

NORMAS GENERALES DEL CENTRO
CURSO 2024- 2025

GENERAL RULES AND INFORMATION FOR
2024/2025 SCHOOL YEAR

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GENERAL RULES AND INFORMATION FOR 2024/2025 SCHOOL YEAR

1. SCHOOL UNIFORM.

The benefits of using a uniform are well-known: it's more suitable for the families, there is a lack of discrimination among students, etc. Also the convenience of having a distinctive image of a school that takes the utmost care with every detail. Therefore, we urge parents and students to respect the uniform rules which are mandatory in the levels of Infant, Junior and Secondary or and at any official ceremony that is organised throughout the year.

SPORT UNIFORM	SMART UNIFORM
<i>Tracksuit</i>	<i>Skirt/Trousers</i>
<i>Shorts</i>	<i>White long/short sleeve Polo shirt</i>
<i>Sports shirt long/short sleeved</i>	<i>Red jumper</i>
<i>Sweatshirt</i>	
<i>Overall (until 2nd primary)</i>	
<i>White socks*</i>	<i>Red socks or tights with a skirt</i> <i>Smart trousers with grey or black socks*</i>
<i>White sneakers*</i>	<i>Black or navy blue school shoes*</i>
<i>Navy blue coat*</i>	

* Garments from both uniforms may not be mixed.

* Articles not available at school.

During the winter:

- The use of white turtleneck sweaters is permitted under the uniform.

- Jackets and other warm clothes (scarves, hats and gloves and/or any element of a religious nature) must be navy blue. Jumpers are not allowed as outerwear, including navy blue sweatshirts.

- Long undergarments are not permitted to be worn under short garments of either uniform.
- Clothing should be clearly marked inside with the name and surname of the student.
The school is not responsible for lost items.
- All Infant, Primary and Secondary pupils may wear the sports uniform on days when they have physical education, an extracurricular sports or sports club activity, as well as for the school garden day. At the school opening meeting you will be told exactly on which days you must bring each uniform.
- A change in uniform is planned for the coming school year. Both uniforms (current and new) will be allowed to coexist for several school years.
- The learning of the social protocol and its preparation aims for a social and professional future that begins by taking care of their own image. The 'A' level students are not required to wear a uniform, however, they should attend school in a proper manner, taking into account that it is an educational establishment. The policy of the school requires that on special days, events and other singular acts, students go to school dressed appropriately: formal shoes, trousers/skirts, shirts and jerseys or jackets.
- Personal appearance and grooming of students is important and it is a reflection of the school to society.

Non compliance with these rules may be grounds for not being admitted to class or even to school in the event of a repeated offence.

2. SCHOOL ABSENCES.

Families will be notified of absences and delays during the school day via the Alexia platform.

Absences of students must be fully justified. Punctuality is important to encourage student achievement and work habits. When the lack of punctuality or absences are repeated, we will refer to the protocol for the prevention, monitoring and control of truancy.

3. SCHOOL- FAMILY COMMUNICATION.

On enrolment in our school, we will provide legal guardians with an email account and an Alexia platform user for school use only. Communication for organisational issues will be carried out via such accounts so that it is imperative for parents reviewing their inbox on a regular basis. After a reasonable time has elapsed and, if the family does not enter the account, the account will be disabled by the system itself not being the school responsible for communications that have not been received. In order to be reinstated, they must apply to the school secretary's office.

Should you need any help, please contact the Secretary's office in elpinar@colegioelpinar.com or on the phone 952 41 37 31.

Hiring of extra services

This will be done by filling in the corresponding forms or through the Alexia platform.

4. AUTHORISATIONS.

Collecting students

Students should be collected by their parents or legal guardians or by persons duly authorised by these.

In order to authorise other people (grandparents, relatives, friends, assistants / carers etc.) to collect their children, parents should fill in the section regarding this aspect in the renewal form and in case of upgrade. In the case of an update once the school year has begun, an email must be sent to both the Secretary's Office and the academic tutor, indicating the full name and ID of the new authorised person.

The only people allowed to pick up the students are those who are authorised and duly identified.

Health Service

The school has a nursing service. There is also a medical service available by telephone throughout the day to give instructions in case of need.

Medication may only be given to pupils previously authorised on the renewal form and always following our [Protocol for the administration of medication](#).

Psycho Pedagogical service

The school has an educational psychology service that will assist the students in the centre if necessary.

Social Media

The school has its own website: (www.colegioelpinar.com) plus a page on Facebook, Twitter and Instagram, where events or news of activities which have been carried out by our students are shown. It is therefore recommended that all students who make up our school community are authorised to appear on these pages. For the purpose of better organisation, this authorisation may not be modified after the school year has begun.

School Trips

The school trips which are made outside the school and appear as part of a particular area have to be authorised on the renewal form.

