



CIRCULAR N° 2

COLEGIO INTERNACIONAL TORREQUEBRADA

2023-2024

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1. WELCOME

Dear families,

We would like to welcome this new school year with tillusion and conviction that it will be a great year in which we will continue to explore new digital and more sustainable horizons, continuing to give our students all the opportunities they deserve to explore the present and the future.

Also, thanks to our collaboration with Changemaker College, we are starting a year with an extended quality academic pathway so that our students continue to be the main protagonists of their own learning experiences.

We also want to celebrate the successes achieved during the 2022/23 school year with the authorization of the International Baccalaureate for the next five years and the new authorization for the Professional Orientation Program at CIT, being the first institution in Malaga with the International Baccalaureate continuum and the only one in Andalusia to offer the POP.

All this completes our community and consolidates us as one of the top educational institutions of the last 20 years, focused on the welfare of our students and offering them the best educational experiences they deserve. We will continue to grow and build new paradigms and new international and enriching scenarios for all of us for another twenty years and more.

Welcome to the new academic year 2023-24!

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

2.. IMPORTANT REMINDERS

2.1 Organisational structure

PYP
PYP (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
PYP (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)
MYP
Year 7 // MYP (11 years) 1ºESO // MYP (12 years) 2ºESO // MYP (13 years) 3ºESO // MYP (14 years) 4ºESO // MYP (15 years)
DP
1st Baccalaureate // DP-PD 1 (16 years) 2nd Baccalaureate // 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 PYP Infants & Primary)

Ms Indira Sukhwani (PYP Infants Coordinator)

Ms Sofia Gómez (PYP Primary Coordinator)

Mr Roberto Sánchez (Head of MYP & DP)
 Ms Stephanie Edwards (MYP Coordinator)
 Mr Guillermo Chaves (DP Coordinator)

2.2 First days

The first day of school for all students will be on 7th September. The arrival time for the first day will be from 9:05 to 9:20 a.m. and pick up will be at 2pm on the first day for students from Reception to DP2 (pick up will be by car circuit, walking or bus like a normal day).

The Early Morning Club and bus services will be available on 7th September. The Late pick up and school restaurant services will be available from Friday 8th September for all students, except for PYP Infants (from White class to Year 1 included) who due to their needs, will have lunch on 7th September.

We remind you that the two and three year old students (pre-nursery and nursery) continue with their progressive incorporation period as indicated in Circular 1. On 7th & 8th September they will have restaurant services but they will not have bus service, Early morning club or late pick up until Monday 11th September.

The opening ceremony will take place on 7th September at 7pm.

2.3 New students

As we stated in Circular 1, the first day of school for all students will be on 7th September, 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.

2.4 School access

On the 7th 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:

PYP 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. - Car circuit	15:00	- Main entrance (school office access door)
			15:55 – 16:05	- From the class (walking gate) - Car circuit - Bus

		- Bus	17:05 or 18:00 (Extracurricular activities)	- Main entrance in front of CIT Co-working
			16:05 – 17:30 (Late pick up)	-Main entrance in front of CIT Co-working

DIAGRAM 1



PYP 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 or 18:00 (Extracurricular activities and o Co-learning)	- Main entrance in front of CIT Co-working
		- Bus	17:05 – 17:30 (Late pick up)	- Main entrance in front of CIT Co-working

DIAGRAM 2



MYP & DP

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 (late pick up)	- Main entrance in front of CIT Co-Working

DIAGRAM 3



2.5 Snacks

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

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

- PYP Infants (Pre-Nursery, Nursery, Reception & Year 1) can bring a carton of juice, yogurt or a piece of fruit or vegetables. Students can bring a small sandwich for their second snack.
- PYP Primary (Year 2, 3, 4, 5, 6) can bring a carton of juice, yoghurt or a piece of fruit/vegetables
- MYP & DP 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 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 17:05 (or to 18:05) for Co-Learning, Extra-Curricular Activities or Reinforcement classes 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.

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.

- **Monday 11th September for PYP Infants at 10:00.**
- **Thursday 12th September for PYP Primary families at 10:00.**
- **Wednesday 13th September for MYP & DP families at 10:00.**

2.7 BYOD

As we mentioned in circular 1, as from Year 5 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 School Lockers

MYP & DP 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 MYP & DP 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 and updated information.

Below you can see a list of documents that will need to be signed during the first days of school and that you will be able to find in the Appendix of Circular n^o2.

Bring Your Own Devices Rules: as we informed in the previous circular students from Year 5 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.

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.

In the next few days you will receive an email with a form that all families must sign regarding the the processing of personal data.

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. 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 7th 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 start on the 8th September from 4 to 5:30pm for PYP Infants. This service will also be available during September for the rest of students. As from October it will be available for the rest of students 5 to 5:30pm, 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 6th September from 9:00 to 2:00pm and from 3:00 to 6:00pm

As from the 7th 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 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 the September menu.

3.4 Bus

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/+VnxjtIY3FsdKNTU8>
- Marbella: <https://t.me/+VNFpvBCIhcJhMGM0>

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 from October, Monday to Fridays from 4:05 to 18:00hs. 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.

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. Additional information

In Appendix I – School Calendar 23-24 you can find the school calendar with all the important dates for the new school year.

The parents meetings for all year groups will take place on the 19th September as follows:

PYP Infants + MYP (16:30)

DP + PYP Primary (17:30)

Books

Any students who already have some of the books and do not wish to purchase them at the school, must send the form they can find in Appendix VIII before the 7th September. If we do not receive this information we will understand that you wish to purchase all books from the school.

5. Participation: Itaca Social Compromise Foundation & Familylab

The Ítaca Foundation is a private non-profit organisation that promotes research, participation and innovation projects, cooperation and the exchange of experiences with people or national and international entities that contribute to the improvement of knowledge and understanding of the relationship between society and the development of people.

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 2023-2024

Appendix II September Menu

Appendix III Extracurricular Activities

Appendix V Information BYOD

Appendix VI BYOD Agreement