

SCHOOL GUIDE

ACADEMIC YEAR 2025- 2026





At the beginning of a new academic year we want to welcome all the families of our students, and especially those who will be part of the Mare Nostrum School from now on. Once again we start the course with enthusiasm and the desire to share a year full of joys, activities, projects, and... many learnings.

This guide contains information on different aspects of the operation and organization of the center. It is interesting that you do not lose sight of it throughout the course.

All principles entail great challenges and
Great illusions!

We wish you a good academic year 2025-2026

Teaching team
of the CEIP MARE NOSTRUM

SCHOOL CALENDAR



The school year began on September 8th and will end on June 19th.

The vacation periods for the 2025-2026 academic year will be as follows:

CHRISTMAS: from 23rd December 2025 to 6th January 2026 (both included).

EASTER: from 2nd to 13th April 2026 (both included).

FALLAS: from 17th to 19th March 2026

The following days will not be classes:

Thursday, October 9th, 2025, Day of the Valencian Community and October 10th.

Monday, December 8th, 2025, Immaculate Conception Day.

Friday, May 1st, 2026 International Workers' Day.

CENTER HOURS



SETEMBRE / JUNY	MATINERA		
	8:00	-	9:00
	HORARI LECTIU		
	9:00	-	13:00
	MENJADOR		
	13:00	-	15:00
	EXTRAESCOLARS		
	15:00	-	16:30

OCTUBRE - MAIG	DILLUNS A DIJOUS		
	MATINERA		
	8:00	-	9:00
	HORARI LECTIU		
	9:00	-	12:45
	14:30	-	16:00
	MENJADOR		
	12:45	-	14:30
	EXTRAESCOLARS		
	16:00	-	17:30
DIVENDRES	MATINERA		
	8:00	-	9:00
	HORARI LECTIU		
	9:00	-	13:00
	MENJADOR		
	13:00	-	15:00
	EXTRAESCOLARS		
	15:00	-	16:30

ENTRANCES AND EXITS



The doors of the school, at the entrances, will close at 9:05 a.m. and 2:35 p.m. in the afternoon. If you arrive after the door has closed, please use the main entrance. Wait there until you are given permission to go to class or someone can accompany you. You will need to sign in and explain the reason for the delay.

Each level is assigned a door in and out of the center. At noon, the entry and exit of all primary students will take place through the pedestrian street of Jose Maria d'Haro and Infant through Blasco Ibáñez.

To leave the Centre during school hours, the presence of a previously authorized responsible adult will be necessary. It will be signed in the Centre's Departure Register. Absences from attendance will be justified to the Tutor in writing.

You always must wait for the students to leave punctually. The time of the end of the teaching activity indicates the moment from which the guardianship and custody of the student correspond to his/her parents or legal guardians. To this end, the school will close its doors 5 minutes after the end of the school day.

Both absences and delays must be justified by the families in writing through the family website and, if applicable, provide documentation to the tutor.

In the event of school absenteeism or lack of protection of the minor, action will be taken in accordance with the indications of the Ministry of Education and the City Council of Valencia.

ACCESS TO THE CENTRE: ENTRANCES AND EXITS SEPTEMBER / JUNE

Level	Entrance Access		Cove	
CHILDISH	Blasco Ibáñez, white door. *3 YEARS	9:00 a.m.	José María de Haro, right door of the green fence	1:00 p.m. 3 years-12:45h *DINING ROOM 14:50h/15:00h
1. 2nd.	Blasco Ibáñez-José María de Haro "pedestrian", white sliding door.	9:00 a.m.	Blasco Ibáñez, small white door.	1:00 p.m. *DINING ROOM
3rd. 4.	Blasco Ibáñez-José María de Haro "pedestrian", white sliding door.	9:00 a.m.	Blasco Ibáñez-José María de Haro "pedestrian", white sliding door.	1:00 p.m. *DINING ROOM
5. 6.	José María de Haro, left door of the green grille.	9:00 a.m.	José María de Haro, left door of the green grille.	1:00 p.m. *DINING ROOM

- ***3 YEARS:** SCHEDULES ACCORDING TO THE RECEPTION PERIOD

- ***DINING ROOM:**

- PRIMARY SCHOOL STUDENTS WHO USE THE CANTEEN SERVICE WILL LEAVE THROUGH THE **CAR PARK DOOR**. THE DOOR WILL OPEN AT **2:50 P.M.** TO BE ABLE TO LEAVE IN AN ORDERLY MANNER.
- THE EXIT OF **INFANT STUDENTS** WHO USE THE CANTEEN SERVICE WILL TAKE PLACE THROUGH THE MAIN DOOR. THE DOOR WILL OPEN AT **2:50 P.M.** TO BE ABLE TO LEAVE IN AN ORDERLY MANNER.