Once the outing is approaching you will receive a form indicating the details of the departure (place, uniform, timetable, price, etc.).

5. ENTERING AND LEAVING SCHOOL.

The school gates will be open for students from 7.00 am to 8.30 am. (Pre-school until 8.45h). The Pre-school stage will enter through a separate door in the Infant pavilion and the rest of the students will enter through the main door of the school.

Parents who need to pick up their children before the end of the school day should send an email to the class teacher and to the school secretary indicating the person who will pick them up and the reasons for leaving school early. It is compulsory that the person who picks up the student fills in the document "Autorización salidas dentro del horario escolar". This departure must be in class changes so as not to interrupt the normal course of the lessons. The only exception to this rule is for High School students during exam periods, who may leave the school unaccompanied by an adult, subject to prior authorisation on the corresponding form. The family is responsible for any situation that may arise from the moment they leave the school.

6. INCIDENT MANAGEMENT.

Any notification related to student needs (e.g. soft diets, care and attention of students, lost property, bus, authorisations for student pick-up, etc.) should be made to the school secretary and to the academic tutor **before 12.00h**. In accordance with the school's internal communication procedure, all messages will be forwarded to the corresponding persons in charge.

7. TIMETABLE.

September and June from Monday to Friday

During these two months we will use the summer timetable:

- **Infants:** 8.30am - 2.30pm.
- **Juniors:** 8.30am - 2.30pm.
- **Secondary:** 8.30am - 3.30pm.
- **"A" Level:** 8.30am - 3.00am.
- **"Ciclos Formativos":** 3.00am - 9.00 am.

October - May

The winter timetable will be used from the beginning of October until the end of May:

Infants

Monday - Thursday: Morning 8.30am - 1.00pm // Afternoon 3.00pm a 4.30pm

Friday: 8.30am - 2.30pm

Juniors

Monday - Thursday: Morning 8.30am - 1.30pm // Afternoon 3.00pm - 4.30pm

Friday: 8.30am - 2.30pm

Secondary

Monday to Thursday: Morning 8.30am - 3.00pm // Afternoon 3.45pm - 4.30pm

Friday: 8.30am - 3.30pm

"A" Level

Monday - Friday: 8.30am - 3.00pm

Vocational training

Monday - Friday: 3.00pm - 9.00pm

8. BREAKFAST-CLUB SERVICE (AULA MATINAL), 'LUDOTECA' SERVICE AND AFTER-SCHOOL-CLUB (ACOMPANAMIENTO).

In order to help busier families the school offers a didactic play centre service.

	MORNING	AFTERNOONS FROM MONDAY TO THURSDAY (SEPTEMBER AND JUNE) AND EVERY FRIDAY THROUGHOUT THE YEAR.	AFTERNOON (OCT - MAY)
Infants	BREAKFAST CLUB 7.00am - 8.00 am	AFTER SCHOOL CLUB (Infants) 2.30pm - 4.30pm	AFTER SCHOOL CLUB (Infants) 4.30pm - 5.30pm
Year 1 & 2 Primary		AFTER SCHOOL CLUB (Year 1 & 2- Primary) 2.30pm - 4.30pm	AFTER SCHOOL CLUB (Year 1 & 2- Primary) 4.30pm - 5.30pm
Year 3 to 6 Primary and High School		HOMEWORK CLUB 2.30pm - 4.30pm	HOMEWORK CLUB 4.30pm - 5.30pm
A- Level		-	-

BREAKFAST-CLUB SERVICE (AULA MATINAL)

From 7.00 a.m. onwards, the school offers a morning class service for students who request it. This service is **free** of charge.

The morning class door will open from 7.00h to 8.00h. Primary pupils will be taken to the sports hall and/or blue court at 8.00 am and Infant pupils will be taken to their classes at 8.15 am. Secondary and A-level students will be taken to their classes at 8.00 am.

To make use of the Morning Classroom service it is essential to register beforehand by filling in a form that will be sent out monthly.

'LUDOTECA' SERVICE AND AFTER-SCHOOL- CLUB (ACOMPÑAMIENTO). SEPTEMBER AND JUNE + FRIDAYS THROUGHOUT THE YEAR

On September and June afternoons, as well as on Fridays throughout the year, the school timetable is reduced from 8.30h to 14.30h for Pre-school and Primary, 8.30h to 15.00h for High School and 8.30h to 15.30h for Secondary. For this reason, if you need your children to stay at the Centre from 14:30h to 16:30h, they will be able to make use of the wide range of extracurricular activities that will be sent to you during the month of July.

The *ludoteca* (Day Care) or After-school Club on Friday afternoons and during the months of September and June **shall be free of charge in the following cases:**

- a) Siblings of students in higher grades who leave after 15:00h.
- b) Students who make use of one of the two extracurricular slots (14:30h to 15:30h and/or 15:30h to 16:30h).
- c) Siblings of students who take part in an extracurricular activity during this timetable. This free admission will be exclusively for the days when there is an extracurricular activity and not for the rest of the week.

