



# International School of Madrid

Primary: C/ Rosa Jardón, 3 28016 Madrid T: 91 359 21 21 F: 91 359 07 22 E: primary@internationalschoolofmadrid.com  
Secondary: C/ Serrano Galvache, 13 28033 Madrid T: 91 302 30 80 F: 91 302 66 53 E: secondary@internationalschoolofmadrid.com  
Internet: [www.internationalschoolofmadrid.com](http://www.internationalschoolofmadrid.com)  
Head teacher: Mrs. A. Mazón

July 2011

Dear Parents and Pupils,

We hope that you are having a happy and restful summer.

The following is information for September.

ALL PUPILS from Year 7 return to school on Wednesday 7<sup>th</sup> September. Pupils should arrive between 8.35 and 8.50 am and school will finish at 1.45 pm.

On Wednesday 7<sup>th</sup> and Thursday 8<sup>th</sup> the hours are 8:35 am until 1:45 pm (buses leave 15 minutes earlier.)

Please remember that **parents should bring pupils to school on September 7<sup>th</sup>**. Those who have already requested bus service, will be taken home by bus on that day.

**Full school day, with hot lunch served, will begin on Monday 12<sup>th</sup> September.** Until 8<sup>th</sup> September pupils are served a sandwich and a drink at mid-morning break.

Parents, please read all the school information carefully. There are small, but important changes which you will find in the 2011/12 BULLETIN. Rules and norms of ISM are included. This information is also included on our website: [www.internationalschoolofmadrid.com](http://www.internationalschoolofmadrid.com)

We particularly urge you to acquire all the correct uniform, *including complete PE kit*, during the summer. In the Spring and Summer terms many excursions, inter-school sports events, etc., take place and pupils find themselves unable to participate because 'El Corte Inglés' no longer stocks the uniform required, and the correct clothes have not been purchased early in the school year.

PLEASE LABEL ALL CLOTHES AND PERSONAL ARTICLES WITH YOUR SON OR DAUGHTER'S FULL NAME, for younger pupils in large letters, legible to child, and ON FRONT. Last year an extraordinary amount of unnamed property (clothes and other belongings) was left at school. We cannot return clothes which are unmarked to pupils. Please teach your children to know, recognise and organise their property.

Please note that school begins at 8.35am and all children should be in class by 8.40 am. Anyone who arrives after **8.45 a.m.** will be marked as late in the register. All latecomers must go straight to the Study Room, where they will be recorded as late by the teacher on duty. From 12<sup>th</sup> September, school finishes at 4.05 pm and all children must be collected by 4.15 pm. There must be no-one in the school after 4.20 pm. Pupils who are waiting for siblings to finish extra-curricular classes **MUST** be picked up and taken off school premises (e.g. may not wait in the entrance hall with carers) until the said classes have finished.

We are very much looking forward to seeing you all back at ISM. Remember our aim is always to make ISM an even better school. We have achieved outstanding success in official examinations right through the school in June 2011. Our targets for 2011-12 are even higher. With your support we can do it. We thank you for all you have given in the past and count on your co-operation for the future.

Yours sincerely,



MRS. A. MAZÓN  
HEAD TEACHER



MICHAEL J. WICKHAM  
HEAD OF SECONDARY