaeuropea.com](http://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)**

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](mailto:familybuddy@ampaescuelaeuropea.com)

Web: <https://www.ampaescuelaeuropea.com/buddy/>

- **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**

Meals are prepared each day in the school kitchen and served in the dining room. 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: [ali.canteen@partner.eursc.eu](mailto:ali.canteen@partner.eursc.eu) / [comedor@ampaescuelaeuropea.com](mailto:comedor@ampaescuelaeuropea.com)

Fees and enrolment forms: [www.ampaescuelaeuropea.com/canteen](http://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.

The service provider is AUCA.

E-mail: [escuelaeuropea@auca.es](mailto:escuelaeuropea@auca.es) / [extraescolares@ampaescuelaeuropea.com](mailto:extraescolares@ampaescuelaeuropea.com)

Fees and enrolment forms: [www.ampaescuelaeuropea.com/activities](http://www.ampaescuelaeuropea.com/activities)

- **Transport**

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

Email: [ampaea@autocaresmisol.com](mailto:ampaea@autocaresmisol.com)

Fees and enrolment forms: [www.ampaescuelaeuropea.com/transport](http://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](mailto: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](mailto:eureka@ampaescuelaeuropea.com); [eurekagroup@ampaescuelaeuropea.com](mailto:eurekagroup@ampaescuelaeuropea.com)

Web: <https://www.ampaescuelaeuropea.com/eureka-lost-property/>

- **More services**

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

[www.ampaescuelaeuropea.com](http://www.ampaescuelaeuropea.com) / [info@ampaescuelaeuropea.com](mailto:info@ampaescuelaeuropea.com)

# Invoicing school year 2023-2024

## Invoicing applicable to all the pupils, also category I

The charges mentioned here below are per year and child enrolled at the school. They are applicable to all pupils attending the School.

These costs are fixed: no sibling reductions, no pro rata, no instalments and not-refundable.

Invoices will be sent by e-mail to the person designated in the system for billing, at the beginning of October. Payment must be made exclusively by bank wire transfer within 30 calendar days. Cash payments cannot be accepted.

| <b>Nursery</b>  |         |
|---|---------|
| School insurance  | 12€     |
| Printing fees (paper and digital)   | 25€     |
| School diary  | 10€     |
| <b>Primary</b>  |         |
| School insurance  | 12€     |
| Printing fees (paper and digital)   | 35€     |
| Intermath   | 30€     |
| School diary  | 10€     |
| <b>Secondary</b>  |         |
| School insurance  | 12€     |
| Printing fees (paper and digital)   | 37€     |
| School diary  | 10€     |
| Extra-curricular activities   | 70€     |
| <b>Other specific fees will be also included in the invoice (music project, S3 Mediterranean world book, Eurobio book, etc), when applicable:</b> |         |
| The Mediterranean World (Human Science book for S3 pupils)  | 23€     |
| Music project (only for enrolled pupils)  | 570€    |
| European Baccalaureate 2023 registration (only for S7 pupils)   | 101,86€ |
| <b>Management of application to Universities (only for S7 pupils who request it):</b>   |         |
| 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](mailto:ALI-BILLING@eursc.eu)

## Category II and NATO invoicing

You can contact the accounting department:

Tel. (+34) 965 15 69 34 or by e-mail [ALI-BILLING@eursc.eu](mailto:ALI-BILLING@eursc.eu)

## Invoicing applicable to category III pupils

### 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 30<sup>th</sup>, 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 30<sup>th</sup>, 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 15<sup>th</sup> 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:

1<sup>st</sup> wire transfer: before October 31, 2023

2<sup>nd</sup> wire transfer: before January 31, 2024

3<sup>rd</sup> wire transfer: before March 31, 2024

For those interested, payment by instalments must be requested every school year by e-mail to [ALI-BILLING@eursc.eu](mailto:ALI-BILLING@eursc.eu) before **October 15<sup>th</sup>**. Late applications will not be accepted.

## Invoicing applicable to pupils enrolled as category III from school year 2013-2014 onwards

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

| 25% payment<br>(before 30/06/23) | 1st child  | 2 <sup>nd</sup> child | 3rd child on |
|----------------------------------|------------|-----------------------|--------------|
| Nursery                          | 1.050,17 € | 840,14 €              | 630,10 €     |
| Primary                          | 1.444,00 € | 1.155,20 €            | 866,40 €     |
| Secondary                        | 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.eursc.eu/en/European-Schools/enrolments/school-fees> )

## Invoicing applicable to pupils enrolled as category III before school year 2013-2014

| Annual Fees (*) | 1st child  | 2nd child<br>(50% reduction) | 3rd child on<br>(75% reduc.-Minimum) |
|-----------------|------------|------------------------------|--------------------------------------|
| Nursery         | 3.427,76 € | 1.713,88 €                   | 1.713,88 €                           |
| Primary         | 4.713,22 € | 2.356,61 €                   | 1.713,88 €                           |
| Secondary       | 6.427,11 € | 3.213,56 €                   | 1.713,88 €                           |

| Invoice of 25%<br>(before 30/06/23) | 1st child  | 2nd child | 3rd child on |
|-------------------------------------|------------|-----------|--------------|
| Nursery                             | 856,94 €   | 428,47 €  | 428,47 €     |
| Primary                             | 1.178,31 € | 589,15 €  | 428,47 €     |
| Secondary                           | 1.606,78 € | 803,39 €  | 428,47 €     |

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**N.B:** For specific inquiries you can contact the accounting department:  
Tel. (+34) 965 15 69 34 or by e-mail [ALI-BILLING@eursc.eu](mailto:ALI-BILLING@eursc.eu)



# School calendar 2023-2024

|   |                         |
|---|-------------------------|
| Comienzo de las clases - Rentrée des classes<br>Beginning of school year - Schulbeginn      | 04.09.2023              |
| Día de la Hispanidad  | 12.10.2023              |
| Todos los Santos - Toussaint<br>All Saints - Allerheiligen                                  | 30.10.2023 – 03.11.2023 |
| Navidad y Año Nuevo - Noël et Nouvel An<br>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<br>Eastern - Ostern   | 25.03.2024 – 05.04.2024 |
| Día de 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<br>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<br>Last day of School - Letzter Schultag  | 05.07.2024              |

## Remark

Short days:

- Thursday 21<sup>st</sup> December 2023 until 13.00 p.m.  
We cancel extracurricular activities on that day in Secondary
- Friday 22<sup>nd</sup> March 2024 until 13.00 p.m.  
We cancel extracurricular activities on that day in Secondary
- Last week of School: In secondary due to oral exams the activities of the students from S1 to S4 will be from 8.45 until 13.05

# Availability of secretaries and administration SUMMER 2023

## Nursery & Primary secretariat:

- From 10 to 14 July from 10.00 to 12.00
- From 26 August to 31 August from 10.00 to 12.00

## Secondary secretariat:

- From 10 to 14 July from 10.00 to 12.00
- From 26 August to 31 August from 10.00 to 12.00

## Director's secretariat:

- From 10 to 21 July from 10.00 to 12.00
- From 21 August to 1 September from 10.00 to 12.00

## Administration:

- From 10 to 21 July from 10.00 to 12.00
- From 21 August to 1 September from 10.00 to 12.00

**The school will be closed from the 24<sup>th</sup> July until the 18<sup>th</sup> August 2023, inclusive**



Escuela Europea de Alicante