RULES:

To make use of the "Ludoteca (DayCare/Breakfast Club) or After-school Club" service it is essential to register beforehand by filling in a form that will be sent out monthly.

Students who make use of *ludoteca* (Daycare/Breakfast Club) or After-school Club service in September and June and every Friday of the year will have **two time slots** to be picked

up, **15:30h or 16:30h**. They **will not be able to leave in the middle of the service**, they will have to respect the established time.

Students who are registered and do not make use of this service **will not be entitled to register again**. Places are limited.

→ **For a better functioning of the service, please respect the rules. A good use favours all families and good living together.**

'LUDOTECA' AFTER-SCHOOL-CLUB (ACOMPAÑAMIENTO). OCTOBER-MAY

In order to help them reconcile family and work life, the school offers families who need it the possibility of using **this service free of charge**:

- **From Monday to Thursday from 16.30 till 17.30. (AFTER SCHOOL CLUB)**

To make use of the After-school-Club (Ludoteca/Acompañamiento) service it is essential to register beforehand by filling in a form that will be returned on a monthly basis.

9. SCHOOL BUS SERVICE.

The routes and stops established in 2023/2024 will be maintained for 2024/2025. Nevertheless, this will be revised continually to ensure the best service. These revisions may lead to minor route changes in order to improve the service which will be duly advised during the first week of September.

Rules for School Transport

1. The school bus service can be booked in several ways: annually, monthly or on a one-off basis.
 - In the event that your child is unable to catch the bus for any reason or in the case of "single" tickets, then the school office, the class teacher and the person responsible for that bus should be notified well in advance by email before 12 noon.
 - Adapt to the stops previously established for the route, information about which can be obtained from the secretary's office.
 - The use of a single ticket does not always guarantee a place, it depends on the number of free seats available on the route.
2. If for some reason your child needs to **alight at a different stop to their usual one**, then the school office, the class teacher and the person responsible for that bus should be advised well in advance via email of the start and end dates of this arrangement and in no case should these amendments be made with the driver or the person responsible for the transport. In no case will changes be made which do not come through the school office.

3. Should you wish to authorise someone else to collect your child from the bus stop, be it grandparents, friends, family or carers, the parents should authorise this via the enrolment or renewal form, including a copy of the photo identification document of the person authorised. This should be handed in to the school office, in person.

4. Please be punctual at the bus stop. The family should always be there five minutes before the agreed time so the bus does not have to wait or stop if it arrives earlier. The student will be taken back to school if they are not picked up on time.

10. SCHOOL MEAL SERVICE.

The school meal service is managed directly by Colegio El Pinar, assisted at all times by an external company that closely monitors the quality of our products and sanitary control.

Our priority is to provide a nutritious diet at school to allow the child to grow healthily. Therefore, our menu is based on a varied and balanced diet, which ensures the elements they need.

The menu is available on our website on a monthly basis and parents will receive an email every month to know the daily menu of their children and to be able to complement it with the other meals during the day.

There will not be any changes in the daily menu, except special diets for medical or religious reasons, in which case this should be notified in writing to the secretary by the families. In the event that the student needs a bland diet for a certain period or a "single" ticket, again the secretary should be notified or the tutor before the start of classes.

We have qualified staff in our kitchen who provide food every day for our students, in addition to monitors who are responsible for:

- Attending and monitoring the children's eating.
- Fomenting hygienic habits and good table manners.
- Creating a pleasant atmosphere, promoting respect, communication and conviviality.
- Knowing the specific diets of our students, and intolerances and food allergies.
- Encouraging the children to eat the food provided.
- To enable the school to adopt healthy lifestyles.
- Raising awareness of the importance of a friendly environment.

Options

- **School meal service:** contracting this service throughout the school year, from September to June. It is paid monthly with school fees.

If the annual canteen payment is waived during the course, the discount applied to the monthly payments is lost.

- Lunch tickets (maximum 2 tickets/week)

- Secondary and A-level students who need it can make use of the **LUNCH ASSISTANT service**. The school has an area allocated for this service under the supervision of a monitor.
- The **LUNCH ASSISTANT service** should be paid monthly with school fees. There is no option of single lunch tickets with this service.
- **FAMILY LUNCH**

OPTION 1: "HAVE LUNCH WITH US". Parents of our students can use the school meal service from Monday to Friday 2.30pm to 3.45pm. Limited places available.

- **OPTION 2: "HAVE LUNCH WITH YOUR CHILDREN"**
- In the Infant stage, families may request to have lunch with their child on a specific day in class from Monday to Thursday from 13.00h to 14.00h. **LIMITED AVAILABILITY.**
- **In the primary school stage** you may want to have lunch accompanied by your child one day from Monday to Friday (1.30pm a 2.30pm). Limited places available.

