



***RULES AND  
REGULATIONS OF  
THE  
CENTRE  
(RRC)***

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## **1. RIGHTS AND DUTIES OF THE STUDENTS.**

### **1.1. RIGHTS OF THE STUDENTS.**

**Article 1.** All students have the same basic rights with the only difference of age and their own level of teaching.

**Article 2.** The executive team will look after the correct exercise of the rights and duties of the students and will direct the initiatives of all departments of the school community which may improve harmony, mutual respect and tolerance.

**Article 3.** The executive team is the competent authority to solve serious conflicts and to impose disciplinary sanctions.

Regarding the organisation of corrective measures and ordinary incidents (misconduct), this chain of command will be followed: teacher, tutor, head of studies and director.

#### **Article 4.**

1. If students consider that some of their rights have not been respected, they can and they have to complain about it following these steps:
  - a) They have to assess the incident. That is, gather all data, evaluate its importance and verify if it personally affects any classmates or the whole class.
  - b) If the incident lies in any specific subject, firstly they will talk with the teacher of the subject.
  - c) If the incident were more of a general nature, they will talk to the tutor or to the head of studies.
  - d) If the incident were personal, they can talk about it with any member of the teaching or executive team.
2. In any case, it is important to remember that the executive team, as well as the teaching team, are always there to help, provided that students show respect to them and to the authority that they represent.

**Article 5.** Students have the right to receive an education that guarantees the full development of their personality. In order to achieve this objective, school hours will be adjusted to the respective ages and the planning of study activities will be well-balanced.

**Article 6.** Students have the right to be treated with respect by their classmates, teachers and by everyone from the school community. Their belongings shall also be respected.

**Article 7.** Students have the right to have their honour and privacy respected. Nevertheless, the implementation of these rights must be adapted to the school environment where this regulation is applied.

If the school wants to acquire or disseminate personal data from the students, parental or legal guardians consent is absolutely essential.

**Article 8.** The school is obliged not to publish any information on the familiar and personal situation from the students. Nonetheless, the school shall inform the corresponding authorities of any circumstances that might indicate abuse towards the student, absenteeism or any other breach of the duties established by child protection laws.

**Article 9.** Physical and moral integrity shall be respected, as well as free communication of consent when it is necessary. From all the aforesaid, it is implicit that they must not endure any kind of physical or moral abuse from the school community. And they must not cause it.

**Article 10.** Students have the right to have their moral, religious and ideological conviction respected and they also have the right to openly express their opinion provided that they respect the rights of other members of the school community and the constitutional principles and rights.

**Article 11.** Students have the right to freedom of expression as long as they don't violate the rights and the respect deserved to all members of the school community, the institutions and people who agree with the constitutional principles and rights.

**Article 12.** Students have the right to disagree, plead and complain about everything believed to be fair by using the participation procedure stated in the regulation and by respecting all other members of the school community.

**Article 13.** In order to be able to take on different types of consciousness freely, the school centre will encourage the ability and the critical attitude of the students and they will have the right to receive all kind of information. Such as:

1. Information before formalising the enrolment about the School Educational Project (SEP) and the Rules and Regulations of the Centre (RRC).
2. Information of the cause of any warning or sanction that might be employed.
3. Academic and professional information to obtain the fullest personal, social and professional development according to his/her personal aptitudes and goals, excluding any kind of distinction.

**Article 14.** Students have the right to participate and collaborate in all the school activities provided that they respect the established rules.

**Article 15.** Students have the right to have their academic activities conducted with the most adequate safety and health standards.

**Article 16.** Students have the right to know the assessment criteria of each subject. In addition to keeping students informed, teachers will maintain a smooth communication with parents regarding their assessment on their academic performance, learning process and any important decisions that might be taken.

All assessment material that has been part of a mark (written tests, projects and any type of production) is school's property. Nonetheless, parents will be able to access that material through the teacher of the group.

## **1.2. DUTIES OF THE STUDENTS. FUNDAMENTALS.**

**Article 17.** Students have the duty of participating in the life and functioning of the school.

**Article 18.** Students have the duty of effort and study to achieve their highest school performance.

**Article 19.** Students have the duty of knowing and obeying this regulation. Not knowing the regulation does not exempt anyone in the case of conflict.

**Article 20.** Students have the duty of respecting the rules of coexistence of the centre. This duty is fully explained in the obligations stated in the following articles.

**Article 21.** Students have the duty of respecting the educational project and the features of identity of the centre written in the SEP.

**Article 22.** As for the other members of the school community:

1. They have to respect the religious, moral and ideological beliefs, as well as, the dignity, integrity and privacy of classmates and all members of the school community.
2. They cannot discriminate any member of the school community against race, sex or any personal, social or familiar circumstance.

**Article 23.** Studying is a basic duty of the students. The next circumstances are also basic duties:

1. Attending classes punctually.
2. Participating in activities aimed at the development of the syllabus.
3. Respecting and completing the approved timetables in order to have a good development of the centre activities.
4. Following the directions of the teachers on learning.
5. Showing teachers the respect and consideration that they deserve.
6. Respecting the exercise of the right of study of their classmates.
7. Not using telephone, audio or video player devices in the class or in moments that may interfere in his/her own study or the study of classmates.

**Article 24.** As for properties and facilities:

1. Students have to respect and use school property correctly.
2. They have to keep school facilities clean. They will also have to diligently respect properties and facilities during the development of any activity outside of the centre (visiting historical buildings, museums, libraries, exhibitions, fairs, natural parks, sports competitions...).
3. Students that individually or collectively harm on purpose or by accident school materials and facilities must repair such damage or take charge of the economic cost of the reparation. That does not give them any right over those damaged properties.
4. In the same way, students that steal centre properties will have to return such properties or pay its economic value back. Parents or legal guardians are the representatives of the students as for civil matters in terms established by the law.
5. The school centre is not responsible for possible loss, misplacement or theft of students' personal objects in the school facilities nor during school trips or any other activities managed by the school.

## **2. SCHOOL TIMINGS.**

### **Article 25. Starting school:**

Secondary and High School lessons start at 8 o'clock. Preschool and Elementary lessons start at 8:50. The gates will open at 7:45 and 8:40, respectively.

Preeschool will use the gates from access 3. Elementary will use the gates from access 2. Secondary and High School will use the gates from access 1.

Using the parking access is completely forbidden.

