

Staff:

Mrs. J.P. Simpson

Mr. S.P. Simpson

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Callao Learning Centre S.L. Information Book 2017-2018



CALLAO
**BRITISH SCHOOL
FOR INTERNATIONAL PUPILS**
922 742 000 / 695 978 551
www.callaolearning.org
info@callaolearning.org
7- 8 CC Albatros, Callao Salvaje, Adeje
38678 Tenerife
Principal: Jean Simpson B.Ed(HONS); Cert.Ed.

Currently a request for a place involves the completion of our registration form. If a place is available, the child can start immediately.

No child will be admitted however, until all the entry requirements are fulfilled. These could include an interview with the parents or guardians and may include a written assessment. The school reserves the right to refuse admission.

School Fees: €100 non- refundable annual registration fee.

€375 per month to be paid each month in advance of the next month, except for the initial payment of 2 months' fees on entry. One month's fees will be held, and used in lieu of notice. Late payment of fees can be subject to a surcharge of 5%.

Payment by bank transfer is preferred.

- 1) No refund can be made for absence whatever the cause might be.
- 2) The school expects one month's written notice of a child leaving, and no refunds will be given of any monthly fees. Termly/annual fees will be refunded pro rata at the discretion of the school provided a month's notice in writing has been given. If no notice is received, then one month's fees will be forfeit in lieu of notice.
- 3) Parents will be advised if fee increases become necessary. The school will give at least 3 months' notice of any increases.
- 4) Parents may be asked to withdraw their child(ren) from school if monthly fees remain unpaid 2 weeks from the start of the month. However, the school welcomes discussions with parents if they encounter difficulties paying fees.
- 5) Parents who withdraw their child without giving any notice and have not yet paid the month's fees will be charged pro-rata for the time they have attended school.
- 6) The cost of all books, most materials and insurance is included in the school fees.

The school reserves the right to exclude a child:

- If his / her presence affects the well-being of the school.
- If a child is unable to manage toileting, eating and dressing independently of the teacher, particularly in the Nursery class, then their school place will be deferred until they have matured enough to join the class more successfully.
- If a child is unable to start school within two weeks of the beginning of a term and the school is not informed

School uniform should be worn every day:

- School uniform T shirts are available from the school for €9 & school uniform Polo shirts for €14.
- Blue, grey, purple or black shorts, **plain** trousers, leggings, shorts, jeans or skirt.
- Purple, blue, grey or black track suit/sweater/jacket for cooler days.
- **Sensible** shoes or sturdy sandals, with Velcro fasteners if your child is not yet able to tie laces.
- Clothes should be clean and tidy.
- We reserve the right to ask a student to replace inappropriate clothing or remove any jewellery.
- No jewellery is to be worn except earrings which should be small plain studs.
- Long hair needs to be tied off the face. Ribbons, hairbands and bobbles need to be plain blue, white, purple or black.

How is the day organised?

- Children can arrive at school from 08.30, where they will be supervised until registration at 08.50.
- We ask that parents do not enter school to speak with the teachers at this time except by prior arrangement, as the teachers are busy preparing their lessons for the day.
- Mr Simpson will be available in Room 5 to deal with any administrative matters.
- The children work from 9.00 – 10.30 as appropriate for their age and according to the timetables.
- A break is taken until 11.00 when the children get a chance to let off steam, and to eat their snacks.
- At 1.00 we break for lunch. Children with a packed lunch eat at the school and those who have ordered a meal go to the Italian Corner, except for Wednesdays which is Pizza day and which is eaten at school. Children may bring a packed lunch every day.
- By 2.00 we are back at work until the day ends at 3.30 pm. We appreciate parents waiting outside until the children are all ready to leave, except by prior arrangement.
- The children may be collected from the front gate after 3.30.

Back Pack:

The children need a small **back pack** to carry their **equipment, food and drinks to school.**

- **Wheeled bags are not suitable because of our limited space.**
- Pencil case should contain pencils, coloured pencils, rubber, sharpener, ruler, scissors, glue stick and highlighter pen. This ensures the children have a 'working kit' on their desk and do not need to wander around the classroom collecting the tools they need for a lesson.