In order to apply for any of these options you should notify it to the Secretary's office via telephone, email or in person. Tickets will be available for purchase there.

11. BOOKS AND SCHOOL SUPPLIES.

Textbooks: the teaching staff selects all the textbooks necessary for the students. The Centre will make available a list of these which will be purchased outside the school.

All stages stationery: we will provide you with a list of the consumables for the next school year. This material must be purchased outside the school and the pupils will bring it to class at the beginning of the course, when indicated by their academic tutor.

PBL Resources (Infant, Primary and Secondary): these are all the resources that the school makes available to our students in order to implement the methodology we work with (Project Based Learning).

A-levels Resources: this is the complementary material to the textbooks that the school will provide to the students throughout the school year.

All this information will be specified in the start-of-year communication announcement that you will receive in July.

12. DIGITAL RESOURCES.

From year 4 primary until 4th ESO, pupils must have their own computer.

The following are the **minimum characteristics** that the laptop must have for the implementation of the ITAE project.

Please note that each learner's laptop must be purchased outside the school.

MINIMUM CHARACTERISTICS

MINIMUM REQUIRED CHARACTERISTICS
Processor: Intel Core i5 (from 7th generation onwards) or AMD similar in characteristics. Memory: 8 Gb. Hard Disk: SSD 256 or similar. Operating System: Windows 10 or Windows 11 (Home/Pro). Windows 10/11 S is not supported. Network: Gigabit Ethernet, Wifi-N and Bluetooth (3.0). Display: 15.6" FullHD display. Other: USB ports, VGA or HDMI output.
OPTIONAL FEATURES (user-supplied)
Antivirus/Antimalware: annual subscription. Third party damage insurance.

Apple computers are not allowed.

The laptop, which is for student use, will have to come with the manufacturer's initial configuration and its original licensed operating system. The antivirus and office suite are completely optional and are not necessary for the correct development of the classes. The Centre's IT Service will install an antivirus on all devices by default. In the event that a family wishes to install a different one, they must do so at their own expense. Software that does not have its original licence may not be installed.

All pupils from 4th Primary to 4th ESO must pay the amount of 180 € (ITAE content and tuning service) on an annual basis. **The ITAE amount corresponding to the course 24/25 will be invoiced on 15 October 2024 according to the payment method established by each client in the renewal or enrolment form.** In the event of any breakdown or repair in which it is necessary to delete the laptop data, the ITAE content will be reinstalled free of charge.

The centre will create two user accounts on each computer, the student account (with basic user rights) and an Administrator account (managed exclusively by the School). No more users can be created or installed. No programs or tools may be installed that are not meant for the student's use or that have been previously requested/authorised by the teaching staff. Likewise, the installation of unauthorised browsers (Opera, Firefox, etc.), as well as personal profiles and/or email accounts other than the Centre's own, is not permitted.

The use of devices to provide internet connection that do not pass through our systems, such as external routers, SIM cards for laptops, mobile phones, etc., is expressly forbidden.

Failure to comply with these rules can lead to a serious computer security risk, both for the pupil and the school, as the devices would be exposed to the risk of the "internet", which could lead to data theft, identity phishing, cyber-bullying, etc. In such cases, the Centre will not be held responsible for any damage that this may cause.

In the family meetings at the beginning of the school year, the rules that the students must follow for the correct use of the computers will be developed in more detail.

The Centre is not responsible for the repair of laptops in the event of **accidents, breakages or breakdowns** occurring at the Centre.

We would like to remind you that computers that were purchased at the Centre in previous years are currently out of warranty and without any insurance cover.

In the event that a student accidentally damages a classmate's computer, the family of the responsible student should be asked to repair it. We remind you that most home insurance policies cover this type of incident.

Computers that are more than 2 years old will have their general condition assessed before the start of the academic year: system, components, casings, keyboard, etc. This assessment will be carried out by the Centre's IT Service, which will determine whether or not it meets the minimum requirements established. In the event that the device is not in suitable condition, the family will be informed so that it can be replaced.

All computers, both those acquired previously and those newly acquired, must undergo a **compulsory annual ITAE update** and must be delivered to the Centre on the following dates:

- **YEAR 4 Primary: FROM 25TH JUNE TO 5TH JULY**
- **YEAR 5 Primary: FROM 8TH JULY TO 12TH JULY**
- **YEAR 6 Primary: FROM 15TH JULY TO 19TH JULY**
- **1st ESO: FROM 22ND JULY TO 26TH JULY**
- **2nd ESO: FROM 29TH JULY TO 2ND AUGUST**
- **3rd ESO: FROM 5TH AUGUST TO 9TH AUGUST**
- **4th ESO: FROM 12TH AUGUST TO 16TH AUGUST**

Exceptionally, if a family purchases a new computer before the end of the 23/24 school year, they may bring it in before the end of the school year, if they wish.