### **Article 26. Entering the classroom:**

1. Students from Preeschool will go into the classrooms on their own, with the help of a support teacher if needed. Their teachers will be waiting for them in the classroom. Elementary students will access the school on their own and line up in the playground. Parents who want to tell teachers something about their children can inform the person on access 2. On rainy days Elementary students will go directly to the classrooms with their parents. The same gates will be used to access the school.
2. Secondary and High School students will go directly to the classrooms. They will sit down and keep an appropriate behaviour until the teacher arrives and lessons start. In case of repeated disobedience students will receive its corresponding misconduct or sanction.

### **Article 27. Lateness:**

A student will be marked as "late" if he/she arrives later than 8:00, 9:00 or 15:00 depending on his/her school year. The gates will be closed 5 minutes after the time of entry. Preeschool and Elementary students who arrive late will be held at detention until 10:00. After 10:00 students will come into the school through access 1 and they will be taken to their classrooms.

Frequent lateness:

1. In Preeschool and Elementary school if a student is late three times in a month, the teacher will inform the head of studies, who will contact the family in order to take the appropriate measures.
2. In Secondary and High School parents will be notified by the teacher if a student comes late twice. Arriving late four times in a month will be considered a misconduct. If repeated or if the sanction is not completed, the student will receive a gross misconduct note and the sanction will be determined by the teacher and the head of studies.

If students arrive late, between lessons or after extracurricular activities; they will use access 1.

### **Article 28. Leaving school:**

1. Students from Preeschool and Elementary will leave the school in different stages. P3 will leave at 12:45 and 16:45. P4 will leave at 12:50 and 16:50. And P5 at 12:55 and 16:55. Elementary students from year 1 and 2 will leave at 12:55 and 16:40. Students from year 3, 4, 5 and 6 will leave at 12:55 and 16:45.
2. If the parents or guardians are not picking up their son or daughter at school, accreditation will be needed for the person coming to school.
3. Students that follow formal education (music school) or a High Performance Sports Program can go out 10 minutes before the scheduled time. To this effect

parents will have to sign an authorisation stating why they must leave before ending the school day.

4. Only after the bell is rung are students allowed to go out to the playground or to leave school at the end of the school day (14:00 or 14:55).

Students from Elementary, Secondary and High School will go out in a quiet and organised manner.

### **3. IN THE SCHOOL.**

**Article 29.** Each student will organise and take care of his/her own material.

**Article 30.** Each student, along with the whole class, will be responsible for their classroom and for any material that they may use in the school.

**Article 31.** Students will seek for order and tidiness in their classroom. Therefore, it is forbidden to throw papers or other objects out of the containers designed with that purpose.

**Article 32.** It is forbidden to smoke in any zone of the school grounds.

**Article 33.** It is forbidden to enter the school along with friends or outsiders, except for cases approved by the executive team.

**Article 34.** It is completely forbidden for students to enter the staff room with the exception of particular cases or with permission of a teacher.

**Article 35.** In order to avoid theft or damage in the classroom during the playground, classrooms will be locked by the last teacher that leaves that room. High School might be an exception.

**Article 36.** Students who take possessions of other students will have to return them. This will be considered extreme misconduct. The centre will not be held responsible for the disappearance of valuable items of students.

**Article 37.** It is not recommended that students bring electronic devices nor valuable items. The school will not be responsible for its loss or damage.

**Article 38.** Students from Preeschool and Elementary mustn't bring money to school.

Students from Secondary and High School who bring money to school will be the only responsible ones in case of loss or misplacement. The school centre does not have any kind of responsibility in these cases.

**Article 39.** Students cannot use the lifts except when a teacher gives them permission.

**Article 40.** The centre is not responsible for any kind of objects unrelated to education (scooters, cellphones, bikes, etc.).



**Article 41.** In order to attend the school, minimum hygiene conditions must be met (lice, infectious diseases, etc.).

**Article 42.** If a student needs to take some medicine, parents will have to inform about the intake instructions through an email or the school diary.

#### **4. DURING SCHOOL HOURS.**

**Article 43.** During the lesson it is not permitted to leave the classroom without teacher's permission.

**Article 44.** Furthermore, during the lesson students cannot go to the bathroom, to the cafeteria, to the water fountain or to the vending machines. They are also not allowed to make calls. They must have permission from the teacher and only in justified cases.

**Article 45.** The school reception staff will be in charge of photocopies. The price, established at the beginning of the school year, is 0,10 € for black and white and 0,20 € for coloured photocopies. Photocopies must be made during the playground, under no circumstances between lessons.

**Article 46.** During school lessons students that for a justified reason are walking through the hall or using the stairs will do so in silence to respect the work of their classmates inside the classroom.

**Article 47.** Using a cellphone in Elementary is forbidden. Therefore, if a student brings a cellphone to school, it must be kept in the school reception during school hours. Once lessons have finished, it can be collected.

In Secondary and High School cellphones are not allowed during the development of the lessons. Teachers will confiscate cellphones when being used. They will be given to the school reception and the teacher will be notified. Parents will have to come and collect it.

**Article 48.** If a student is expelled for the whole lesson, he/she will have to inform the school reception and will have to stay in a specific room. During that hour he/she will have to do the work assigned by the teacher who expelled him/her and will have to hand it in at the end of the hour.

**Article 49.** When finishing the last lesson of the morning and of the afternoon, the teacher will allow the necessary time for students to tidy up, so that they can leave the classrooms in order and clean. Desks shall be cleared out. Blinds will be closed and lights, air conditioning and projector shall be switched off.

#### **5. BETWEEN LESSONS**

**Article 50.** Between classes and in the absence of a teacher, students shall remain seated, so that they do not disturb classmates from other classrooms. They are not allowed to leave their classroom. Under no circumstances are students allowed to use the computer equipment (if there is any).

**Article 51.** During playground time students are not allowed to stay in the classroom or in the halls, unless they have authorisation of a teacher or in justified cases. Meanwhile all students have to go into in the playground and they cannot access other zones of the centre.

**Article 52.** Violent games are not allowed during playground. We shall also remember that older students must respect the games of the younger students. Food waste will not be thrown away, instead bins will be used.

## **6. BEING IN THE SCHOOL DURING SCHOOL HOURS**

**Article 53.** During school hours students from all levels are not allowed to leave the school grounds. They may only do so if they present written authorisation signed by their parents, a fax or email communication note or if their parents come to pick them up.

## **7. ABSENCES**

**Article 54.** An absence is when a student doesn't attend any or some of the pertinent school hours.

**Article 55.** If a student is marked as absent, the school reception will inform the parents and they will justify his or her absence.