Meals:

- The school does not provide meals.
- Children may bring their own packed lunches, which need to be kept in a suitable container, as no facilities for keeping food either hot or cold, or for heating meals can be provided.
- Children may also opt to select a meal from a menu provided by a local restaurant at a cost of €4, or €5 for larger portions. This is available Monday, Tuesday, Thursday & Friday. On Wednesday, we collect Pizzas from a local restaurant at a cost of €4, or €5 for a larger portion.
- Mid-morning snacks and drinks (non-fizzy) should be provided daily by parents.
- Water in a named container should be provided daily. The school has bottled water on hand to refill any bottles should the child need more, or forget to fill their own bottle.

Mobile Phones:

- **Mobile phones are discouraged.** If it is necessary for the child to bring one, then it must be **switched off** and stored in the **office** during the day.

Money/Toys:

- **Money** will be handed to the office for the day.
- No toys or electrical equipment should be brought to school without permission

PE Kit :

- White T shirt, sports shorts in black, blue or purple and trainers. Denim shorts are not acceptable as they are not flexible enough.
- A bottle of water is needed for every sports lesson. No fruit juice or power drinks.
- Younger children have sports on Tuesday and Thursday., in the school grounds or on the plaza by the Community Church.
- Older children have sports on Wednesdays and Fridays at the Sports ground by the Catholic Church.
- In the warmer weather some sports lessons will be at the swimming pool.
- Sports lessons are in the mornings, so the children may come to school in their sports kit but need to bring a uniform shirt to change into after the sports lesson.
- Children who do not have the required kit will not be able to take part in the lessons as jeans and sandals are not permitted during sport lessons for safety reasons.
- Earrings must be removed.
- For swimming lessons, costumes and towels are required.
- Goggles may be worn.
- Arm bands or other suitable flotation devices that can be worn, should be provided for any child that cannot swim.

After School

- Please **inform us** if someone else is fetching your child as we need to identify the person collecting each pupil is authorised to do so.
- A **written letter from parents** is needed for older children to walk home unsupervised.
- We expect the children **to walk quietly to and from the school in all of the Centro Comercial Albatros, as a courtesy to holidaymakers and business owners.**

- Please can you make sure that the children are not allowed to climb on the walls or jump on/off the steps outside the school grounds.
- Please let us know if you are going to be late, as we are happy to supervise your child until 4pm (and later in the case of an emergency.) We understand there may be emergency situations and will keep the child safe until you collect them, but regular occurrences could be liable to a small fee.
- No facilities are available to supervise children on a regular basis after 4 pm.

Teaching Groups:

- The age range of the children is generally 3 years – 12 years of age, but other children may be accommodated if deemed appropriate by the Head teacher.
- The children are taught in small groups using individualised learning plans. They work to their own strengths to overcome any weaknesses within age/ work appropriate class groups.
- The Teachers use continuous assessment methods to monitor the children's progress through the British style curriculum and will formally report to parents twice yearly.
- All the lessons will be in English. However, every child will be taught Spanish on a regular basis at a level appropriate to their skill and previous knowledge.

Communication between School & Home:

- Email or given to the children. Parents please **check** school bags and emails on a regular basis.
- Posted on our **Facebook Page** which is also accessible via our web page. www.callaolearning.org
- **Daily** communication is possible through the **Home - School Reading Record book**.
- Please make sure the school is **notified of changes** in phone or email contact details.

Parent Consultation

- Teachers welcome opportunities to discuss individual children but would appreciate you making an appointment for a mutually convenient time. Teachers are not available for informal discussion at the school gates or before school. Please email the school at info@callaolearning.org
- Mr Simpson is usually available each morning to discuss meals, fees and to note any information relevant to the pupil.
- Formal consultations will happen in November and June, after the written reports have been issued.

