

GENERAL INFORMATION



ACCESS REQUIREMENTS

Students residing in the area should go directly to IES (SECONDARY SCHOOL)

To complete registration it is necessary to bring the Secretary of the Secondary School the following documentation:

- Registration form
- 4 photos
- Photocopies of the I.D. card (parents or tutors and pupil).
- Census certificate for the municipality.
- Photocopy of the family book or, otherwise, passport or residence permit.
- Photocopy of the Social Security card.
- Photocopy of vaccinations or equivalent certificate.

TIMETABLE

General timetable of the centre: Monday to Friday from..... to..... am, with a break of..... minutes (from..... to.....).

The school day is composed of 6 periods of 50 minutes, with 5 minutes of rest between classes. During this schedule, the pupils of first cycle (1st and 2nd of C.S.E.) cannot leave the centre, not even during the break.

Group timetable: provided by the tutor to the pupil or his relatives in the first meeting that takes place in the centre. This contains the timetable details for each period for the whole week.

Timetable for Spanish classes: the Spanish teacher or the tutor will give this to any pupil with little knowledge of the language. This shows the daily lessons when the pupil leaves the group to receive extra Spanish classes.

ORGANISATION

Management: Consisting of Headmaster, Head of Studies and Secretary..

Board: consisting of all the teachers and specialist teachers of the various subjects imparted.

Didactic departments: formed by all teachers who teach the same subject.

Orientation Department: consisting of five specialist teachers in Psychology or Pedagogy, in science-technology, linguistics, in practical support and in Therapeutic Pedagogy.

Department of Complementary and Extracurricular Activities: consisting of a teacher in charge of coordinating these activities with the rest of the staff.

Commission of Pedagogic Coordination: formed by the heads of all the Didactic Departments, Head of Studies and Headmaster.

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

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FACILITIES

The.....Secondary school has the following available for specific activities:

- | | |
|---------------------|------------------|
| * Gym | * Workshops for: |
| * Sports tracks | © Technology |
| * Cafeteria | © Crafts |
| * Meeting room | © Music |
| * Library | © Audio-visual |
| * Laboratories for: | © computing |
| © Biology | © Spanish |
| © Physics | © Etc. |
| © Chemistry | |



EXTRACURRICULAR ACTIVITIES

These are carried out during the year. They are proposed by the different Didactic Departments and are approved by the School Council. These may include: a trip to Zaragoza city, to other towns, to other districts, visits to institutions, etc.

Their purpose is educational, since the aim is to enlarge, complete and deepen some aspects worked on in class, as well as to improve the relationships among the different members of the educational community

The authorisation of the family is needed so that the pupil can participate. (An authorisation model exists for these activities in the centre).



PARTICIPATION CHANNELS

School Council: representatives of the whole educational community (pupil, teachers, families, non-teaching school personnel, city council).

PTA: the parents' representatives.

Pupils' committee: the students' representatives.



PARENTS' APPOINTMENTS

Both the tutors and the orientation department as well as the governors have a timetable for parents of the pupils.

Address:

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Tel: Fax:

E-mail: