



CIRCULAR N° 2

COLEGIO INTERNACIONAL TORREQUEBRADA

2022-2023

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*** This is a confidential document and it is prohibited to copy or distribute to non CIT members.**

1. WELCOME

Welcome to the new academic year 2022-23!

Directive Board: Sonia Diez, David Moreno, Iciar García & David Jones

2. IMPORTANT REMINDERS

2.1 Organisational structure

Infants School
Pre-nursery (2 years) – White class Nursery // PYP EARLY YEARS (3 years) – Orange & Yellow classes Reception // PYP EARLY YEARS (4 years) - Red & Blue classes Year 1 // PYP 1 (5 años) – Lilac & Green classes
Primary School
Year 2 // PYP 2 (6 years) Year 3 // PYP 3 (7 years) Year 4 // PYP 4 (8 years) Year 5 // PYP 5 (9 years) Year 6 // PYP 6 (10 years)
Secondary School
Year 7 // MYP-PAI 1 (11 years) 1ºESO // MYP-PAI 2 (12 years) 2ºESO // MYP-PAI 3 (13 years)

3ºESO // MYP-PAI 4 (14 years)
4ºESO // MYP-PAI 5 (15 years)
High School
1ºBaccalaureate // DP-PD 1 (16 years)
2ºBaccalaureate // DP-PD 2 (17 years)

Ms Sonia Díez (Founder and President of the Board of Directors)

Mr David Moreno (Financial Director)

Ms Icíar García (Principal)

Mr David Jones (Vice-Principal)

Ms Cristina Molina (Head of Infants & Primary)

Ms Indira Sukhwani (Infants Coordinator)

Ms Elena Lecertua (Primary Coordinator)

Mr Roberto Sánchez (Head of Secondary & High School)

Ms Fiona Seward (Secondary Coordinator)

Mr Guillermo Chaves (IB Coordinator)

2.2 First days

Reception, Year 1, Primary School & Year 7 students will start on **8th September**. Students will enter the school between 9:05am and 9:20am. The bus, lunch, Early morning club and late pick services will function as usual. Secondary and High School students will start on **13th September between 9:05am and 9:20am**.

The Pre-Nursery and Nursery students will start progressively from 5th to 8th September. There will be no bus, Early morning club or late pick service for these students until the 12th September. On the 8th and 9th September they will have their lunch at school.

2.3 New students

As we stated in Circular No. 1, on the first day of school (**8th September for Reception to Year 7 students and 13th September for Secondary and High School students**) the teachers and student mentors will greet all new students in the entrance to the Co-Learning (in front of the main gate) at **10am**, half an hour after school starts, and then they will accompany them to their classes.

During the next few days you will receive an email with information regarding the class distribution and

the class which your son/daughter will be in.

2.4 School access

On the 8th September, those parents from Year 2 to Year 6 who wish to accompany their children to their class will be able to do so, but have to leave them in class by 9.20am. After that time we will proceed to close the access doors and you will have to go to the School Office in order for your child to enter the class at the established time.

In Circular No. 1 we gave you the general indications of school access that we remind you below:

INFANTS

EARLY MORNING CLUB (see point 3.4)	DROP OFF TIME	ENTRY POINT	PICK UP TIMES	PICK UP POINT
From 08:00	09:05 – 09:20	- Walking gate and access to each class from the main entrance of the Infant building.	15:00	- Entrance from carpark
			15:55 – 16:05	- From the class (walking gate) - Car circuit - Bus
		- Car circuit	17:05 (Extracurricular activities)	- Main entrance in front of CIT Co-working
		- Bus	16:05 – 17:30 (Late pick up)	-Main entrance CIT



PRIMARY

EARLY MORNING CLUB (see point 3.4)	DROP OFF TIME	ENTRY POINT	PICK UP TIMES	PICK UP POINT
From 08:00	09:05 – 09:20	- Walking gate	15:55 – 16:05	- Walking access - Car circuit - Bus
		- Car circuit	17:05 (Extracurricular activities and o Co-learning)	- Main entrance in front of CIT Co-working
		- Bus	17:05 – 17:30 (Late pick up)	- Main entrance CIT



SECONDARY & HIGH SCHOOL

EARLY MORNING CLUB (see point 3.4)	DROP OFF TIME	ENTRY POINT	PICK UP TIMES	PICK UP POINT
As from 08:00	09:05 – 09:20	- Walking gate	16:05	- Walking access - Car circuit - Bus
		- Car circuit	17:05 or 18:00 (Extracurricular activities or Co-learning)	- Main entrance in front of CIT co-working
		- Bus	17:05hs – 17:30hs	- Main entrance CIT

			(late pick up)	
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We would like to remind you that those students who arrive late are not authorised to proceed directly to their classrooms. They must register at the School Office first.

