



MONTFORT
BRITISH SCHOOL



Welcome to Montfort British School. This document provides an overview of our school with some information about living and working in Spain.

Montfort British School has one campus in the capital of Spain, Madrid. It is one form entry school. In response to parental demand, Montfort British School will open in September 2015. We will accept pupils from Pre-Nursery to Year 1.

A BRIEF HISTORY AND DESCRIPTION

Colegio Montfort was founded in 1964 and consistently occupies one of the top places in the list of the 100 best schools in Spain (100 Mejores Colegios de España) published by El Mundo newspaper.

Montfort is located in Loeches, a small village to the south-east of Madrid, close to the towns of Alcalá de Henares and Arganda del Rey. A comprehensive bus service and the local motorway network means that its catchment area covers most parts of north, east and south Madrid, as well as the neighbouring towns and villages.



The school sits on a 247-acre site (1 million square metres). The school premises have an area of 31,000 square metres (334,000 sq. ft), while the sports facilities occupy a further 16,000 square metres (172,000 square feet). Montfort is particularly proud of its Botanical Gardens, home to over 1200 varieties of plants, trees and flowers from all over Spain and from overseas. MBS will initially occupy the first floor of one wing of the main building with room for expansion into the first floor of the neighbouring wing. This floor will be occupied exclusively by MBS and not shared with the Spanish school. As the main building lies on a slope, first-floor classrooms in this wing are in fact at ground level with direct access to the exterior.

The sports facilities include a multi-function sports hall, basketball, handball, volleyball and tennis courts, a skating rink, a full-sized artificial turf football pitch, a five-a-side pitch, an outdoor Olympic swimming pool and a fully-equipped gymnasium and fitness centre.

Colegio Montfort currently operates as a Spanish school covering the whole range of education to some 1,400 students, all the way from pre-Nursery (2+) through to Bachillerato and university entrance at 18 years of age. The school was one of the first in Spain to adopt bilingual education, with a substantial part of the curriculum taught through the medium of English. Students also learn a third language (French), while German and Chinese are also offered as options.

Montfort is a member of ACADE, the Spanish association of private schools to which all NABSS schools also belong. Montfort's CEO, Mr. Jesús Nuñez Velázquez is currently the President of ACADE. The school is also proud to be a founder member of the Alfonso X El Sabio university which inducted its first undergraduate cohort in 1994.

Delivering the bilingual curriculum over many years has persuaded us that we should now move to a programme taught completely through the medium of English. Our experience from working with UK-trained teachers, consultation and further research into the merits of the British system have convinced us that the time has come to move completely to the English National Curriculum rather than try to further adapt the Spanish programme for its total delivery through the medium of English.



The transition will be a gradual one, with an initial consolidation of pre-Nursery, Foundation, Reception and Year 1, followed by incremental steps in later years until the whole provision up to Year 13 is attained.

Montfort British School will be coeducational. It will be non-denominational. The values it will promote include courtesy, orderliness, a willingness to dialogue, tolerance, solidarity, respect, honesty, responsibility and effort.

Colegio Montfort has a boarding facility for boys and girls over 7 years of age. Consequently, it will not be accommodating any of the children in the first year of operation (up to Year 1).

ACADEMIC STANDARDS

Educational standards at Montfort British School are excellent. Through the foundation stage and Key Stage 1 an emphasis on synthetic phonics provides pupils with early reading skills. Supported by our levelled reading books, predominantly Oxford Reading Tree, pupils leave Key Stage 1 as confident readers achieving in line with United Kingdom age related expectations.

Throughout Key Stage 2 we have a focus on core skills. Pupils study the full British National Curriculum alongside studies in Spanish, Conocimiento (a Spanish language study of Science, Geography and History).

Class teachers are responsible for planning and delivering the full British National Curriculum. Spanish, and Conocimiento are delivered by our Spanish department staff.

Montfort British School will enter pupils for the United Kingdom SATS tests at the end of Key Stage 2. The papers will be sent to the United Kingdom for external marking.

Our objective is always to support children in fulfilling their own potential and a solid start in primary ensures our pupils are well prepared for beginning their secondary education.



OUR CHILDREN AND PARENTS

The majority of children who attend Montfort British Schools are Spanish.

