

Alicante, 1st of September 2023

2023-09-01-ALI-SEC-1_ Circular start of secondary course

Dear families,

We wish to welcome the new school year 2023-24, hoping that you have been able to enjoy a relaxing and above all healthy summer.

Below, you will find information of interest about the organization of the first day of class, next Monday, September 4.

1. TIMETABLES

Opening of Doors: **8h15**

- ❖ All students will access alone through the secondary entrance, including those students who come by bicycle. *We remind you that it is forbidden to ride a bicycle within the school grounds, the students will take it on foot to the parking lot provided by the School in front of the gymnasium and they must always be locked.* They can only be left at the School during school activities and never at night or on vacation.
- ❖ Scooters, electric scooters or skateboards must be parked in the fenced area next to the Security guard.

Finish time: As reported in the General Circular for the start of the 2023-24 course, **the first day of classes will end at 12h15**. Students will exit in an orderly manner through the secondary door.

At 8:45, all students must be present at the following checkpoints:

- ❖ **S1:** first-year students should go to the "Salon de Actos" where they will be welcomed by the tutors, Pedagogical Advisors and Management.
- ❖ **S2 to S7:** Students from second to seventh should go directly to the assigned classroom to meet their main teacher (see table "Distribution of tutors")
- ❖ **New students** should go to the welcome point at the Secondary entrance with Mr. García to Study 2
- ❖ **Mobility students** should go to the welcome point at the entrance with Mr. Matos to Study 1

Next, the table of class teachers is detailed with the number of the classroom where they will receive the students on the first day. Several panels with this information will be displayed in the secondary entrance hall.

2. DISTRIBUTION OF TUTORS BY CLASSROOM (04/09/2023)

Year	German	English	Spanish	French
1º	Heiko KOCH S212	Phillip JONES S005	A-Begoña SÁNCHEZ S007 B-Paz CARRILLO S203	M.H. VERCLEVEN S204
2º	Arnd WOSSIDLO S218A	Bart SMET EST. 3	Milagros ROMERO S216	Sophie BOURA S208
3º	Stefan MASKIEWICZ S103	Ray FREEMAN S107	A-Mercedes SÁNCHEZ S213 B-Marco A. ARNEDO S109	Romain KACHANER S205
4º	Mark POPENCO S105	Marie-Anne DOWD S209	Eduardo GONZÁLEZ S011	Mark KLEPPER S106
5º	Anja FISCHER S217	Antti TORVIKOSKI S012	Rafael CREPILLO S210	Virginie GALLET S111
6º	Jens GABRIEL- MENZEL S214	Michael PURCELL S006	A - Noemí ÁLVAREZ S201 B - Octavio FERNÁNDEZ S114	Patrice HERCOT S207
7º	Julia GACK S009	Antony PRIOR S008	A- Teresa PEÑA S112 B - Francisco NAVARRO S113	Boris VEBREL S206

3. ORGANIZATION OF THE FIRST DAY

- ❖ During the first three periods, the pupils will stay with their tutor and talk about the start of the academic year (rules, timetables, etc...).
- ❖ In the 4th period, each pupil will go to the class that corresponds with their new timetable given to them previously by the tutor. The class will end at 12h15 which is when the first day will end.
- ❖ **From Tuesday the 5th of September, pupils will follow the complete timetable.**

4. COMMUNICATION WITH FAMILIES

To continue our desire for sustainable development and better conservation of the environment, most of the communications to families and forms will be done electronically, thus having to respect the deadlines to the maximum.

SMS My School is a common tool for all E.E. that allows effective communication through e-mails and a system of “announcements” available on the access page. It is therefore extremely important that families consult this portal regularly.

This tool will allow them to observe on-line absences, delays, timetables, list of assigned teachers as well as their contact e-mails, school newsletters, etc. They will also be able to retrieve all those communications sent by the School through the aforementioned "announcements" system.

We remind you of the importance of regularly checking the attendance and delays of your children to class through the use of the SMS (School Management System).

For any incidences relating to SMS please directly contact LIST-ALI-SKU-SMS@eursc.eu

For more information on how SMS works please see the following link: [SMS for Parents 0.pdf \(escuelaeuropea.org\)](#)

5. RULE AGREEMENT

At the beginning of your child's Agenda, as well as in the Secondary Policies and Regulations section of the school website, you will find [our internal regulations](#), which provide more information on the rules and regulations that our students must comply with in order to maintain a safe and orderly environment where students can learn and enjoy.

We kindly ask you to read this information carefully. In the same way, we advise you to consult the school policy documents that you will find on our website www.escuelaeuropea.org, as well as the General Rules and Regulations www.eursc.eu.

Finally, you must fill out the following online form [Forms](#) before the 15th of September.

6. IDENTITY CARDS

The School will provide all students with a school identity card that they must carry with them at all times. There are of two types:

❖ **White card:**

Card that all students receive.

Indicates that students must remain in the School throughout the school day (8:40 until 16:15)

Not allowing them to leave earlier, regardless of whether they have the last free periods.

Recommended for S1, S2 and S3 students.

❖ **Green card:**

It is awarded to students on an exceptional basis.

It allows the student to arrive later in the morning and leave earlier in the afternoon, if he does not have class in the first or last periods respectively.

This card does not allow the exit in free periods that are not at the beginning or at the end of the classes.

To request this card, the following requirements and conditions must be met:

- The student does not use school bus transport.
- The student arrives to classes on time.
- That every time the student leaves the school, he or she goes directly home and does not remain in the surroundings of the School.
- That the parents assume the responsibility derived from the non-presence of their child in the School during the whole school day.
- That the student shows their card when required

Failure to comply with any of these conditions may cause the withdrawal of the privileges that the green card grants.