ACCESS TO THE CENTRE: ENTRANCES AND EXITS OCTOBER-MAY

Level	Entrance Access		Cove	
CHILDISH	Blasco Ibáñez, white door 9:00 a.m.		José María de Haro, right door of the green fence.	Monday to Thursday 4:00 p.m. Friday 13:00h
1. 2nd.	Blasco Ibáñez-José María de Haro "pedestrian", door White sliding.	9:00 a.m.	Blasco Ibáñez, door petite white.	
3rd. 4.	Blasco Ibáñez-José María de Haro "pedestrian", white sliding door.	9:00 a.m.	Blasco Ibáñez-José María de Haro "pedestrian", door white Sliding.	
5. 6.	José María de Haro, left door of the green grille.	9:00 a.m.	José María de Haro, left door of the Green fence.	

- MIDDAY:

- THE DEPARTURES AND ENTRANCES AT NOON OF INFANT STUDENTS WILL ALWAYS TAKE PLACE THROUGH THE SMALL DOOR OF BLASCO IBAÑEZ.
- THE DEPARTURES AND ENTRANCES AT NOON OF PRIMARY SCHOOL STUDENTS (**first cycle**) WILL ALWAYS TAKE PLACE THROUGH THE SMALL DOOR OF BLASCO IBAÑEZ.
- DEPARTURES AND ARRIVALS AT NOON FOR PRIMARY STUDENTS **from 3rd grade**
- THEY WILL ALWAYS TAKE PLACE ON THE BLASCO IBAÑEZ SLIDE.

- FRIDAY DINING ROOM OUTING:

- PRIMARY SCHOOL STUDENTS WHO USE THE CANTEEN SERVICE ON **FRIDAYS** WILL LEAVE THROUGH THE **CAR PARK DOOR**. THE DOOR WILL OPEN AT **2:50 P.M.** TO BE ABLE TO LEAVE IN AN ORDERLY MANNER.
- THE EXIT OF **INFANT** STUDENTS WHO USE THE CANTEEN SERVICE WILL TAKE PLACE THROUGH THE MAIN DOOR. THE DOOR WILL OPEN AT **2:50 P.M.** TO BE ABLE TO LEAVE IN AN ORDERLY MANNER.

CENTER STAFF



EARLY CHILDHOOD EDUCATION

GROUPS A	GROUPS B
3 years A: Sheila Giménez	3 years B: Andrea Martínez
4 years A: M ^a Ángeles Iranzo	4 years B: Raquel Cortés
5 years A: Vanesa Bermúdez	5 years B: Cristina Maícas
Support: Lourdes Muelas	Support: Luisa Martínez

PRIMARY EDUCATION

GROUPS A	GROUPS B	
1st A: Miriam Monfort		
2nd A: Joana Alcañiz	2nd B: Isabel Malonda	
3rd A: Miguel Ángel Benlloch	3rd B: Natalia Pérez	
4th A: Jose Ramón Puig	4th B: María Ponce	
5th A: María del Saz	5th B: Mar Rodríguez	5th C: Mar Candel-Pilar Genovés
6th A: Teresa Torrejón	6th B: Patricia Pizá	

<i>Music</i>	<i>Encar Colomina</i>
<i>Primary English</i>	<i>Elvira Capón - Mar Candel</i>
<i>Physical Education</i>	<i>Rai Granell - Emili Martínez</i>
<i>Religion</i>	<i>Lupe Enrique - Amparo Guasp</i>

<i>Inclusion Team</i>	<i>Alicia Bartual (AiL)</i>
	<i>Maria Navarro (AiL UECO)</i>
	<i>Cueva García (PT UECO)</i>
	<i>Maria Bartual (PT)</i>
	<i>Rayza Carreño (PT)</i>
	<i>Mara Alemany (PT)</i>
	<i>Ana M^a Domene (EEE)</i>
	<i>Zaira Villar (EEE)</i>
	<i>Raquel Lozano (EEE UECO)</i>
	<i>Núria Alfonso Giménez (Counselor)</i>

School Dining Room Coordinator: Pepa Castelló

Janitor: Noelia Moreno - Inma Clari

MANAGEMENT TEAM:

Secretary: Alicia Bartual

Deputy Head: Isabel Malonda

Headteacher: Soledad Salcedo

FAMILY-SCHOOL INFORMATION AND COMMUNICATION

Family-school communication will be carried out through the school planner (Primary), family website, and the email of the 46023900@edu.gva.es school mail:46023900@edu.gva.es or by telephone if it is an urgent situation (961205560).

The dissemination of communications from the center will be carried out through the family website, the centre's website or through the notice boards.

It is very important that families update personal data, with valid telephone numbers, collection of any new authorizations and aspects related to family life. It is the responsibility of families to inform and document any change in the data or family situation of the students.

From the tutorials, families will be summoned to a general meeting at the beginning of the course and one at the end of each term.