**Article 56.** How to justify an absence:

1. Parents will present an absence note for Preeschool, Elementary, Secondary and High School students.
2. In the event that High School students miss an exam, they will have to present a medical certificate, so that the teacher might repeat the test for them. Additionally, if the student misses other lessons and only attends the exam, the teacher is allowed not to repeat that exam for that student (except for students who bring a medical certificate).

**Article 57.** If a student is repeatedly absent, general assessment criteria might not be able to be used. That is why the teacher will have both possibilities, evaluating or not evaluating this student, depending on the number of absences and the reason behind them.

## **8. STAY ABROAD.**

**Article 58.** Students of the centre can study abroad for a term or for a year in foreign schools. They can keep their place at school for when they finish their stay. In exchange for that, the teacher of that academic year will conduct individual monitoring. The objective is that this student can join his / her class again under the best possible conditions to finish the school year or prepare the next one.

## **9. BUS TRAVELLING.**

**Article 59.** Code of conduct for safe behaviour on school buses.

1. During the whole bus ride students will sit down properly. The support teacher will be in charge of deciding where students sit.
2. They will sit down properly and refrain from jumping or shouting during the bus ride.
3. Eating or drinking is not permitted in the bus.
4. They will listen to and obey the instructions given by the teachers or the driver.
5. Under no circumstances shall students use their own vehicle on school trips during school hours, except for those who have written authorisation from their parents.

## **10. RULES OF PROCEDURE IN THE SPORTS CENTRE AND THE LABORATORY.**

**Article 60. Students must know and obey the specific rules that regulate Physical Education and Science. Such as:**

1. Using the school's sports uniform is mandatory. If not, it will affect the grading of the subject of Physical Education according to the teacher's criteria.
2. Use of the lab coat is mandatory to carry out the laboratory lessons. If the student does not have the lab coat, he / she will not be able to go into the laboratory and as a consequence, he / she will receive a negative mark for that day's activity.
3. Once the activity has finished, the material must be cleaned.
4. Students are responsible for losing or damaging materials because of malpractice or negligence. In this case they will have to replace it or pay for its cost.
5. Students must make good use of materials and facilities.

## **11. RULES AT THE SCHOOL LUNCHROOM AND LUNCH BREAK.**

**Article 61. Having lunch at school plays an important role in the educational project of our school. Not only is it interesting for students to have a correct, balanced and home-made diet, but it also seeks the integration of habits and rules that they should all have when eating.**

To achieve this goal, we rely on the work of teachers and supervisors that help integrate these habits and good manners progressively.

**Article 62. Duties of the students at the school lunchroom and during lunch break.**

1. Entering the lunchroom in order and correctly.
2. Completing and respecting the timetable approved for lunch.
3. Talking politely to the people in charge.
4. Following the advice of teachers, supervisors or helpers regarding the rules and habits of the lunchroom.
5. Trying the food before refusing to eat it, except for when a written note has been presented explaining that certain food cannot be eaten.
6. Respecting the facilities and resources of the lunchroom and breaks.
7. Following the rules of coexistence that supervisors give in the playgrounds, the play room, the library and the study classroom.
8. Sharing material that is being used in the playground and taking care of it.

Parents or legal guardians have to inform of any intolerances or allergies.

**Article 63.** Not following the rules will be punishable regarding the supervisors and teachers' criteria.

## **12. UNIFORM AND APPEARANCE.**

**Article 64.**

1. In Preeschool, Elementary and Secondary it is compulsory to come to school respecting the official uniform. It must be worn properly and according to the timetable, it can be the sports or the formal uniform.

2. Students from Preschool and Elementary must wear the formal uniform with black or navy blue shoes (not trainers), green tights or socks, the navy blue coat from school (from Preschool to year 3 of Elementary) and the bomber coat (from year 4 of Elementary onwards). Trainers must be white, navy blue or black and can only be worn when students have Psychomotricity or Physical Education.

Secondary students must wear the formal uniform with black or navy blue shoes, green tights or socks and the bomber coat. They cannot wear a sweatshirt with this uniform. The days of Physical Education they can wear the trainers that they want. If they do not wear the proper uniform, they will be warned. If they receive four warnings in a term, they will obtain a written warning.

3. The uniform must be worn from September to June. But on those two months students can choose between wearing the formal or the sports uniform.
4. High School students are expected to attend school dressing appropriate clothes, in accordance with the style of a private education centre.
5. Students must wear the coat from school in the school grounds and are not allowed to wear any other coat.

**Article 65.** Students cannot wear hats, caps, sunglasses, piercings or other ornaments.

**Article 66.** Parents will watch over the students' physical appearance (clean hair, trimmed nails...).

**Article 67.** The executive team and the teaching team will be in charge of supervising all these aspects and if needed, convenient measures will be taken.

### **13. SCHOOL TRIPS AND LONG EXCURSIONS.**

**Article 68.** Students have the right and the duty of participating in all the activities with educational purpose: cultural visits, trips and other excursions. Nonetheless, a student can be suspended, in which case he / she won't be able to participate in extracurricular activities due to misbehaviour. In this case the student shall not come to school.

**Article 69.** Students must behave properly and according to the school's name when going on a school trip, excursion or any kind of activity outside of the school grounds. Depending on the nature of this activity, they will have to wear the formal or sports uniform. Not following one of those rules will mean receiving a sanction decided by the executive team, which could be losing the right to do or continue that trip.

### **14. PARENTS OF THE STUDENTS.**

**Article 70.** The contract with the school will be concluded once the enrolment has been registered. Completing this registration means the acceptance of the rules that regulate this centre regarding the academic and administrative aspect, which are determined by the School Educational Project and the Rules and Regulations of the Centre.

**Article 71.** Moreover, this contract implies the approval of the timetables and groups determined by the centre for each stage, year or activity within the rules of each subject.

**Article 72.** The contract period is one school year. Upon completion, both parties are completely free to renew this contract.

**Article 73.** This is the procedure in order to enrol a new student:

1. Application from the father, mother or legal tutor of the minor by email or at the school reception.
2. Attendance to arranged meetings.
3. Interview with the head of admissions.
4. Approval of the executive team

**Article 74. The legal guardians of the students who wish to continue in the school one more year must apply for renewal within the date limit set by the executive team. Payments must be up to date.**

**Article 75. The contract will be terminated:**

1. Because of the student's legal guardian's decision. In this case tuition fees from the upcoming months until the end of the school term will have to be paid.
2. Because the student has been expelled from the school due to an extreme misconduct.