If you have any doubts before purchasing the computer, please contact the Secretary's Office and make an appointment with the School's IT Service.

If a computer is not delivered on time, we cannot guarantee that it will be checked and updated on the starting date of the course.

The computers will be delivered to the school secretary's office with their case, without a password and without a charger. They must be fully charged so that we can check that they are working and that the screen is not broken. Any damage will be noted. Devices with broken charging areas and connectors, screens with lines or partially or completely burst screens, defective keyboards and touchpads, etc. will not be accepted.

New computers can be left in their original box and should **NOT** come with the operating system started.

All computers will undergo an assessment of their general condition: system, components, casing, keyboard, etc. This will be carried out by the Centre's IT Service, which will determine whether or not it meets the minimum requirements established.

In the event that the device is not in suitable condition, the family will be informed so that it can be repaired or replaced. We remind you that the Centre does not have a Technical Service, so these repairs will have to be carried out by an external workshop.

At the time of collection, the person who collects the computer from the Centre must carry out an assessment of the computer at the time of delivery and sign a document of consent. The Centre cannot be held responsible for any damage or breakage after the device has been handed over and this document has been signed.

The devices used by students in higher stages (A-levels and Vocational Education and Training) must be named with the student number that identifies them at the Centre. Otherwise, access to the WIFI network will not be available.

13. REGISTRATION PROCESS.

1. A personal interview with the parents or legal guardians of the student.
2. Confirmation of Admission.
3. Fill in the enrolment form sent to families from the admissions department via the corresponding link, which is personal and non-transferable. You will have a maximum of 15 days from the confirmation of admission to complete it.
4. The Registration Fee should be paid at the moment of Registration. It is a non-refundable single payment.

The school reserves the right of admission at any stage of this procedure, either for lack of documentation provided by the family or other school interests.

It is compulsory that the families read all the documents concerning the DATA PROTECTION ACT and the European Law GDPR that you will find in the renewal form or registration before completing any of the questions related to the "Authorisations Section".

OFFICIAL DOCUMENTS.

The following documents are needed in order to register the child at the school and this is the responsibility of the parents or legal guardians or those who have custody. Prior to the

start of the term and after the confirmation of the child's admission the following documents requested on the registration form should be presented:

1. 'Libro de familia' The family book which records births, deaths and marriages where parents and child appear.
2. Current photo.
3. Valid DNI or NIE Identity card on both sides of the parents or legal guardians.
4. The student's valid ID card or passport (when available).
5. Photocopy - Vaccination record.
6. Document containing instructions from the doctor or paediatrician in the case of allergies or diseases that require special care.
7. Certificate of the Regional Government of Andalusia Student of High Abilities/NEAE.

8. In the case of studying music or dance, a certificate from the corresponding conservatory.
9. In the case of high-performance sportsmen and women, Certificate of the High Performance Student Athlete from the Consejo Superior de Deportes (Spanish National Sports Council).
10. Any documentation that the family deems relevant.

Additional documents required for each level:

(Custody agreement or the court decision in the case of separated/divorced parents.)

• **Primary (except year of Primaria):**

- Official certification of school results of the previous year.
- Report card of the last assessment.

• **Secondary:**

Official Academic Certification from the centre of origin with the results obtained in the last two academic years. A report card is not valid without the corresponding official academic certification.

Report card of the last assessment. (in case of enrollment after any evaluation).

• **1st year "A" level :**

- Official Academic Certification from the centre of origin with the results obtained in the last two academic years.
- Proposal of the application for the E.S.O Graduate Certificate (original).

• **2nd year "A" level:**

- Official Academic Certification from the centre of origin with the results obtained in the last two academic years.

• **Training Vocational Studies:**

→ Intermediate Level Training Cycles.

- Official Academic Certification from the Centre of origin with the results obtained in the last two academic years.
- Proposal of the application for the E.S.O Graduate Certificate (original) or Certificate of Qualification of the Entrance Exams to Intermediate Level Training Cycles/Certificate of Free Exams of ESO Graduate-Adults.

→ Higher Level Training Cycles.

- Original Academic Certification from the Centre of origin with the results obtained in the last two academic years.
- Intermediate Vocational Training Certificate (check modalities) or application for the diploma.
- Baccalaureate Degree (original) or Certificate of Qualification of the Entrance Exams to Higher Level Training Cycles.

14. RENEWAL PROCEDURE

The Centre shall reserve the right to renew a place during the course of the learner's schooling for any of the reasons described below:

- If the students require, throughout their schooling, extraordinary resources other than those provided by the school.
- That the family-school collaboration does not take place within the established channels.
- Not being up to date with school fees or any other service offered by the school.
- That the student repeatedly fails to comply with the rules established in our Regulations of Organisation and Functioning of the Centre (R.O.F).

