

# SIERRA BERNIA SCHOOL

COLEGIO BRITÁNICO - BRITISH NURSERY, PRIMARY AND SECONDARY EDUCATION

03580 ALFAZ DEL PI, ALICANTE. TEL.: 966 875 149 Fax: 966 873 633  
DIRECTOR: Duncan M. Allan B A Cert Ed AFIMA

Established 1973  
British School of Benidorm



Sierra Bernia School is a privately owned coeducational day school offering British education from 3 to 18 years to pupils of all nationalities. It was founded in 1973 and, as the longest established British School on the Costa Blanca, it has become a leader in its field and very much respected within the community. Situated on the outskirts of Alfaz Del Pi, an impressive village with a high foreign resident population, the school has easy access to the main Benidorm/Altea coast road and the motorway. Pupils travel from as far as Javea, Moraira and Calpe to the north and Campello, San Juan and Alicante to the south. A coastal school bus service is provided between Calpe in the north and Benidorm in the south, stopping at various points en route.

The school's priority is to provide a happy working environment where children of all nationalities gain academic success. As a "European" centre of education, integration amongst the multi-national and bilingual pupils on roll is encouraged, as is participation in local community events. In preparing pupils for life in the modern world where the cosmopolitan atmosphere found on the Costa Blanca makes great demands on young people, the school works towards the goal where pupils achieve their full potential, gaining ability to apply themselves to tasks with respect and consideration for others.

The Secondary School occupies a two storey building, the Junior and Infant Department are housed in large modular classrooms. The school has a well-equipped Science Laboratory, an Art Room, extensive Library and Computer suite. There is adequate playground space for all ages, shaded areas and sports installations. The school is totally independent, and receives no financial aid from any source other than fee paying parents.

Sierra Bernia School, with well qualified, dedicated, and experienced teaching staff, is fully authorised by the relevant Ministries for both foreign and Spanish nationals. The school undergoes regular inspections by the National Association of British Schools in Spain (NABSS), which ensures that the school correctly follows the British system of education (with an additional Spanish programme of studies), and is run along similar lines to a small private school in the UK. The school is an associate member of the Council of British Independent Schools in the European Communities (COBIS) and the National Association of British Schools in Spain (NABSS).

School hours are from 9:00 to 16:00, Monday to Friday, term dates are as per attached sheet.

Pupils have the option of taking a hot meal (see attached sample of menus) which changes monthly, or bringing their own packed lunch. All pupils from Years 3-6 eat their lunch under supervision.

## **School Rules and Discipline**

The school rules are made for the safety of all, encouraging pupils to feel valued and respected, and parents are expected to support us with the enforcement of these rules (see Entry Form for conditions of acceptance). Pupils are well disciplined but not restricted in self expression. They are encouraged to commit themselves to hard work and constructive study, to develop self-discipline and to respect their community.

## **Text Books and Stationery**

Text books, for which no additional charge is made, remain the property of the school and are issued on loan. Exercise books and paper are issued to all year groups and materials are provided for the younger pupils. Older pupils are expected to provide their own writing, drawing, and mathematical equipment. Teachers will also request that older pupils purchase their own additional personal books.

## **Parents**

Parental support plays a necessary and evident role in the school's social activities and in the raising of funds to expand and improve the school's facilities. Such support is very much appreciated and over the years has enabled the purchase of extra sports and playground equipment, reference books and other educational material. Parents are invited to attend school functions such as Prize Day, Pantomime, Nativity Play or Concert and there are meetings when parents are encouraged to put forward new ideas and where minor differences can be discussed. Parents receive up-to-date information about their child's progress and are welcome to talk to the Staff on Parent's Mornings or at any other time by appointment.

## **Extra Curricular Activities**

Group trips and class outings are organised incorporating visits to places of interest, such as factories, museums, hospitals and clinics, mountain climbs and hikes, to art and other relevant exhibitions. The 1<sup>st</sup> Alfaz Del Pi Brownies and Guides, along with other clubs and societies, use the school premises for their weekly meetings. In addition there are a variety of Clubs available locally (e.g. cricket, dance, athletics) and participation is encouraged.

## **Uniform**

Pupils up to year 11 must attend school wearing a navy blue and white uniform as listed below. All uniforms must be purchased from El Corte Ingles in Alicante.

