

# LAUDE NEWTON COLLEGE GUIDE FOR STAFF ARRIVING FROM ABROAD



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## ***"Learning today for tomorrow's world"***

### **1. Letter from the Head**

**"We do well, because we aim high"**

Welcome to Newton College, a school which has been in constant growth since its foundation in 1991 and never stops looking for new ways to keep up to date, always wondering: what does this new generation of pupils need? Built upon the effort and involvement of a great team of professionals, evolution can only be achieved by adding the very best of the educational sector to facilitate and improve the essence of our activity, whose focus is "learning".



Do we want our pupils to be "busy" or to be "busy learning"?

This question helps us work harder on a daily basis to make our students brilliant, different, and even more, better than before.

From this framework, we lay the foundations of our Curricular Project on the Spanish and British Curricular Programmes, including the Early Years Foundation Stage International Programmes up to Sixth Grade, in which the Bilingual International Diploma is offered.

However, and taking a step forward, the multilingual education of our pupils within an international framework is uplifted by the consolidation of Newton College's teaching model: "Creative & Design Thinking", which integrates the "Maker spaces", our dynamic and innovative creative spaces. Our purpose is to generate an environment where creativity, skill development and adequate use of technology become agents of the "learning" process, inviting the student to transform challenges into innovative solutions and goals into unique and appealing products.

In conclusion, Newton College offers an educational and curricular framework which includes interesting projects from our Social Action Plan and "Opening Minds" Programme, where your children will experience and become aware of important values for their personal and emotional education, in addition to those shown in our School's emblem: Independence, Respect, Personal Integrity and Knowledge.

Thus, Newton College is always evolving towards the mission to help our pupils learn through different teaching styles, experience opportunities to build their identity and discover their talents, thinking and exploring new variables in the process.

In Newton College we make an opportunity out of these circumstances and keep asking ourselves the right questions to offer our pupils the spaces to generate little ideas that may get to change their surroundings.

Thank you and welcome to Newton College.

MS. ROSA MARÍA TORTOSA MONSALVE  
Head Teacher





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## **2. Stages in our School**

### **Early Years**

EYFS covers children aged between 1 and 5-6 years of age. We currently follow the British EYFS framework and Early Years outcomes. We also deliver the International Early Years Curriculum from Reception onwards. We have approximately 360 pupils who we are nurturing to be well prepared for the 21<sup>st</sup> Century.

### **Primary – The British Curriculum and the IPC**

The International Primary Curriculum is a skills-based, thematic curriculum that is delivered in schools around the world. The principle of the IPC is to focus on a combination of academic, personal and international learning for children worldwide, combined with innovative and exciting ways to learn. In Primary our pupils are taught the contents of the British Curriculum alongside the IPC in order that our students are immersed in the philosophy of internationalism from an early age.

### **Secondary - MYP**

The MYP is a challenging framework that encourages students to make practical connections between their studies and the real world. Comprising of eight subject groups, providing a broad and balanced education for early adolescents. Each year, students in the MYP also engage in at least one collaboratively planned interdisciplinary unit that involves at least two subject groups. MYP students also complete a long-term personal project, where they decide what they want to learn about, identify what they already know, discovering what they will need to know to complete the project, and create a proposal or criteria for completing it.

### **Sixth Form - DP**

The Diploma Programme runs for two years and is aimed at students aged 16-18 years old. It is a rigorous, stimulating and balanced educational programme that provides excellent preparation for university and adult life.





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### ***3. Information for Staff***

**History:** **Newton College** was established in September 1991. It is a private international school located in Elche in the Valencian province of Alicante, some eight miles from the Mediterranean coast and 4 miles from Alicante airport. It is set in the countryside on the outskirts of the town. It is within easy reach, **by car**, of Alicante city and the fishing town of Santa Pola. A bus and train service runs from Elche and a bus service from Santa Pola. There are train services from Alicante to Madrid and Barcelona on a regular basis should staff wish to explore Spain, as well as national and international flights should they wish to go further afield. As the school is located in the countryside, **teachers need private transport in order to reach the school whether they choose to live in Elche or Santa Pola**, where the majority decide to stay as it is on the coast and has a beach.

The school is recognised by the DfES, the Spanish Ministry of Education and Science, the British Council as well as the International Baccalaureate Organisation.

In the Early Years Foundation Stage and in Primary it is authorised to deliver the English National Curriculum, via regular inspections supervised by the NABSS, as well as the IEYC, IPC, Spanish Language, Regional History and Geography and the Valencian Language.