**Article 76. The centre reserves the right of renewing the enrolment of those students whose behaviour or academic performance has not been adequate during the school year.**

**Article 77. It is mandatory to notify the centre of any changes in the data, if any.**

**Article 78. The school uses their own app to communicate with parents/teachers and the website Alexia to inform of academic matters.**

**Article 79. If you want to ask for a meeting, you have to follow this procedure:**

- With the teacher: request a meeting at the school reception or by email.
- With the orientation team: through the teacher.
- With the executive team: at the school reception.

## **15. HOW TO USE LOCKERS.**

**Article 80. Lockers will be used exclusively to keep necessary objects for the development of the school year. For example, clothing, books, notebooks, etc. All those objects unrelated to school activity should not be kept in the locker. Only the student is responsible for the objects left in his / her locker, including their loss and disappearance.**

**Article 81. Students have access to their lockers in the morning before starting classes, during playgrounds and when the school day finishes, when they are no longer in their classrooms. Students cannot go to the lockers between lessons or when changing classrooms.**

**Article 82. Each student will be assigned a locker by order of application at the beginning of the school year for only one year. This service will be paid quarterly, every three months.**

**Article 83. Students are given a key when lockers are assigned. The school keeps another key.**

**Article 84. The executive team reserves the right of checking the inside of lockers regularly in the presence or absence of the student if there are reasons for such control.**

**Article 85.** If the key is lost, the student must inform the school reception. In this case another key will be provided to the student who will have to pay 5 €. This will be registered by the school reception. If this is registered repeatedly, the student might have the right of using lockers revoked.

**Article 86.** It is strictly forbidden to force the lock or to damage it in order to open the door. It is also forbidden to open the locker of a classmate, even with his / her authorisation. This guarantees a bigger control over thefts.

**Article 87.** No modifications, drawings or writings are allowed on the inside or the outside of the locker.

**Article 88.** Students who do not use lockers with enough responsibility might be sanctioned according to the criteria of the RRC. These sanctions might mean revoking the right of using lockers if the executive team deems it necessary.

## **16. RULES ON HOW TO USE SCHOOL IPADS PROPERLY.**

**Article 89.** The iPad is a tool to study and work and students are responsible of using it correctly.

**Article 90.** Students are responsible of bringing the iPad charged to school every day.

**Article 91.** Under no circumstances can the username, password or Apple Id be changed. The identification marks of the iPad cannot be modified either.

**Article 92.** The iPad must be used properly avoiding offensive messages or inappropriate pictures.

**Article 93.** Devices from classmates must be respected. They cannot be taken, hidden nor accessed.

**Article 94.** Using the iPad is personal. Therefore, it cannot be lent.

**Article 95.** The case cannot be removed.

**Article 96.** It is not allowed to use the audio or camera without a teacher's authorisation.

**Article 97.** It is completely forbidden to upload pictures to social media.

**Article 98.** iPads cannot be taken to the playground.

**Article 99.** Using the iPad's camera will be supervised by teachers and it will only be used under their supervision.

**Article 100.** Teachers can at any moment verify if the content of the iPad is appropriate. They can also check if only the apps being used in that class are opened.

**Article 101.** This device will not be taken on any school trips unless a teacher gives explicit permission.

**Article 102.** Teachers can inspect any device that is suspected to cause technological problems or that might be a source of attack or virus infection.

**Article 103.** Students must be responsible for the security of their device and the data in it, as the centre is not responsible for their theft, loss or damage.

**Article 104.** The device's aspect cannot be changed (stickers, decorations, etc.).

**Article 105.** Students are responsible for using the iPad correctly.

## **17. OTHERS.**

**Article 106. Advertising:** This regulation will be published in the school's website. It is also available upon request in the school reception, where a copy is stored.

**Article 107.** The executive and teaching team are responsible for its compliance.

**Article 108. Regulation review:** This document can be modified or completed upon request of the executive team if deemed necessary.

**Article 109.** Any topic not covered in this document will be solved by the executive team.

**Article 110.** The executive team has full power to sanction any kind of misconduct included or not in this regulation.

**Article 111.** Since Colegio Mestral is a private school, regarding the right of admission, it can freely decide who joins this school according to school criteria.

**Article 112.** The school, through its ownership, has complete freedom to decide the non-renewal of the enrolment of a student in the school at the end of the school year. The school commits to communicating such decision to the family at the end of the school year and it will inform the Inspectorate of Education for the reassignment of a new centre.

**Article 113.** Once the school year finishes, families can decide not to renew the enrolment for the next year. Families must inform of such decision before the bank receipt of the enrolment is sent in July.

**Article 114.** If, for some reason, a family does not wish to finish the school year, they will have to inform the director three months in advance in writing. In order to avoid any doubts, the parents will have to pay the school fees of those three months.

## **SPECIFICATIONS OF PREESCHOOL AND ELEMENTARY EDUCATION.**

This part gathers information on the stages of Preeschool and Elementary:

### **1. EVALUATION, GRADING AND REPORTS.**

**Article 115. The learning process assessment of the students must be continuous and global and must consider the progress from all fields.**

The assessment criteria and the assessable learning standards will be the guides to verify the acquisition of the competences and the achievement of the objectives in the continuous and final evaluation of the subjects.

**Article 116. In the context of the continuous evaluation process, when a student's progress is not appropriate, educational reinforcement measures will be established. These measures will be established at any moment of the school year, as soon as difficulties are detected. The objective is to guarantee the acquisition of the basic concepts to continue the learning process.**

#### **Article 117. Promotion.**

Promotion criteria is established by the Curriculum Planning of the centre.

Students will continue to the next school year or stage if they are considered to have achieved the objectives of that stage or school year and if they have reached a correct level of acquisition of the competences. In case they haven't, they can repeat that year, but in Elementary School it is only allowed to repeat once.

Repeating is an exceptional measure and it will only be used after having used all other ordinary support resources that help to solve the learning difficulties of the student.

#### **Article 118. Evaluation, promotion and grade repetition.**

Students' evaluation is continuous. During the school year three written reports will be handed to parents, which will show the process and acquired level (excellent, very good, good, satisfactory and unsatisfactory). If necessary, proper suggestions will be given in order to improve students' performance during the school year.

A report card from each evaluation will be given to each father or mother. These reports must be signed by the parents or legal guardians and given to the teacher in charge the following week. At the end of the academic year, a report card will be given with the ordinary marks of the school year.