2.5 Snacks

Students are authorised to bring a snack, but only certain foods.

Infants & Primary students can bring a carton of juice, yogurt or a piece of fruit or vegetables.

For Year 7, Secondary & High School students, taking into account latest studies on healthy snacks, and given the characteristics of students of this age, we believe that the most appropriate thing for them would be to bring a fruit-based snack that can be combined with another healthy snack such as nuts, a small wholemeal bread sandwich with serrano ham or non-processed alternatives or wholemeal crackers. Industrial pastries or sweets are not permitted as well as any other food that is not considered healthy. The school will reserve the option of confiscating any snack that is not considered healthy.

Students who stay from 16:05 to 17:05pm (or to 18:00) are allowed to bring - as well as the mentioned above - a sandwich. Any other kinds of snacks (rolls, chocolate, dried fruits or nuts)

are not permitted.

2.6 Digital Platforms

As we mentioned in Circular 1, Alexia is our digital platform through which you will receive communications and where you will be able to see the daily follow-up of your children (lunch report, exams, homework, etc). During the next few days all new families will receive an email with the necessary credentials to access the platform. The Alexia APP is currently being updated and they are making some improvements, we will let you know when this will be available.

If you forget your Alexia username or password, you must access the Alexia login page, through the click on the link "Forgotten your password?" you will have to enter the email address you provided us with and then click on "I am not a robot" tab, you will receive an email with your username and the link to create a new password.

Remember that this password must have upper case, lower case and numbers with at least 8 characters,

The school will offer some informative sessions for those families who may have any questions:, which will take place during the first weeks.

- Wednesday 7th September for Nursery and Pre-Nursery families at 10:00.
- Thursday 8th September for Reception, Year 1, Primary and Year 7 families at 10:15.
- Tuesday 13th September for Secondary and High School families at 10:15.

2.7 BYOD

As we mentioned in circular 1, as from Year 4 students will bring their devices to school (tablet or laptop), as part as the BYOD project. In the appendix V & VI you can find information regarding this project and the agreement that the student will sign electronically with their class tutor in order to use their devices.

2.8 Secondary School Lockers

Secondary and High School students will have individual lockers outside their classrooms. On the first day of classes each student must bring in their own numeric padlock (we do not accept key padlocks). These can only be used once their tutors have opened a private file with a record of their padlock access code. This will be organised during the first week of term by the Secondary and High School Tutors and Coordinators. The school will not be held responsible for any objects deposited in the lockers and reserves the right to open them at any time for security reasons and shared responsibility.

At the end of the school year, the padlocks and any school material left in them will be removed by the school, to undertake maintenance and cleaning of the lockers. Once the school year is over, these items may not be reclaimed by the students.

2.9 Documents to bring to school and updated information.

Below you can see a list of documents that will need to be signed and handed into the school before the 8th of September and that you will be able to find in the Appendix of Circular n°2. You can send these documents to the school office or give to the tutor on the first day.

- *Bring Your Own Devices Rules:* as we informed in the previous circular students from Year 4 onwards will have the opportunity of bringing their own devices (tablet or laptop) to class, where they will be working with activities and will be developing projects throughout technology. If you don't hand this document in during the established dates, the students will not be able to bring their devices to the school.
- *School Internal Rules:* it is necessary that students of Secondary & High School read and sign this document in order to remember those aspects related to uniforms, behaviour, etc. This will be done with their class tutor during the first days.
- *Allergies/Special Diets:* Any student who requires a special diet must bring a medical certificate. Without this certificate the school will not be able to offer a special diet.

We would like to remind all families that they have the obligation to communicate any possible changes in their personal status (married/separated/divorced/new guardian), or any other information. The only reason is to protect the children and take care of our students' needs. All information is confidential and we suggest that you communicate it to the school through the Principal and /or Coordinators.

2.10 Experiential Curriculum

The 'Experiential Curriculum' is conceived as an opportunity to enhance, improve and include challenges and moments for a greater and more meaningful personal and professional growth of our students.

CIT has established a curriculum of activities and experiences that are differentiated, cumulative, evaluable and progressive throughout the twelve years of school life of the students in our school from Primary to the year prior to their access to university, in Second of Baccalaureate. Each of them has been chosen according to the level of maturity, autonomy and characteristics appropriate to each year group, and covers areas as diverse as sports and healthy leisure activities (sailing, golf, horse-riding, skiing,...), volunteering, multi-adventure trips and expeditions, nature experiences, leadership & emotional outdoor training, Speech & Debate, vocational guidance, among others. These experiences are compulsory for ALL STUDENTS. Any justified absences must be sent within the deadline established for each activity or they will not be refunded.

