



MORNA INTERNATIONAL COLLEGE

Essential Information for Parents 2009/2010

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Daily schedule:

Infants	
First teaching block	9:00-10:30
Break	10:30-11:00
Second teaching block	11:00-12:00
Lunchbreak	12:00-14:00
Third teaching block	14:00-15:00
Hometime activities	15:00-15:35

Primary	
Registration	8:55-9:00
Period 1	9:00-9:45
Period 2	9:45-10:30
Break	10:30-10:50
Period 3	10:50-11:35
Period 4	11:35-12:20
Lunchbreak	12:20-13:20
Period 5	13:20-14:05
Period 6	14:05-14:45
Break	14:45-14:55
Period 7	14:55-15:35

Secondary	
Registration	8:55-9:00
Period 1	9:00-9:45
Period 2	9:45-10:30
Period 3	10:30-11:15
Break	11:15-11:35
Period 4	11:35-12:20
Period 5	12:20-13:05
Lunchbreak	13:05-14:05
Period 6	14:05-14:50
Period 7	14:50-15:35

Entering and leaving the school:

Infants section:

Children should be brought into the Infants building between 8:45 and 9:00 where they will be received directly by their class teacher or assistant. Similarly at the end of the school day, parents should meet the children inside the building at the classroom door. Children can be picked up from 15:00 to 15:35.

Primary section:

At the start of the day children should be left with the duty teacher at the primary section gate. From there they are sent to the play area (or classrooms on rainy days) and supervised until line up time (8:55). Teachers are supervising from 8:40 onwards.

At the end of the day children in Years 1 and 2 should be met directly at their classroom door, where they will be handed over by their tutor. Children in Years 3 to 6 are taken by their tutor to the waiting area between the car park and the classrooms where they are received by their parents. On rainy days all pupils will wait inside their classrooms.

Secondary section:

Pupils wait in the play areas until registration at 8:55. Teachers are supervising from 8:40. At the end of the day pupils are released directly from the classrooms.

Late arrivals:

Pupils arriving after 9:00 should report to the office to sign in before going to class. In the secondary section they must wait until the start of the next teaching period.

School gate:

The main gate is kept closed between 9:15 until 14:55. Parents needing to enter should speak to the office via the intercom first.

Security issues:

Pupils in the Infants and Primary sections are handed directly from parents to supervising teachers at the start of the school day and vice versa at the end of the day. If they are being met by a different person who is not known to the school, tutors should be warned of this via a note or telephone call to the office. Pupils in the Secondary section are allowed to leave independently at the end of the school day, unless the school receives a specific request to the contrary. With the exception of Years 12 and 13, pupils are not allowed to leave the school site during the day. If pupils have to leave early they should be collected by their parents at the school office.

All absences, including part-day absences, should be justified by parents either in writing or via a phone call to the school office.

Older pupils who wish to drive to school in motorised vehicles must ensure that they have a licence and comply with all safety regulations (helmet etc). Vehicles should be parked in the teacher's parking area throughout the day. Other pupils may not be taken as passengers unless the school has received written authorisation from their parents.

Pupils should not be on the school premises before 8:40. In the afternoon pupils should only remain on the premises after 15:45 if they are participating in extra-curricular activities.

Equipment that pupils need to bring

All specialised teaching resources are provided by the school. Pupils from Nursery to Year 2 do not need to bring any writing equipment.

From Year 3 upwards the following are required:

Years 3 and 4: Pencil case with pen, pencil, ruler, rubber, pencil sharpener, glue-stick and coloured pencils.

Plastic folder to protect homework sheets. (pupils have been provided with a homework bag)

Years 5 and 6: In addition to the items listed for Years 3 and 4, they will need a basic calculator for some numeracy classes

Years 7 to 13: Pencil case with pen, pencil, ruler, rubber, pencil sharpener, glue-stick, coloured pencils, scissors, highlighter pen and protractor. Simple scientific calculator (model recommended by the Mathematics dept), Art folder (model recommended by Art dept) and Laboratory coat (on sale via the school office).