When finishing the sixth year of Elementary School, a final individual evaluation will be conducted. This evaluation will check their level of acquisition of the language communication's competence, the mathematical competence, the science and technology competence and the achievement of the goals of this stage. It will be conducted according to the tests' general characteristics that the state government establishes in accordance with the autonomous communities.

The level achieved by each student will be stated in an informative and guiding report, which will be given to parents or legal guardians.



**Article 119. On the first days of school teachers will announce the assessment criteria of their subject. All aspects taken into account to evaluate the student will be specified.**

At the beginning of the school year teachers might conduct an initial evaluation to all students.

## **2. CAMPING TRIPS.**

**Article 120. Regulation on camping and study trips.**

1. Study trips will be conducted when finishing the stage of Elementary Education.
2. Camping trips will be conducted at the end of a stage and during term time. Lessons on those days will be cancelled.
3. The executive team will decide which teacher organises the study trip and which other teachers will support him or her. These people will be responsible for its organisation and will be in charge of presenting an activity proposal.
4. The executive team will decide if the camping trip proposal is acceptable or not.
5. All students have the right of participating in the school trip or in any camping trip that is organised by the school centre provided that they have been registered within the time limit. If a student has a substantial negative behaviour during the school year, he or she can be excluded of the study or camping trip, even during those events. The teacher or head of studies will inform beforehand the parents of this student of this situation.

Students who voluntarily do not participate in the school trip must bring a written note of their parents, which proves their absence and will have to stay at home during those days.

## **3. MISCONDUCT AND SANCTIONS.**

### **3.1 ABOUT MISCONDUCT.**

**Article 121. Misconduct can be classified into: misconduct, gross misconduct and extreme misconduct.**

1. The following situations are considered misconduct:
2. Unjustified lateness.
3. Unjustified absences.
4. Students do not bring the iPad fully charged in the morning.
5. Minor damage of the centre facilities, material, objects and belongings of other members of the school community.
6. Not paying attention, a passive attitude, not working, inappropriate interventions.
7. Misbehaviour towards a classmate or a teacher.
8. Going into the classroom inappropriately.
9. Misbehaviour in the classroom, the sports field or the bus.
10. Misbehaviour in the playground.
11. Misbehaviour in the school lunchroom.
12. Misbehaviour in the extracurricular activities.
13. Any unjustified action that slightly disturbs the normal development of the centre activities.

14. Not attending school with the proper uniform.

**Article 122. The following situations are considered gross misconduct:**

6. Having five misconduct warnings during a term will be considered gross misconduct.
7. Causing, due to misuse, serious damage to the centre facilities, material, documents or the objects that belong to members of the school community.
8. Changing username, password or Apple Id or removing the identification marks of the iPad.
9. Misusing the iPad by sending offensive messages or inappropriate pictures.
10. Not showing the teacher the contents of the iPad or keeping apps irrelevant to the class open.
11. Lending the iPad since it is only for personal use.
12. Not keeping the iPad case provided by the school.
13. Not allowing a teacher to inspect any device that is suspected to cause technological problems or that might be a source of attack or virus infection.
14. Encouraging students to perform misconduct behaviours.
15. Leaving the classroom by slamming the door intentionally.
16. Explicit indifference of a student in any kind of activity in the classroom.
17. Misbehaviour during activities organised outside from the school grounds: visits, trips, cinema or theatre sessions, etc.
18. Bothering neighbours of the nearby buildings.
19. Opposing the fact of being expelled from class.
20. Disobeying a teacher's order.
21. Forging notes or signatures from parents or teachers.
22. Lying to teachers.
23. Gross misbehaviour in the classroom, the sports field or the bus.
24. Stealing objects.
25. Other unjustified actions that seriously disturb the normal development of the centre's activities.

**Article 123. The following situations are considered extreme misconduct:**

1. Having three gross misconduct warnings during a term will be considered extreme misconduct.
2. Using phone and electronic devices in class, in the library, in the lunchroom or during school hours.
3. Using the audio or camera of the iPad without the teacher's authorisation.
4. Uploading pictures taken in the school centre to social media.

5. Major indiscipline actions, insults or offences against members of the school community in or out of the school grounds.
6. Physical or emotional aggressions against members of the school community.
7. Theft in the classroom or any facilities where school activities are conducted (in or out of the centre).
8. Encouraging students to execute really harmful actions for health and personal integrity of the members of the school community.
9. Any kind of behaviour with the intention of seriously affecting a member of the school community, the own building, the facilities (including the sports field) or the bus during any trip.
10. Not fulfilling the duty of respecting the rights of classmates or other members of the school community, specially those that entail an injury to rights of honour, privacy, self-image or physical or moral integrity.
11. In particular, obtaining and sharing images of other students or members of the school community without their consent, and concealing the perpetrator or the website where those images were spread.
12. All those actions that the executive team considers to be extreme misconduct.

### **3.2 ABOUT SANCTIONS.**

#### **Article 124. Sanctions for misconduct:**

1. Written warning which the family will be informed about.
2. Registration of the misconduct by the teacher.
3. Leaving the classroom during the time established by the teacher in charge.
4. One or more days without playing in the playground.
5. Verbal warning and obligation of apologising to the affected people.
6. Doing tasks that help to repair the damage.

#### **Article 125. Sanctions for gross misconduct:**

1. Written warning which the family will be informed about.
2. Registration of the misconduct by the teacher.
3. Doing tasks that help to repair the damage.
4. One or more days of study sessions in the afternoon once the school day is finished.
5. Payment of the intentionally caused damage to any member of the school community.
6. Explaining to the executive team what has happened.

#### **Article 126. Sanctions for extreme misconduct:**

1. Written warning which the family will be informed about.
2. Registration of the misconduct by the teacher.
3. One day of study session in the afternoon once the school day is finished.

4. Suspension of the right of attending certain school trips.
5. Temporary expulsion at the discretion of the executive team.
6. Suspension and / or refund of the next school year's enrolment fee.
7. Ban on attending the centre the next school year.

#### **4. MISCONDUCT AND SANCTIONS AT THE SCHOOL LUNCHROOM.**

##### **4.1. ABOUT MISCONDUCT.**

**Article 127. The following situations are considered misconduct:**

1. Minor damage of the centre facilities, material, objects and belongings of other members of the school community.
2. Entering or leaving the lunchroom inappropriately.
3. Entering or leaving the lunchroom without permission.
4. Repeated misbehaviour after being reminded of the rules.

