

Secondary School Bulletin

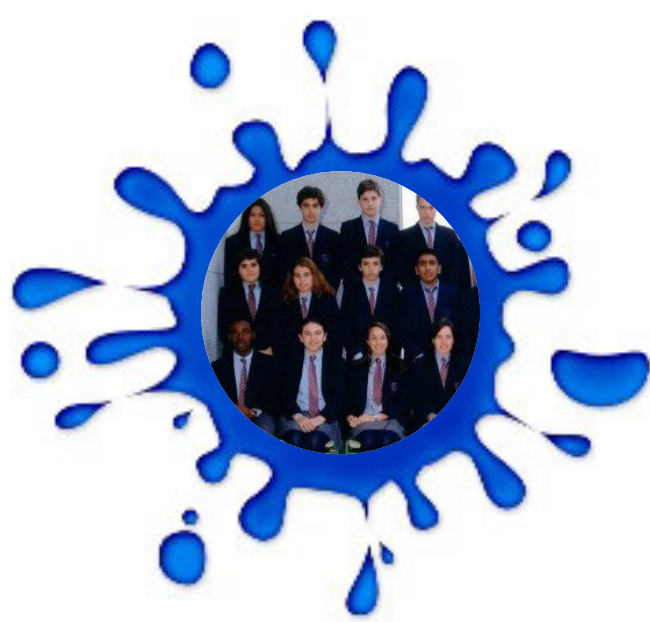


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Introduction



Welcome to all our families, old and new. This booklet contains information about our school and we hope it will be useful to you all. Please take the time to read its contents.

We want you all to be fully involved in your children's education. Please also read the Bulletin with your son/daughter, before the start of term.

The **International School of Madrid** is an inclusive school which welcomes and values all of its students and their families. We hope to create a family atmosphere where children feel safe and secure and in which there is fluid communication between home and school.

We provide a broad and balanced curriculum which:

- promotes the academic, spiritual, cultural, physical and moral development of students;
- prepares children for adult life and encourages them to become good citizens – showing respect, loyalty and friendship towards others;
- allows children to become fluent and proficient users of the English and Spanish languages, whatever their native tongue is.

Our goal is to provide a high quality education which:

- promotes high standards of achievement and allows all children to develop to the best of their ability, both personally and academically;
- generates high levels of student engagement and enthusiasm and allows students to become confident, secure and independent learners.

Enjoy the year ahead!



The School Day



Term Dates

Autumn Term

Wednesday 7th September until Wednesday 21st December (inclusive)

Spring Term

Monday 9th January until Thursday 29th March (inclusive)

Summer Term

Tuesday 10th April until Friday 22nd June (inclusive)

School Hours

The school hours are 8.40 a.m until 4.05 p.m (except on a few occasions, in which case you will be notified in writing, including 7th to 8th September when school finishes at 1.45 p.m.).

Arrival at school

Pupils should be at school at 8.35 a.m. in order to be in registration by 8.40 a.m. After that time they will be marked as late. There is registration for all pupils 3.55 p.m. to 4.05 p.m. Bus pupils are called at 4.p.m. Some extra classes may continue to 5.15 p.m.

Please insist on punctuality. Pupils who continually arrive late or who have a tendency to be absent without justification (a doctor's note) will be punished with detention and reduced privileges (Years 12 and 13) and will find that their average term mark will be reduced proportionally.

The first hours of the day are the most important and classes start promptly after registration. Any pupil arriving late for morning registration must report to the Study Room. They are likely to miss first lesson if they are late. After 9.50 a.m. pupils must sign the late book in the office. Staff will make a note of late comers, and the time of arrival. We cannot have classes interrupted, disrupting the studies of other pupils.

**DISMISSAL TIME:**

This is 4.05 p.m. (4.00 p.m. for bus pupils). For the security, safety and well-being of pupils, I.S.M. has a staff member on the door between 4.05 p.m. & 4.20 p.m. We request that parents and others who collect pupils be as punctual as possible.