<b>Uniform</b>	<b>Description</b>
School Polo	Long/Short Sleeved
School Jersey	
Trousers (boys)	Long/Short
Skirt or Trousers (Girls)	
Shoes	Formal blue/black school shoes or sandals
Socks	White, navy blue, or black socks, or plain blue or black tights.
Belt	A navy blue or black belt with small buckle can be worn.
Coat	Preferably a plain navy blue or black. School tracksuit top can be worn over school jumper.
Hair	Neat and tidy with only blue, black or white accessories.
Make-up	None
Jewellery	Pupils may wear a watch, and small plain studs, or small sleeper earrings.

<b>Sportswear</b>	<b>Description</b>
Tracksuit	
Sport Shorts	
Sport T Shirt	
Socks	White socks, as plain as possible.
Shoes	Appropriate sports training shoes.
Jewellery	All items held at school until after sports.

## **Entry and Fees**

Entry to the school can be arranged by interviews or by post. An Entry Form should be completed on request for a place. Copies of previous school reports will be required as will a photocopy of the child's passport or identity card, a photocopy of proof of medical cover and a copy of a Spanish medical certificate. We also require identification of the parents for our records i.e. copy of passport.

Fees and charges must be paid termly in advance during the first week of each term. Parents accept that there are three terms in each school year of varying length (dates available from the office). No refund of fees can be made for absence due to illness or any other causes whatever they may be.

A one off registration fee per child is payable on entry.

The family deposit required on entry is refundable when written notice of leaving is given during the first week of the last term of attendance. This deposit will be refunded on the last day of attendance providing this condition has been met and that all property belonging to the school has been returned in acceptable condition. Deposits are refunded on completion of Year 11. In a family of more than 1 child the deposit is refunded when the youngest child has completed Year 11.

Termly fees depend on the age and class/year group of pupil. For full details of fees for the child/ren dates of birth are required.

Ideally deposits and registration for places should be booked as follows:-

Autumn (the beginning of the school year) should be booked and paid for by June to allow class sizes to be arranged.

Entry in Spring should be booked and paid for before end of the Autumn term.

Entry in Summer should be booked and paid for before end of the Spring term.

It is possible to come to the school at any time and then payment of registration and the deposit will be due immediately, as will term fees which may be worked on a pro rata basis depending on start date.

Further information on our school can be found at [www.sierraberniaschool.com](http://www.sierraberniaschool.com)

In accordance with the Royal Decree 806/1993 the School has been re-authorised by Ministerial Order 12/12/95 (DOGV 05/02/96) Revised 17.10.2007

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## Sierra Bernia Primary School

### **Early Years Department - Nursery & Reception**

All lessons are planned around the Early Learning Goals which we work towards over a two year period. Alongside core subjects such as mathematics and literacy, Nursery and Reception children also learn about music & movement, arts & crafts, cooking, creative development, sports, personal, social & health education, information & communication technology and Spanish lessons.

### **Infant Department – Year 1 & 2 (Key Stage 1)**

Years 1 & 2 follow the British National Curriculum. Apart from weekly spelling tests, they do not sit any examinations and are assessed through work produced and observation. In addition to the core subjects of mathematics, literacy and science, Years 1 & 2 also study history, geography, personal, social and health education, sports, arts and crafts, information & communication technology, music and Spanish lessons.

### **Junior Department – Year 3 & 4 (Lower Key Stage 2)**

Years 3 & 4 follow the British National Curriculum. Both classes have weekly spelling and timetables tests and Year 4 sit examinations at the end of the Autumn and Summer terms. In addition to the core subjects of mathematics, literacy and science, Years 3 & 4 also study history, geography, personal, social and health education, sports, arts and crafts, information & communication technology, music and Spanish lessons including Valenciano and Conocimiento del Medio.

### **Junior Department – Year 5 & 6 (Upper Key Stage 2)**

Years 5 & 6 follow the British National Curriculum. Both classes have weekly spelling and timetables tests and sit examinations at the end of the Autumn and Summer terms. In addition to the core subjects of mathematics, literacy and science, Years 5 & 6 also study history, geography, personal, social and health education, sports, arts and crafts, information & communication technology, music, French and Spanish lessons including Valenciano and Conocimiento del Medio.

# Sierra Bernia Secondary School

The School is aware of constant changes being made to the British education system and therefore aims to adapt accordingly. The curriculum is under constant revision and at present offers GCSE/IGCSE.

Subjects relevant to a pupil's needs (for example, their 'home language'), can be taken at examination level. Dutch, German, Norwegian and Russian speakers can achieve additional (I)GCSE and A-level examination passes.

Entrance fees for examinations will be advised prior to the entrance forms being submitted.