The weekly tutoring schedule will be:

- September and June: Wednesdays from 1:00 p.m. to 2:00 p.m.
- October to May: Wednesdays from 4:00 p.m. to 5:00 p.m.

It will be essential to make an appointment in advance to be able to attend the tutorials with any member of the teaching team.



START-OF-COURSE TUTORING MEETINGS

CHILDISH	
3 years	25 th September 1:15 p.m.
4 years	25 th September 1:15 p.m.
5 years	22 nd September 1:15 p.m.
PRIMARY	
1st and 2nd	24 th September 1:15 p.m.
3rd and 4th	23 rd September 1:15 p.m.
5th and 6th	22 nd September 1:15 p.m.
UECO-CIL (Specific Unit in a Mainstream School- Specific Unit for Communication and Language)	29 th September 1:15 p.m.

STUDENTS CANNOT ATTEND COLLECTIVE TUTORING MEETINGS, BOTH IN INFANT AND PRIMARY, NOR CAN THEY REMAIN IN THE SCHOOL'S FACILITIES (PLAYGROUND, TRACKS, CORRIDORS...).

Management Team Hours of Operation

INTERVIEW REQUEST BY APPOINTMENT

To request an interview with the Headteacher of the Centre or the Deputy Head, they must fill in a form available at the Reception (with the Janitor) in which they will briefly indicate the matter they wish to discuss and the contact details. It can also be requested by email providing the relevant information.

SECRETARY HOURS

Monday, Tuesday and Thursday from 9:10 a.m. to 9:55 a.m. Wednesday from 2:45 p.m. to 3:45 p.m.

The request for enrolment certificates can be made by email indicating the name of the student and specifying the reason for knowing the type of document requested.

46023900@edu.gva.es

For updates of the volunteer card, specific dates and times will be indicated.



EVALUATION REPORT

Evaluation is a vital part of the educational process, as it enables both students and teachers to track progress. It is an ongoing task that takes into account not only academic performance but also individual characteristics and needs.

The communication to families about the evaluation of the students will be carried out through WEBFAMILIA. Evaluations will be conducted quarterly for primary students and every four months for infants.

SCHOOL CANTEEN



The school canteen is a complementary pedagogical service offered by the school in order to promote the reconciliation of family and work life. Its main objective is to develop healthy eating habits. The dining room hours are as follows:

SEPTEMBER AND JUNE	EVERY DAY	From 1 pm to 3 pm
FROM OCTOBER TO MAY	MONDAY TO THURSDAY	From 12:45 p.m. to 2:30 p.m.
	FRIDAY	From 13 to 15:00 h
THE DEPARTURE OF STUDENTS ON FRIDAYS WILL TAKE PLACE IN A SINGLE SHIFT AT 3:00 p.m. with doors opening 10 minutes before. (Main Infant- Primary parking)		

Students who use the School Dining Room service cannot leave or access the school premises during these hours.

If there is a justified reason for leaving, it must be accompanied by an authorised adult, **with prior notice to the person in charge**. In any case, the responsible adult will sign the Centre's Departure Register.

If the student misses class in the morning due to **a medical appointment** and they arrive at the school on time to use the canteen service (Monday to Thursday 12:45 p.m. and Friday at 1 p.m.), the students will be able to access the canteen service, only, if the family has notified in writing to the canteen email and it must be done before 9:30 a.m..

Once the dining room service has started, access will no longer be allowed, and the fee will be charged for that day if we have not received prior notice.

Monthly installments will be paid via invoices, which should be settled directly into the specified bank account. If the corresponding payment is not made, it will be understood that the student has withdrawn from the Dining Room service.

In accordance with the instructions for school canteens, students who are beneficiaries of canteen aid **must use it every school day**. Absences will only be excused if they are due to illness, medical visit or force majeure.

On the days that the Dining Room students participate in a full-day school outing, they will be provided with a "picnic".



Communications of food allergies and intolerances will be accompanied by a medical report and submitted in writing to the Dining Room Manager. Requests for menu changes due to justified illness must also be communicated in writing to the email menjadormarenostrum@gmail.com NO to the Tutor of your class.

The use of the Dining Room service implies acceptance of its rules.

For any administrative queries, please contact the centre's secretary's office. For any other type of query, you should contact the Dining Room Manager, by email or by calling the center from 9:00 a.m. to 10:00 a.m.

On the school's website, in the canteen section, you can find the monthly menu, the educational project and the canteen PGA (Annual General Schedule). All students must carry out the activities programmed for their group.

INSTALLACTIONS



It is the responsibility of the entire educational community to make use of the school's facilities in an appropriate and respectful way. The material in the common spaces (games room, playground, assembly hall, dining room, hall, bathrooms, corridors, etc...) must be cared for and kept in the best conditions to be able to use it and enjoy its features for a long time.



BENVINGUTS I BENVINGUDES!



WELCOME