

MARKS

Your children's tutor will send you the marks once per trimester.

You can talk with the tutor if you need any kind of information.

EDUCATION GRANTS AND SCHOLARSHIPS

You can apply for grants and scholarships in the Secretariat of the student's center. You will receive information regarding grants for books, canteen and school transport.

VACCINATIONS AND HEALTH

You must ask your Pediatrician the vaccinations that your children need. A correct vaccination can prevent many unnecessary risks and problems. Do not wait till your child is sick to go to the pediatrician, it is advisable that the doctor checks his health state, growth, etc... at least once a year.

SOME ADVICE AND INFORMATION

In general, in order to guarantee good adaptation and suitable learning of your children we advise you to keep in mind:

Allocation to course. When your son or daughter starts a new course, it is normally the one that he/she should be in based on their age, but it can happen that he/she is in an inferior level due to insufficient command of the language. In this case, the Tutor will be able to explain the situation to the pupil.

Punctuality. Please, respect the established schedules carefully, both the entrance time and the finish time at the education school; transport..., not respecting these rules creates problems in the normal operation of the school activities.

Attendance. It is very important that your children go to class, not only in time, but regularly. Any absence from school by medical reasons or by other reasons needs to be justified to the Tutor. Organize your holidays in order to avoid the absence from school.

Hygiene. Get your children used to care of their cleaning, both personal and clothing, this simple measure will help them to integrate.

Try to get your children used to a schedule to go to bed and to wake up and be sure that they sleep the necessary hours.

Respect. Educate your children in order to respect their school mates, the Teaching staff, the facilities of the center..., and to talk with the Teachers, Direction, Tutors... to solve the problems that they can have.

Feeding. If your children get used to have a healthy meals, it will better for their studies. Many children have the habit of eating something during the morning leisure time, it is advisable that you provide them a piece of fruit or a small sandwich, much better than any bakery product.

BESIDES...

- Keep always in contact with the Center and the Teaching staff.

- Promote the liking of reading and learning in your children. Maybe it is a good habit to study with them for a while every day.

- Be sure that they carry out the school tasks and activities, that they prepare their exams...

- Speak with your children about their problems, it is also important, and in this way they will learn to express themselves and to discuss, and more likely, to solve them.

- Finally, do not hesitate to go to your child's education center or to the Council of Education (street Marques de Murrieta 76 (ala oeste) if you have any problem or you need advice or help. We are here to help you and we want to do it.

You can contact with the **Service of Intercultural Mediation** through the director of your children's education center: its function is to be the intermediary between the Center and the immigrant families, to provide information, and to solve any problem.

Gobierno de La Rioja
Consejería de Educación, Cultura y Deporte

The information in this leaflet is only informative and can be modified.

GOVERNMENT OF LA RIOJA

GENERAL DIRECTORATE OF EDUCATION



Gobierno de La Rioja
Educación

Information for immigrant families

Course 2007/08

Dear parents:

We try to guarantee the right to the education of the immigrant population with this leaflet published by the Council of Education, Culture and Sports of the Government of La Rioja in Arab, Rumanian, French and English.

The provided information refers to the education system, to the proceedings for the incorporation to this system, as well as to school transport, scholarships, canteen,...

Besides being a useful resource for immigrant parents and students, it aims to facilitate the integration, and to promote respect for cultural differences.

THE SPANISH EDUCATIVE SYSTEM

All the children who live in Spain have the right to education and they must be provided schooling.

The education system is organized in different levels:

- *Preparatory School* (from 3 to 6 years old) non-compulsory and free of charge.

- *Primary School* (from 6 to 12 years old) compulsory and free of charge.

- *Compulsory Secondary School*, (from 12 to 16 years old) compulsory and free of charge.

- *Post-Compulsory School* (from 16 to 18 years old)

- *Vocational Studies* (Ciclo Formativo de Grado Medio)(from 16 years old).

- *2º Technical College* (from 18 years old)

Children from 0 to 3 years old have the option of going to the nursery school.

SCHOOLING PROCESS

In order to register for the first time your children in an educational institution, they must hand in the admission application that must be signed by the student's father, mother or tutor if he is minor. The center requested as first choice and the other centers by preference order must be specified.

The admission applications will be handed in at Preparatory School, Primary School and "ESO" from the 16th to the 30th of April. The application forms can be obtained at any education center, at the Main directorate of Education (Marques de Murrieta 76.ala Oeste) or at the Internet address www.larioja.org.

The following documentation will be submitted together with the requested documents:

National identity document or passport.

Any other documentation that helps to obtain place in center asked for in first place:

- Address close to the education center:

- *Certificate from the City council in which the family address is indicated, equivalent document, or*
- *Certificate of the place of work, if it is wanted that the education center be close to the area where the parents work.*

- Registered sibling in the center or father, mother or legal tutors is working in the same center:

- *Certificate from the director of the requested center chosen in first place, mentioning that there is registered sibling/s in the center or the father, mother, or legal tutor is working in the center.*

- Income:

- *Annex III of authorization to the Education Administration in order that it is possible to obtain the necessary information from the Tributary Agency.*
- *In case the Tributary State Agency does not give these data for any reason, it will be necessary to hand in the certificate from the Tributary Agency of 2005.*

- Incapacity in the pupils, parents or sibling/s:

- *Certificate from the Council of Social Services or the IMSERSO to prove the student's physical disability, or sibling/s, parents, or legal tutors.*

- Large family:

- *Certified photocopy of the title or up-to-date membership card of large family.*

- Complementary Criterion following a proposal by the center:

- *Certification to fulfill at least one of the criteria approved by the Education Council or to title of the arranged center.*

If parents want to transfer their children to another center it is necessary to hand in the following documents:

- *Schooling document from last course.*

ORGANIZATION OF THE CENTERS

In an education center, there are several persons that spend their time and attention to guarantee the pupil's education. Those people are varied and have different tasks:

- **Directive Team**, constituted by: Director, is the person of greatest authority and responsibility of the center; Director of Studies, is the person in charge of the student's academic issues and the discipline; Secretary, is the person in charge of the administrative and economic issues, grants, scholarships, registrations, etc. Do not hesitate about contacting them for any enquiry related to your children, the center, education, scholarships,...

- **The tutor**, is the teacher responsible for each group of students. The family will be able to talk with him/her in order to know and to cooperate in the process of education and training of its children when it is needed. The Tutor will contact you for meetings and interviews regarding the studies and attitude of your children in the center.

- **The advisor** has, together with another duties, to collaborate with the teachers and families in order to help and guide the students in their studies and life in the center.

- **The Faculty** is constituted by all the teaching staff and take decisions on educational aspects of the center.

- **The Education Council**, integrates a determined number of teachers, parents, students, maintenance staff and representatives of the City council if necessary. It participates in the control and the management of the center.

- **Parent's Association**: It promotes the collaboration between families and the education center. Any student's mother or father of the center can become a member of the association.

TRANSPORT

There is the possibility of free school transport if there is not an education center in the place where the child lives. You must keep in mind that punctuality is very important, both taking children to school and picking them up home.

SCHOOL CANTEEN

Some centers have a cafeteria.

The students of the center can use the canteen by paying the price of food or by requesting a grant if the familiar income allows it.

Canteen is free for those students who need to use the school transport, because they live in a place without school and the school day is morning and afternoon.