## **Secondary School – Years 7 – 11 (Key Stage 3 & 4)**

Each group has a Tutor who is responsible for pastoral care, and the monitoring of pupils. Subjects covered are:

Mathematics	Foundation and Higher
English Language	Foundation and Higher
Science (Double Award)	Foundation and Higher
Spanish	
English Literature	
History	Foundation and Higher
Geography	Foundation and Higher
Personal, Social and Health Education	No examination
Sports	No examination
Art	
Valenciano	No external examination
Conocimiento del Medio	No external examination

Mathematics, English Language, Science and Spanish are classed as core subjects and therefore all students sit I/GCSE in these subjects.

Attention is given to the needs of pupils who wish to enter further and higher education in other countries, as well as in Spain. Pupils are encouraged to consider tertiary education and future careers at an early age. Former SBS pupils have successfully graduated from Universities in Europe, and the USA, in a wide range of disciplines.

## **Sixth Form School – Years 12 & 13 (Key Stage 5)**

The Sixth Form education curriculum is directed towards British examinations: GCE "A" levels, with the opportunity of repeating any I/GCSE examinations previously taken to improve grades, or to resit a failed examination.

Subjects studied are chosen by the pupil. The student can choose from any of the available subjects offered at the time of registration.

Careers advice and University entrance are discussed at length, on a one to one basis, with emphasis given to the pupil's individual needs.

Sierra Bernia School

ENTRY FORM of two sides (ref.a1398v4) / HOJA DE MATRICULA de dos caras.

Child's Surname/Apellidos del estudiante:

Child's Names/Nombres del estudiante:

Child's Date of Birth/  
Fecha de nacimiento del estudiante:

Child's Place of Birth/  
Lugar de nacimiento del estudiante:

Child's Passport Nationality/Nacionalidad según pasaporte del estudiante:

Address/Domicilio:

Postal Address (if different from above):  
Dirección Postal (si es distinto):

Telephone Number(s) with contact names and relationship to pupil:  
Número de teléfono con nombres y relación con el estudiante:

First language/Primera lengua:

Second language/Segunda lengua:

Mother's Full Name/Nombre y apellidos de la madre:

DNI/NIF:

Nationality/Nacionalidad:

Profession/Profesión:

Father's Full Name/Nombre y apellidos del padre:

DNI/NIF:

Nationality/Nacionalidad:

Profession/Profesión:

Legal Guardian (if not the parents)/Tutores legales (excepto padres):

Parent's Work Address/Dirección donde trabajan los padres:

Telephone Number(s)/Teléfono(s):

Name and address of last school attended/Nombre y dirección del colegio donde haya cursado estudios anteriores:

Dates attended/Fechas de asistencia: from/desde:

to/hasta:

Does the child suffer from any recurring illnesses or any medical problems likely to occur at school? ¿Padece el niño/a de alguna enfermedad intermitente o de cualquier trastorno de salud que se pueda manifestar en el colegio? YES / SI NO  
Please state/Especifíquelo:

Is the child allergic to any form of medicine?  
¿Es alérgico a algún tipo de medicamento?

Has the child had all relevant vaccinations to date?  
¿Ha recibido las vacunas correspondientes al programa de vacunación hasta la fecha?

Social security card or private medical policy N°:  
N° de cartilla de la seguridad social o póliza de seguro:

Instructions in case of emergency/En caso de emergencia avisar a:

Date of entry/Fecha de alta:

SBS recommended by/¿cómo conoció SBS?:

Application forms must be accompanied by (a) photocopy of child's passport or identity card, (b) photocopy of proof of medical cover (c) a Spanish medical certificate and (d) last school report (e) Identification of Parents/Guardian for our records i.e. copy of passport. Las hojas de inscripción deben acompañarse de una fotocopia del pasaporte o carnet de identidad del niño, fotocopia de seguro médico y notas del último colegio.

I wish to enrol my child / Deseo matricular a mi hijo ..... at Sierra Bernia School to pursue the course of education provided by the school / en el colegio Sierra Bernia para seguir el sistema de educación ofrecido en el colegio.

Ver al dorso

See overleaf.