**Article 128. The following situations are considered gross misconduct:**

1. Having five misconduct warnings.
2. Using or connecting phone, electronic devices or toys in the lunchroom, the library or the class.
3. Answering any worker back (cooks, supervisors, teachers, etc.).
4. Throwing away or hiding food.
5. Causing, due to misuse, serious damage to the facilities and material of the centre.
6. Encouraging students to perform misconduct behaviours.
7. Not wanting to change attitude.
8. Other unjustified actions that seriously disturb the normal development of the activities at lunchtime.

##### **4.2. ABOUT SANCTIONS.**

The executive team is in charge of implementing sanctions.

**Article 129. Sanctions that can be implemented in the lunchroom or during lunch for misconduct**

1. Written warning which the family will be informed about.
2. Informing the teacher in charge.
3. Changing the student from one table to another in the lunchroom.
4. Losing the right of using this service.

## **SPECIFICATIONS OF SECONDARY EDUCATION AND HIGH SCHOOL (A-LEVELS).**

Students from Secondary have a better capacity of understanding and are able to manage their interests. Therefore, their function and responsibility is bigger in comparison to previous stages, hence the following regulation.

This part gathers information on the stages of Secondary and High School regarding the following aspects:

### **1. EVALUATION, GRADING AND ORGANISATION.**

**Article 130.** The school year is divided into three evaluations. A report card will be handed in each evaluation. These reports must be signed by the parents or legal guardians and given to the teacher who will be in charge of guarding it. At the end of the academic year, a report card will be given with the ordinary marks of the school year.

**Article 131.** On the first days of school teachers will announce the assessment criteria of their subject. All aspects taken into account to evaluate the student will be specified.

**Article 132. Resitting examinations in Secondary Education and High School.**

1. Resitting examinations will be conducted within the dynamic and structure of each subject. Some subjects have continuous assessment. Therefore, students will be allowed to retake those contents during the next evaluation. Students will have to resit examinations for the rest of the subjects if they have failed the previous evaluation or if they have not been evaluated due to lack of qualifications, always at the discretion of the corresponding teacher.
2. Students will also be able to resit examinations of failed subjects at the end of the school year during the months of June and September on the specified dates.
3. Activities and / or tests will be performed during the school year upon previous communication with parents and students, in order to retake failed subjects from previous years. At the beginning of the school year teachers of each subject will give detailed information on how to retake those failed subjects.

**Article 133. Any complaints of qualifications during the school year must be solved directly between the teacher and the student.**

If an agreement is not reached, a written complaint will be formally issued and presented to the director. The director will transfer this complaint to the corresponding department and another teacher will conduct a second correction. The obtained qualification, which may be higher or lower, will be definitive.

Ultimately, if the student is still in disagreement, he / she can lodge an appeal to the General Director of Educational Planning and Centres.

**Article 134.** Students from Secondary and High School must attend those activities suggested by the centre in the afternoon. Not attending these activities can be considered misconduct or a negative qualification in a subject depending on the type of activity. Furthermore, in High School teachers might suggest taking exams in the afternoon. Students might want to stay in the school when their lessons finish until their exam starts in the afternoon. If so, they can talk to the school reception and the executive team will decide on it.

These students will have to be studying in the library. Any kind of misbehaviour will be sanctioned as if students were in school hours.

**Article 135. High School students must attend the conferences organised in the Mestral Club and will have to carry out the work requested by a teacher. This work will be reflected in the grading of a specific subject. Students will be informed about it previously. Not attending will be considered as an absence and a negative qualification in a subject.**

**Article 136. Students who want to change their main course or an optional class will need the head of studies' approval.**

## **2. APPEARANCE.**

**Article 137. Secondary Education students will use the uniform from September to June. On those two months students can choose between wearing the formal or the sports uniform. High School students are expected to attend school dressing appropriate clothes, in accordance with the style of a private education centre. Students cannot wear hats, caps or sunglasses. They must wear the coat from school in the school grounds and are not allowed to wear any other coat. If they do not follow this clothing regulation, as a first step the student will be warned in private. If this action is repeated, parents will be informed of the situation. In case of another repetition, it will be considered misconduct (Art.61).**

## **3. STUDY TRIPS.**

**Article 138. Regulation on study trips (Art.65.).**

1. Study trips will take place in the first year of Secondary and the first year of High School. These trips will be conducted during term time. Lessons on those days will be cancelled. Other trips or excursions can be conducted at the discretion of the executive team.
2. The executive team will decide which teacher organises the study trip and which other teachers will support him or her. These people will be responsible for its organisation and will be in charge of presenting the Director a trip proposal where all details will be specified: itinerary, accommodation, prices, etc. The executive team will decide if the study trip proposal is acceptable or not.
3. All students have the right of participating in the school trip that is organised by the school centre provided that they have been registered within the time limit. If a student has a substantial negative behaviour during the school year, he or she can be excluded of the study trip. The teacher or head of studies will inform beforehand the parents of this student of this situation. Students who voluntarily do not participate in the school trip must bring a written note of their parents, which proves their absence and will have to stay at home during those days.

## **4. MISCONDUCT AND SANCTIONS.**

### **4.1. ABOUT MISCONDUCT.**

**Article 139. Misconduct can be classified into: misconduct, gross misconduct and extreme misconduct.**

**Article 140. Any unjustified action that slightly disturbs the normal development of the centre activities is considered misconduct.**

These are some examples:

1. Small number of unjustified absences.
2. Unjustified absences.

3. Minor damage of the centre facilities, material, objects and belongings of other members of the school community.
4. Not paying attention, a passive attitude, not working, inappropriate interventions.
5. Negligence, carelessness or delay in handing in the school homework.
6. Misbehaviour towards a classmate or a teacher.
7. Leaving or entering the classroom violently, inappropriately or slamming the door.
8. Misbehaviour in the sports field, workshops or the bus.
9. Misbehaviour in the playground.
10. Misbehaviour in educational reinforcement classes or in extracurricular activities.
11. Using or connecting cellphones during school hours.
12. Not coming to school wearing proper clothing of a private school centre. Wearing hats, caps or sunglasses.
13. Using the lifts without the teacher's authorisation.

