

GENERAL RULES

This year the School rules have been adapted to the new safety measures of prevention of COVID-19

School begins

Monday 14-09-20 for Nursery, Infants, Primary and Secondary.
Tuesday 15-09-20 for Baccalaureate.

School Day

From 9:00h to 17:00h. (For Nursery and Infant children the entry time has been extended to 9:20)

Entering and leaving school

The children who are brought to school by parents, should enter the school from 8:45 onwards through the following entrances:



Nursery and Infants: Reception Infants (**entrance 1**).

Primary 1, 2, 3 and 4: Reception Primary/Secondary building (**entrance 4**).

Primary 5 and 6: Gym door (**entrance 6**).

Secondary 1, 2 and 3: Garden gate Primary/Secondary building (**entrance 4**).

Secondary 4: Music door (**entrance 5**).

Baccalaureate 1 and 2: entrance to Baccalaureate (**entrance 7**)

- According to the Department of Health, only pupils, teachers, administration and service workers can enter the school. We therefore ask parents and other visitors not to enter the school building without an appointment.
- No child will be allowed to go with anyone who does not normally collect them without the parents' permission.
- Parents should not collect their children before 16:30 as this interrupts the classes. If a pupil needs to leave early, the school must be informed by a note in the diary, by telephone or by Clickedu before 16:30.
- Cars must not be parked in front of the building and must respect, at all times, the entrances to the neighbouring houses.

Before/After school service

Extra hours: Morning: from 7:45h to 8:45h
Afternoon: from 17:15h to 18:30h

Any child who arrives before 8:45h or leaves school after 17:15h will enter into the extra hours service and will have an additional charge.

- Nursery and Infants: Should be left and collected from the Infants building (**entrance 1**).
- Primary and Secondary: Should be left at the Gym door of the Primary/Secondary building in the morning (**entrance 6**) and collected from the Infants building in the afternoon (**entrance 1**).

Uniform

School uniform is compulsory and can be found in Hipercor-Girona except for the school tracksuit which is provided by the school. All items must be marked with the child's name (see information for corresponding level).

Uniforms can be reserved on the website:

<http://www.elcorteingles.es/uniformes>

Material

This will be supplied by the school. If anything is lost or destroyed and a replacement is necessary the school will charge accordingly.

Transport

- All children from Infants 1 upwards must wear a mask throughout the bus journey.
- The person who accompanies the children on the bus will take their temperature before they get on the bus. If a child has a temperature above 37.5°, he/she will not be allowed to get on the bus.
- When the children get on the bus the person accompanying them will wash their hands with disinfecting gel.
- No messages or medicines should be given to the person accompanying the bus children.
- It is very important to be punctual at the bus stop. When no one is at the stop to collect a child, he/she will be taken to the last stop and you should contact the school or bus monitor.
- New parents should confirm the bus service and the stop they wish to use by contacting the office or email info@saintgeorgeschool.es before September.
- Any daily bus changes depend on the availability of places. The school should be informed of these changes before 15:00 by a note in the diary, telephone or by Clickedu.
- The school insists that children behave properly and show respect at all times on the school buses. If a child does not behave suitably he/she will be excluded from using the bus service for several days or indefinitely.

Illnesses

- The school has prepared for the prevention of COVID-19 according to the instructions given to us by the Department of Health:
 - Children's temperatures will be taken on entering and leaving the school and at various times during the day.
If a child has a temperature of above 37.5°, he/she will be separated from the group and the family will be told to collect the child immediately.
The family must then inform the school of the child's condition.
 - Children must wash their hands frequently.
 - Distance will be respected at all times and masks must be worn when necessary.
- To avoid spreading illness, children with temperature, conjunctivitis, chicken pox, head lice, impetigo should stay at home.
The child cannot return to school until 24h after the symptoms have ceased.