Dictionaries are provided within the school for class use but children will need suitable dictionaries at home for homework in all language subjects.

Pupils should bring their PE uniform on the day that they have Physical Education classes (please refer to your child's copy of the timetable).

School uniform

The school uniform should be worn by pupils in all classes from Nursery to Year 4. In subsequent years it will be phased in to the whole of the Primary section. The uniform consists of:

Navy blue trousers, skirt or shorts

White 'polo' shirt with house colour band.

Red 'MIC' sweatshirt.

Footwear should be dark blue.

Details as to how to purchase the uniform are available in the school office.

Communication with parents

The form tutor:

The form tutor is responsible for monitoring the attendance, behaviour, academic progress and general well being of the pupils in his or her class. Therefore the tutor is the person whom parents should normally contact to discuss any issue related to their child.

In the Infants and Primary sections the form tutor is also the class teacher for the majority of subjects. In the Secondary section the tutor teaches their particular subject area but also teaches the content of the PSHE (Personal, Social and Health Education) programme to their tutor group.

School diary:

Pupils in Primary and Secondary are issued with a school diary which they should use to keep record of homework tasks set or any other reminders. The diary also serves as a means of communication, parents and tutors may use it to exchange brief notes and therefore answer simple queries without need for a tutorial meeting. Parents should remember to sign to confirm that they have read a teachers note and teachers will do likewise.

Letters: Information published during the academic year, relating to meetings, trips, special events and other reminders is sent out in letters that are given directly to the pupils. Parents should therefore remind their children on a regular basis to give them any new letters that have been sent out.

Newsletters are sent home approximately twice each term.

Newsletters and general circulars are also placed on the school blog which can be found at the following address: <http://mornainternationalibiza.blogspot.com/>

E-mail: The school makes regular use of e-mail for direct communication between teachers or tutors and parents. Parents should ensure that their current e-mail address is included on the lists kept in the school office.

Reports: Pupils receive two full written reports each year, at the end of the first term and the final term. In the Primary and Secondary sections Interim reports using a 'tick box' format are also issued at the end of the first half term and the end of the second term.

Meetings:

General parents meetings are held early in the first term in order to meet teachers and tutors and receive information about the objectives for the current academic year.

At the start of the second term parent-teacher meetings consist of short individual appointments and give the opportunity to discuss progress with all of your child's teachers.

At the start of the third term, parents of pupils whose interim reports were unsatisfactory or giving cause for concern are invited to have a further meeting with the form tutor or individual subject teachers.

Other meetings, spread throughout the year are organised to give specific information about curriculum, options or changes from one section of the school to another. These meetings are normally for parents in Reception (transfer from Infants to Primary), Year 6 (transfer from Primary to Secondary), Year 9 (IGCSE courses and options) and Year 11 ('A' level courses and options).

Medical attention

Minor accidents on school site are dealt with by a member of the office staff who has first aid training. If pupils are in need of medical attention, either parents are contacted and asked to take the child, or if the situation is considered an emergency parents are contacted but meanwhile the pupils is taken directly to the local emergency ward.

Forms are kept in the school office for any claims on the school's medical insurance.

Children with infectious illnesses should not be brought to school (excepting common colds). Similarly children with head lice should not attend school until they have been fully treated.

Teachers cannot normally administer medicines to children and parents should organise for medicines to be taken outside of school hours. In cases where this is impossible, the medicine should be handed in to the school office with written instructions signed by parents. Before administering aspirins or equivalent the office staff will contact parents by telephone for authorisation.

Payment procedures

Inscription Fee (new pupils only)

When your child has completed the application process and has been accepted into the school, the inscription fee of €500 per child is payable. With this payment your child will receive a welcome pack.

This is a non-refundable deposit.

School Fees

School Fees are paid on a term-by-term basis as set out in the price list.

40% of yearly fee to be paid by 1st September

30% of yearly fee to be paid by 1st January

30% of yearly fee to be paid by 1st April

Payments can be made monthly (August – June) 5% will be added for using this facility. Please apply for this directly at the finance office.