- a) Parents agree to support the internal regulations of the school concerning general discipline and homework set for children.  
Los padres se comprometen apoyar el reglamento interno del colegio relativo a la disciplina general y a los deberes encargados a los niños.
- b) The school reserves the right to reprimand pupils who break rules.  
El colegio se reserva el derecho de reprender a los alumnos que no respeten las normas.
- c) Parents are liable for damage caused by their child to school property or to that belonging to teachers, employees or other pupils.  
Los padres responderán por cualquier daño que sus hijos ocasionen a la propiedad del colegio o a las pertenencias de los profesores, empleados u otros alumnos.
- d) School uniform must be worn at school at all times. - En el colegio es obligatorio, en todo momento, el uniforme escolar.
- e) If a child is absent from school, parents agree to inform the school as early as possible, and on returning to school the child must bring a note explaining the absence.  
Si se produce una ausencia del niño al colegio, los padres se comprometen a informar al colegio lo antes posible, y el alumno a su vuelta debe aportar una nota justificando su ausencia.
- f) Parents agree to inform the school of any change of address or telephone number.  
Los padres se comprometen a informar al colegio de cualquier cambio de domicilio y/o número de teléfono.
- g) Pupils below sixth form are not allowed to leave the school during school hours unless they have written permission to do so.  
Los alumnos no pueden salir del colegio durante el horario escolar a menos que tengan permiso por escrito.
- h) Parents of children of all ages who use the school bus should advise the school in good time if on a particular occasion they are going to use another method of transport or are to be collected.  
Los padres de aquellos alumnos que hagan uso del transporte escolar deberán avisar con antelación ante cualquier ocasión en la que vayan a utilizar otro medio de transporte o vayan a ser recogidos.
- i) In the case of young children who are normally collected after school by their parents, the school needs written permission from the parents if a different person, unknown to the school, is to collect the child.  
En el caso de niños pequeños que son recogidos normalmente en el colegio por sus padres, el colegio necesitará permiso escrito por los padres si alguien distinto a ellos va a recoger al niño.
- j) The school cannot be held responsible for the supervision of children left on school premises after school hours, unless attending a special class.  
El colegio no se hace responsable de la vigilancia de alumnos que se queden en el recinto escolar después del horario escolar al no ser que se encuentren en clases de carácter especial.
- k) All textbooks remain the property of the school and if they are lost or damaged parents agree to replace them at the current value.  
Todos los libros de texto son propiedad del colegio y los padres se comprometen a reponerlos en caso de extravío o deterioro con el valor del nuevo.
- l) Fees and charges are paid in advance during the first week of each term (Nominally Sept., Jan., April). Parents accept that there are three terms in each school year (terms are of variable length - dates available from the office). Fees depend on age/class/year.  
El colegio cobra (honorarios y gastos) por adelantado durante la primera semana de cada trimestre( Sept, Enero, Abril). Se aceptan que existen tres trimestres en cada año escolar (cada trimestre es variable – fechas disponibles en la oficina). Los gastos de escolaridad dependen de edad/clase/grupo.
- m) No refund of fees can be made for absence due to illness or any other causes whatever they may be.  
Las ausencias debidas a enfermedad o a cualquier otra razón no darán derecho alguno a reembolso.
- n) The family deposit required on entry is refundable only when written notice of leaving is given during the first week of the last term of attendance. This deposit will be refunded on the last day of attendance providing this condition has been met and that all property belonging to the school has been returned in acceptable condition.  
El depósito familiar solicitado a la admisión será recuperable solamente cuando sea notificada por escrito la baja del alumno durante la primera semana del último trimestre de asistencia. Dicho depósito será recuperable el último día del trimestre, siempre y cuando todo aquel material propiedad del colegio haya sido devuelto y se encuentre en perfectas condiciones.
- o) The deposit is refunded on completion of Year 11. In a family of more than 1 child the deposit is refunded when the youngest child has completed Year 11.  
El deposito se recupera al terminar Yr 11. Las familias con más de un alumno recuperan el depósito cuando el menor de ellos completa Yr 11.
- p) A registration fee per child is payable on entry. - Se paga una matricula por alumno.
- q) Occasional costs are charged when appropriate. - Unos gastos infrecuentes se cobra en el momento adecuado.
- r) Some specific policy documents are available by post upon written request and the payment of a small fee.  
Algunas normativas especificas son disponibles por correo. Se pide petición escrita y cobra un gasto pequeño.

I have read the above conditions and agree to abide by them.

Después de haber leído las condiciones arriba expuestas me comprometo a cumplirlas.

Ref (Child/Hijo) : .....

Signed/Firmado : ..... Relationship to Child/Parentesco con el hijo: .....

Name/Nombre : ..... Date/Fecha: .....

Administration Notes para administración.....

Client No:	Dep:	Reg:	
Bus:	Lunch:	Fact No (1st issue):	
Nº fam:	Nº SBS:	Start Yr Group:	Learning diff:
			Date of leaving: