

July 2011

Dear Parents,

Here is the Information Dossier about the basic School norms and regulations which we would ask you to read carefully. They are important suggestions so that your sons and daughters can be looked after in the best possible way.

In the Dossier you will be informed of the class your child/ren will be in for the coming school year 2010/2011 and the day and time of the initial tutorial with the class teacher which will take place in your child/ren's classroom.

This tutorial is fundamental for both parents and teachers to exchange opinions about the needs of the child and how the group will work. In this way, we are able to give a personalised education to each and every child.

This Information Dossier can also be found on the School web page.

For any doubt or query please do not hesitate in contacting us by email at [patufet@agorapatufet.edu.es](mailto:patufet@agorapatufet.edu.es) and we are available until July 22nd and from August 29st onwards.

The Àgora-Patufet teachers and staff are looking forward to seeing you all soon.

Kindest regards,

**Sònia Sánchez**

Director

## INTERNAL WORKING RULES AND REGULATIONS

- ◆ The School is open from 07:30 to 19:00. The rules and regulations of the beginning and end of the school day can be found in the Information Dossier and we would ask you to follow the times stipulated for each cycle and be punctual at all times.
- ◆ During the Christmas holiday period a special service is offered on all working days and a Summer School is offered with different activities during the month of July.
- ◆ The School will remain closed during the Easter holiday period and the month of August.
- ◆ If your child is unable to attend School we would ask you to inform the teacher, if possible, beforehand or telephone the School if there is illness or any other unexpected reasons.
- ◆ The School must be informed beforehand in writing if your child is to be picked up by somebody who does not normally do so and the authorised person should bring identification (DNI, NIE or passport). **No child will be allowed to leave with anybody who is not authorised to do so.** Parents who are separated should inform the School who is legally responsible for the child and should provide an up to date copy of the agreement.
- ◆ The School does not take responsibility for any child once s/he has been picked up from their classes.
- ◆ For security and organisational reasons, we would ask that parents and children stay in the playground area for as short a time as possible once they have been picked up.
- ◆ **So that the playground tyres remain in good condition, they will be put away and children are not allowed to play with them after 17:00.**
- ◆ As part of the curriculum, the School organises many other activities out of school (excursions and camps) which, although not strictly academic, are extremely important part of a child's development. You will be informed beforehand of the different activities that take place and permission will be asked for from parents/guardians for any child to take part in the activities. Children who do take part in the different activities should not come to School.
- ◆ It is important for all children to become as self sufficient as possible and for them to become toilet trained. For this reason, **the school tracksuit should be worn by all children in both cycles.** The school tracksuit is comfortable and does not have buttons or belts and is easy for children to be able to take off or put on by themselves.
- ◆ **All items of clothing and personal belongings** indicated on the material list **should be marked with the child's name and surname and a picture of something** (e.g. cat, dog, sun etc. and always the same picture) so that the child can recognise it easily. **Coats and jackets should have a loop so that they can be hung up easily. The School takes no responsibility for any lost items of clothing or personal belongings.**
- ◆ Toys from home should not be brought to School, unless asked for by a teacher.
- ◆ Valuables should not be brought to School e.g. necklaces, rings, bracelets etc.
- ◆ The School should be informed in writing **of any changes in personal details** (e.g. address, telephone, bank details etc.), as well as any changes in the different school services required (e.g. meals, Student Care Service etc.). **A copy of these changes should be handed into the School Reception.**

All these rules and regulations aim to achieve a happy and good working relationship between school and home.

Thank you for your cooperation.

## HEALTH RULES AND REGULATIONS

For the benefit of both home and school, it is very important that we have as much information as possible about the health of a child regarding allergies, vaccinations and any other relevant information.

- All medication should be administered at home wherever possible. If medication has to be administered during school hours, the following guidelines should be respected:
  1. **Bring the original doctor's note** where the dosage, quantity, conditions and requirements of the medication are clearly stated.
  2. **Authorisation must be** clearly given in writing in the School Diary so that the child can be given the medication and should be signed by the child's parent/guardian.
  3. To administer medication which lowers a temperature (e.g. Calpol, Dalsy etc.) a form should be filled in and signed (included with this Dossier) and authorisation from the child's paediatrician specifying that such medication can be given throughout the school year should be also given to the School.