A discount of 10% is made for second child and subsequent children at 15%

Payments can be made directly in the school office by cheque or cash, if preferred a bank transfer can be made to either the school Euro or Sterling bank account.

An invoice for the full academic year and due dates for payments will be sent to parents via the pupils in June for the following academic year. Reminders will be sent before the commencement of each term to inform parents of next payment due.

Deposit

At the end of the second term pupils pay a deposit to reserve places for the following academic year. This will be added onto the third terms payment and shown on the reminder, and then deducted from the first payment in the new academic year. The deposit is €350 for 1 child or €500 per family.

Exams

Please note that the yearly school fee does not include external examinations. Normally, exams will be paid for in April with the third terms payment.

Extra Curricular Activities

Extracurricular activities are charged termly. Reminders will be sent out via the pupils and payments made directly at the school or by bank transfer.

Homework

Primary section:

In the Primary section homework is based mainly on Literacy and Numeracy tasks, set from Monday to Thursday, Friday being the day that skills are usually tested.

Teachers follow these guidelines:

Year 1: Reading and spelling, 10 to 15 minutes each day.

Year 2: Reading and spelling, 15 to 20 minutes each day, one weekly maths task.

Year 3: Reading, spelling and numeracy, 20 to 30 minutes each day.

Year 4: Reading, spelling and numeracy, 30 to 40 minutes each day.

Year 5: Reading, spelling and numeracy, 40 to 50 minutes each day.

Year 6: Reading, spelling and numeracy, 50 to 60 minutes each day.

Secondary section:

Pupils in the secondary section receive homework assignments on a daily basis, normally two assignments in Years 7 to 9 and three assignments (depending on options taken) in Years 10 and 11.

The homework timetable for this academic year is as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
Year 7	Maths Geography	ICT Spanish	English Music (f) German (n)	History Music (n) German(f)	English Maths Science
Year 8	Maths History	English Spanish	Maths Geography	German Science	English Music ICT
Year 9	English German	Maths Music	English ICT	History Spanish	Maths Science Geography
Year 10	Chemistry Spanish Maths	Option A Option B Option C	English Biology Option A	Maths Option B Option C	English Spanish Physics
Year 11	Maths Option A Spanish	English Biology Option C	Spanish Physics Option B	Option A Option C Maths	English Chemistry Option B

Guidelines:

Years 7 and 8: 30 min per subject

Years 9, 10 and 11: 45 min per subject

Study/revision and reading activities may be expected in addition to the set homework tasks.

Pupils are expected to keep a record of the homework set in their school diary.

Grading and assessment

Reports issued to pupils in the secondary section include an indication of their overall achievement in the form of a grade on a scale of A to E.

Teachers awarding grades use the following descriptors as a guide:

A:

Pupils who are either learning skills that go beyond the objectives set out for that year or show an outstanding mastery of those objectives.

B:

Pupils who are successfully learning all of the objectives set out for the corresponding subject and year and only having difficulty with the most demanding tasks.

C:

Pupils who are successfully learning a subset of the objectives, which could be considered the **essential skills**, even though they may be having difficulty with other objectives contained in the schemes of work.

D:

Pupils who are working towards mastery of the essential skills defined for grade C and are not too far from achieving them.

E:

Pupils who are having major difficulties and who need to be set differentiated objectives simpler than those for grade C in order to be able to make progress.

Grades A to E are also assigned to a profile of general and subject specific skills in order to give a more complete picture of each pupil's strengths and weaknesses.

Internal and External Examinations

The school uses a system of continuous assessment and therefore frequent testing takes place as a normal part of the teaching process.

In order to monitor overall standards and individual progress, diagnostic testing is carried out at the end of Years 2 to 5 and Years 7 and 8 in English and Mathematics. In Year 6 and Year 9 pupils take the end of Key Stage tests (SATs) in English, Mathematics and Science. All of these are internally marked.

Internally marked practise examinations for the IGCSE courses take place at the end of Year 10 and in January of Year 11. Entry into Year 11 is conditional on satisfactory performance in the Year 10 examinations.

