



PRIMARY INSTRUCTIONS FOR THE START OF SCHOOL 2018-2019

Dear Parents and Guardians,

Below, you will find the information and instructions for the start of our school year at Green Valley School:

PARENTS' MEETING AND THE FIRST WEEK:

1. On Wednesday 5th September, from 3:30pm to 4:30pm, we are offering parents an information meeting about the programmes, objectives and philosophy of the school. At the same time, you will be introduced to the teachers and meet the management team.

2. For new students, who have not been to Green Valley School before, school begins on Wednesday 5th September from 8:55am until 12pm.

For students who have attended Green Valley before, the year will start on Thursday 6th of September from 8:55am until 12 noon.

3. During the week of the 5th to the 7th September, the timetable will be from 8:55am-12 noon. The students will get to know the school, meet their teachers and their new classmates, and find out about expectations and what they will be learning.

4. From Monday 10th September, school will start on the usual timetable from 8:55am to 4:30pm.

5. Attached is the School calendar with important dates and events for the first term.

ADMINISTRATION AND COMMUNICATION

6. All original documentation that completes your child's file, including the 1 photo-card, copy of ID/Passport, payment method, acceptance of commitments to the school and medical information, must be in possession of the Green Valley School office - Ms. Sandra Morell - before September the 5th. Children's audiometry and optometry examinations must be submitted by September 25th.

7. The School Office must be notified about any absences due to illness (or any other reasons), and for delays or early pick-ups; known absences must also be excused in advance. This information can be given by sending an e-mail to Ms. Sandra Morell at the School Office (office@edu.greenvalleyschool.es).

8. For the sake of efficiency and functionality, all communication from parents to school (except emergencies) must always be via email by contacting Ms. Sandra

Morell (office@edu.greenvalleyschool.es). Whether addressed to the management, administration, or to the teaching team, the school will reply answering your request and arrange an appointment, if necessary, with the person concerned.

9. Extra-curricular activities will be organized from October according to the students' demands.

Initially we will offer:

KARATE: Monday and/or Wednesday – Paco Díaz - Contact: karatepacodiaz@gmail.com

FOOTBALL: Tuesday – Joel Milner - Contact: joelmilner@hotmail.com

CROSSFIT KIDS: Tuesday – Sara Morey - Contact: sara.morey@edu.greenvalleyschool.es

THE ROCK PROJECT (from 7 years old): Tuesday - Contact: palma@therockproject.com

TENNIS: Thursday – Joel Milner - Contact: joelmilner@hotmail.com

10. If an adult other than the parent is collecting your child, you must leave a signed authorisation with Sandra Morell in the School Office.

11. All parents and visitors to the school must sign in at reception and wear a visitor's badge.

12. With educational and communication purposes, the school will use and publish photographs, videos and audio of the children on the school's web page, GVS Facebook (only for parents) and newspapers. If any parent does not wish their child to appear in one or all the communication site tools, please send an email to office@edu.greenvalleyschool.es specifying this before the 10th of September.

HOURS OF ENTRY AND DEPARTURE - EARLY BIRD SERVICE

13. If parents wish to spend a few minutes with their children before leaving them, the Primary garden will be open for use from 8:30am to 8:45am; children must be supervised by a parent as teachers will not be available during this time. From 8:45am, teachers will be available to supervise the children and parents are free to leave.

14. The entrance procedure for students who are not accompanied by their parents, must be from 8:45am to 8:55am.

15. Entering and exiting the school must be made on foot through the main gate. To avoid risks to children, parents should always park outside the school and accompany their children to the Primary gate. At the end of the day, parents are asked to wait for their children at the Primary gate.

16. If your child is late and arrives into school after 8:55am, they must go to the School Office to ensure they are marked correctly on the register and sign a late entry document.

17. An 'early birds' service will be available from 8.00am to 8.45am with a monthly cost of 30 €. This amount must be paid in advance. Students need to be accompanied by a parent to the auditorium room where a teacher will wait for them.

18. The departure time will be at 4:30pm at the Primary gate.

UNIFORM, SCHOOL MATERIAL AND SNACKS.

19. The uniform is compulsory and will be available for sale throughout the year in "El Corte Inglés" by Avinguda Alexandre Rosselló.

20. All items must be marked with your child's name. We ask that the coat you choose is green or navy blue (it should not be sporty style).

21. Girls can choose to wear school trousers during the winter if they are cold.

22. Socks and shoes must be navy blue or black.

23. On the days that your child has a sports lesson, they should come dressed in their School sports uniform. Sports shoes and socks should be white. Sports clothes and shoes are only to be worn on these days. All other days, normal uniform and shoes are to be worn please.

24. Primary students should not bring mobile phones or electronic devices to school. If they need to do so for a specific and urgent purpose, the class teacher must be informed verbally or in writing and the device sent to Ms. Sandra for safe-keeping.

25. Writing materials will be provided by the school. Children in Primary School do not need to bring in their own pencil case.

26. The children should bring two snacks, one for first break and one for the afternoon (before starting the clubs). The lunch box for snacks should be small and easy to open and close.

- Snacks should be healthy such as fruit, sandwiches, yogurts, shakes and unsweetened juices. Please do not provide pastries, or chocolates, or products with sugar.

- Important: Due to Allergies it is not allowed to bring food that contains nuts nor "FRUTOS SECOS".

- Every day, all children should bring in a named, reusable, drinking bottle filled with water from home, which they can refill later in the day, using the water machines that the school provides. No disposable plastic bottles should be brought into school.

27. Please click on the attached link and answer a few questions so we can learn more about languages and interests of your child.

We would like to thank you in advance for your attention and support.

Should you have any further questions, please contact Ms. Sandra Morell at office@edu.greenvalleyschool.es