**No medication can be administered if these requirements have not been fulfilled.**

- Please keep the School informed of any medical conditions or illnesses that your child, and other family members, have. It is also important that the School is informed of any conflictive or stressful family situations so that we can provide the best possible help if necessary.
- If a child becomes ill during school hours parents will be telephoned immediately so that the child can be picked up and taken home as soon as possible. For this reason, it is very important that we have an up to date telephone number or email address so that contact can be made. Emergency procedures will be followed according to the seriousness of the injury or illness. Parents will always be asked for authorisation before their child is taken to the emergency services.
- To acquire good eating habits we would ask that children do not bring sweets to School.
- Children should not be brought to School if they have a high temperature, are irritable, persistently cry, have breathing difficulties or any other symptoms of serious illnesses which mean that they cannot take part in and enjoy the different school activities and which could be contagious and detrimental to other children.
- Please read the necessary guidelines for returning to School and consult your paediatrician if necessary.
- **To avoid conflictive situations, we would ask for a medical note which specifies that your child is not contagious to others and is well enough to come to school.**

## RETURN TO SCHOOL AFTER ILLNESS

Mouth/Cold sores	After the sores have disappeared
Tonsillitis/Sore throat	After 24 hours treatment and there is no temperature
Conjunctivitis	After 3 days of treatment and with strong signs of improvement
Exanthem/Skin rash	When there is no temperature
Gastroenteritis	When the diarrhoea has stopped and there is no temperature
Hepatitis A	One week after the start of the illness
Hepatitis B	After the acute phase is over
Simplex Virus	After the blisters have gone down and they scab over
Contagious impetigo	When the scabs have dried up
Intestinal infections	When the acute phase is over and there is no temperature
Giardia Lamblias	When the diarrhoea has stopped
Megalaelitema	7 days after the start of the illness
Contagious molluscs	Exclusion from swimming
Mumps	7 days after the start of the swelling
Head lice	24 hours after starting the treatment
German Measles	7 days after the rash breaks out
Measles	4 days after the rash breaks out
Scabies	24 hours after starting the treatment
Ringworm	When the spots have dried up
Cough (Whooping Cough)	5 days after starting treatment
Tuberculosis	When the acute phase is over and with treatment
Chickenpox	When the spots have scabbed and dried up
Warts	Can come to School but warts should be being treated

## HEALTH FORM DETAILS

**Health Details. Name of child:** \_\_\_\_\_  
 Class: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

*Food Allergies:*

*Medication Allergies:*

*Other allergies and important health information:*

..... father/mother/guardian  
 of the child ..... authorise the administration  
 of medicine to bring down a high temperature (Dalsy/Apiretal/Calpol) with the  
 dosage of ..... during the school year 2011/12.

I also give my consent to the School for taking my child to hospital if necessary.

Signature of father/mother/guardian

**So that teachers are able to administer any kind of medication parental authorisation should be given with a doctor's note with the correct dosage indicated.**

Date: Sant Cugat del Vallès ..... 2011

### **P3, P4 & P5 RULES AND REGULATIONS**

**\*Times:** Entrance 09:00 to 09:15.  
Home time 17:15 to 17:30. (Punctuality is very important)

**\*In school bag every day:**

The school bag or rucksack should be easy for children to use and without wheels.

- 1 bib or serviette marked with name and surname.
- School smock marked with name and surname.
- School Diary.
  
- Every child in P3, P4 and P5 should bring a box of Kleenex tissues on the first day.

**\*Every Monday:**

- Plastic cup without handles and marked with name and surname.
- Bed sheet for afternoon sleep (P3 children who sleep) marked with name and surname.

**\*P3 ONLY:**

- A complete change of clothes (T-shirt, trousers, underpants, and socks) inside the Àgora-Patufet clothes bag.
- A medium sized packet of wet wipes.

**\*PLEASE REMEMBER:**

- All clothes and personal belongings should be marked with the child's name and surname.
- Coats and jackets should be marked with the child's name and surname and have a loop so that they can be hung up.
- All children should wear the school tracksuit every day.
- Medication can only be administered with a doctor's note and authorisation from parents.
- Sweets cannot be brought to School.
- We would request that parents do not enter the classrooms for hygiene and organisation reasons.
- Toys cannot be brought to School (unless specifically asked for by the teacher).
- It is obligatory to use the school trunks/swimming costume, hat and dressing gown for the weekly swimming lessons.

Entrances and home times from the "Xiulets" class will be in Carrer Dr. Murillo.

**P3, P4 & P5 Team of Teachers**

**USE OF IMAGE AUTHORISATION SCHOOL YEAR 2011-2012**

Dear Parents,

Àgora-Patufet informs many people of the different activities that take place during the school day, excursions, camps and extra-school activities.

This information is important for us to be able to maintain contact with the local community and will often include images where children will appear individually or in a group in the different activities.