**Article 141. Any unjustified action that seriously disturbs the normal development of the centre activities is considered gross misconduct.**

These are some examples:

1. Having three misconduct warnings during a term.
2. Having misconduct warnings for unjustified absences.
3. Having misconduct warnings for lateness.
4. Bullying a student for the first time.
5. Identity theft of a teacher, forgery or theft of academic papers.
6. Insulting, verbal abusing or offending members of the school community.
7. Causing, due to misuse, serious damage to the centre facilities, material, documents or the objects that belong to members of the school community.
8. Encouraging students to perform misconduct behaviours.
9. Explicit indifference of a student in his / her studies and performance below their capacity.
10. Misbehaviour during activities organised outside from the school grounds: visits, trips, excursions, cinema or theatre sessions, sports competitions, etc.
11. Opposing the fact of being expelled from class.
12. Disobeying a teacher's order.
13. Forging notes from parents or teachers.
14. Forging grades on the report card.
15. Lying to teachers.
16. Misbehaviour in the sports field or in the bus.

17. Publicly expressing ideologies against democratic values.
18. Any incorrect or deliberate manipulation of the computer equipment of the centre (hardware, software).
19. Leaving the school during school hours without authorisation.
20. Stealing objects.
21. Bothering Preeschool and Elementary students.

**Article 142. Any kind of behaviour with the intention of seriously affecting a member of the school community, the own building, the facilities (including the sports field) or the bus during any trip will be considered an extreme misconduct situation. For example:**

1. Having 2 gross misconduct warnings.
2. Repeated non-compliance of serious sanctions.
3. Repeatedly bullying classmates over time after being warned by a teacher.
4. Encouraging students to bully other classmates.
5. Not fulfilling the duty of respecting the rights of classmates or other members of the school community, specially those that entail an injury to rights of honour, privacy, self-image or physical or moral integrity.
6. In particular, obtaining and sharing images of other students or members of the school community without their consent, and concealing the perpetrator or the website where those images were spread.
7. Major indiscipline actions, insults or offences against members of the school community in or out of the school grounds.
8. Provoking a classmate to carry out extreme misconduct actions.
9. Any kind of behaviour with the intention of seriously affecting a member of the school community, the own building, the facilities (including the sports field) or the bus during any trip.
10. Physical aggressions against members of the school community.
11. All the situations included in the gross misconduct section when involving a community, advertising and / or premeditation.
12. Encouraging students to execute really harmful actions for health and personal integrity of the members of the school community.
13. Stealing documents, exams or material for teachers' use only.
14. Theft in the classroom or any facilities where school activities are conducted (in or out of the centre).
15. Smoking in any zone of the school grounds.
16. Possession of illegal substances.

**Article 143. The executive team will decide on the degree (misconduct, gross misconduct or extreme misconduct) of a misconduct not included in the examples.**



#### **4.2. ABOUT SANCTIONS.**

The executive team is in charge of implementing sanctions.

##### **Article 144. Imposing penalties and sanctions for misconduct:**

1. Formal communication to the student and the parents from the teacher.
2. Registration of the misconduct by the teacher.
3. Expulsion for ten minutes or for the whole lesson.
4. Doing tasks that help to improve the development of the student's training.
5. Hours of extracurricular study during the playground or in the afternoon.
6. Verbal warning and obligation of apologising to the affected people.

##### **Article 145. Imposing penalties and sanctions for gross misconduct.**

1. Written warning which will be registered by the teacher and the family will be informed about.
2. Doing tasks that help to repair the caused damage and if necessary, to improve the development of the centre's activities. These activities might be conducted outside of school hours.
3. Mandatory attendance to the afternoon study sessions.
4. Suspension of the right of attendance to the centre or to some lessons during a period of ten school days or less. It does not imply missing evaluation, not having the right to an exam, not doing some homework or projects in the student's house. The goal is that it does not interfere with his / her evaluation.

##### **Article 146. Imposing penalties and sanctions for extreme misconduct.**

1. Written warning which will be registered by the teacher and the family will be informed about.
2. Possible change of the student's group class.
3. Mandatory attendance to the afternoon study sessions.
4. Doing tasks that help to repair property damage.
5. Suspension of the right of attendance to the centre or to some lessons during a period of one month or less. It does not imply missing evaluation or not doing some homework or projects in the student's house.
6. Suspension and / or refund of the next school year's enrolment fee.
7. Expulsion from school. In this case, the correspondign record will be initiated and the Support Service of the Inspectorate of Education notified.

#### **4.3. AFTERNOON STUDY SESSIONS.**

**Article 147. From 16:30 to 19:30 the school will offer enough classrooms, so that the students mentioned before can fulfill their duty of studying.**

**Article 148. The teacher in charge of this student will inform parents of his / her duty to attend the afternoon study sessions, as well as the dates and specific time.**

In addition, the teacher will be in charge of preparing the work for this student, of collecting it once finished and of showing it to the head of studies.

**Article 149.** The teacher in charge of the afternoon study sessions will exercise his / her authority, so that this study session is conducted with the utmost seriousness and will inform the executive team of any incident.

**Article 150.** If a student does not attend this study session without obtaining authorisation, he / she will have to justify this absence to the teacher or to the head of studies the following day. Even though the absence is justified, the student will have to do another study session. If the absence is not justified, this action can be considered extreme misconduct.

**Article 151.** Student's misbehaviour in this study sessions or wasting time will be considered gross misconduct, which can imply receiving a sanction by the executive team.

## **ANNEX 1: PAYMENT PROCEDURE AT COLEGIO MESTRAL**

### **1.-STANDARD PROCEDURE DURING THE SCHOOL TERM:**

The standard procedure to make a payment of the billable items during the academic year at Colegio Mestral (monthly payments, enrolment, lunch service, transport, extracurricular activities...) is through bank receipt the first day of the month. This procedure is accepted by Inspired's Financial Management team and will be applied except for a justified cause. This system facilitates administrative work and guarantees a greater and better control of payments. It minimises the possibility of making mistakes since these payments are reflected in the parent's bank accounts. This information will be filled in by parents in the student's file. If this payment method is, by any reason, absolutely impossible, parents will have to write a petition to the finance director (goncalo.silva@inspirededu.com) stating the cause of this impossibility.

The academic year consists of ten monthly payments plus another payment (enrolment) which will be paid the first year when formalising the enrolment. After that, the enrolment fee will be paid at the beginning of July. The billable services will be collected in monthly periods, regardless of the school days.

Parents must pay for the whole month regardless of when the student is enrolled in the school centre.

Even though the cost of Colegio Mestral is determined de facto annually, the company policy states that the payment is divided in the enrolment, which is paid in July, and ten monthly payments, which are paid from September to June from the next year. Nevertheless, there is no inconvenience in paying the whole cost of the school year in advance through direct debit, if the family wishes to do so. This payment must be executed before the 17th of August of each year. This payment method does not imply any discount on the annual value.

