

SCHOOL POLICIES

- ❖ The school day begins at 09:00 and ends at 14:00. Ten minutes after closing time the green gate will be shut. You can then enter/exit the school from the patio, having to justify the delay or early departure. PLEASE BE PUNCTUAL BOTH ON ARRIVAL AND DEPARTURE.
- ❖ Pupils will generally enter/exit the school through the green gates. If it is raining the pupils can enter by the patio.
- ❖ The entrance and exit of special schedules (morning, dining room, late pick-up...) will be done through the door of the Andalusian patio.
- ❖ You are required to justify the absenteeism and tardiness of your child in writing to IMSC.
- ❖ You are not permitted to enter the school building unless previously agreed with IMSC.
- ❖ If a family member comes to collect a student early, it must be recorded in the registry book.
- ❖ If a non-family member comes to collect a pupil during school hours, that person must show their DNI and written authorization from the family. This does not apply to the end of the day collection of the pupils as the school already has a copy of the people who are authorized to collect the student.
- ❖ You are required to notify the school by phone or email if you are going to arrive late to pick up your child.
- ❖ It is extremely important that the door to the Andalusian patio be locked during the school day, so we ask that families who are inside during the day ask IMSC staff to accompany them when they leave to ensure that the door is closed.
- ❖ It is the responsibility of the guardian to notify the school of any changes to their personal telephone number or address.
- ❖ It is the responsibility of the guardian to inform the school if their son/daughter needs to take medication. A Doctor's prescription should be given to the school on which it states the daily dose and frequency that the medicine should be administered to the child. Parents ONLY can give the authorization for the administration of the medicine by the school.
- ❖ It is the guardian's responsibility to ensure that the medicine that they give to the school for their children to take is in date etc.
- ❖ The daily use of the uniform is recommended and compulsory for school trips.
- ❖ It is recommended that you provide the student with a healthy snack. Industrial snacks tend to be high in sugar and fat and can occasionally cause conflicts in the classroom. The school provides the students with water, fresh fruit and vegetables on a daily basis.
- ❖ It is prohibited to bring to the school any food for the class without notifying and agreeing with the school (birthdays, special occasions etc.). A list of the ingredients and possible allergic reactions that the food you wish to bring may cause, must be sent to the school by email.
- ❖ Soft drinks and glass bottles are prohibited.
- ❖ Personal toys are prohibited. Personal footballs and other outdoor sport equipment are allowed. IMSC does not hold the responsibility if the personal sport equipment is lost or damaged.
- ❖ The use of personal electronic devices such as mobile phones, tablets, etc. is not permitted.
- ❖ All personal items and clothes must be labeled with the students' name.
- ❖ Everyone should respect the school grounds and equipment. It is prohibited to use the multisport complex and other school installations outside the school timetable.
- ❖ The cost of mistreatment of school property will be paid by the family of the accused student.

- ❖ Everyone is obliged to look after and respect the school grounds, shutters and railings. It is prohibited to climb on the railings for two main reasons:
 - For the safety of the student
 - The grounds are shared with the tennis and padel club “La Capellanía”. The installations do not belong to IMSC. Use of such outside the school hours must be pre authorized and not at any moment is Caracoliris S.L. responsible.
- ❖ All Guardians should contribute to the education of their son / daughter and respect and encourage the Montessori pedagogy at home.
- ❖ We have an agreement with the University of Málaga, similar to other public and private entities, to fulfill supervised work experience in IMSC. The “student guide” holds all the correct documentation and fulfills the norms.
- ❖ We have students with Special Educational Needs that sometimes require specialized staff as shadow teachers. In these cases, these students will be accompanied in the environment without interfering in the daily activity of the rest of their classmates.
- ❖ Each environment will have its own rules and established limits that children will develop with teaching staff. These rules should be known and respected for the proper functioning of the school. A number of consequences will be established to carry them out if necessary
- ❖ Compliance with these standards by families, students or any member of the educational community is mandatory to be part of International Montessori School Caracoliris.
- ❖ Respect for oneself, others and the environment
- ❖ IMSC reserves the right of admission and expulsion of students.

FAMILY - SCHOOL COMMUNICATION PROCESS:

- ❖ The Guardian should communicate always with IMSC staff to prevent / resolve issues.
- ❖ Each class has a parent representative that was selected in the first family and guide reunion. The parent rep is responsible for identifying to IMSC any problems, suggestions and ideas from all the class families to the directress of the school. This should be done in a written manner. The parent rep will convey clearly and accurately the wishes of the parents.
- ❖ To communicate with the school and/ or guide the following emails should be used:
 - School Directress: montessoricaracoliris@gmail.com
 - Multidiscipline Development Team: direct communication with the team: edmimsc@gmail.com
 - Comunidad Infantil, direct communication with the guide: comunidadinfantilimsc@gmail.com
 - Casa de Niños, direct communication with the guide: casadeninosimsc@gmail.com
 - Taller I, direct communication with the guide: tallerimsc@gmail.com
 - Taller II, direct communication with the guide: taller2imsc@gmail.com
 - It is only permitted to use the email addresses for school related issues. For queries / issues the first point of contact should be the Parent Rep who in turn will bring the issue to light with IMSC.
 - For notifications, questions and warnings of a personal nature and about the environment should be made directly by mail to the guide involved.
 - For urgent matters only you can directly send an email to the corresponding address.

- ❖ Your child's safety when entering/exiting the school is of utmost importance. It is therefore essential that any changes to the dropping off/picking up of your child is brought to the attention of the school the day before during school hours to ensure that it has been received.
- ❖ Therefore, in order to guarantee greater attention to your children at the entrance and collection, any notification should be made using the means of communication proposed above and using the established tutorial hours to talk extensively with the guide.
- ❖ The time of entry and exit of the students is not a good time to communicate messages to the teaching staff as they must attend to the children of the school.
- ❖ We would be grateful if any doubt, suggestion or contribution could be communicated directly to the school management in order to take the appropriate measures for any effect.
- ❖ The school management is always available to set up a meeting when a family or group of them requires it.
- ❖ In addition to the above means, we have the presence in Social Networks that facilitate the exchange of photos and daily / weekly communication between the guide and those families who wish. We will inform about it in the initial course meeting.

Coexistence

- Any act that prevent the normal activities of the school
- Full collaboration from the student in order to be successful with the curriculum and show respect to the guide.
- Any acts that impedes or makes it difficult for other children or the guide to concentrate.
- Incorrectness and lack of consideration for other members of the educational community.
- Causing minor damage to the belongings of other members of the educational community.
- Any act that can be dangerous to other students and staff.
- Physical or verbal aggression to other students and staff.
- Bullying, understood as psychological or physical abuse of a student by one or more classmates.
- Threats against any member of the community.
- Any act that prevents the normal day to day running of the school.
- Spreading rumours about the school without real knowledge of the facts.