Our pupils and their parents place a high value on the education we offer, which is delivered by our team of highly professional and dedicated staff. Our pupils are motivated, respectful and a pleasure to teach. Both behaviour in school and academic achievement are of an exceptionally high standard.

Parents who choose Montfort British School for their children are supportive of the school and our teachers. They take an active interest in the education their children receive.

The school is a British school and the parents expect their children to achieve a native fluency in English together with high grades in both English and Spanish qualifications. As an education, parents know that this provides a greater variety of options for their children when they reach school leaving age. Many parents have multi-national businesses in the area and want their children to be well equipped to take a leading role in the family business. Whatever their background the common factor in selecting Montfort British School is the standard of education and the reputation we have developed.

STAFFING AND MANAGEMENT

Montfort British School will maintain its current management structure for the time being, with a school board which is chaired by the President and includes Mr. Juan Martorell, overall Head Teacher.

Montfort British School will have its own internal management structure led by the Head Teacher, who will be accountable to the overall board through Sr. Martorell.

MBS will have a Senior Management Team consisting of the Head Teacher, Coordinators for Pre-Nursery and Early Years Foundations Stage, Key Stage 1, Literacy and Numeracy. One of the Coordinators will also act as Deputy Head.



THE SCHOOL DAY

Teaching staff at Montfort British School work from 9:15 am to 5:15 pm with one hour free at lunchtime. Teaching assistants share a similar working day but begin at 8:50am. All members of staff carry out playground duties on a rota basis.

The school day for pupils finishes at 5pm.

Staff at Montfort British School can use the school transport if they wish.

Lunches are prepared daily on site from fresh ingredients. Our menu has been designed by our dietician and provides a varied and balanced diet. There is a focus on Spanish cuisine so plenty of fresh fish, and meats are accompanied by seasonal vegetables and fruits. Children and staff alike enjoy a three course lunch and the dining staff cater for a range of specific diets as required.

Teaching staff are provided with a generous allocation of preparation and marking time throughout the week. Primary teaching staff receive five hours of preparation time each week. Teachers with coordination responsibilities are given additional non-contact time commensurate with their responsibilities.

Extra-curricular activities take place during the lunchtime and are led by a team of professional staff from outside the school. Activities provided include tennis, football, judo, Chinese, German, football...Alongside these activities teachers from our primary are welcome to provide a complementary activity program that enriches the curriculum, although this is not obligatory.

STAFF BENEFITS

Within school staff are entitled to a tuition free education for their own children from nursery age (3 years old).

We also sponsor the Spanish textbooks for children of our staff, meaning all textbooks from the Spanish publishers are provided free of charge.



PERSONAL AND PROFESSIONAL DEVELOPMENT

Montfort British School will soon become a member of NABSS (National Association of British Schools in Spain) and as a result we will have access to workshops and INSET events offered by this organisation. In addition we will regularly provide training at our schools through a consultancy agency. Most recently this has included training about the new national curriculum, assessment and a training session supporting reflective teaching practices.

We will also run a system of internal INSET during our staff meetings that draws upon the individual strengths of our teaching team to provide relevant training.

FINANCIAL BENEFITS

Montfort British School has financial benefits in place for all of our employees with some of the most reputable financial institutions (Banco Santander). Our staff collective has agreements with banks. These companies offer a package of benefits exclusive to our staff including cash back on purchases, guaranteed overdraft arrangements and preferential rates on mortgages, account transfers and credit cards or loans.

ACCOMMODATION

Montfort is located in Loeches, a small village to the south-east of Madrid, close to the towns of Alcalá de Henares and Arganda del Rey. A comprehensive bus service and the local motorway network means that its catchment area covers most parts of north, east and south Madrid, as well as the neighbouring towns and villages. Teachers can also use the school buses to get to school and go home on daily bases.

Staff are offered a room at Montfort Residence Hall, food and cleaning for free during the first two weeks (last week of August and first week of September) until they find accommodation. If they wish to stay at the school residence, they will be offered a special price.

Two and three-bedroom flats renting is around 600 euros.



SALARY

Montfortl British School pay a teaching salary as laid down by the convenio (set of laws which decree working conditions in the independent education sector in Spain). This is an agreed annual salary common to all private schools in Spain. Although for some teachers the salary may be less than that they would receive for teaching in the United Kingdom the cost of living in Spain is also considerably lower.