Pupils take external examinations in Year 11 (IGCSE) and in Years 12 and 13 (AS and A level) these being the qualifications that they use for access into further and higher education. Entry into Years 12 and 13 is conditional on satisfactory performance in the IGCSE and AS examinations respectively.

The external examinations take place during May and June. The teaching calendar for Years 11, 12 and 13 normally concludes in the second week of May after which they only attend school on the days they have examinations.

Rules relating to behaviour

The school aims to create an environment in which good behaviour, respect for people and property and academic motivation are seen as normal part of daily procedure and negative behaviour is considered unusual and undesirable.

The following is provided as a guide to pupils:

The School Code of Behaviour

I AM AWARE THAT ALL THE SCHOOL RULES EXIST FOR A REASON AND I WILL ALWAYS TRY TO UNDERSTAND THOSE REASONS.

1. I will be at school before 8:55 each day and will arrive punctually to registration and all of my classes throughout the day.
2. I will bring a note from my parents to justify absence or lateness and will catch up on any work missed while I was away.
3. I will never leave the school premises without permission during the school day.
4. I will listen attentively in all lessons and do all work to the best of my ability. I will take all the necessary books and basic writing equipment to each lesson.
5. I will spend the correct amount of time on homework and hand this in on time.
6. I will show respect for everyone with whom I share the school, teachers, pupils and other staff. I expect to receive help when I ask for it and in return I will offer help when I am asked.
7. I will look after all school buildings and property at all times. I will respect other peoples' property and never take anything without permission.
8. I will look after the environment by never leaving litter around the school and by reminding others not to do so.
9. I understand that if I bring a mobile phone it should be switched off during the school day. I also understand that chewing gum is not allowed in school.
10. I will not bring tobacco, alcohol, illegal substances or weapons into the school, knowing that I may lose my place in the school if I do so.
11. I will come to school wearing the correct uniform (Nursery to Year 4) or dressed in a suitable way for a working environment (Years 5 to 13) and I understand that my tutor or the head teacher will have the final say as to whether my clothing is suitable.

AT ALL TIMES I WILL TREAT OTHER PEOPLE AS I WOULD LIKE TO BE TREATED MYSELF. I WILL RESPECT THE ENVIRONMENT AND THOSE WITH WHOM I SHARE IT.

Incentives and awards

House points: In the Primary section pupils accumulate house points which are awarded for outstanding work, effort, improvement or other forms of collaboration such as helping other pupils. House points count towards the ongoing competition between the houses (see house system below). Similarly, table points are used within Primary classrooms and this allows more immediate rewards, winning tables usually receiving a small prize at the end of each week. The points systems are designed to encourage both individual effort and team collaboration.

Certificates and commendations: Encouragement in the form of written comments in books forms an essential part of the marking process. Likewise use is made of special stickers in exercise books. Outstanding individual or group achievements are frequently referred to and commended in assemblies. In the Primary section assemblies, certificates are awarded on a regular basis for any achievement that tutors feel deserves a special mention.

Prizes: At the end of the school year, prizes are awarded for overall achievement and for effort or improvement in each of the subject areas as well as a special prize for collaboration within the school.

Sanctions

Counselling: Quite often, in the first instance, problems are dealt with directly by a brief reminder or a longer conversation discussing the reasons why certain behaviour is unacceptable.

Loss of free time: This is the most frequently used sanction and consists of children losing part or all their break or lunchtime. It is normally accompanied by some task which may be written work (e.g. copying the school rules) or a 'social service' type assignment such as collecting litter or tidying the classroom.

Detention: For repeated or less trivial offences, a school detention may be imposed. In the Secondary section this consists in the pupil staying at school from 15:45 to 16:45, with a work assignment. In these cases the school will send a letter to parents giving at least 24hrs notice and explaining the reason for the punishment. The Primary section uses Friday lunchtime for the same purpose and also for sanctioning repeated punctuality problems.