ABSENCE FROM SCHOOL:

Please note that a 'phone call to the office to inform of absence is **not sufficient**. A **note** living the reason for the absence must be sent to the tutor on return to school. In order to maintain discipline, and for safety, no pupil will be allowed to go home by other than the recognised method of transportation, nor leave the bus at any other than his normal stop, unless the school has previously been informed **IN WRITING**. It is not sufficient to give the message orally to the pupil or the bus driver.

No supervision can be provided before 8.30 a.m.

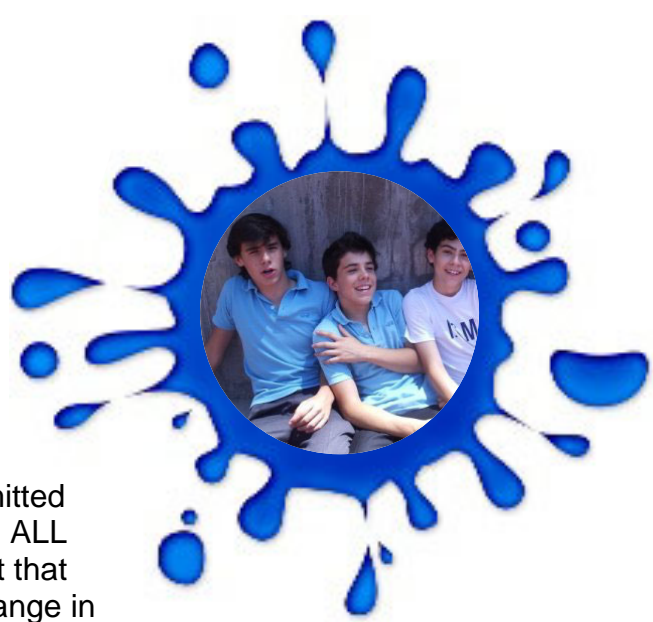
PUNCTUAL PICK UP:

Pupils must be collected by 4.20 p.m. or, in the case of those engaged in classes or extra-curricular activities, by 5.15 p.m.

ACCESS:

On the back of the bulletin is a map of the roads and bus stops around the school. Cars cannot be driven up the road to the school. Parents should note that the access to the school from the M30 is dangerous, and on no account should pupils be dropped off or collected near the roundabout or bend, or on the M30. See map for details. Parents are advised that they must not drop off or pick up their children near the roundabout or in the school street. Buses block the road if parents park on or near the roundabout or in double parking.

School Uniform



Uniform

The wearing of uniform is **COMPULSORY** from September 7th for all secondary pupils, both for sports and daily wear. Trainers (not black-soled) are not permitted except on PE/Games days. **PLEASE PUT NAMES ON ALL CLOTHING AND PERSONAL ARTICLES.** We suggest that you also put the letters I.S.M. on the article. Pupils change in the break before and after their PE or Games session. On Sports days (Yrs 7-11 on Fridays, Years 10-13 on Fridays), Sports pupils only are allowed to come to school in PE kit. Some Y12 and 13 pupils may be doing Drama during Sports time.

A complete uniform list is sent separately over the summer ('Secondary Uniform List'). Uniforms should be purchased at EL CORTE INGLES' 'Castellana' site, in the 'Colegios' department, C/ Raimundo Fernández Villaverde.

The school cannot be responsible for unmarked lost property and there was a tremendous amount of it last year! Some parents have shown interest in a resale of clothing, left in school and unmarked. If any parent wishes to help, please see Beatriz in the office. Please see that your son/daughter has all the correct uniform at the beginning of the year so that later, at school functions, etc. we do not have pupils incorrectly dressed. Please adhere strictly to I.S.M. uniform list. Pupils who do not have the correct uniform cannot participate in school activities. Pupils will be punished with detention for incorrect uniform and/or lack of books and equipment.

All pupils wear shorts and I.S.M. T-shirt for PE throughout the year, even when wearing track suit on top. Please adhere to uniform regulations. Many pupils came to school incorrectly dressed during 2010/2011. Full uniform is required to be worn for field trips (unless otherwise indicated) and for church.

N.B. The school requests that if a pupil takes home clothing or other articles belonging to another, that these be returned to the school immediately, with an accompanying note to the Form Tutor.