15. PAYMENT SCHEDULE OF FEES AND CONTRACTED SERVICES

For the 2024/2025 school year:

MONTH	CONCEPT
April/May	Renewal for the next school year.
October	ITAE content and computer overhaul service
November	PBL resources / A-level resources

The registration fee and the renewal of the enrolment fee include the school insurance, medical service and psycho-pedagogical office for the duration of the course.

PAYMENT METHODS:

- a) **Direct debit:** charges will be made between the 1st and 5th of each month.
- b) **Bank transfer:** from the 1st to the 5th of each month, the amount of the monthly invoice must be paid into the following account number:

SANTANDER BANK: ES64 0049 3375 08 2114023751

- c) **Secretary's office:** for tax purposes, the only and exclusive possibility of paying the annual school and canteen fees at the secretary's office will be by credit card, as well as any annual bill that exceeds €1000. Extracurricular activities, transport and other items under €1000 can be paid in cash.

PLEASE NOTE:

- Invoices will always be sent by email to you every month so that you can see what you are paying regardless of the payment methods you choose.
- The tax details that will appear on the invoices will be those chosen by the families when they fill in the enrolment form or renew their place. In no case shall invoices be made out in the name of a company.
- In order to avoid confusion and refunds, we kindly request that any change of account holder or account number is communicated by email before the 20th of each month:

elpinar@colegioelpinar.com

- Changes communicated after this date will not be effective until the following month.
- Once the family has been informed of the payment due, by refund or non-payment, they will have a maximum of 5 working days to settle the debt. In this case the bill can only be paid by bank transfer or at the secretary's office by credit card.
- For each returned bill, a bank processing fee of 4€ will be charged.

PRICES FOR THE SCHOOL YEAR 2024 - 2025

INFANT EDUCATION	
Schooling (Single payment each year)	4050 €/curso
Schooling (10 instalments)	405 €
PRIMARY EDUCATION	
Schooling (Single payment each year)	4400 €/curso
Schooling (10 instalments)	440 €
SECONDARY EDUCATION	
Schooling (Single payment each year)	4600 €/curso
Schooling (10 instalments)	460 €
"A" LEVEL	
Schooling (Single payment each year)	4950 €/curso
Schooling (10 instalments)	495 €

DINING ROOM	
Annual (10 months)	165€/month
Single Month	210€/month
Single Ticket	9 €/day
Lunch Assistance	50 €/month
SCHOOL TRANSPORT	
Long Distance (Return)	180€/month
Long Distance (single return journey)	100€/month
Short Distance (Return)	155€/month
Short Distance (single return journey)	90€/month
Single Ticket	9€/journey

ENROLMENT RESERVATION	
New Students (including school insurance, medical service and psycho-pedagogical support)	495 €
RENEWAL (Annual) Pre-school, Primary, Secondary, A-levels	
Existing students (including school insurance, medical service and psycho-pedagogical support)	275 €

PRE- AND AFTER-SCHOOL CLUBS	
Pre-school club (from Mondays to Thursdays)	FREE
After-School Club / Homework Club (Friday afternoon from October to May)	12€/month 5€/day
After-School Club / Homework Club (From Monday to Friday - September and June)	30€/month 5€/day
HOMEWORK CLUB, ACADEMY and CATCH UP	
Homework Club and Academy (afternoons) and Catch Up (within the school day)	FREE

MATERIAL AND UNIFORMS

According to the course of study they will need:

Uniforms, Textbooks, School Materials, ABP Resources / High School Resources, Laptop, ITAE Content and computer set-up.

ITAE CONTENT + COMPUTER SET-UP (From Year 4 Primary to Year 4 Secondary)	180€
ABP RESOURCES	
Preschool year 1, 2 and 3	130€
Primary year 1, 2 and 3	175€
Primary year 4,5 and 6	30€
Secondary year 1,2,3 and 4	35€
A-LEVELS/HIGH SCHOOL RESOURCES	
Year 1 A-levels Health, Humanities, Social and Technological	35€
Year 1 A-levels Arts	120€
Year 2 A-levels Health, Humanities, Social and Technological	175€
Year 2 A-levels Arts	180€

GENERAL DISCOUNTS

Annual payment for tuition will benefit from a 1,5% discount if the payment is made prior to July 10th and subject to staying at the school for the whole academic year. Should the child not stay at the school for the whole year the costs will be calculated per term, losing the annual bonus.

Where there is more than one sibling at the school then the parents may benefit from the following discounts:

- The second child will receive a **10% discount on the tuition fees and a 20% discount on Registration and renewal fees.**
- Additional children will receive a **50% discount on tuition fees and a 30% discount on Registration and renewal fees.**

PAYMENT AGREEMENT SUPPORT

** This promotion will expire for the 25-26 academic year.**

- The first child of a family will receive a 5% discount on tuition and a 15% discount on enrollment.