For example:

- Newspaper or television reports.
- CD-ROM recordings.
- Official end of year class photograph.
- Web (Internet) del centre
- Year Book.
- Other: information leaflets about the School, dining room, excursions etc.

Taking into consideration that the right of personal image is recognised and regulated by the Constitution concerning the right to honour, personal and family privacy and image, the School requires the consent of parents or guardians to be able to publish photos of their children where they are clearly identifiable.

I, ..... with DNI/NIE/Passport:.....  
as father/mother/guardian,

**AUTHORISE**

**DO NOT AUTHORISE**

the image of my child ..... in the  
class ..... to appear in photographs relating to  
school activities, excursions or extra-school activities organised by the School and published by any  
kind of media or communication.

Signature:

Date: Sant Cugat del Vallès ..... 2011

## NECESSARY MATERIAL FOR P2

### WHAT TO BRING

To give you plenty of time to get everything ready for your son or daughter for the coming school year, here is the list of everything that you need:

The following material will remain in School:

- A photo of your child 18x24 plasticised or covered in ironfix.
- 4 passport sized photos..
- SMALL TOILET BAG with comb/brush and cologne and EVERYTHING MARKED WITH NAME & SURNAME.
- A COMPLETE CHANGE OF CLOTHES: winter/summer tracksuit, vest, underpants, socks and shoes and EVERYTHING MARKED WITH NAME & SURNAME.
- 1 large box of baby wipes (even if nappies are not worn).
- 1 box of Kleenex tissues.



### WHAT SHOULD BE IN THE SCHOOL BAG?

The school bag (without wheels) should be MARKED WITH THE CHILD'S NAME AND SURNAME IN A VISBLE PLACE and should be big enough to go on child's back and be carried:

- STRIPED RED SCHOOL BAG marked with CHILD'S NAME & SURNAME and with their DISTINCTIVE PICTURE/OBJECT\*\*\* for dirty clothes (the striped red school bag is bought with the school uniform).
- 1 BIB for lunch time (bibs with plastic behind) marked with CHILD'S NAME & SURNAME.

### EVERY MONDAY THE FOLLOWING SHOULD BE IN THEIR SCHOOL BAGS:

- ✓ School smock, marked with name and surname (visible) and with their DISTINCTIVE PICTURE/OBJECT.
- ✓ Plastic cup with handles marked with name and surname.
- ✓ Bed sheet for sleeping (provided for by the School), marked with name and surname and their DISTINCTIVE PICTURE/OBJECT placed where child should put his/her head.

Everything will be returned home on Friday to be washed.



### CHILDREN WHO WEAR NAPPIES:

- 3 nappies per day (not pull-ups).
- 1 medium sized hand towel, marked with name and surname.
- Nappy cream.

\*\*\*PICTURE/OBJECT FOR EVERY ITEM OF CLOTHING - IRON ADHESIVE OR SEWN (BOUGHT IN HABERDASHERY SHOPS).

## NECESSARY MATERIAL FOR P1

### WHAT TO BRING

To give you plenty of time to get everything ready for your son or daughter for the coming school year, here is the list of everything that you need:

The following material will remain in School:

- A photo of your child 13x18 plasticised or covered in ironfix.
- A photo of your child 18x24 plasticised or covered in ironfix.
- 4 passport sized photos.
- SMALL TOILET BAG with comb/brush, cologne, nappy cream and digital thermometer. EVERYTHING MARKED WITH NAME & SURNAME.
- A COMPLETE CHANGE OF CLOTHES: winter/summer tracksuit, vest, underpants, tights/socks and shoes in a rucksack or bag made of material. EVERYTHING MARKED WITH NAME & SURNAME.
- 1 large box of baby wipes.
- 1 box of Kleenex tissues.



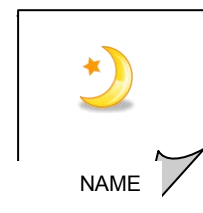
### EVERY DAY:

- STRIPED RED SCHOOL BAG marked with CHILD'S NAME & SURNAME and with DISTINCTIVE PICTURE/OBJECT\*\*\* (the striped red school bag is bought with the school uniform).
- 2 BIBS for lunch time and afternoon snack (bibs with plastic behind) marked with CHILD'S NAME & SURNAME.
- 3 disposable nappies (NOT pull-ups).

### EVERY MONDAY THE FOLLOWING SHOULD BE IN THEIR SCHOOL BAGS:

- ✓ 1 medium sized hand towel, marked with name and surname.
- ✓ School smock, marked with name and surname (visible) and with their DISTINCTIVE PICTURE/OBJECT.
- ✓ Plastic cup with handles and lid (if used) marked with name and surname.
- ✓ Doll or teddy, if necessary.
- ✓ Dummy in a plastic box, if necessary, marked with name and surname.
- ✓ Bed sheet for sleeping (provided for by the School), marked with name and surname and DISTINCTIVE PICTURE/OBJECT placed where child should put his/her head.