Jewellery and Items of Value:

The wearing of jewellery is limited to one 'discrete' necklace, worn under the uniform, one 'discrete' bracelet and 'stud' earrings for girls only. No 'piercings' are allowed at I.S.M. Girls are reminded that long hair must be tied up and boys must not have hair below their collars.

Jewellery, money and other articles of value must **not** be brought to school unless specially requested. Watches should not be worn for swimming, P.E. or other sports activities. Staff cannot be responsible for watches, etc. left in bags. Pupils are not permitted to bring music equipment, such as mp3/4 players or similar. Mobile phones are **not** allowed in school and will be confiscated for the remainder of the term if found. If they have to be carried, due to parental request, these should be handed in to the office on arrival. **The school cannot be held responsible for items of value which go missing.**

** (See note below in the discipline section, regarding the recording of audio or video/photo images in school)*

Comics, Weapons, etc.

Pupils are not allowed to bring comics or toys to school. All weapons of any description are also forbidden. The school cannot be responsible for any item brought to class by the children, unless it is by special request of the teacher. Electronic games, music players, CD players or similar and mobile phones etc. are also forbidden – anything that causes distraction, temptation or danger to others. Items found will be confiscated until the end of term.

Lockers:

Pupils should only take home the books required for homework – not **all** their books. All have lockers and desk. Pupils exchange a locker key at the beginning of term for 5 €. This is exchanged again at the end of the year. Some pupils may have lockers which require a padlock, which they will need to provide themselves.



Sports:

Pupils may NOT use plastic bags - of the type given in supermarkets and shops - for sports equipment. These cannot be identified: they, and the articles which they contain, are easily lost. Sports bags must be large, strong and clearly marked. They must not be left in school overnight.

Seniors (Years 10-13) will have Sports on Mondays. Sports, or Drama is compulsory, sports taking place in the Hortaleza Sports centre. Juniors (Years 7 to 9) will also have a Sports session in Hortaleza on Fridays (Swimming for Year 7). In the Summer term pupils are taken to an Athletics facility on some sports days to prepare for the annual inter-schools tournament.

Chewing Gum:

Chewing gum and sunflower seeds ("pipas") are forbidden at school, at school functions and on the school bus. Since pupils are not allowed these goodies, we should be grateful if parents would follow the same rule when on the school premises. There are few rules at the International School of Madrid, but these we expect to be strictly obeyed.

Discipline Policy:

The school has a Discipline Policy which can be consulted in the office. Sanctions consist of break time detentions, school detentions, which take place on Wednesdays from 4.10 to 5.10 p.m., suspensions from school and finally, in extreme cases, exclusion. The Principal has the final word in suspensions and exclusion.

*** It is totally forbidden for pupils to make recordings or take photographs or video images of any kind in school, without prior permission from Mr. Wickham, or to place images of school or pupils on the internet. This matter is taken extremely seriously. Pupils are not allowed to use internet for social reasons in school.**



Reports and Parents' Evenings

We have three parents' evenings a year and we send written reports home to parents three times a year in secondary.

October

We have an open evening where parents are invited to attend talks by Key Stage co-ordinators about the academic programme. We will explain what will be expected of pupils over the year and parents will be given guidelines as to how they can support their son/daughter's learning. This is followed by a time to meet teachers and tutors informally over a glass of Spanish wine in the dining room.

November (1st Period Reports)

We send home a brief (Short Comment) report, and this is followed a few days later by Parent-Teacher Conferences in the gymnasium. Please attend this evening (see the Calendar). (Note: in December there are internal examinations for Years 7-10 and an Examination Results sheet is sent home by hand).

January/February (2nd Period Reports)

Detailed reports and Report Cards are sent home. Mock exams take place for Years 11 to 13.