3. SERVICES

3.1 Early Morning Club & Late pick up

Early morning club: This service will start at 8:00am on the 8th of September. Those families who wish to use this service must send the form they can find in circular 1.

Late pick up: This service will also start on the 8th September from 4 to 5:30pm for Infant

students and from 5 to 5:30pm for Primary, Secondary and High School students, should we reach the minimum of students required.

Both services will be available on the platform for occasional reservations.

3.2 Uniforms

We remind you that the school uniform shop is now open, please find below a reminder of the opening times. Please remember to book your appointment:

From the 1st September to the 7th September from 9:00 to 2:00pm and from 3:00 to 6:00pm

As from the 8th September the timetable will be as follows:

	Mañanas - Mornings	Tardes - Afternoons
Lunes - Mondays	09:00 – 10:30	15:00 – 17:30
Martes - Tuesdays	09:35 – 10.30	15:00 – 15:30
Miércoles -Wednesdays	09:35 – 10.30	15:00 – 15:30
Jueves - Thursdays	09:35 – 10.30	15:00 – 15:30
Viernes- Fridays	09:35 – 10.30	15:00 – 15:30

We would also like to remind you that any clothes left in lost property can be picked up until the 30th September, after this they will go to the outlet.

3.3 School Restaurant

The school has two school restaurants that offer a complete, nutritionally balanced diet, cooked every day at the school by a team of chefs, cooks and kitchen assistants. In Appendix II you can find Septembers menu.

3.4 Bus

As a novelty this year, families who use the bus service will be able to receive updates regarding the bus service (delays, etc) via an App, Telegram.

To do so, they must register via the following links.

- Málaga: <https://t.me/+JOjeVuNEs5oxYzZk>
- Alhaurín: <https://t.me/+buXnn8uuBnU4ODA0>

- Fuengirola: <https://t.me/+VnxjtY3FsdkNTU8>
- Marbella: <https://t.me/+VNFpyBCIhcJhMGM0>

3.5 Extracurricular Activities and Co-Learning

Extracurricular Activities

During the time the students are in school they will have the opportunity to participate in a large number of activities organised by the school or by external collaborators to complement their education and training. They will take place as from October, Monday to Fridays from 4:05 to 18:00pm. These activities are not compulsory and involve an extra payment, depending on the chosen activity. During the following days you will be receiving information regarding the offered activities during this new school year, prices, timetable and inscription process. You can find all the details in Appendix III.

Co-Learning

The Co-Learning ("study"service) will take place as from October, from Monday to Thursday and is available for students from Year 2 onwards who wish to stay until 17:05hs. This service will be free for all students who commit to it from Monday to Thursday including combining with Extracurricular activities.

4. Corrections Circular 1

Updated Calendar (IMPORTANT)

In Appendix I – School Calendar 22-23 you can find the updated school calendar with important changes. Please check this information.

Secondary and High School students start on Tuesday 13th September and not on the 12th as stated on the calendar sent with Circular 1.

The 2022-2023 Opening Act (for all families) will take place on the 22nd September and the School House Assignment Act (For Year 2 families and families of new students from Year 2 onwards) will take place on Wednesday 21st September in the morning.

The parents meetings for all year groups will take place on the 20th September as follows:

Baccalaureate + Primary (Y2,Y3,Y4,Y5 & Y6) at 4:30pm

Infants (Nursery, Reception, Year 1) + Secondary (Y7, 1^o,2^o,3^o Y 4^oESO) at 5:30pm

Presentation Extracurricular Activities from 4:30 to 7:00pm.

COVID PROTOCOL

We are waiting for an update of the COVID-19 protocol from the relevant authorities.

authorities. This document will be available on ALEXIA during the school year and will be updated as information is received.

Books

We remind you that any students who already have some of the books and do not wish to purchase them at the school, must send the following online form, click [HERE](#), before the 13th September. If we do not receive this information we will understand that you wish to purchase all books from the school.

Secondary students can come on Monday 12th September from 10 to 12hs to pick up the books and meet their class tutor.

5. Participation: Itaca Social Compromise Foundation & Familylab

In October we resume our meetings between the Family Lab and members of the CIT management team. Parents and grandparents who wish to may come along to chat over a cup of tea or coffee, and share views about our school and the activities and educational projects of interest being carried out and those yet to come. These meetings always take place on the first Thursday of each month. They are free, but do require prior registration a few days in advance, using the form that will be forwarded during the month to every family.

6. APPENDIXS

Appendix I School Calendar 2022-2023

Appendix II September Menu

Appendix III Extracurricular Activities

Appendix IV Internal rules

Appendix V Information BYOD

Appendix VI BYOD Agreement