

## 1. 2019-2020 ACADEMIC CALENDAR

First day of the school year:	September 2, 2019
Autumn holiday:	October 28 – October 31, 2019
Winter holiday:	December 23, 2019 – January 3, 2020
White Week:	February 3 - 7, 2020
Spring holiday:	April 6 - 14, 2020
Last day of school year 12 <sup>th</sup> IB:	April 30, 2020
Last day of school year 12 <sup>th</sup> grade:	April 23, 2020
Last day of school year:	June 15, 2020
School report:	June 19, 2020
IB exams:	May 1, 2020
Written final exams start:	May 4, 2020
Oral matura exams advanced level:	June 2 – 5, 2020
Oral matura exams intermedia level:	June 16, 2020

## 2. THE SCHOOL'S TIMETABLE / PRESCHOOL OPENING HOURS

### Monday to Friday

**From 8:00 a.m. until 16:00 - Grades 1 - 8**

**From 8:00 a.m. until 15:00 - Grades 9 - 12**

**From 7:00 a.m. until 17:00 - Preschool Opening Hours**

**Students must arrive at school by 7:45 a.m.**

Students must also arrive on time for lessons and for extra-curricular activities.

Extra-curricular activities start after 4:05 p.m.

We would like to inform you that after school and preschool opening hours (17:00) a child care service fee of net 5000 HUF will be charged for every started hour per child. The child-care service fee will appear in your monthly bill.

## 3. SCHOOL ENTRANCES

For your convenience please consider the following parking solution: entrance for students and parents through the gate in Alsóvölgy Street; drive through and limited parking space entrance for students and parents through the gate in Húvösvölgyi Street. Please, do not park on the place assigned for the school bus.

Parents are expected to leave the classrooms and the corridors before the lessons start as well as not to wait in front of the classrooms during the class hours.

The opening hours of the gate in Alsóvölgy Street: 7:10-8:10, 15:20-16:20

The opening hours of the gate in Húvösvölgyi Street: 7:30-8:05, 15:45-17:15

\* The gate opening times may change during the school year, in which case you will be informed in advance.

## 4. SCHOOL UNIFORM

By choosing SEK you choose the specific approach to education that we offer. The SEK uniform is the integral part of our educational system. Through the uniform our students identify with the school from an early age.

The SEK uniform is designed in a way that it is comfortable to wear and can be separated into two general categories: The Everyday Uniform and the Physical Education Uniform.

### The Everyday Uniform

Girls:

- short sleeved white polo shirt embroidered with the school logo
- navy blue V-neck sweater embroidered with the school logo
- navy blue button-down sweater embroidered with the school logo
- navy blue hoody with zipper embroidered with the school logo
- knee-length plaid school skirt
- blue or black panty hose or socks (no patterns or other colors)
- black shoes (no sport shoes or heels)

Boys:

- short sleeved white polo shirt embroidered with the school logo
- navy blue V-neck sweater embroidered with the school logo
- navy blue button-down sweater embroidered with the school logo
- navy blue hoody with zipper embroidered with the school logo
- grey school trousers
- black or navy blue socks
- black shoes (no sport shoes)

### **The Physical Education Uniform**

The sports uniform is worn in PE lessons and for any other sports activities or excursions organized by the school.

- white and navy blue shorts for boys, navy blue 'skort' for girls with the school symbol
- SEK sweat suit (long sweat suit pants + zipper sweat suit jacket)
- grey T-shirt with the school symbol
- white sport socks
- white sport shoes

The SEK School Norms strictly prohibit male students from attending with long hair styles, and male and female students from wearing visible body piercings, strong make up, hair coloring, and nail polish.

### **Wearing the school uniform is obligatory.**

Students must arrive and leave the school wearing their uniforms.

**Students who are not properly uniformed will be sent home with a n unjustified absence.**

### **Ordering the School Uniform:**

The uniform sizes and samples are available for students and parents at the school administration. Exchanges are only possible if the uniform stock permits so, however any piece of uniform that has been received and taken over cannot be brought back.

Parents will be informed about the arrival of ordered uniforms by email. In case that the uniform is not picked up within 14 calendar days SEK Budapest reserves the right to sell it to someone else.

For uniform pieces ordered during the academic year we can only place an order with the manufacturers if the minimum number of orders is gathered. This may affect delivery time.

Uniforms can be ordered through the SEK web-shop, [www.sekuniform.hu](http://www.sekuniform.hu), and will be available for pick-up on **August 27, 2019 between 08:00 and 16:00 in the school.**

All school uniform orders made for the 2018/2019 academic year will be charged in accordance to the 2019/2020 prices.