February/March

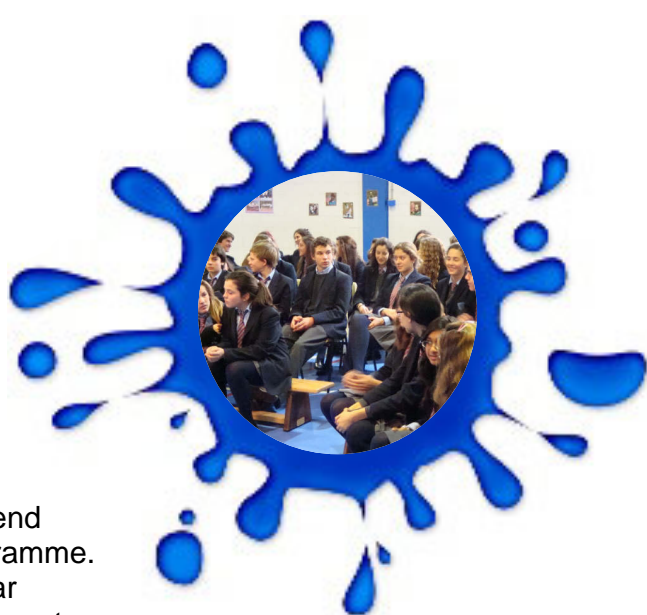
Parents are again invited to attend Parent-Teacher conferences.

June (3rd Period Reports)

Detailed reports and Report Cards are collected by parents on Thursday 30th June. Teachers are available to talk about these reports as desired. If books are not handed in or are damaged, reports can only be given if a €30 per book fee is paid.

We would like to stress that this is the timetable of the official points of contact between school and parents. Teachers will request to see parents at other times as and when the need arises. We expect parents to do the same. Obviously teachers will not be able to come to the telephone or stop to talk to a parent during class time, but if you speak to the office they will arrange an appointment for you. Teachers are always happy to see parents and discuss anything from the curriculum to personal problems a child may be having. Information should be given to the class teacher if anything occurs which could affect the child academically and/or socio-emotionally, e.g. absence from home, death or illness of relative or loved one, change of domestic staff, new baby on the way etc. This will help the teachers to support the children appropriately. Please do not discuss children's academic or social performance with the secretarial or support staff, but only with the teachers concerned.

You are kindly requested **not to phone teachers at home about school matters** (even if their child is in the same class and is socially known to you!) The office is not allowed to give out staff telephone numbers.





Text Books:

These are on loan to pupils and must be returned to the school. While in use, ALL TEXT BOOKS MUST BE COVERED WITH NON-STICKY PAPER OR PLASTIC. Parents will be billed for loss or destruction of text books. Pupils who did not return books asked for in June, or if they were returned in poor condition will be billed for these. **Text books may not be written in**, apart from the name and number. Most departments lend text books to pupils but in some cases, such as ICT, photocopies are used, which should be filed carefully.

Photocopies:

As in all schools, and even more in higher education, the tendency is to work with photocopies, and increasingly on internet. We require pupils to be provided with **files** to organise these. A4 size ring-backed files/notebooks are useful to take notes, and sheets can then be filed in **two-holed** ring files. Please encourage your son/daughter to organise files daily. Work from previous units which is no longer needed in class should be filed regularly in **revision files** at home. In some subjects pupils in Yrs. 7-9 will use exercise books.

Pupils cannot expect teaching or office staff to make **photocopies** in school. Pupils are often encouraged to use the internet for investigations, and we recommend that this access is always carefully monitored by parents. We do not advise access to **internet** in closed rooms in the house. Advice on internet safety can be obtained from different web sites, and there were a number of assemblies and talks by parents on this issue last year, as well as talks to parents organised by the Parents Association (A.P.A.).

Useful sites for parents:

www.protegeatushijos.com/ (useful site in Spanish developed by Microsoft).

http://kidshealth.org/parent/firstaid_safe/home/net_safety.html (also in Spanish).

<http://www.thinkuknow.co.uk/>

Homework Diaries:

Secondary pupils from Year 7 are expected to provide their own homework diary. Parents are asked to check this daily as in these may be comments from teachers. Pupils should use their private diaries responsibly. These may also be checked periodically by the tutor.

Dictionaries:

Pupils from Year 7 upwards should have their own dictionaries both for English and Spanish.



Stationery:

Pupils should bring, as of the first day of school, all necessary stationery.