It is important to emphasise that the fee from June is a fractional part of the annual payment. Therefore, this fee will be entirely charged even when lessons usually finish before the end of the month. This month is particularly unusual for students in their second year of High School because, if they have passed all the exams, they will not have to attend many lessons. However, facilities and teachers are available for them to prepare the University Admission Test (PAU in Spanish). Those students who have not passed all exams during the ordinary evaluation have the right to prepare and resit those examinations during this special month.

If students are studying abroad in another centre, in order not to lose their place at the school, they must pay in advance the enrolment fee for that school year and also pay 50 % of the monthly fees for all those months that the student will be abroad. If students have the "One to One" iPad format during this school year, they will also have to pay in advance for the digital fee of all those months that they will be abroad.

There is a 15 € returned payment fee when a bank receipt bounces back.

### **2.- BILLING OF EXTRACURRICULAR SERVICES AND ACTIVITIES**

Extra services, such as lunch, reinforcement activities, extracurricular activities and school transport will be billed in advance, that is at the beginning of the month. If students decide to stop using one of these services with periodic billing, they will have to inform about it ten days before the next month starts.

The monthly fees are the result of dividing the annual service cost into the months that this service is offered. Therefore, the monthly fee is always the same during the school year regardless of the number of school days of that month. Regarding the lunch service's payment, there is one exception and that is that parents will only have to pay for half of the established fee in the month of September.

This service is also offered on single days to those students who have not hired it. If students want to use the lunch service on a single day, they will have to pay for the cost of this service at the latest by the morning of that same day. If students want to use this service for several days, they have the possibility of paying for all those days in one single transaction at the school reception. The user of the lunch service will be given one or several tickets that justify this payment through the app or via email.

If lunch service is used more than 10 days during one calendar month, it will not be considered an occasional use. Therefore, in this case the cost of this monthly service will be charged at the beginning of the next month.

### **3.- SALES AND PAYMENTS AT THE BEGINNING OF THE TERM: BOOKS AND / OR UNIFORMS:**

Books and uniforms will be for sale in the shop of the school. This is its timetable:

- In September parents will be informed of the days when the shop will be open before starting the school year, opening at 9:00 and closing at 13:00.
- During the school year, on Mondays and Fridays from 8:45 to 10:00.

Regarding the payment of books and uniform, which will take place the first two weeks of September, it is important to know:

- Those parents who pay the school fees through bank receipts can also pay the books and uniform through wire transfer. This way, the process will be smoother and it will avoid parents having to queue up to pay in the administration department.
- In this case parents will have to inform of this decision when buying and collecting the material and the school centre will have to check if the necessary data has been collected in order to proceed with the wire transfer.
- These receipts will be sent to the bank on the following days of the purchase. The school will not wait until the 1st of the next month to manage that wire transfer. There is no difference whichever payment method is chosen.
- Those parents or legal guardians that pay these items through wire transfer and that need an invoice of the purchase will have to ask for it when collecting the material. The administration department will make a copy of the invoice and will leave it in the school reception for parents to come and collect it. Nevertheless, if a copy of the invoice is needed at any time, the administration department will generate it and provide it to the requestor.
- If parents decide to pay through bank receipt, the same guidelines stated in memorandum 1 will be followed regarding the returned payment fee if the payment is late.
- At the discretion of the executive team of Colegio Mestral, payment through bank receipt might be denied to those parents or legal guardians who have caused incidents with this payment method during the last school year.
- Moreover, when buying the books and the uniform, if the student has an outstanding balance of more than one monthly payment, parents might be summoned to solve this situation at the school reception before collecting and paying the books and the uniform.

#### **4. OTHER EXPENSES.**

During the school year, depending on the class in which the student is enrolled, there might be extra costs:

- in the month of October, the annual payment of the programmes used in the centre (KIVA, PROGRENTIS, WALINWA, MYON, etc.) will be billed;
- in the months of October, January and April school trips and extracurricular activities (pertinent to the first, second and third term) will be billed;
- in the months of October, January and April the cost of the locker's service will be billed;
- if the iPad is broken or lost, whether the insurance covers it or not, the family will have to pay 45 € under the concept management procedures;
- in the case of loss or damage of any complements of the iPad, families will have to replace them or if not, they will have to pay 25 € for a charger, 25 € for the cable and 60 € for the case.

#### **5.- NON-PAYMENT OF MONTHLY FEES: RULES AND CONSEQUENCES.**

The monthly fees of the school must be paid according to the instructions of the administrative rules of the centre stated in the items 1 and 2 of this memorandum.

Colegio Mestral reserves the right to:

- If a student has an outstanding balance from the last school year in September, and it has not been paid when buying the uniform and the books before starting the new school year; parents and legal guardians can be notified that the student will not be included in the next school year and will not be able to start in September. The executive team will assess each case individually and will reach a decision based on the appropriate criteria.

This decision can also be reached even if the student has paid the enrolment fee of that school year and the debt belongs to previous monthly payments or fees. Paying the enrolment fee gives you right to a place for the next school year only if the student is in full compliance with all payments.

- If during the school year a major problem arises due to debt or unpaid bank receipts, the executive team will assess the situation of these unpaid bank receipts and upon very serious cases the school might ask the student to leave the school with prior notification to the corresponding area of the Department of Education. This exceptional and harmful situation for the student will only happen in very serious and justified cases in which an agreement cannot be reached with the person in charge of the payments.

In both cases the titular company of the teaching activity of Colegio Mestral reserves the right of exercising appropriate legal actions to collect the pending debt.

#### **STUDENTS LEAVE DURING THE SCHOOL YEAR.**

If a student decides to leave by his / her own choice once the school year has started, he / she must be in full compliance of his / her economic obligations with Colegio Mestral. The school reserves the right to demand the pending debt by all appropriate means.

It is important to know that the fact that a student leaves does not give right to a refund of the already paid enrolment which books a place of the current school year.

If the student leave is due to his / her expulsion of the centre, as a consequence of the rules and regulations of the centre, the same procedure as for a voluntary leave will be applied.

The voluntary leave will be executed after achieving these requirements:

- Signing in the school reception the voluntary leave with prior notification of three months. In order to avoid any doubts, the parents will have to pay the school fees of those three months.
- Returning the school material (iPad, charger, etc.).
- Settling entirely unpaid debts.