Necessary Documents

On the first day of school the children must bring the following documents completed and signed:

- Authorisation paper
- Letter of Consent
- Responsibility declaration
- Updated photocopy of vaccinations from health card

Various

- Pets are not allowed in the Infants patio or entrance or in the reception areas of the other buildings.
- Act 28/2005 (26th December) states that for health reasons which show smoking can damage our health, it is prohibited to smoke or use electronic cigarettes inside or outside an educational vicinity or children's play area.
Therefore, it is not allowed to smoke in or around the school buildings.
- **Image Rights:** We would remind parents that photos may not be used without previous permission as stated in Article 18.1 of the Spanish Constitution and revised by the *Llei orgànica* 1/1982 5th of May 1982.
- **Rules on mobile phones.** The school cannot be responsible for the mobile phones or electronic gadgets the pupils bring.
It is advisable to have private insurance for these devices because insurance companies will not allow collective insurance on personal objects which do not belong to the school.

MANAGEMENT TEAM

- Head teacher: Fiona Jukes.
- Pedagogic coordinator: Anna Casadevall.
- Nursery and Infants coordinator: Eva Martínez.
- Primary coordinator: Fiona Jukes.
- Secondary and BaccaLaureate coordinator: Montse Biosca.

NURSERY (children born 2018 and 2019)

Uniform

The children always dress in sports clothes. All pieces of clothing must have the child's full name on them (not initials).

Summer uniform: Navy blue and green T-shirt or white polo and navy blue shorts (*Hipercor-Girona*). Trainers or navy blue shoes both with velcro and white or navy blue socks.

Winter uniform: Tracksuit (which is sold in school) and long-sleeved polo shirt (*Hipercor-Girona*). Trainers or navy blue shoes both with velcro and white or navy blue socks.

Coat: The coat is part of the uniform, with a tag on it to hang it up (*Hipercor-Girona*)

Smock: The smock is part of the uniform and is to be taken home every day. Please embroider the name clearly on the front. (*Hipercor-Girona*)

School bag: The school bag (without wheels) is also part of the uniform and the child's name should be embroidered clearly on the outside. (*Hipercor-Girona*)

Swimming*: The swimming costume is part of the uniform (*Hipercor-Girona*). Other necessary items: silicone cap, towel, bathrobe and sandals (attached around the ankle). All marked with name.

The day the children do swimming they must bring both their school bag and their sports bag with the name also embroidered clearly on the outside.

**At the moment there will be no swimming class.*

Also necessary: Everything must be marked with the child's name

- Toilet bag: comb or brush, cologne (optional) and toothbrush. This will be sent home on Fridays to be washed.
- Following the hygiene measures established for the prevention of COVID-19, the playground fountains must be turned off and therefore each child should bring a water bottle or reusable bottle for drinking water during the day.
- Complete change of clothes (which should not be uniform) in case of accidents.
- 2 bibs which will be sent home daily.

Diary

The diary will be provided by the school and is used as a means of communication with the family. Please read it and sign it every day.

Medicines

According to the Department of Health, any instructions for taking medicine must be clearly written on the medicine with the child's name and stating how much and when to take. This must be signed by the parent or guardian or a certificate should be sent to the school.

Menu

The menu will be available every month on Clickedu.

Special Diets: When a child needs a special diet or cannot eat a specific food, a medical certificate is required, a note in the diary will suffice for a temporary diet.

If a child leaves mid morning but wants to have school lunch they must be back in school by 12:30.

Afternoon sleep

All children have an afternoon sleep.

The school will give each child their own sheet which will be sent home on Friday to be washed and should be brought back on Monday.

They can bring dummies, teddy bears, dolls (in a box).

Material

Nappies and wet towels are supplied by the school. Nothing else can be brought to school (toys, books, food, etc.).

Birthdays

If parents are organising a birthday party the school must be informed of the children who are invited and with whom they will be leaving school.

