

C.A.R.E.I. – Centro Aragonés de Recursos para la Educación Intercultural

Documento facilitado por GRUPO DE TRABAJO “MATERIALES DE ACOGIDA Y ADAPTACIÓN PARA ALUMNOS INMIGRANTES” y traducido por GLS Servicios Lingüísticos

INTERNAL OPERATION OF THE CENTRE

1. Relationship with the family

The communication of the family with the Secondary School will be carried out in the first instance through the class teacher. To achieve this the family will be provided with the list of teachers and their visiting hours. The family will request an appointment with the teacher during those hours; if this were not possible for any circumstance, the teacher would arrange an alternative time.

If so required, an appointment with a subject teacher, a member of the governors or of the Department of Orientation can also be requested.

2. Attendance and justification

- a) When some absence takes place for whatever reason, a slip must be completed by the family of the pupil and given to the class teacher before days following the date on which the absence took place, to avoid this absence appearing as “not justified.”

The family will receive notification of the absences (justified and not justified) in order to verify them.

- b) When delays that are not justified take place repeatedly, the teacher will be able to give a written warning to the pupil.

3. Breaks

The pupils of 1st and 2nd years of Compulsory Secondary Education should remain in the school during the break in their designated area – the sports grounds – or in the cafeteria.

The pupils of the other years can leave the school grounds during this period, but should return on time for the next class and avoid unjustified delays (without a slip from the family).

4. Written warnings

This is a form of punishment that the teacher can impose on a pupil when it is considered that that pupil’s behaviour is incorrect or when certain obligations have not been fulfilled.

The written warning is sent by post to the family. When they receive three warnings, a formal warning is given; if a fourth warning is received, the pupil is suspended for one day, with prior arrangement with the family.

5. Periods between classes

C.A.R.E.I. – Centro Aragonés de Recursos para la Educación Intercultural

Documento facilitado por GRUPO DE TRABAJO “MATERIALES DE ACOGIDA Y ADAPTACIÓN PARA ALUMNOS INMIGRANTES” y traducido por GLS Servicios Lingüísticos

Between the lessons there is a break of 5 minutes to allow for possible classroom changes: to music, technology, computer science, gym, etc. since they have specific classrooms. Under no circumstances is it a time to disturb others, shout, run along the corridors or around the classrooms, go to the cafeteria, etc.

6. Smoking regulations

It is absolutely forbidden to smoke on the school premises, both inside and out, as stipulated in the School Regulations and in the legislation of the Autonomous Region of Aragon.