- The second child of a family will receive a 15% discount on tuition and a 20% discount on enrollment and renewal.
- From the third child in a family will have a 50% discount on tuition and a 30% discount on enrollment and renewal of enrollment.

EXCEPTIONS

- Each family is only entitled to one discount offer.
- The offers are not cumulative, apart from the early payment offer* and this will be calculated as a discount off the balance.
- Discounts may not be accumulated on Registration or Renewal fees.
- Neither Registration nor Renewal fees are refundable in case of the child's early departure from the course.
- In the case of early departure from the course the single payment would be returned by terms not started and the full bonus is waived.
- If a student withdraws before the end of the course period, new bookings will not be considered as a renewal.
- A bank guarantee may be requested when deemed appropriate.

MAXIMUM DISCOUNTS ON TUITION FEES

Nº OF CHILDREN	AGREEMENT	FAMILY	SWIFT PAYMENT	MAXIMUM DISCOUNT
1st child	5%	—	1,5%*	5% + 1,5%
2nd child	5%	10%	1,5%*	15% + 1,5%
3rd child	—	50%	—	50%

MAXIMUM DISCOUNTS FOR REGISTRATION

Nº OF CHILDREN	AGREEMENT	FAMILY	SWIFT PAYMENT	MAXIMUM DISCOUNT
1st child	15%	—	—	15%
2nd child	—	20%	—	20%
3rd child	—	30%	—	30%

MAXIMUM DISCOUNTS FOR RENEWAL

Nº OF CHILDREN	AGREEMENT	FAMILY	SWIFT PAYMENT	MAXIMUM DISCOUNT
1st child	—	—	—	—
2nd child	—	20%	—	20%
3rd child	—	30%	—	30%

PRICES FOR CICLOS FORMATIVOS/VOCATIONAL TRAINING 2024/2025

*These prices are subject to change in view of the final implementation of the new Vocational Training Act.

Grado medio NUEVO TEGU Técnico en Guía en el Medio Natural y de Tiempo Libre		
First and Second Year NUEVO TECO (Single payment each year)		3.600€
Monthly payment (10 instalments)		360€
Grado superior TSEAS Técnico Superior en Enseñanza y Animación Sociodeportiva		
First and Second Year TSEAS (Single payment each year)		3.600€
Monthly payment (10 instalments)		360€
Grado medio GESTIÓN ADMINISTRATIVA Técnico en Gestión Administrativa		
First and Second Year Gestión Administrativa (Single payment each year)		3.500€
Monthly payment (10 instalments)		350€
Higher Degree in ADMINISTRATION AND FINANCE Senior Technician in Administration and Finance		
First and Second Year Administración y Finanzas (Single payment each year)		3.600€
Monthly payment (10 instalments)		360€

Advanced degree in ASSISTANT MANAGEMENT Management Assistant Technician	
First and second year Management Assistant (each year)	3.600€
Monthly payment (10 instalments)	360€
Higher Degree in INTERNATIONAL TRADE International Trade Technician	
First and second year Administration and Finance (per year)	3.600€
Monthly payment (10 monthly instalments)	360€
Higher Degree in MARKETING AND ADVERTISING Marketing and Advertising Technician	
First and second year Marketing and Advertising (each year)	3.600€
Monthly payment (10 instalments)	360€
Grado medio AUXILIAR DE ENFERMERÍA Técnico en Cuidados Auxiliares de Enfermería	
First Year Auxiliar de Enfermería (Single payment)	3.600€
Monthly payment (10 instalments)	360€
Second Year Auxiliar de Enfermería (Single payment)	1.800€
Monthly payment (4 instalments)	450€
Grado superior TSEI Técnico Superior en Educación Infantil	
First and Second Year Educación Infantil (Single payment each year)	3.600€
Monthly payment (10 instalments)	360€
Grado medio de FARMACIA Y PARAFARMACIA Técnico en Farmacia y Parafarmacia	
First and Second Year Farmacia y Parafarmacia (cada curso)	3.600€
Monthly payment (10 instalments)	360€
Higher Degree in DIP AND NM Senior Technician in Diagnostic Imaging and Nuclear Medicine	
1st and 2nd year Imaging for diagnosis (each academic year)	4.180€
Monthly payment (10 monthly instalments)	418€

Higher Degree in RADIOTHERAPY AND DOSIMETRY Radiotherapy and Dosimetry Senior Technician	
1st and 2nd year Radiotherapy (each academic year)	4.180€
Monthly payment (10 monthly instalments)	4€

ENROLMENT RESERVATION	
First Year in each Grade	250€
RENEWALS	
Second Year in each Grade	250€

GENERAL DISCOUNTS	
<ul style="list-style-type: none"> • Annual payment for tuition will benefit from a 1,5% discount if the payment is made prior to July 10th. • Where there is more than one sibling at the school then the parents may benefit from the following discounts: <ul style="list-style-type: none"> - The second child will receive a 10% discount on the tuition fees and a 20% discount on Registration. - Additional children will receive a 50% discount on tuition fees and a 30% discount on Registration. 	