Everything will be returned home on Friday to be washed.



\*\*\*PICTURE/OBJECT FOR EVERY ITEM OF CLOTHING - IRON ADHESIVE OR SEWN (BOUGHT IN HABERDASHERY SHOPS).

## NECESSARY MATERIAL FOR P0

### WHAT TO BRING

To give you plenty of time to get everything ready for your son or daughter for the coming school year, here is the list of everything that you need:

The following material will remain in School:

- A photo of your child 13x18 plasticised or covered in ironfix.
- A photo of your child 18x24 plasticised or covered in ironfix.
- 4 passport sized photos.
- SMALL TOILET BAG with comb/brush, cologne, nappy cream and digital thermometer. EVERYTHING MARKED WITH NAME & SURNAME.
- 1 large box of baby wipes.
- 1 box of Kleenex tissues.

### EVERY DAY:

Please put everything in a bag:

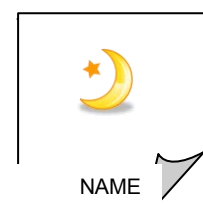


- TWO CHANGES OF CLOTHES MARKED WITH CHILD'S NAME & SURNAME.
- STRIPED RED SCHOOL BAG marked with CHILD'S NAME & SURNAME and with DISTINCTIVE PICTURE/OBJECT\*\*\* (the striped red school bag is bought with the school uniform).
- 2 BIBS for lunch time and afternoon snack (bibs with plastic behind) marked with CHILD'S NAME & SURNAME.
- 3 disposable nappies (NOT pull-ups).

### EVERY MONDAY THE FOLLOWING SHOULD BE IN THEIR SCHOOL BAGS:

- ✓ 1 medium sized hand towel, marked with name and surname.
- ✓ Plastic cup with handles and lid (if used) marked with name and surname.
- ✓ Doll or teddy, if necessary.
- ✓ Dummy in a plastic box, if necessary, marked with name and surname.
- ✓ Bed sheet for sleeping (provided for by the School), marked with name and surname and DISTINCTIVE PICTURE/OBJECT placed where child should put his/her head.

Everything will be returned home on Friday to be washed.



\*\*\*PICTURE/OBJECT FOR EVERY ITEM OF CLOTHING - IRON ADHESIVE OR SEWN (BOUGHT IN HABERDASHERY SHOPS).

## SCHOOL YEAR 2011–2012

Your child \_\_\_\_\_ during  
the school year 2011-2012 will be in the \_\_\_\_\_ class.

### **Class Organisation Informative Meeting**

For families from the last school year 2010-2011 **ONLY**

The objective of the meeting is to meet the teacher, see the classroom  
and reunite with classmates after the holiday!

### **INFORMATIVE MEETINGS**

**P1 & P2:** FRIDAY 2nd SEPTEMBER 16:00 – 16:30

**P3:** WEDNESDAY 7th SEPTEMBER 16:00 – 16:30

**P4:** THURSDAY 8th SEPTEMBER 16:00 – 16:30

**P5:** FRIDAY 9th SEPTEMBER 16:00 – 16:30

CHILDREN ARE WELCOME TO COME TO THE MEETINGS.  
A CHILD CARE SERVICE WILL BE OFFERED WITH FUN ACTIVITIES  
WHILE PARENTS ARE IN THE MEETINGS. ONCE THE MEETING IS  
OVER THE CHILDREN CAN MEET THEIR TUTOR AND SEE THE  
CLASSROOM. WE LOOK FORWARD TO SEEING YOU!

The School email address is:

[patufet@agorapatufet.edu.es](mailto:patufet@agorapatufet.edu.es)

All general and educational information can be found on our web page:

[www.agorapatufet.edu.es](http://www.agorapatufet.edu.es)

### **IMPORTANT**

**All the required necessary documents should be given to the teacher on  
the first day of the school year.**

## DOSSIER DETAILS CONFIRMATION

Student's Name: .....

Class: .....

This document certifies that you are in agreement with the information given in the Àgora Patufet Dossier.

- School Rules and Regulations
- School Objectives
- Return to School after Illness
- Cultural Outings Authorisation
- School Times
- School Prices
- Web Page Authorisation

Mother's Signature

Father's Signature

Legal Guardian's Signature

Date: Sant Cugat del Vallès ..... 20...

Dear Parents,

Due to complaints from families who have problems parking their cars in the local area, we have come to an agreement with the Can Quitèria Car Park, situated a few metres from the School, to park cars at a special reduced fixed price for all Àgora Patufet families when dropping off and picking up their children.

Tickets will be issued for 15 minutes at a price of 0.32€ per ticket.

Use of the ticket system is quite simple. When entering the car park, a ticket should be introduced into the ticket machine to confirm your arrival and when leaving the car park the same ticket should be introduced into the machine to confirm your departure and the machine will keep the ticket.

Tickets can be bought directly from the School from September onwards. They will be sold in blocks of 40 tickets (usual use being 2 per day for 20 days per month) and will cost 40 tickets x 0.32 cents = 12.80€ + 18% VAT = **15.10 €**

The tickets do not have an expiry date or a set time and can be used at any time.

If you are interested in this service and so that we can organise ourselves with the Can Quitèria Car Park, we would ask you to fill in the slip below and hand it into the School Reception or inform us via email.

Kind regards,

Àgora-Patufet

July 2010

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I, ....., father, mother, guardian of child

....., in the class

..... inform Àgora-Patufet that I am interested in using the Can

Quitèria Car Park Service at the special reduced fixed price.

Other observations: .....

.....

Signature:

Date:

# BEGINNING OF SCHOOL YEAR CALENDAR 2011-2012

Beginning of school year 2011-2012:	Cycle 1	5th September
	Cycle 2	12th September

**Collection of school tracksuits and smocks:**  
**31st, 1st & 2nd September 10:00 – 14:00 and 15:30 – 17:00**

### **Important School emails:**

General: [patufet@agorapatufet.edu.es](mailto:patufet@agorapatufet.edu.es)

Administration: [secretaria@agorapatufet.edu.es](mailto:secretaria@agorapatufet.edu.es)

Director: [sonia.sanchez@agorapatufet.edu.es](mailto:sonia.sanchez@agorapatufet.edu.es)

All general and educational information about the School can be found on our web page:

[www.agorapatufet.edu.es](http://www.agorapatufet.edu.es)

### **IMPORTANT!**

**All the necessary documents should be given to the teacher on the first day**

## SCHOOL TIMES

	<b>MORNING</b>	<b>AFTERNOON</b>
P0, P1 & P2	09.00 - 12:00	15:30 – 17:30
P3, P4 & P5	09:00 – 13:00	15:30 – 17:30

## ARRIVALS TO AND DEPARTURES FROM SCHOOL

***We would ask that the school times be respected at all times.***

*It is very important that children are **not picked up** between 16:30 and 17:00 unless absolutely necessary and that the teacher is informed beforehand.*

	<b>Morning Arrival</b>	<b>Midday Departure</b>	<b>Afternoon Departure</b>
P0, P1 & P2	09:00 – 09:30	12:00 – 12:15	17:00 – 17:30
P3, P4 & P5	09:00 – 09:15	13:00	17:15 – 17:30

## STUDENT CARE SERVICE:

Mornings: 07:30 to 09:00.

Afternoons: 17:30 to 19:00.

***All children who have not been picked up at hometime will be taken to the Student Care Service and there will be a charge of the minimum rate of 1 hour.***

### **Observations:**

- **For security and organisation reasons (Workshops and Student Care Service)**, once a child has been picked up from their classes we would ask that you leave the playground area as quickly as possible.  
Thank you.

**The School takes no responsibility for any child once s/he has been picked up by the authorised person.**

## CULTURAL OUTINGS AUTHORISATION FORM

I, ..... with  
DNI/NIE/Passport: ....., as father/mother/guardian, authorise  
Àgora-Patufet to take my child ..... in the class  
..... on the Cultural Outings organised by Àgora-Patufet during the  
school year 2011/2012.

*If this Authorisation Form has not been filled in and signed before the Cultural Outing, the child will be unable to go on the outing  
and should stay at home.*

Signed:

Date: Sant Cugat del Vallès ..... 2011

C/ Sant Jordi, 22 – 08172 – Sant Cugat del Vallès – BARCELONA – T. 93 589 84 85  
[www.agorapatufet.edu.es](http://www.agorapatufet.edu.es)

## CULTURAL OUTINGS AUTHORISATION FORM

I, ..... with  
DNI/NIE/Passport: ....., as father/mother/guardian, authorise  
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Date: Sant Cugat del Vallès ..... 2011

C/ Sant Jordi, 22 – 08172 – Sant Cugat del Vallès – BARCELONA – T. 93 589 84 85  
[www.agorapatufet.edu.es](http://www.agorapatufet.edu.es)