The school is very willing to participate with the children in celebrating their birthdays or saint's days but we would ask parents who also want to celebrate by bringing presents for other children to please make the presents simple, preferably no sweets but if this is the case only a lolly pop or similar (no bags of sweets) no cakes (as recommended by the Department of Health).

INFANTS 1, 2 and 3 (children born 2017, 2016 and 2015)

Uniform (*Hipercor-Girona*)

Navy blue jersey. Short/long sleeved polo shirt. Short/long checked trousers or checked skirt with straps. Navy blue socks/ tights and navy blue or black shoes with velcro.

- All pieces of clothing must have the child's name on them (no initials).
- In summer sandals or shoes without socks are not allowed.

Winter coat: Children should wear the school winter coat with a tag on it to hang it up.

Smock: The smock should have the child's name on the front and is sent home every day to be washed.

School bag: The school bag (without wheels) is part of the uniform. The child's name must be clearly embroidered on the outside.

Swimming*: School swimming costume, silicone cap, towel bathrobe (with a tag on it to hang it up), towel and sandals (attached around the ankle). Everything must be clearly marked with the name.

- Infants children should come in gym clothes the day they do swimming.
- On swimming day all children should bring both their school bag and the swimming or gym bag (*Hipercor-Girona*) containing swimming things. Names must be clearly embroidered on outside.

**At the moment there will be no swimming class.*

Physical Education:

- Summer: Navy blue and green T-shirt and shorts, trainers (velcro) and white socks.
- Winter: Tracksuit (which is sold in school).

- Infants children come dressed in gym clothes from home on gym day.

Also necessary:

- Toilet bag: comb or brush, cologne (optional), toothbrush and toothpaste. This will be sent home on Fridays to be washed.
- Mask (surgical or superior) marked with name.
- Following the hygiene measures established for the prevention of COVID-19, the playground fountains must be turned off and therefore each child should bring a water bottle or reusable bottle for drinking water during the day, marked with their name.
- Complete change of clothes (which should not be uniform) in case of accidents with name on it.

Diary

This will be provided by the school and is used as a means of communication with the family. In Infants 1 it must be read and signed every day. In Infants 2 and 3 it should be read for notes.

Medicines

According to the Department of Health, any instructions for taking medicine must be clearly written on the medicine with the child's name and stating how much and when to take. This must be signed by the parent or guardian or a certificate should be sent to the school.

Menu

The menu will be available on Clickedu every month.

Special Diets: When a child needs a special diet or cannot eat a specific food a medical certificate is required, a note in the diary will suffice for a temporary diet.

If a child leaves mid morning but wants to have school lunch they must be back in school by 12:30.

Sleep

Infants 1 may choose to have one if they want. Dummies are not allowed. The school will give each child their own sheet which will be sent home on Friday to be washed and should be brought back on Monday.

Infants 2 and 3 do not have the option of an afternoon sleep.

Material

All material is supplied by the school. Nothing else can be brought to school (toys, books, food, etc.).

Birthdays

If parents are organising a birthday party the school must be informed of the children who are invited and with whom they will be leaving school.

The school is very willing to participate with the children in celebrating their birthdays or saint's days but we would ask parents who also want to celebrate by bringing presents for other children to please make the presents simple, preferably no sweets but if this is the case only a lolly pop or similar (no bags of sweets) no cakes (as recommended by the Department of Health).

PRIMARY

Uniform (*Hipercor-Girona*)

Navy blue jersey. Short/long sleeved polo shirt. Short/long checked trousers or checked skirt. Winter jacket with tag to hang up. Navy blue socks/tights and navy blue or black shoes with no details on them (no sandals).

Smock: Children in Primary 1-4 take their smocks home on Wednesday and Friday. Primary 5-6 only on Friday.

School Bag: The school bag is part of the uniform and the child's full name must be embroidered on the outside.

Swimming*: School swimming costume, silicone cap, towel and sandals (all items must have name attached).