"AGREEMENT" PLAN PROMOTION	
** This promotion will expire for the 25-26 academic year.**	
<ul style="list-style-type: none"> - The first child will receive a 5% discount on the tuition fees and a 15% discount on Registration. - The second child will receive a 15% discount on the tuition fees and a 20% discount on Registration. - Additional children will receive a 50% discount on tuition fees and a 30% discount on Registration. 	

EXCEPTIONS	
<ul style="list-style-type: none"> • Each family is only entitled to one discount offer. • The offers are not cumulative, apart from the early payment offer* and this will be calculated as a discount off the balance. • Discounts may not be accumulated on Registration or Renewal fees. • Neither Registration nor Renewal fees are refundable in case of the child's early departure from the course. • In the case of early departure from the course the single payment would be returned by terms not started and the full bonus will not apply. • A bank guarantee may be requested when deemed appropriate. 	

MAXIMUM DISCOUNTS IN TUITION FEES

Nº OF CHILDREN	AGREEMENT PLAN	FAMILY PLAN	SWIFT PAYMENT	MAXIMUM DISCOUNT
1st child	5%	—	1,5%*	5% + 1,5%
2nd child	5%	10%	1,5%*	15% + 1,5%
3rd child	—	50%	—	50%

MAXIMUM DISCOUNTS IN ENROLMENT RESERVATION

Nº OF CHILDREN	AGREEMENT PLAN	FAMILY PLAN	SWIFT PAYMENT	MAXIMUM DISCOUNT
1st child	15%	—	—	15%
2nd child	—	20%	—	20%
3rd child	—	30%	—	30%

MAXIMUM DISCOUNTS IN RENEWAL

Nº OF CHILDREN	AGREEMENT PLAN	FAMILY PLAN	SWIFT PAYMENT	MAXIMUM DISCOUNT
1st child	—	—	—	—
2nd child	—	20%	—	20%
3rd child	—	30%	—	30%

ADDENDUM 1: NON-PAYMENT MONTHLY FEES; RULES AND CONSEQUENCES

Colegio El Pinar reserves the right to :

1. In September, if there is a student with an outstanding balance from the previous year regarding any of the school fees, the school will notify the legal guardian that they would lose their place if the account is not brought up to date from the 1st to the 5th of the mentioned month. Each case will be assessed individually by the Head of the School before making a decision considering relevant and appropriate criteria. This may happen even though the parents have already paid the enrolment fee and, therefore, the outstanding payment corresponds to the school fee or any other previous school payments. Paying the enrolment fee gives you the right to maintain your place for the next school year only if there is not an outstanding debt.
2. In the case of having repeatedly an outstanding debt during the school year, this means, two consecutive months or in three months in an alternative way. The Head of the School will evaluate the non-payment circumstances and decide the cancellation of the school place. The legal guardian will be notified via email or any other document with acknowledgement of receipt and they will have ten days to bring up to date the outstanding balance. If the request is not met, the school will proceed to cancel the student's place and inform the competent authorities and therefore it will have the right to claim the payment legally.
3. **STUDENT'S DISCHARGE DURING THE SCHOOL YEAR.** In the case of voluntary resignation during the school year the student must be up to date in their payments. If that is not the case, the school reserves the right to claim the debt by using the means it deems appropriate.

You must take into account that the voluntary resignation does not entail the enrolment reservation refund of the current year. Neither there will be a refund of the monthly fee in case that the resignation occurs once the monthly fee has been charged. The same procedure applies when a student is expelled from the school.

The voluntary resignation will become effective once the following requirements are met:

- Sign the voluntary resignation form in the Secretary's office.
- Return of the school materials.
- Pay the outstanding balance.

ADDENDUM 2: VALIDATIONS AT THE STAGE OF VOCATIONAL TRAINING

In accordance with the Royal Decree on validations of professional modules 1085/2020, article 4 in the first section of the Initiation of procedures establishes that:

"The application for validation shall be submitted to the management of the Teaching Centre in which the students are enrolled to study the courses for which they are requesting validation, (...).

The applicant **MUST HAVE PAID THE ENROLMENT FEES FOR THE COURSES FOR WHICH THE REFERENCE FOR RECOGNITION IS REQUESTED**".

Therefore, regardless of whether or not the validation is actually carried out for each module, sufficiently justifying the acquisition of competences, it is an **INDISPENSABLE** requirement to have paid the registration fees for the **MODULE** for which validation is requested.