Year 7 upwards

- Equipped pencil case
- Crayons or coloured pencils
- Scissors (named, please)
- Loose-leaf file (2 HOLES ONLY), with separators, or notebook (wire type with separate sheets and perforation line).
- 30 cm. ruler, plastic
- Compass with pencil
- Set square
- Protractor
- Scientific calculator
- Large satchel
- Athletics bag
- Recorder (*flauta dulce*) if required (Years 7 to 9).
- A hole puncher is useful to have at home or at school ('mini' one preferably)

Years 7-13 pupils will also need a fountain pen with changeable cartridges. All class and homework from Yrs.7-9 is to be done **in ink, NO BALLPOINT OR FELT-TIP.**

For Art and Design in Years 7 to 13 pupils will be told in September the equipment that they must have for the class.

See the [School Prospectus](#) for more details.

Scrap Materials:

In order to protect the environment, teachers in U.K. are being urged to be inventive and imaginative in using scrap material for art work. I.S.M. teachers wish to do likewise, but depend on parental co-operation. Please save things like detergent drums and boxes, rolls from kitchen foil, newspapers and magazines, wide-neck screw-top jars, etc. Ask the Art teacher. She will be happy to tell you what is needed. We also need all kinds of materials for recycling.

Extra-Curricular Activities



Except for Music and League Football (see information sheet in September) please sign up your children early in September.

The school offers a number of extra-curricular activities which begin 1st October. In addition to football clubs (for both boys and girls) there may be other activities offered. Phone the office for more information. There is a charge for all after school activities.

There are German classes. Please see the extra-curricular information sheet in September.

Riding:

Riding is on Wednesdays. Pupils are taken to the stable by bus accompanied, leaving ISM at 3.50 p.m. returning at approximately 5.45 p.m. The stable, Carretera de Burgos Km. 23, in San Jorge, is run, and the children taught, by Hugo Espinosa de los Monteros and his wife Meli Valderrama, both qualified and experienced teachers. Gymkhanas and competitions are held each term.

Music Classes:

The school is very committed to giving children a wide and varied education in music. All pupils (Yrs.7-9) have a class every week with their Music teacher. A lot of work goes in to the various productions both in Primary and Secondary during the year. The school can also arrange private classes in some instruments, such as percussion, guitar, piano and also flute, violin or harp depending on the amount of interest. Please contact the Music teachers to arrange classes. Roberto can be contacted in Primary and Mr.Alex in Secondary.

Prices depend on the level of the pupil and the length of the class, and are fixed by each teacher.

Excursions

All classes can take one excursion a term and the school meets the cost of the transport for these trips within city limits. Trips are usually related to the work the pupils are doing in class and include trips to museums, theatres, parks, etc. We always send home a letter asking parents to give their permission for their child to go on the trip if it means taking a bus.

There are also residential Language, Geography and Biology trips organised sometimes over the year in secondary, both in Spain or abroad. In previous years groups have gone to Paris, Rome, Berlin, La Cabrera and San Martin de Valdeiglesias. The very popular induction camp for pupils in Yrs.7-9 takes place near San Martin de Valdeiglesias early in September. These trips are billed separately.



Food



All pupils eat in school. Meals are cooked on the premises by the Aramark catering company, which sends a menu home each month by email. Pupils are also provided with a snack in the morning. On day school trips Aramark provides pupils with a packed lunch. Please inform the office of any special dietary requirements, due to medical or religious reasons, if you have not already done so on the application form or at interview. Pupils must not bring sweets or food to school unless requested by the teacher. If a pupil has been ill and needs a special diet please let the Form Tutor know in writing.

There are water fountains on all classroom floors in the secondary building. Pupils are allowed to bring plastic water bottles to the classroom in the afternoon and can drink between classes.

Bus Service



Please, do not assume that the bus can collect and deliver your child wherever you live. Pupils live at a great distance one from another and those off the main route must inevitably, if it is possible to make a service available to them, be the "first on" or "last off". The first day of Autumn Term, pupils should be brought to school by their parents. Return bus service will be provided if this has been requested by September. Call the office from September 1st 9.30 a.m. to 2.00 p.m.