## **5. ADMINISTRATION**

The required documents from the registered students for the 2019/2020 school year must be presented by: **August 16, 2019.**

We kindly ask you to mark the package of documents with the student's Education ID (oktatási azonosító szám)

*The following documents are to be handed to the secretariat:*

- birth certificate (the official translation into Hungarian)
- school report or its official translation into Hungarian
- leaving note from the previous school
- reference from the previous school
- school maturity certificate (1<sup>st</sup> grade students)
- medical reports and notes, Social Security Number, immunization records
- 2 identity photographs with names
- necessary documents from the Hungarian Authorities for foreign Students
- proof of guardianship
- special needs certificate

In case of any changes to the student's and/or parents' personal information (such as: e-mail, home address, telephone number, etc.) you are required to update the school secretariat in writing. Any official document requested from the school can only be issued by the Director.

## **6. PAYMENT**

*Tuition Contribution Fees and Meals can be paid in two ways:*

- A.) In case of lump sum payment for the whole school year; the school offers a discount to parents. Payment deadline: August 24, 2019
- B.) In case of 10 equal installments, payment must be made every month from September till June by the payment deadline indicated on the invoice.

The payment of Tuition Contribution in 10 equal installments also applies to grade 12 students, even though the last school day is 23<sup>rd</sup> April (IB) and 30<sup>th</sup> of April (National). Please meet the deadlines.

**Those who wish to pay according to option A.), must present a declaration of intent by August 14, 2019 by email ([finance@iesmail.com](mailto:finance@iesmail.com)) or in written form to the school secretariat.**

After the above mentioned deadline, only the payment in 10 equal installments according to option B.) is available. If the actual Contribution and/or Fee are not paid by the end of the month, the school will no longer support the student and according to the Terms and Conditions item 66. (<http://budapest.iesedu.com/terms-and-conditions/>) the School may suspend provision of its services.

At the payment of Contribution and/ or Fees, the amount paid in any case will be registered to compensate the item(s) with the earliest due date, regardless of the referred invoice number.

The school will inform parents about payment deadlines for registration fees for the 2020/2021 academic year in February, 2020.

Provisions about notice: Please refer to the SEK Budapest Parent Contract Terms and Conditions point G.

When transferring tuition payments to the school, please make sure to use the precise amount, company name, and bank account number that is present on your bill.

SEK Budapest can only write bills using Hungarian Forints as a currency.

In the event of overdue payment of the invoices, interest for late payment days will be charged at an annual rate of 18%.

As of the 1<sup>st</sup> of September 2019, 1.5% administrative fee will be charged for cash settlement of the invoice(s).

An extra administration fee of 3.000 HUF / page is to be paid for non-officially required documents by the enrolled students and also by persons who are no longer have student status in the school.

## **7. MEALS**

The payment of Meals has to be paid in lump sum for the whole school year or in **10 equal installments** from September 2019 to June 2020. The grade 12 students will be charged 9 meal payments. Fees for the food include three meals.

**The use of this service is compulsory for each student.** Cancellation of the meals is only possible if the child needs a specific dietary requirement for medical reasons and will be processed if the parent submits the necessary documentation provided and signed by a doctor. Students are allowed to eat their own food in the dining room if they meet the current food safety regulations.

We would like to inform you that according to health regulations, birthday cakes, pastries brought to the school can be accepted and stored only with an invoice and official HACCP certification issued by the shop or confectionery.

Regarding the meal cards, the school will provide these for all its students free of charge, however if these are damaged or lost parents will have to pay a fee of 2.000 HUF + VAT to replace them.

## **8. SCHOOL GUARANTEE**

In case the father or mother of a Student deceases, it is possible for such Student to continue and finish his/her studies free of charge at the School he/she was enrolled. Properties of this guarantee:

**Party entitled:** The father or mother of a Student, indicated as the party entitled of the service on the annual enrolment form. Allowed upper age limit is 60 years.

**Beneficiaries:** Students enrolled in the School on the date of the death of the party entitled and maintained by such party.

**Security:** This is an additional service provided by the School within the costs of the Tuition Contribution Fee and it only covers Registration Fee, the Tuition

Contribution Fee of the education service and the costs of catering during the school term.

The allowance shall commence as of the month following the report on the death of the party entitled and last until the end of regular studies of the Student (without repetition of a year) at the school where the Student was enrolled. This guarantee shall not ensure in any case continuous school attendance at an education center that does not form part of the International SEK International Institution. Temporary suspension or termination of the service shall not establish a right to claim any pecuniary compensation.

