



## **SECONDARY INSTRUCTIONS FOR THE START OF SCHOOL 2018-2019**

Dear Parents and Guardians,

You will find below the information and instructions for the start of our new year at Green Valley School:

### **PARENTS' MEETING AND THE FIRST WEEK:**

1. On Tuesday the 4th of September from 3:30pm to 4:30pm we are offering the parents an information meeting about the programme, objectives and philosophy of the school. At the same time, you will be introduced to the teachers and meet the management team.
2. For all Secondary students the course begins on Wednesday the 5th of September.
3. During the days from the 5th to the 7th of September the timetable is from 8:45am to 12:15pm. The students will get to know the school and its philosophy, meet their teachers and their new classmates and receive presentations of the clubs (cooking, gardening, science, art, sports, and more).
4. From Monday 10th September school will start as normal from 8:45am to 4.40pm.
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, a copy of their 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. Absences due to illness or any other reason, and delays, or early pick-ups must be notified and excused in advance by e-mail addressed to Mrs. Sandra Morell. ([office@edu.greenvalleyschool.es](mailto:office@edu.greenvalleyschool.es)).
8. For the sake of efficiency and functionality, all communications from parents to school (except emergencies) must always be in writing by contacting Ms. Sandra Morell ([office@edu.greenvalleyschool.es](mailto:office@edu.greenvalleyschool.es)). Whether addressed to the management, administration, or to the teaching team, the school will reply to 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' demand.
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. Secondary students are only able to leave the school alone at the end of the school day if a parental agreement form has been signed at the school office.
12. All parents and visitors to the school must sign in at reception and wear a visitor's badge.
13. Due to educational and communication purposes, the school will use and publish photographs, videos and audio of their children on the school's web page, GVS Facebook (only for parents). If any parent does not wish to have their child to appear in one or all the communication site tools please send an email to [office@edu.greenvalleyschool.es](mailto:office@edu.greenvalleyschool.es) specifying this, before the 10<sup>th</sup> of September.

#### **HOURS OF ENTRY AND DEPARTURE - MORNING CARE SERVICES**

14. The entrance procedure for Secondary students is from 8:15am to 8:45am through Secondary gate.
15. After 8:45am entrance must be made by the office and a late entry document must be signed.
16. The departure time will be from 16:40 from the front gate of the school.

#### **UNIFORM, SCHOOL MATERIAL AND SNACKS.**

17. The uniform is compulsory and will be available for sale throughout the year in "El Corte Inglés" by Avinguda Alexandre Rosselló.
18. All items must be marked with the name. We ask that the coat you choose is green or navy blue (it should not be a sporty style). Girls will be able to wear school trousers during the winter if they are cold. Secondary polo-shirt is green and has the navy blue collar.
19. Socks and shoes must be navy blue or black.
20. On the days that your children have a sport lesson in school they must come dressed in their School sports uniform. The sports shoes and socks must 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.
21. In order to minimise distraction and improve face to face social communication, students will not be allowed to use mobile phones in school.
22. The list of personal material that each child must bring is attached. All materials are to be named please.
23. Secondary students will need to bring their own laptop with full keyboard and a screen between 11" and 13" inches, with Microsoft Office and an internet navigator.

24. We recommend that students bring two snacks, one for first break and one for the afternoon.

·We ask that these are healthy snacks and please do not bring pastries or chocolate.

·Important: due to allergies it is not allowed to bring nuts nor “FRUTOS SECOS”.

·Every day, all students 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.

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

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

Should you have any further questions, please contact Ms. Sandra Morell at [office@edu.greenvalleyschool.es](mailto:office@edu.greenvalleyschool.es)