Our annual salary is 22.041,19€ per year. Tax levels in Spain are considerably less than those in the United Kingdom with teachers paying a combined tax and national insurance contribution of around 14%. There will be a bonus of 250 euros for each member of staff working at Montfort British School.

Initially, on moving to Spain, teachers pay nearly no tax until their first January, as the Spanish fiscal year runs from January to January. This means that from September to December during their first year of employment a teacher will take home a slightly raised salary as there will be negligible deductions for tax.

In addition, new teachers moving from the United Kingdom would usually be entitled to a tax rebate from the United Kingdom the April following their move. Montfort British School is able to advise on all of these issues.

SUMMER SCHOOL

Montfort British School offers a summer school that is a combination of activities and language classes. Summer term ends around the third week of June and summer school starts immediately afterwards and runs for four/five weeks. Teachers are contracted to work the summer school on alternate years. This means that summer holidays alternate between 5 and 10 weeks in length for our teaching staff. Staff are free to choose whether they wish to work in the summer school during their first or second year of working in the school.



ADDITIONAL LESSONS

Some of our children might at times require additional support. Where support classes are needed these are offered at lunch time or from 5 to 6 pm.

CONTRACT & NIE

During the first week the school will take some documentation from you including passport, photocopies of passport etc. The school will pay a solicitor to obtain your NIE (national insurance number for Spain). On receipt of this the school can issue you a contract (legally you cannot have that until your NIE is in place) and will register you with the Spanish social security system.

PHONE

We would suggest initially bringing one from the UK especially if you already have one. The roaming charges here are no more expensive on a UK phone than the Spanish mobile charges. The only thing that would be significantly more expensive would be roaming charges for data.

Once we have your NIE, usually within two to three weeks of you arriving here, you will have everything you need to get a mobile phone here. The assistant to the director helps teachers with all of this so she will make phone calls for you and explain exactly what you need. Unfortunately one of the things you need for almost everything in Spain is your NIE which is why we suggest you bring a mobile with you initially. Staff at Montfort British School will be given several options in order to get good offers in some telephone / mobiles companies in Loeches.

HEALTH SYSTEM

Please make sure that you bring with you an EHIC (E111 as it used to be called). This will cover you for the first six months. An EHIC entitles you to like for like care across Europe so you would be able to see a doctor, visit a hospital in an emergency etc.



Again, getting into the health system is dependent on a little paperwork that will be completed in your first month or two of being here. The first thing that you need is your NIE. After getting the NIE you will receive your contract from school which you will also need to register with the health system. The last thing you need is a letter from the Spanish government welcoming you to the social security system. This will probably arrive sometime in October or November. This document proves that you are paying in to the system. (Healthcare here is based on a contributory system rather than a residency system so unlike the UK where you just have to live in the country to be entitled, here in Spain you have to demonstrate that you are working to be entitled.) With these documents in place registering with a doctor and getting your SIP card (health card) is easy. Don't forget the EHIC initially though as that is really important for those first couple of months if you do need treatment.

HOLIDAYS & DATES

Holiday dates for the year have not yet been set. They are passed to us by the regional government anytime between now and the middle of August. The information below then is a guide and although fairly accurate may not be quite 100% accurate. As soon as the dates are confirmed we will send them to you.

TERM 1 - 1st September until either 21st or 22nd December.

TERM 2

Thursday 7th January term starts.

The end of term we can't be sure about until we get given the term dates but will be based around the Easter holiday dates.



TERM 3

Term 3 begins after Easter. Term will probably end on Friday 24th June.

Fiestas and holidays

Monday 12 October – Spanish National Day

Tuesday 8th December – Spanish Constitution Day (maybe Monday 7th Dec off)

Tuesday 22nd December to Thursday 7th January (Christmas Holidays)

FLIGHTS

We would appreciate you let us know when you are flying and where to in order to be able to pick you up and give you a lift if you are staying at our "Residence Hall". If you are renting a flat in Loeches or nearby (Alcalá de Henares), we will tell you how to get there as the means of transport in Madrid are really efficient.

BANK

Within the first two weeks of term starting, the school will arrange to open a bank account for new teachers. This will be in place before the end of the first month so you will be able to receive your salary.



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