In the mornings, the school bus will take bus pupils to the secondary building after dropping Primary pupils off at the Rosa Jardón site. In the afternoon Secondary will be collected at 16.00 p.m.

For all information, queries, etc. about bus service, after September and for whole school year, contact **MARCELO**: office 914 137 014, mobile 607.49.96.49.

PARENTS WHO FORESEE DIFFICULTIES IN BRINGING CHILDREN TO SCHOOL AND/OR COLLECTING THEM, ARE SERIOUSLY ADVISED TO USE THE BUS SERVICE PROVIDED.

Religion

Religion is an optional subject at I.S.M. in which Christian morals and doctrine are taught. In secondary, pupils can be prepared for Confirmation. There is a minimal charge for R.E. classes to pay for the services of the priests and use of the local parish church.

A Citizenship course, following UK government recommendations, is the alternative to Religion. 'Psicología' is offered as a third choice to Year 13.



Medical / Insurance

All children receive a medical check up in the Autumn term and the bill for this is included in the first term's bill. The check up is carried out by a qualified doctor and a written report is sent home to parents later.

Insurance:

Pupils are covered by insurance for accidents. If an accident occurs during school hours, children are taken immediately to a local clinic. Parents are informed by office staff as soon as an accident occurs and either meet the pupil at the hospital or at school, whichever is considered by parents and teachers to be appropriate at that moment and to that situation. We would like to remind you that when your son/daughter is ill he/she be kept at home until totally recovered. Please be **considerate** to the other members of the class.

It is very important that the school has an emergency telephone number for each pupil, including mobile 'phones. **Please, if you change address, telephone or email during school year, let ISM office know straight away. Let us have mobile 'phone numbers too, please, as well as email addresses. Most information sent to parents throughout the year is sent by email. Some information may in addition be sent by hand.**

Special Events



There are various special events during the year. Here is a brief description of each.

The Christmas Concert

This is for pupils only and takes place at the end of the Autumn Term. Musical contributions (instrumental and choir) are combined with a special quiz where each house tries to obtain the most points.

Hallowe'en, Christmas, Valentine's Day and end of year discos

These are run by the Student Council and the members decide on the destination of the money raised, usually a Charity, after consulting the Head.

Inter-house competitions

Periodically, staff organise these competitions in different sporting activities. Pupils are organised into four 'Houses': St. Andrew's, St. David's, St. George's and St. Patrick's. Positive referrals are given for excellence in work, effort and school spirit.

Musical Evening

This is a social event for parents. Pupils and sometimes parents and teachers, present a number of musical items. Sometimes funds are raised for charity. All profit goes to a particular cause. Please support this event and book early. Sometimes an International Evening has been combined with this event in the summer term.

Prize-giving

This is an important event for pupils, which takes place at the end of the school year. Under **no** circumstances should pupils miss the prize-giving, even if they are on examination leave. We regret we do not have space to accommodate parents.



Theatre production

We hope to have another theatrical production this year. Previously the pupils have performed *West Side Story*, *Chicago*, *The Little Shop of Horrors*, *Grease*, *Doña Rosita la Soltera*, and in 2011 *Mamma Mia*. We welcome help from parents. We hope to have another Musical this year, *Oliver!*. Contact Conchita Sande if you wish to help.

Ski Trip

The school offers a skiing holiday for children from Year 3 up in the Half-Term Week in February (13th to 17th). Pupils have usually gone to Astún. This trip, like the Primary Camp, has been successfully run now for many years by Enrique Marabini.

September KS3 Outward Bound Induction Camp

In early September pupils in Years 7 to 9 attend an induction camp near San Martin de Valdeiglesias. This has been very successful over the years, as pupils are organised in groups, taking part in activities where they can, in a short space of time, get to know each other and make friends. The camp is run by Mr Alex, with ISM teachers and qualified monitors to ensure that the objectives of the camp are met.

Charities

I.S.M. helps a number of charities over the year.