**At the moment there will be no swimming class.*

Physical Education: The gym bag is uniform (it must have the child's name on the outside)

- *Summer:* T shirt and shorts (uniform), trainers and white socks.
- *Winter:* Tracksuit and T shirt (uniform), trainers and white socks.

Also necessary

- Mask (surgical or superior) marked with name and children should bring an extra mask
- Following the hygiene measures established for the prevention of COVID-19, the playground fountains must be turned off and therefore each child should bring a water bottle or reusable bottle for drinking water during the day, marked with their name.

Material

All books, notebooks, folders and a diary are supplied by the school. Each child should bring a pencil-case for school use and a folder for homework.

Medicines

According to the Department of Health, any instructions for taking medicine must be clearly written on the medicine with the child's name and stating how much and when to take. This must be signed by the parent or guardian or a certificate should be sent to the school.

Menu

The menu will be available on Clickedu every month.

Special Diets: When a child needs a special diet or cannot eat a specific food a medical certificate is required. A note in the diary will suffice for a temporary diet.

Birthdays

Please inform reception before 15:00 of children who are going to parties and with whom they must go.

The school is very willing to participate with the children in celebrating their birthdays or saint's days but we would ask parents who also want to celebrate by bringing presents for other children to please make the presents simple, preferably no sweets but if this is the case only a lolly pop or similar (no bags of sweets) no cakes (as recommended by the Department of Health).

Saint George's School has a List of Disciplinary Rules and Regulations specified in the NOFC. This document includes rules and regulations which are written clearly in the school and are displayed in all the classes to ensure the pupils are aware of them.

SECONDARY and BACCALAUREATE/SIXTH FORM

Uniform (*Hipercor-Girona*)

Green jersey, checked skirt (not mini length) or navy blue trousers, short/long sleeved polo shirt, navy blue socks/tights and navy blue or black shoes without a heel and with no coloured details on them and winter jacket.
All items must be marked with name.

Baccalaureate/Sixth Form pupils do not wear uniform: correct clothing should be worn at all times: no short skirts or shorts, tracksuits etc.

School bag: The school bag does not have to be uniform.

Swimming*: Swimming costume (not uniform), silicone cap, towel and sandals.

**At the moment there will be no swimming class.*

Physical Education: Any gym bag (not uniform but with the pupil's name on the outside).

- *Summer:* T-shirt and shorts (uniform). Trainers and socks.
- *Winter:* T-shirt and tracksuit (uniform). Trainers and socks.

Smock: The pupils should bring the school smock at the beginning of term for use in specific classes.

Also necessary:

- Mask (surgical or superior) marked with name and children should have an extra mask.
- Following the hygiene measures established for the prevention of COVID-19, the playground fountains must be turned off and therefore each child should bring a water bottle or reusable bottle for drinking water during the day.

Material

Secondary pupils should bring a laptop for class work. Pupils need to bring a pencil case, a diary, a large box type folder with two rings and a packet of dividers for the folder. All other books and notebooks are supplied by the school.

Medicines

No medicine will be given to a child without previous authorisation.

Menu

The monthly menu is always displayed on Clickedu.

Special Diets: When a child needs a special diet the school must be notified and if he/she cannot eat a specific food a medical certificate is required.

Absences

In case of absence **parents must inform the school on the morning of the first day of absence.**

Documentation:

Secondary 1 pupils must bring their NIE and Identity Card (originals) during the first week of school.

Baccalaureate 1 students must bring their Identity Card, NIE and multiple family member card during the first week (originals).

Saint George's School has a List of Disciplinary Rules and Regulations specified in the NOFC. This document includes rules and regulations which are written clearly in the school and are displayed in all the classes to ensure the pupils are aware of them. The school reserves the right to accept a pupil who has broken these rules, depending on the seriousness of the issue. This may include: not abiding by public health rules, acts of aggression, incorrect appearance, dressing in an inappropriate fashion, hairstyles not accepted by the school etc.