Sickness and Absence

- Please **email, message or text** the school to let us know of any absences. The school will contact parents if the child is too ill to remain at school.
- If the child is feeling too poorly to attend then **please keep the child at home**, where they will be more comfortable. A child is unlikely to be receptive to any lessons attended whilst poorly. We will catch up when the child feels better.
- Please keep your child at home for at least **24 hours** after a bout of sickness or diarrhoea.

Homework

The school has decided on a policy of as little homework as possible, believing that the children should be free at the end of a busy day to enjoy the play and recreation facilities offered by living in the sun in Tenerife.

Reading

- Excepting the nursery group children, all will bring individualised reading material home daily, and be expected to find at least **ten minutes** to practice the skills required of them.
- It may be learning letter shapes or sounds, memorising sight words or reading appropriate level books.

Other homework

- Spellings are given to children ready to learn on a weekly basis, as well as Times Tables and Spanish vocabulary lists to memorise. (Individualised)
- The children are helped to record the homework given out in their own diary, once they are old enough to copy it.
- Throughout the year there will be frequent assessments in KS2 classes in the subjects taught, so children may be bringing subject exercise books home to help them revise.
- The children will each have a **home-school reading record** to keep track of their progress in reading. It also has space to note any other work to be completed, and the date of any test.
- This book also allows parents, teachers and children to make positive comments, ask questions or pass on information. Please share any difficulties and triumphs! It would be very helpful if parents could **sign** to say they have seen the **home-school book** each weekend and then the teachers can check them on Monday mornings. (Initials are fine). Daily signatures are useful in the early stages of reading.

School Behaviour

- The system of rules in the school has been devised to maintain a safe learning environment to enable each child to reach their maximum potential.
- Everyone is expected to work to their own best ability at their own pace. We are pleased to listen to parents' concerns if the internal regulations concerning discipline are supported by parents. An essential part of providing a good education, despite possible concerns, is that the child always perceives the school and home as working together for the child's long-term benefit.
- For safety reasons, when walking in a school group, the children will walk quietly in pairs, moving to single file to allow adults to pass, and concentrating on the instructions of their teacher.
- Children are expected to be kind, thoughtful of others and polite to adults always.
- Your child will belong to one of four school teams, and work to earn team points to encourage healthy team competition. Team points or stars will be awarded for effort and achievement in classwork, as well as for kind acts and helpful attitudes towards staff and other children.
- Unless we contact parents, please assume that all is well with your child!

Head Lice:

- Children with head lice will be required to stay away from school until the treatment is shown to be effective. This is to break the cycle of infection

Data and Data Protection:

Parents agree to inform the school:

- a) of any change of address.
- b) of any change of telephone number.
- c) of their email address and of any change of email address

To comply with the data protection laws (LOPD Act 5) we are required to obtain the written agreement of all parents to store their information and that of the children attending Callao Learning Centre. It goes without saying that we treat these files with the utmost confidence, but by law we are now required to inform you that these files exist and that office staff and teachers have access to these files for carrying out their respective jobs correctly. Clearly the data contained within is never passed on to third parties for unethical reasons.

From time to time we also take general photos, films and videos of the school which contain images of children during lessons, at playtime, in school plays, assemblies, in class photos etc. which we may use on our website and for purposes such as newspaper articles on sports days, theatre productions, etc.

Your signature confirms your agreement with our policy for data protection for files and photographs.

To the effect of the law 15/1999, 13 December of the data protection act, we inform you that the personal data you have provided will be incorporated into the files of Callao Learning Centre S.L, at Calle El Jable 42, Locales 7 – 11, Callao Salvaje, 38678, Tenerife.

The purpose of these files is to be able to provide the correct attention and care of your children, for billing purposes, for contacting the parents or guardians if the need arises, or for any other purpose for the correct running of the school and care of the children in attendance. The personal data we obtain from you is essential for the smooth administration of the school and the children's health, welfare & safety and means that lack of this information would mean the inability to perform the necessary tasks described above.

You have the right to access, rectify, cancel and oppose by the terms described within the law, the information we hold on your child(ren) which you can indicate with written communication to the responsible person at the school address.