

CONSEJERÍA DE EDUCACIÓN Y CIENCIA
Welcome to the I.E.S. Dunas de las Chapas
IES Victoria Kent
(Marbella)



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EXPERIENCE OF AN IMMIGRANT STUDENT in Spain

Hi! I'm Mamia. I'm studying the 4th year of ESO .I arrived in Spain six years ago. I come from the Saharan refugee camps in Tindouf.

I remember my first school day (pause)...it was very tiring: I was very nervous, I couldn't understand anything, I didn't know what was going on.

I went to the porter's office. I gave the porter a piece of paper I had been given previously, and then I went to administration, where they gave me some papers that my parents had to fill in: the enrolment forms. Then I was introduced to the Head of Studies, who showed me around. It was so big compared to the school I had been in, and I was surprised to see so many things, so many big rooms. In a classroom, here, there are twenty-three people, whereas in my country there are thirty-something.

He showed me the playground, the library, the toilets, the classrooms, and, finally, he gave me a timetable from Monday to Friday from 8.30 to 14.30.I truly felt weird.

At first I did not want to come to Spain, but I had to because my parents were coming.

However, now I'm here, I really don't regret it because I'm having a great time.

What fundamentally helped me to establish a relationship with my classmates was the

Spanish class, which was essential, firstly, to understand what I was being told during the classes, and secondly, to make friends.

Also the extracurricular activities in the afternoons were important. I attended Spanish help lessons – I needed to go less and less, but they were a necessity.

Also watching TV, talking to people... helps you to understand Spanish.

Don't worry if you don't speak it correctly – the people you are with will correct you:

Do not be ashamed of being corrected: that's life! You won't get better unless somebody corrects you!

And don't worry. Let's see...Listening to music, talking to people, wandering in the streets, listening to people talking to each other. I don't know...In the end you end up

understanding, in more or less of time but you understand.

Once I had been here for a while, new foreign students came to start school. Then, I try to make their lives easier, I help them: if they speak my own language, I translate for them until they feel confident. I introduce them to my classmates and later they choose their own group of friends once they can speak and know more or less what they want to do.

SOME ADVICE FOR PARENTS AND STUDENTS

ATMOSPHERE OF STUDIES

One of the most important worries at any school is the educational progress that your children have to achieve throughout the E.S.O. (Obligatory Secondary Education). This progress is based on studying, which includes:

- personal effort
- habits
- skills
- strategies

Teachers work with your children in class, but parents have to do their part out of school, that is, at home. This is not an easy task sometimes, but it is fundamental.

1. Your children are students. They need to have a place to study

- Always in the same place: well lit and with all their school materials(dictionary, calculator...) so that he does not have to interrupt his homework to go and look for it.
- No television, video games, mobile phones... in the room.

2. Study/Working hours at home

- At least two hours for doing homework and revision
- They always have to revise, although the teacher does not say it everyday. Revision makes progression easier.
- After lunch it is convenient for them to rest for a while and then start doing homework: Don't leave homework until late evening or night.
- Weekends are leisure time: They should have to do their homework on Friday afternoon.
 - Revision and preparation of materials: Sunday afternoon

3. What can you do? How can you help?

- Ask your children to leave their school timetable in a visible place. (They will be able to see the subjects for the following day.)
- Don't ask them continually if they are studying. It is better if they show you their exercises when finished. If it has been done poorly, (things crossed out, messy...) they should do it again. If they have to memorize something, ask them to recite it for you.
- Look at their notebooks everyday. There may be notes from their teachers.
- Get them a tutor if necessary.
- Make them eat breakfast before leaving the house. If they don't eat a good breakfast, they get tired and don't concentrate well.
- Make them get enough rest: they should sleep a minimum of 9 hours.
- Use the television, games, and outings as rewards: "If you do your work, you can play or go out, or..."
- Always maintain a positive attitude.

4. How?

- Ask him how his day has gone everyday. Take interest in what he is doing. Talk with him.
- Don't compare his results with those of others: if his scores are low we will need to determine the causes.
- If he has done well, let him know; congratulate him for his effort and interest.
- Control his attendance at school.
- Speak with their tutors.

ESPAÑOL ENGLISH Basic Words Dictionary

DATOS PERSONALES/ PERSONAL DATA
NOMBRE/ NAME
APELLIDO /SURNAME
PAÍS DE ORIGEN /COUNTRY OF ORIGIN
FECHA DE NACIMIENTO /DATE OF BIRTH
LENGUA FAMILIAR/ FAMILY LANGUAGE
LENGUA ESCOLAR /SCHOOL LANGUAGE
DOMICILIO /DOMICILE
DIRECCIÓN /ADDRESS
CÓDIGO POSTAL /POSTCODE
TELÉFONO /TELEPHONE
PASAPORTE /PASSPORT No.
DOCUMENTO DE IDENTIDAD/ IDENTITY CARD
LIBRO DE FAMILIA /FAMILY REGISTRATION BOOKLET
TARJETA DE SEGURIDAD SOCIAL /SOCIAL SECURITY CARD
VACUNACIÓN /VACCINATION
ENFERMEDADES/ ILLNESSES
ALERGIAS /ALLERGIES
INFORMACIÓN CONFIDENCIAL /CONFIDENTIAL INFORMATION
COLEGIO /SCHOOL
INSTITUTO /SECONDARY SCHOOL
DIRECTOR/DIRECTORA HEADMASTER/HEADMISTRESS
JEFE DE ESTUDIOS/JEFA DE ESTUDIOS/HEAD OF STUDIES
SECRETARIA/ ADMINISTRATION
CONSERJE /CARETAKER
TUTOR/TUTORA/TUTORÍA TUTOR/ TUTORIAL
MAESTRO/MAESTRA SCHOOLTEACHER (PRIMARY)
PROFESOR/PROFESORA TEACHER
MONITOR/MONITORA INSTRUCTOR
ASOCIACIÓN DE MADRES Y PADRES /PARENT TEACHER ASSOCIATION
ACTIVIDADES EXTRAESCOLARES /EXTRACURRICULAR ACTIVITIES
NORMAS DE CONVIVENCIA/ SCHOOL RULES OF BEHAVIOUR
BECAS GRANTS/SCHOLARSHIPS
AYUDAS/ FINANCIAL AID
ASISTENTE SOCIAL/ SOCIAL WORKER
ASIGNATURAS /SUBJECTS
LENGUA CASTELLANA/ SPANISH LANGUAGE
LENGUAS EXTRANJERAS /FOREIGN LANGUAGES
INGLÉS /ENGLISH
FRANCES/ FRENCH
MATEMÁTICAS/ MATHEMATICS
CONOCIMIENTO DEL MEDIO/ NATURAL AND SOCIAL SCIENCE
EDUCACIÓN ARTÍSTICA /ARTS AND CRAFTS
EDUCACIÓN FÍSICA /PHYSICAL EDUCATION
RELIGIÓN/ RELIGION
ESTUDIO ALTERNATIVO/ NON-RELIGIOUS OPTION
SOCIEDAD, CULTURA Y RELIGIÓN /SOCIETY, CULTURE AND RELIGION
MÚSICA/ MUSIC
CIENCIAS SOCIALES /SOCIAL SCIENCES
CIENCIAS DE LA NATURALEZA /NATURE STUDIES

TECNOLOGÍA /TECHNOLOGY
INFORMÁTICA/ IT
EDUCACIÓN PLÁSTICA Y VISUAL/ PLASTIC AND VISUAL ARTS
PROCESOS DE COMUNICACIÓN/ COMMUNICATION PROCESSES
TALLER DE MATEMÁTICAS /MATHS WORKSHOP
BIOLOGÍA /BIOLOGY
APOYO DE MATEMATICAS /EXTRA HELP FOR MATHS
APOYO DE LENGUA /EXTRA HELP FOR LANGUAGE
EVALUACIÓN /ASSESSMENT
PROMOCIÓN/ YEAR
REPETICIÓN /RETAKE
CALIFICACIÓN /MARKS
OBSERVACIONES /COMMENTS
ACTITUD /ATTITUDE
APTITUD /ABILITY
INTERÉS /INTEREST
ESFUERZO/ EFFORT
INSUFICIENTE /DEFICIENT
SUFICIENTE /SUFFICIENT
BIEN /GOOD
NOTABLE/ EXCELLENT
SOBRESALIENTE/ OUTSTANDING
HORARIO /TIMETABLE
MAÑANA/ MORNING
TARDE /AFTERNOON
NOCHE /EVENING
DIURNO/ DAYTIME
NOCTURNO/ EVENING
CALENDARIO /CALENDAR
CURSO ESCOLAR /SCHOOL YEAR
LECTIVO/FESTIVO SCHOOL DAY/ HOLIDAY
FIESTA /HOLIDAY
EXCURSIÓN /TRIP
ACTIVIDAD EXTRAESCOLAR /EXTRACURRICULAR ACTIVITY
VACACIONES/ HOLIDAYS
NAVIDAD /CHRISTMAS
SEMANA SANTA /EASTER
DIAS DE LA SEMANA/ DAYS OF THE WEEK
LUNES/ MONDAY
MARTES /TUESDAY
MIÉRCOLES/ WEDNESDAY
JUEVES/ THURSDAY
VIERNES /FRIDAY
SÁBADO/ SATURDAY
DOMINGO /SUNDAY
MESES DEL AÑO /MONTHS OF THE YEAR
ENERO /JANUARY
FEBRERO /FEBRUARY
MARZO/ MARCH
ABRIL/ APRIL
MAYO/ MAY
JUNIO/ JUNE
JULIO/ JULY

AGOSTO /AUGUST
 SEPTIEMBRE /SEPTEMBER
 OCTUBRE /OCTOBER
 NOVIEMBRE/ NOVEMBER
 DICIEMBRE /DECEMBER
 ENTRADA/ ENTRANCE
 SALIDA/ EXIT
 TRANSPORTE /TRANSPORT
 PARADA /BUS STOP
 AUTOBUS/ BUS
 COMEDOR /DINING HALL
 BEBIDA /DRINK
 ROPA /CLOTHING
 AULA /CLASSROOM
 PASILLO/ CORRIDOR
 DESPACHO /OFFICE
 BIBLIOTECA/ LIBRARY
 LABORATORIO/ LABORATORY
 SALA DE USOS MÚLTIPLES/ MULTI-PURPOSE ROOM
 SALA DE AUDIOVISUALES /AUDIOVISUAL ROOM
 GIMNASIO /GYMNASIUM
 PATIO /PLAYGROUND
 RECREO/ BREAK
 ASEOS (CHICOS/AS) TOILETS (BOYS, GIRLS)
 LIBRO /BOOK
 CUADERNO NOTEBOOK/EXERCISE BOOK
 DICCIONARIO /DICTIONARY
 FOTOCOPIA /PHOTOCOPY
 FOLIOS /SHEETS OF PAPER
 CHANDAL /TRACKSUIT
 ZAPATILLAS /TRAINERS

VOCABULARIO SOCIAL (esp.) SOCIAL VOCABULARY

- | | | | |
|---------------------|---------------------|---------------------------|-------------------------|
| 1. ALBERGUE | 1. HOSTEL | 15. CEMENTERIO | 15. CEMETERY, |
| 2. ALCALDÍA | 2. MAYOR'S OFFICE | | GRAVEYARD |
| 3. ASEOS | 3. TOILETS | 16. CINE | 16. CINEMA |
| 4. ASISTENTE SOCIAL | 4. SOCIAL WORKER | 17. COLEGIO | 17. SCHOOL |
| 5. AULA | 5. CLASSROOM | 18. CONFERENCIA | 18. CONFERENCE, LECTURE |
| 6. AYUNTAMIENTO | 6. TOWN HALL | 19. COOPERATIVA | 19. COOPERATIVE |
| 7. BANCO | 7. BANK | 20. CORREOS | 20. POST OFFICE |
| 8. BIBLIOTECA | 8. LIBRARY | 21. CURSO GRATUITO | 21. FREE COURSE |
| 9. BUZÓN | 9. LETTER BOX | 22. ERMITA | 22. HERMITAGE |
| 10. CALLE | 10. STREET | 23. ESCUELA DE ADULTOS | 23. ADULT SCHOOL |
| 11. CAMPO DE FUTBOL | 11. FOOTBALL PITCH | 24. ESTACIÓN DE AUTOBUSES | 24. BUS STATION |
| 12. CARRETERA | 12. ROAD | 25. ESTACIÓN TREN | 25. RAILWAY STATION |
| 13. CASA DE CULTURA | 13. CULTURAL CENTRE | 26. ESTANCO | 26. TABACCONIST |
| 14. CASA PARROQUIAL | 14. CHURCH HALL | | |

27. EXPOSICIÓN	27. EXHIBITION	45. PISCINAS	45. SWIMMING POOLS
28. FARMACIA	28. CHEMIST'S	46. PLAZA DE TOROS	46. BULL-RING
29. FIESTA	29. PUBLIC HOLIDAY	47. POLICÍA	47. POLICE, POLICE STATION
30. GUARDERÍA	30. NURSERY	48. POLIDEPORTIVO	48. SPORTS CENTRE
31. GUARDIA CIVIL	31. THE CIVIL GUARD	49. RESIDENCIA DE ANCIANOS	49. OLD PEOPLE'S HOME
32. HORARIO	32. TIMETABLE	50. SALA DE ORDENADORES	50. COMPUTER ROOM
33. IGLESIA	33. CHURCH	51. SALÓN DE PLENOS	51. ASSEMBLY HALL
34. JUZGADO	34. COURT	52. SEMANA CULTURAL	52. CULTURAL WEEK
35. LOCUTORIO	35. PHONE CENTRE	53. SERVICIO MÉDICO	53. MEDICAL CENTRE
36. MEZQUITA	36. MOSQUE	54. TALLER DE CERÁMICA	54. POTTERY WORKSHOP
37. MUSEO	37. MUSEUM	55. TEATRO	55. THEATRE
38. OFICINA DE ATENCIÓN AL INMIGRANTE	38. IMMIGRATION OFFICE	56. TELÉFONO	56. TELEPHONE
39. OFICINA DE TURISMO	39. TOURIST OFFICE	57. ZONA INDUSTRIAL	57. INDUSTRIAL AREA
40. PABELLÓN	40. PAVILION		
41. PANADERÍA	41. BAKER'S		
42. PLAZA	42. SQUARE		
43. PARQUE	43. PARK		
44. PENSIÓN: HABITACIONES	44. GUEST HOUSE: ROOMS		

PLACES OF INTEREST

Management & Heads of Depts.

- Timetables, changes in optional subjects...
- Information about the course
- Discipline, warnings...

Administration

- Enrolment
- Certificates
- Titles
- Fees
- Grants

Porter's Office

- Absence justification slips
- First Aid
- Permission to leave

Orientation

- Information and personal evaluation
- Academic Information
- Information for families

Photocopies

- Photocopies
- Bindings

Library

- Book Lending
- Study room
- Reference section: books, magazines and newspapers
- Access to internet
- Bilingual Dictionaries

INTERESTING LINKS AND PAGES

<http://clasedeatal.weebly.com>

Esta página tiene actividades para aprender español y enlaces/ This site has activities to learn Spanish and links/ هذا هو موقعنا المجلة على الانترنت. على هذه الصفحة نعلقه عملنا */This сайт мероприятия учить испанский и ссылки. /第二条本网站有活动，学习西班牙语和联系/*

<http://iesintercultural.weebly.com>

Esta es nuestra revista en internet. En esta página colgamos nuestros trabajos/This is our magazine online. On this page we hang our work/ Это наш журнал в Интернете. На этой странице мы повесим нашу работу/*الموقع قد الأنشطة لتعلم الاسبانية والارتباطات/ 这是我们杂志的在线。在这/*

<http://clasedeatal.ning.com>

Red social para los alumnos y los profesores de la clase de ATAL /Social network for students and teachers of the class of ATAL/ شبكة اجتماعية للطلاب والمعلمين */Социальная сеть для студентов и преподавателей класса ATAL/* 从芬塔安 *ATAT/* 社会网络的学生和班主任的安乐/

**JUSTIFICACIÓN FALTAS ASISTENCIA
JUSTIFICATION OF ABSENCE**

(on the dotted line, write the name of the mother or father in Spanish)

..... (padre/madre/tutor),
father/mother/tutor: **(on the dotted line, write the name of your son/daughter)**
.....(alumno)

By way of this letter, I inform you that my son/daughter did not attend classes

(fecha de la falta)

for the following reason: (put a cross in front of the reason for the absence)

(motivo):

- Illness /// Enfermedad
- Administrative paperwork /// Gestión administrativa
- Trip /// Viaje
- Other /// Otros

I enclose a doctor's note or other justification: Yes: No:

(adjunto justificante) (SI) (NO)

....., / /20...

(place) , day / month / year

Signature:

Father/Mother/Tutor

**JUSTIFICACIÓN FALTAS ASISTENCIA
JUSTIFICATION OF ABSENCE**

(on the dotted line, write the name of the mother or father in Spanish)

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father/mother/tutor: **(on the dotted line, write the name of your son/daughter)**
.....(alumno)

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(fecha de la falta)

for the following reason: (put a cross in front of the reason for the absence)

(motivo):

- Illness /// Enfermedad
- Administrative paperwork /// Gestión administrativa
- Trip /// Viaje
- Other /// Otros

I enclose a doctor's note or other justification: Yes: No:

(adjunto justificante) (SI) (NO)

....., / /20...

(place) , day / month / year

Signature:

Father/Mother/Tutor

Dear Sir / Madam:

This is to inform you that your son/daughter
«.....» in «.....» will receive lessons of Spanish as
a Foreign Language in the ATAL classroom (ATAL in Spanish stands for Aula
Temporal de Adaptación Lingüística; in English Temporary Classroom of Linguistic
Adaptation). The ATAL classrooms are part of a special programme of attention to
immigrant students, promoted by Andalusian educative authorities.

Your son/daughter will start receiving a minimum of 4 hours a week of Spanish
lessons. He/she will have to leave his group and go to a different classroom. The
number of hours may change according to the level of communicative competence
acquired. We will provide him/her with a timetable with the exact times of these
lessons.

The ATAL teacher, Mariangeles Romero Calero, when he/she is prepared to
leave the ATAL group, taking into account the opinion of the rest of the teachers. It is
important to mention that leaving the ATAL group does not imply having a command
of Spanish as a Foreign Language. It implies having a basic communicative competence
to manage in basic situations of school life. So we recommend your son/daughter to
receive Spanish lessons in the afternoon, if possible. Your own learning of Spanish
would be of great help for him/her, according to our experience with students in this
situation.

It is necessary for them to have a bilingual dictionary, which will be used for
other subjects as well.

To allow your son/daughter's attendance to the ATAL classroom, we need you
to sign the attached document. . If you need more information, do not hesitate to contact
me in the school, if possible on Mondays, Wednesdays and Fridays from 8.30 to 13.00
or via e-mail in the address padres@mariangelesromero.es
Yours faithfully,

M^a Angeles Romero Calero
(the ATAL teacher)

I agree with the attendance of my son/daughter
«.....» to the lessons of Spanish as a Foreign
language in the ATAL classroom.

I have been informed that my son/daughter will miss several lessons of the other
subjects to receive lessons of Spanish and that the number of lessons and the period of
attendance to these lessons will be decided by the teacher in charge of the ATAL group
together with the rest of the teachers, depending on the level of communicative
competence acquired and according to his/her attitude.

Name and signature (father, mother or guardian):

Date:

e-mail:



Dear parents,

The Institute Cervantes is an official well known institution whose aim is to spread the knowledge of Spanish Language all over the world.

The Cervantes offers the possibility for families and children to follow a Spanish Language course on-line which will be certified by your tutor with a diploma when completed .

Each student will be guided by the ATAL teacher in school and also on-line. As this is an extra-curricular activity, it will also have to be accomplished at home or using public Internet posts in libraries. Parents will be guided on-line by the same teacher/tutor.

We consider really important that parents could try to follow the course as well as children and would appreciate your collaboration so that families and children could get involved in the correct social integration in Spanish life and school.

If you are interested, please fill in the form below and give it back as soon as possible.

Yours sincerely,

Mariangeles Romero Calero
(Spanish teacher at the ATAL class and Cervantes tutor))
e-mail:alumnos@mariangelesromero.es

Name(s) of the participants in the Cervantes course:

My son/daughter : _____
e-mail: _____

Father's name: _____
e-mail: _____

Mother's name: _____
e-mail: _____

Father's/mother's/legal tutor's signature

APPLICATION FORM FOR A SCHOOL IN THE GENERAL SCHOOL SYSTEM

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Applicant’s family/last name(s) Given/first name NIF/Passport Number
 Date of birth

and, on his/her behalf _____ and

 Father or tutor’s name NIF /Passport Number Mother or tutor’s name _

NIF /Passport

STATE :

That during the present school year the Applicant was currently studying:

 Year Level/Stage School City

REQUEST:

Admission for the Academic year 2006 /2007 as a pupil of :

 Name of the school City

(Academic level you are applying for)	
1. Nursery Infant Education <input type="checkbox"/>	2. Primary Educati <input type="checkbox"/>
3. Compulsory Secondary Education <input type="checkbox"/>	
4. Baccalaureate <input type="checkbox"/>	_____ Modality
5. Middle grade vocational training <input type="checkbox"/>	_____ Name of the training cycle
How will the Applicant access the above level?	
With academic requirements <input type="checkbox"/>	With no academic requirem <input type="checkbox"/>

1. The permanent family address or work address of the applicant or legal representative is:

 Street , number, Post Code, City, Province Telephone

2. The applicant has siblings who attend and will continue to attend at the school you are applying for during the coming academic year:

 Family name and given name of the sibling Current academic year Level

3. The Applicant’s family unit consists of _____ members.
 The family unit’s annual income two tax years ago was _____

4. The Applicant has a certified degree of disability of 33 percent or more.

Yes No

5. Father/ mother's Applicant or a sibling has a certified degree of disability of 33 percent or more

6. The Applicant has got a chronic disease affecting his/her digestive, endocrine or metabolic system that requires a complex diet and strict food control on which his/her health depends. Yes No

7. Does the Applicant belong to a large family? Yes No

Applicant's family/last name(s) _____ Given/first name _____ NIF/Passport Number _____
Date of birth _____

Please enclose the documents listed below to support the above declaration (check the appropriate box):

- Evidence of your permanent address.
- Evidence of your work address.
- Certification of your disability.
- Certification of your father, mother or sibling's disability.
- Certification of your chronic disease.
- Certification as a member of a large family.
- Academic record.

Tax data

To certify the family unit's per capita income, the undersigned expressly state that they are up to date in their tax payments. They hereby authorise the competent Education Department body to receive their tax data for two years ago from the Spanish Treasury.

DNI/Passport _____ Family relationship _____ Date of birth _____
First surname _____ Second surname _____ Given name _____
Signature: _____

DNI/Passport _____ Family relationship _____ Date of birth _____
First surname _____ Second surname _____ Given name _____
Signature: _____

DNI/Passport _____ Family relationship _____ Date of birth _____ t5
First surname _____ Second surname _____ Given name _____
Signature: _____

In the event that you are not accepted by the school of your choice, you may apply for admission in other schools. Please name them in your order of preference:

1. _____
2. _____
3. _____
4. _____

Signed in (city or town) _____, on (day, month, year)

Signed by:

The Applicant's father, mother or legal representative

To the Head of the School (name of the school you are applying for)