Daily report: Use of a daily report is normally made in cases of a persistent behaviour or work/effort problem. The daily report allows a period of very close monitoring and specific 'targets' for improvement in work or behaviour can be established in advance. Tutors review the comments on the report form each day and give encouragement when improvement has been made. The completed report forms also provide useful information for follow up meetings with parents.

Suspensions: In cases of more serious or repeated offences pupils may be suspended for up to five days, either within school, by isolating a pupil from the rest of their class with academic work being provided, or out of school.

Behaviour contract and withdrawal of pupil from the school: In cases of very serious offences or repeated offences with no positive response to other measures, the school may issue a final written warning and require the pupil to sign a behaviour contract which states that any further breaking of school rules will result in the pupil's place in the school being withdrawn.

The House system

On entering the Primary section pupils are assigned to one of the three houses, **Tagomago, Conejera** or **Espalmador**, named after islands off the shore of Ibiza.

Pupils can accumulate points for their house through their daily achievements and through competitions that are organised throughout the year.

At the end of the year the house with the most points are awarded the annual cup.

The student council

Each class in the secondary section elects one or two students to represent them on the student council. There are also elected house captains who, along with the Primary house captains from Year 6, also form part of the student council. The council members meet twice each term and put forward ideas for special events, house competitions and school improvement.

Lunch service

The school provides a lunch service with food prepared on site. A menu is published, following a two week cycle, with different menus for the summer and winter periods. Lunches are paid for on an individual ticket basis and tickets may be bought by parents or older pupils in the school office.

The dining room is supervised by members of the teaching staff. Primary, Foundation and Secondary eat in separate sittings.

Pupils who do not use the school lunch service still use the same dining room but should bring a packed lunch from home, which should include something to drink.

Pupils (except Years 12 and 13) may not leave the school site at lunchtime to buy food elsewhere

Excursions

Excursions are organised according to their availability, educational value and relevance to the teaching programme. Pupils are normally offered between one and three excursions per year. At the end of each year all pupils are taken on a more leisure orientated excursion. Notification about excursions is sent home in separate letters via the pupils. If pupils are intending to participate it is essential that parents sign the authorisation form and return it to the school office, along with payment, in advance of the excursion. Children who do not participate in an excursion are expected to attend school on that day and must bring a note from their parents to confirm this decision.

Extra Curricular Activities.

The extra-curricular activities programme offers a range of sporting and creative activities, most of which take place on the school site after 15:45. Full information is published at the start of each year so that pupils can sign up in September for activities starting in October.

Annex A

Curriculum structure

Section	English National Curriculum	Complementary subjects
Foundation Stage Nursery Reception	<u>Early Years programme:</u> Personal, Social and Emotional Development Communication, Language and Literacy Mathematical Development Knowledge and Understanding of the World Physical Development Creative Development	Spanish Language
Key Stage 1 Year 1 Year 2	<u>Core subjects:</u> Literacy, Numeracy, Science <u>Foundation subjects:</u> Art, Design Technology, Geography, History, Information Technology, Music, Physical Education, Personal Social and Health Education (PSHE)	Spanish Language (<i>taught at both native speaker and foreign language levels</i>) Catalan (<i>for native Spanish speakers</i>), from Year 2
Key Stage 2 Year 3 Year 4 Year 5 Year 6	<u>Core subjects:</u> Literacy, Numeracy, Science <u>Foundation subjects:</u> Art, Design Technology, Geography, History, Information Technology, Music, Physical Education, PSHE	Spanish Language (<i>taught at both native speaker and foreign language levels</i>) German (from Year 4) (<i>taught at both native speaker and foreign language levels</i>) Catalan (<i>for native Spanish speakers</i>)
Key Stage 3 Year 7 Year 8 Year 9	<u>Core subjects:</u> English, Mathematics, Science <u>Foundation subjects:</u> Art and Design, Geography, History, Information Technology, Modern Foreign Language (Spanish and German), Music, Physical Education, PSHE	Spanish Language and culture (<i>taught at both native speaker and foreign language levels</i>) German (<i>taught at both native speaker and foreign language levels</i>) Catalan (<i>for native Spanish speakers</i>)
Key Stage 4 Year 10 Year 11	<u>IGCSE subjects</u> English Language English Literature Mathematics Co-ordinated Sciences (double award) Spanish Three options from: Art and Design, Geography, History, Information Technology, Music, German.	Spanish Language, Literature and culture for native speakers. German for native speakers. Catalan. (<i>for native Spanish speakers</i>) Physical Education, PSHE
Post 16 Year 12 Year 13	<u>AS and A level subjects:</u> <u>All subjects are optional</u> English Language and Literature, Spanish, German, Mathematics, Physics, Chemistry, Biology, Art, Information Technology, Media Studies, Music Technology, History, Geography, Thinking Skills. <i>(The availability of options may vary according to demand)</i>	Spanish Language and Literature for native speakers. German for native speakers. Physical Education, PSHE