❖ **Green card (lunch time):**

In addition, it is also possible to request that a badge can be included in the students' identity cards to indicate that the student can go home to eat during the noon break and the hours before or after if they do not have class. This card does not allow departure in the other free periods.

For this, the following requirements must be met and the following conditions must be adhered to:

- Live near to the School. (The student does not use school transportation).
- Not be enrolled in the school canteen.
- Arrive to classes on time.
- That every time the student leaves the school, he or she goes directly home and does not remain in the surroundings of the School.
- That the parents assume the responsibility derived from the non-presence of their child in the School during the whole school day.
- The student shows their card when required.

In any case, during the hours when students do not have class and remain in the School, they must report to the Studio or the library.

If we have not received a response on the form before **SEPTEMBER 15th, 2023** we assume you do **not authorize your child to have a green card and / or eat at home. Green cards will not be awarded after this date.**

Please fill out this form before the indicated date

Forms Student Cards

7. SCHOOL CALENDAR 2023-2024

Exams

Date	Year	Observations
11th to 20th December 2023	S6	08/12/23 Study Day
13th to 20th December 2023	S5	12/12/23 Study Day
22 nd January to 2 nd February 2024	S7	21/01/24 Study Day
June 2024 (TBC)	S6	(TBC)
June 2024 (TBC)	S5	(TBC)

BAC 2024 exams

DATE	Activity	Observations
3 rd of June to 14 th of June 2024	Written	(TBC)
1 st of July to 4 th of July 2024	Oral	(TBC)
4 th of July 2024	Communication	In the afternoon
5 th of July 2024	Announcement	In the afternoon

Reports distribution

Day	Date	Year	Report
Friday	27.10.23	S1 - S7	November reports
Friday	19.01.24	S1 - S6	1 st semester report
Friday	09.02.24	S7	1 st semester report
Friday	22.03.24	S1-S6	Spring report
Thursday	25.04.24	S1-S6	Concern letters
Friday	17.05.24	S7	Final S7 report
Friday	05.07.24	S1-S6	End of year report

The reports will be published in SMS and families will be informed via SMS when they are available on the platform.

- ❖ **November reports:** These are informative reports, which include grades and comments and guide families about the development of the student's start of the school year. You can request a small meeting with up to 5 teachers to resolve any questions or doubts, by sending an e-mail to the corresponding teacher. You can find the contact addresses in the "Course info" space of SMS.
You will be informed of the deadline to request appointments when the date arrives.
- ❖ **First semester reports:** First semester grades with decision of the class council if applicable.
- ❖ **Spring reports:** Report containing comments and notes and indicating the risk of repetition of the student if applicable.
- ❖ **S7 Reports (May):** Include the preliminary note from the BAC.
- ❖ **End-of-year Report:** End-of-year report that includes the student's decision to promote or not to the next year. The reports will be published in SMS, on Friday, July 5, 2024, approximately from 10:00 a.m onwards. Likewise, a communication will be sent to you via e-mail when they are published on the platform.

Subject choice

For the choice of subjects, families will receive a communication with a link to an on-line form that they must complete and send before the deadline that will be indicated. Changes in the choice of subjects will not be accepted once the completed on-line form has been sent if this affects the creation of a subject. **Changes will not be accepted after the end of the school year.**

You can obtain more information about the choice of subjects as well as access to the online forms once the term is started, by visiting the "Choice of secondary subjects" section of our website. [Elección de materias S2-S6 | Escuela Europea de Alicante](#)

Meetings with parents

Day	Date	Time	Year	Participants/ Aim
Thursday	07.09.23	19:00	S6-S7	Class Teachers- Parents Informative. Parent representative election
Monday	11.09.23	19:00	S1,S2,S3	
Tuesday	12.09.23	19:00	S4,S5	
Wednesday	15.11.23	19:00	S1,S2,S3	Class teachers - Teachers – Parents individually with previous appointment. Parents may have up to 5 teacher appointments. Follow-up of student progress
Thursday	16.11.23	19:00	S4,S5,S6	
Thursday	11.01.24	19:00	S3	Orientation for parents and pupils. S4 options
Thursday	18.01.24	19:00	S5	Orientation for parents and pupils. S6 options
Tuesday	23.01.24	19:00	S5	Info work Experience
TBC		19:00	S7	Direction, Orientators – Parents. Information for accessing university
TBC		19:00	S6	Parents meeting- Direction. Information for accessing university
Tuesday	07.05.24	19:00	S1,S2,S3	
Thursday	09.05.24	19:00	S4,S5,S6	

Individual meetings with teachers

Each teacher has a weekly period dedicated to families. The schedules will be communicated to the parents in the informative meetings at the beginning of the course as well as via e-mail (SMS). The families that want an individual appointment with a teacher must make it directly with the teachers through email or the students' agendas. **These appointments are from October to May electronically.**

Secondary education Councils

Thursday	09-11-2023	16:30 h
Tuesday	05-03-2024	16:30 h
Tuesday	07-05-2024	16:30 h

Orientation and guidance for S5

Monday 2.10.23	S5ES/S5DEA
Tuesday 3.10.23	S5EN/S5FR

All these dates may be subject to change, in which case, a communication will be sent indicating the new dates.

For more information about the Secondary School, you can consult our website by accessing the following link: <https://escuelaeuropea.org/en/secundaria/secondary-school>

Finally, I would like to express my best wishes for this new school year, in protection and health.

Receive a warm greeting,

José Luis Hernández

Deputy Director of the Secondary Education Cycle