The service shall be provided by the School following analysis of circumstances and requirements related to individual cases and the School shall be entitled to request all information deemed necessary.

**Exclusions:** The above mentioned allowance may not be provided:

1. In case of a grave or terminal illness of the party entitled if it was already present when the service was first registered for such party.
2. In case the party entitled was in delay with payment of any invoice issued by the School at the time of his/her death.
3. In case the Education Agreement linking the party entitled with the School is ineffective or, following the end of the school term, the party entitled has not renewed his/her place reservation for the next school term.
4. In case the party entitled is unable to prove a proof of natural parentage or a right of lawful representation for the benefit of the enrolled Student.
5. The School reserves the right to modify properties of the allowances, securities and exclusions provided by the service in question, appropriately notifying parties entitled of the service thereupon.

## 9. TRAVELLING

The students who attend the SEK Budapest International School are entitled to special travelling services:

*Travelling rules set up by the school:*

1. **ORDERING THE SERVICE:** The service is available from September 2 until June 15. The deadline for application if the starting date of the service in September is: August 12, 2019. In case of later accession the application deadline is 5 working days before the first working day of each month. Orders are accepted only in writing.
2. **CANCELLATION OF THE SERVICE:** the service can be cancelled minimum 10 working days before the first working day of the month. Cancellations are accepted only in writing.
3. The service fee shall be reimbursed in advance each month. Payment deadlines: on the last working day of the month preceding the month of service.
4. Travelling fees are fixed by August 15, 2019. The fee will not be changed unless there is a 10% increase in the price of petrol since September 2019 increase in the price of petrol or another vis major occurs.
5. Both drivers and vehicles meet all demands set up by the authorities
6. **DEPARTURE:** The bus arrives at the fixed time at the student's home or at the station, where it waits for 5 minutes; then it continues on its way. The driver will not announce his arrival by sounding the horn. The student must be ready to leave. If the bus arrives earlier than scheduled, it will wait till the fixed time.
7. **ABSENCE:** If the pupil doesn't need the service because of illness or any other reason, parents are asked to inform in writing (sms, e-mail) the Coordinator (and the bus driver). If the student needs the service after his/her absence, parents should once again contact the Coordinator (and bus driver).
8. **EXCEPTIONAL CASES:** If the bus breaks down, the driver must inform the school secretary who then informs the pupils to wait for the bus at their homes
9. The school bus is not allowed to travel on dangerous roads or any other places which could cause difficulties in driving.
10. If there is a change of address, parents are asked to give the school 30 days' notice in writing, so that the route can be reorganized if necessary.
11. To improve service, route may be changed. In such a case, parents are informed in advance.
12. Parents can ask for temporary address changes in writing, as long as there is space.
13. If the student doesn't need the service for the afternoon, parents are asked to inform the secretary in writing. Oral permission cannot be given.
14. If parents want to pick up their child before the end of the school day, they should inform the secretary. They should give their child's name, class and the route. If parents want to take their child as the bus is leaving, they should inform the person who is responsible for travelling on the relevant bus.
15. In the afternoons, the bus takes the child to the door of his/her home, where a person should wait for him/her. Otherwise, the bus takes him/her back to the school.
16. The school bus will not leave the school until all the children travelling on a certain route are on board. At the end of the school day children must go to the bus promptly because of the fixed starting time of the bus. Smaller children will be accompanied by teachers.
17. As travelling on the school bus is regarded as an extension of the school day, the same rules apply to it. If a child doesn't keep to the rules or behave him/herself, the bus driver should inform the tutor and the assistant principal, who will take the necessary steps.
18. If a child damages the bus or its interior intentionally, parents will be liable for the repairs.
19. If parents have any comments in connection with travelling, they should inform the school secretary.
20. Messages from the parents are only to be given to the bus driver in closed envelopes.

## 10. EXTRA CURRICULAR LESSONS, SWIMMING

To compliment lessons and to develop children's range of interests, extra- curricular lessons are held every day starting at 16:05.

*General rules:*

1. For registration, parents must fill in the extracurricular classes registration form which is valid for both semesters. The deadline for presenting the registration form for classes held in the first semester is September 13, 2019, and for new lessons starting in the second semester, January 20, 2020. The registration form can be presented in person at the school secretariat or sent over email to [sekbud.secretary@iesmail.com](mailto:sekbud.secretary@iesmail.com).
2. Extra-curricular lessons start on September 16, 2019.
3. Extra-curricular lessons and activities fees are billed per term. Cancellation during the already commenced semester is not possible.
4. If a student does not wish to continue an extra-curricular activity or swimming lessons in the second term the parents should inform the secretariat and the Financial Department ([finance@iesmail.com](mailto:finance@iesmail.com)) in written form before **January 6<sup>th</sup>**.
5. Students should reach the required school level and present acceptable attitude in order to participate in the lessons.
6. Student should give reasons for his/her absence.
7. Extracurricular lessons have fixed rules which are to be kept to. Students who do not keep the rules may be excluded.