Our Foster Child

In 1981, in the Student Government of the time, I.S.M. pupils voted to adopt a child through the NGO Childreach, now called PLAN USA. Over the years we have sponsored children in Honduras, Nicaragua, Bolivia and Ecuador. The present foster child is Merlyn-iveth from El Salvador. Maintenance for the child and her community is about 2.000 Euros p.a. However, we are sure you recognise that this is a very worthy cause, so we ask you please to be generous. An annual collection is made at the Open Evening in October. Pupils exchange letters with their foster child over the year.

Poppy Sale

I.S.M., like all other British schools, helps the British Embassy in the annual Poppy Sale, to collect funds for veterans and their families.

Christmas

At Christmas time we involve the children in three different charitable causes.

- 1) Each pupil is asked to donate a gift for an under-privileged child.
- 2) Each class puts together a box for the homeless. Children are asked to bring in food and toiletries for the box.
- 3) We take non-perishable foods to the local church or Caritas group for their Christmas handouts.

As well as the afore-mentioned, we do donate, through reliable channels, to the needy and suffering when natural disasters occur.

The A.P.A.

We are lucky to have a very active and supportive parents' association (The A.P.A.). They have their first meeting early on in the Autumn Term and would be really glad to see many enthusiastic parents wishing to be active members of the association. They assist the school in many ways, from helping in the Spanish Fair in Primary, organising outings, arranging gifts for the Y6 pupils as they move to the secondary and providing prizes for the Head Boy and Head Girl at the end of the year. They also keep us on our toes!

In secondary some parents have given excellent careers talks as part of the secondary Careers programme. If you think you can offer an interesting talk or visit for secondary pupils please contact Mr. Coughlan or Begoña del Valle. As with the help in the theatrical production, we would welcome help in the library. Please talk to Beatriz.

Contacting Us



Secondary School

Address: C/ Serrano Galvache, 13
28033 MADRID
Telephone: 91 302 30 80
Tel/Fax: 91 302 66 53

Email: secondary@internationalschoolofmadrid.com

School Management

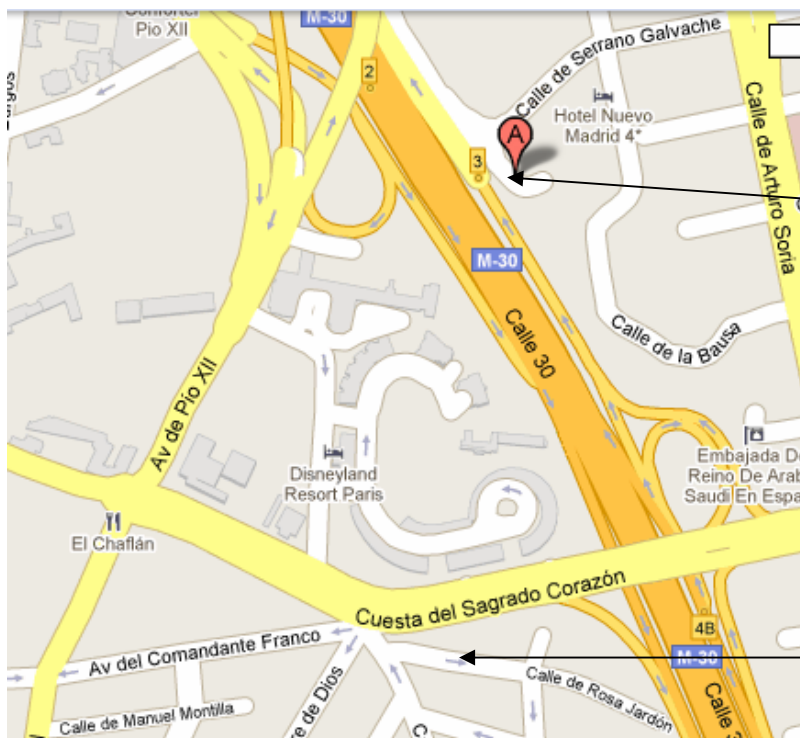
Mrs Mazón can be contacted via the school office.
Mr Wickham can be contacted via the office or by email:
secondaryhead@internationalschoolofmadrid.com

Primary School

Address: C/ Rosa Jardón, 3
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Our website is: www.internationalschoolofmadrid.com



Secondary

Primary



40  years