



KEY FEATURES AND COMMUNITY STANDARDS OF OUR SCHOOL

Emilio Candel School's core values:

A goal of our school is to help you LEARN HOW TO LEARN. Your teachers will encourage you to think for yourself, to learn the art of asking useful questions, to seek answers on your own and to learn how to study effectively.

Key Features: "Emilio Candel" School is a co-educational, bilingual Pre-Primary and Primary School, being a bilingual school since 2011.

Our Centre offers the following services:

Counselling and support guided by the Service of psicopedagogical and educational orientation in Cieza for::

1. Assessment and diagnosis of students with special educational needs and speech therapy rehabilitation.
2. Monitoring and control of truancy.

A TP teacher (Therapist in Pedagogy) for the treatment of students with special educational needs.

Compensatory education for students with a curricular gap of two years or even more.

Teachers who treat students with language and hearing disorders and who help in the mastery of language skills in children who have no hearing loss.

Assistant Language Teacher (usually conversation training)

Timetables:

The general school timetable for our students is as follows:

From September to June:

Classes begin at 9:00 and dismiss at 13:00 HOURS

Rest of the year:

MORNINGS from 9:00 to 14:00 hours (teaching time)

AFTERNOONS from 16:00 TO 18:00 HOURS

FROM MONDAY TO THURSDAY: CONTINUOUS SCHOOL DAY ACTIVITIES FOR THOSE STUDENTS PARTICIPATING IN THEM.
AND LIBRARY



Students Drop-off and Pick-Up:

It is recommended to come and go out of the school using the pedestrian street and the new back door in order to facilitate parking for people who come by car and avoid traffic jams.

THE PEDESTRIAN STREET is only a pedestrian access and any circulation of cars is prohibited, except for those people who have their parking place reserved in this street. Please, do not use the parking places allowed for teachers.

Way in which parents may access to our Centre:
Fathers and mothers may come with their children to the school gate. Parents who have their children in Pre-Primary School can watch them from the courtyard, leaving the porch free in order to arrange the children in the queues.
PLACE YOUR CHILD IN THE QUEUE AND WAIT FOR THE TEACHER TO TAKE THEM INSIDE THE BUILDING.

Parents do not have access to the classrooms or the corridors during school time. If you need to go inside, please contact the caretaker of our school or go to the Heading School Office.

Punctuality

Punctuality is an educational objective; therefore, please we would like that timetables are respected by all sectors of the educational community. The school will close its doors once the time scheduled for coming in is over.

It is totally forbidden to incorporate students out of this time, except with a note explaining the reasons for the absence.

If parents need to take their children before the end of the school time, they will have to pick them up at the School. Students must not leave the school during teaching hours if they are not accompanied by someone authorized. The person who picks up the child must sign a note and give it to the caretaker.

School report

At the end of each three-month period a school report will be sent to families. Letting you and your parents know how you are doing in school is an important part of the learning process.

Information

All the information and any news regarding to the school will be displayed in the notice board placed outside or in the corridor and can be looked up at the time of coming or going out of the school... Also on our website:

<http://www.emiliocandel.com/>



APA

If you want to belong to parents' association of our school (AMPA), the fee costs 15 Euros per family. It can be paid at any Cajamurcia's bank office, (AMPA, parents' association of the Emilio Candel School). Being a member of the AMPA, along with the benefits that everyone knows, for this course is more necessary than ever, as the AMPA collaborates economically with the Centre's needs.

Photocopies

Our school has established a fee for photocopies approved by the Board of Governors. For Pre-Primary Education: 6 Euros and for Primary Education: 5 Euros. If you have two or more children inscribed at the school, parents will pay a maximum of 11 Euros.

Extracurricular Activities

Our school draws up every year different school events in order to get the entire educational community involved. Headship school invites all fathers and mothers to participate in them.

Among them we put the emphasis on: Christmas, Peace Day, Carnival, World Book Day and End of Term Party. All the events are organized by the AMPA and the Centre.

This year due to the economic problems we have and the limited time at our disposal, we will only do the activities within our means.

Plan to promote reading among students

We want our students to read and apart from the readings taken in class, we pretend to get parents involved and encourage their children to enjoy reading.

We encourage parents to come with their children to our school library and use the loan system.

Along this course we will continue with the School Libraries Project, the Library will be opened every afternoon from 16:00 to 17:00 hours. We will inform you in time of the different activities that will take place. Encourage your children to assist to them.

Library opening hours:

FROM TUESDAY 14:00 TO 15:00 HOURS.

And every afternoon from 16:00 to 17:00
Library loan service: from 16:00 to 17:00 hours
and other activities.



OUR SCHOOL COMMUNITY STANDARDS

About attendance and punctuality

- Class attendance is compulsory.
- It is important to be punctual.
- You have to stand in your queue before the bell rings.
- Respect your classmates and do not push while you're in your queue.
- Enter into your classroom and prepare your material.
- When you have to get into a class, give a couple of knocks before entering and say politely "hello", "good morning" etc.

About Classroom behaviour

- Behave properly during class time.
- We can not stand up from our place without reason.
- Remain seated on your chair while you stay on tasks.
- Wait and ask for your turn to speak when you want to talk.
- Respect your own work and that of your classmates.
- Talk properly. Do not speak improperly about your tasks and do not use vulgar expressions in class. The use of obscene gestures does not belong in our school.
- Do not eat in class.
- Do not bring to school items that may distract your attention during class time (phones, video games, toys ...)

About learning and study

- Bring to school all the study material asked by your teacher.
- Take care of the course material and books.
- Do the learning and study activities given by your teacher.
- Take home all the information given by the Centre.
- Do your best work, improve tasks and hand in your exercises clean and well done.

- Do your homework and all the activities proposed.
- Study and revise daily (as a rule).
- Respect and appreciate your own material and that of the others.
- Put your books inside your school bag only when it's indicated by your teacher.

About general behaviors.

- Walk in the common areas of the center properly, without running, screaming or pushing your classmates.
- Stand in line when the bell rings.
- Talk with classmates only when necessary, so as not to perturb the work of the other students.
- Be always good friends, help each other when necessary.
- Go inside your class in a row and in silence.
- Take care of furniture.
- Do not throw stones or objects that can do damage.
- Clean and dress yourself appropriately.

About how we should treat our teachers and classmates.

- Obey your teacher and the rest of the educational community.
- Respect and value the figure of the teacher.
- Address to the teacher as Mr. and Mrs. ... or simply as "teacher."
- Listen to teachers and do what they say.
- Collaborate with teachers in complementary and extracurricular activities.
- Respect your peers and "their stuff" (their belongings).
- Do not insult anyone or give nicknames.
- Respect everyone as they are and facilitate the integration.
- Help immigrants to integrate easily into school life.
- Respect others who have a different faith and different ways of thinking.

About the use of school property and equipment.

- Take care, appreciate and make a good use of the common school material, both in the classroom and in the building, for example: tables, chairs, blackboards, computers, sports equipment...
- Take care, appreciate and make a good use of all the rooms of the Centre, such as walls, floors, bathrooms, corridors, sports courts, playgrounds,...
- Do not appropriate objects that don't belong to us (although you have found them, you must give it to your teacher).

About hygiene in the rooms of the Centre

- Keep your environment clean and healthy.
- Use bins and dumpsters.
- Use toilet paper properly.
- Keep toilets clean.
- Observe the recycling regulations of the Centre.
- Come to school clean and neat.
- Collaborate with the Centre in cleaning and maintenance activities.

Respect and comply with the general rules and make possible that everybody comply with them all.