Annex B**Teaching staff, academic year 2009/2010.**

Name	Qualifications	Position/Class/Subjects
Adrian Massam	MA. Mathematics. PGCE.	Headteacher , Mathematics, Thinking skills.
Fiona Robertson	BA French. PGCE.	Head of Primary , Classteacher/Tutor Year 3.
Sian Griffiths	B Ed. Primary Education.	Foundation Stage Coordinator Reception Classteacher/Tutor.
Bob Evans	BA History/Archaeology. PGCE.	Secondary Assessment Coordinator Tutor Year 10, History, Geography.
Lesley Allen	BSc Biology. PGCE.	SEN Coordinator. Classteacher/Tutor Year 6.
Connie Rathgeb	1 und 2 Staats examen Lehramt. Diplom Pädagogik.	Foreign Languages Coordinator. Tutor Year 8, German Language.
Elen Griffiths	B.Ed Primary Education	Classteacher/Tutor Nursery
Annie Ritchie	Diploma in Education.	Classteacher/Tutor Year 1.
Kirsty Purvis	BSc Psychology, PGDE Primary.	Classteacher/Tutor Year 2.
Ross Clifton	LLB Law, PGCE Primary.	Classteacher/Tutor Year 4.
Annette Heath	BSc Sports/Geography. PGCE.	Classteacher/Tutor Year 5.
Philip Dobie	BA Sound Tech. PGCE Music.	Tutor Year 7P, Music
Steve Gallego	BA Primary and Secondary Education/Physical Education.	Tutor Year 7S, Physical Education.
Alexandra Ciuc	BSc Biology/Education.	Tutor Year 9A, General Science, Biology, Chemistry.
Martin Bailey	BA Humanities, PGCE (ICT)	Tutor Year 9M, Information Technology.
Jane Bergman	BA European Studies/Spanish, MA Latin American Studies, PGCE.	Tutor Year 11, Spanish Foreign Language.
Bill Leigh	BSc Mathematical Physics, Ph.D Theoretical Physics.	Tutor Year 12, Mathematics, Physics.
Chris English	BA Visual Culture/English/Media, Dip.Ed English.	Tutor Year 13, English, Media Studies.
Christine Cooper	HND Sports Coaching.	Nursery Assistant.
Diane Hendon	Health training cert.	Reception Assistant.
Jorge Arguelles	Licenciado Filologia Hispanica. CAP.	Spanish Language/Literature.
Joel Rice	MA Fine Art.	Art and Design
Karen Arkenberg	Zweite Staatsprüfung für das Lehramt an Volks und Realschulen.	German Foreign Language.
Kim Clifton	TEFL teaching certificate.	Special needs support assistant.
Maria Merida	Licenciatura filosofia , CAP	Spanish Foreign Language.
Michelle Lloyd	Teaching diploma, modern dance.	Year 2 and Foundation Stage assistant
Monica Martí	Diplomatura en Magisterio; Primaria, Lenguas extranjeras.	Spanish Language, Catalan Language.
Noelia Mari	Licenciada Pedagogia	Catalan Language.
Samantha Hocking	EFL teaching cert.	Year 1 assistant.
Shelley Taylor	BA English Literature/Social Anthropology. PGCE.	English Language, Literature.