## **11. FIELD TRIPS**

By signing the Registration Form the parent consents to his/her child taking part in field trips organized by SEK Budapest. The School will provide the parents with information about each proposed Field Trip before it takes place, which will give the parents the opportunity to inform the School in writing if the parents do not wish their child to take part in a particular trip.

With the consent, the following terms are accepted:

1. The parent acknowledges the advertised price of the trip. The fee will be invoiced in the following month.
2. In case the student is not able to attend the trip for any reason, the prepaid tickets, paid accommodation, etc. will be charged.
3. Participation in the Trip may involve risks not found in study at the School. These include without limitation risks involved in traveling to, from, and within the Trip destination, as well as risks generated by the activities in which the student engages while on the Trip. The parents and students have to make their own investigation of these risks, understand these risks and assume them knowingly and willingly. Participants will take every precaution to safeguard their health and to protect their personal belongings from damage or theft.
4. Students must have valid and current medical insurance and have a valid insurance identity card (TAJ) participating on the Trips.
5. In the case of International Programs (Boca Prep, St. John's International School, SEK Levante, Valencia) all the administrative work must be done through SEK Budapest School.

## **12. ABSENCES**

Parents must give reasons for students' absences in writing, with dates and a parent's signature. Sick notes must be handed in within 3 days from the last day of the absence. An appropriate doctor's note must also be included.

According to the operative rules, the school will take the necessary administrative and academic steps if a student has more than **250 classes justified or 10 classes unjustified** absences.

## **13. LEAVING THE SCHOOL DURING THE SCHOOL DAY**

Leaving the school during the class hours is only permitted with given reasons and with permission given by Head Teacher or Vice Principal.

10 Parents wanting to take their child out must ask permission **one day before the actual event** in writing with a given reason. Leaving the school is only allowed during the break times between the classes. Leaving the school during the class hours for sport or any other activity is only permitted with given reasons, filled in request, and with permission given by Head Teacher.

## **14. STUDENT'S DIARY**

The diary promotes communication between parents and tutor regarding the pupil. The diary helps to organize pupils' daily work, and communication can be sent to the tutor through it.

**The diary must be signed weekly by the parents, in order to show acknowledgement of the notes.**

## **15. TUTORIAL**

The tutoring system is a key element in the educational process, it moves and coordinates the experiences, comments and suggestions of the entire education community. The tutor is in charge of communicating with

parents. The parents can ask for meetings at any time previously arranged when they need information, have problems or want to make suggestions.

#### **16. PSYCHOLOGIST AND SPECIAL TEACHER**

Our psychologist and special teacher help students and tutors solving individual and collective problems. It is necessary to make an appointment with them through the school secretary.

#### **17. MEDICAL CARE**

**Dr. Izabella Ceskó**, pediatrician,

Besides the obligatory screening, every child's nervous system and physical system is examined. Every child gets their obligatory vaccinations.

Students participate in 'mental hygienic' education.

#### **18. VISITING RULES**

Parents can visit the school on a certain date, discussed in advance, in order to get information from the tutor about their children or discuss problems and suggestions. Parents are informed about visiting days and tutors at the beginning of the school year. The Head Teacher, the Assistant Principal and Tutors are ready to talk to parents at any time previously arranged through the secretary or directly.

#### **19. MOBILE PHONE**

In Primary School (Grades 1-6) the use of mobile phones is **forbidden** as well as the use of mobile phones to take photos or videos. If the student uses mobile phone it will be taken away, kept in administration office and given back to the parents.

#### **20. LOST PROPERTY**

**Parents are asked to write the children's full name and their class in every single item of clothing and every piece of school equipment.**

Lost property can be found in the indicated place.

Students must keep their valuables in their lockers. **The school is not responsible for any lost or stolen valuables.**

#### **21. LANGUAGE EXAMS**

Semester Language Oral exams are compulsory for all the students from 7<sup>th</sup> to 12<sup>th</sup> grade including students who previously have taken anticipated matura exams.

#### **22. OTHER**

The use and storing of rollers is not allowed in the school.