In Secondary and in Baccalaureate Education, the school is authorised to deliver the Spanish National Curriculum as well as the IBO (Middle Years and Diploma Programmes). The Spanish national curriculum is taught in accordance with current laws and regulations approved by the Education Ministry of Education and Science, Government of Spain, as well as the laws of the Ministry of Education of the Valencian government. In Secondary the national programmes are combined with the International Baccalaureate and Middle Years Programmes.

It is a three/four form entry school and there are approximately 1300 children on roll. There are assistants in the Foundation stage classes and Years 1 and 2. Approximately 90% of students are Spanish with the rest comprised of nationalities including Chinese, Russian, British and others.

The school admits children from one year old to eighteen.







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**Curriculum:** The British National Curriculum and International Primary Curriculum is followed in all subjects including the Literacy and Numeracy strategies for Early Years and Primary children. In Secondary Education, students follow the Spanish National Curriculum together with the International Baccalaureate Middle Years Programmes. Baccalaureate students follow the Spanish National Curriculum which prepares them for the Spanish University entrance exam as well as the IBO Diploma programme which allows them entry into foreign universities.

Pupils from Nursery 3 have two lessons of Spanish per week. In Reception, they have three, in Year 1 four, and as from Year 2 onwards, they have one lesson per day. The Valencian language is also introduced in Year 2. As from Year 4, they also have regional Humanities in Spanish. In Nursery 3, Reception and Year 1, activities are planned using the framework of the "Early Learning Goals".

KS1 and KS2 PATs are taken in Year 2 and Year 6 as well as optional PATs in Years 3, 4 and 5. Spanish and other nationality pupils (except British) take the Cambridge University exams for English as a Second Language in Years 3, 4 and 5 (Young Learners), Key English Test (KET) in Year 6/7, Preliminary English Test in Year 7/8, First Certificate in Year 10 or 11, Advanced Certificate in Year 12 and possibly the Proficiency Certificate in Year 13.

British pupils have the opportunity to take the internationally recognised Cervantes Institute exams in Spanish if they wish. The German Language is added in Year 7 and is compulsory up to Year 10 when it becomes an option. Should pupils continue with the language, they are prepared (if they wish) for the Goethe Institut exams which are the German equivalent of the Cambridge English exams.

As the school is located in the Valencian region, this language is taught up to and including Baccalaureate education during which pupils may opt to sit the Valencian Mitjà exam.





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The duties are those normally expected of a teacher in a private school in the UK. You would be expected to prepare and plan your work in conjunction with your parallel year group colleagues.

The school year for staff commences on 1<sup>st</sup> September. Classes for Primary children start approximately one week later in September (dates to be confirmed by Consejería) there are no half-term breaks but there are several long weekends throughout the school year due to local festivities, as well as Christmas and Easter Holidays.

The school year for the children finishes in June.

There is a summer school throughout the month of July. It is more EFL and fun based as children from other schools attend as well as pupils from our school; however, recuperation classes in various subjects are also offered for our own pupils.

**The school day:** The normal Staff day is from 8:45 a.m. to 5:15 p.m., but on occasions Staff may be required to stay for training sessions, meetings, etc. As it is difficult to obtain supply staff, you are expected to help cover for absent colleagues (short absences). All staff are expected to participate in playground supervision. School lunches are provided free of charge to staff.

**Accommodation:** We will help you to find accommodation. We usually go through an agency to help you find a flat. If you are unable to share with a colleague, or do not wish to, then you can expect to pay between 350 to 450 euros per month for a two bedroomed flat.

You will need to arrive with sufficient funds to pay the bond (usually equivalent to 1 month's rent), and a month's rent in advance. As we tend to use the same agency in Santa Pola, they do not charge a commission fee. However, if you decide to live in Elche, there is a possibility that you may have to pay the commission. We are sometimes able to find flats for rent privately which means you avoid having to pay an agency. We may already know of flats available owned by pupils' parents etc.





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**On arrival:** You will, if you require, be booked at your expense into a reasonably priced hotel if you arrive before 1<sup>st</sup> September. All flats found by the school are available from 1<sup>st</sup> September to 30<sup>th</sup> June as during the months of July and August, flat owners can rent the properties out for a much higher fee. There are a few available for a full year but they are few and far between. Taxis from the airport to Santa Pola cost about 30€, Elche about 25€, and Alicante about 35€. The school will help you with the following:

- **Setting up a bank account.**
- **Social Security Registration.**
- **Registration with doctor.**
- **Residency. You will need a Foreigner's ID number and certificate of inclusion on the Foreigner's Register which we help to process.**
- **Police Check**

**Where should I live?** Elche, whose main industry is shoe making, has about 200,000 inhabitants approximately and so has most amenities, including a second division league football club. **You will need a car/scooter to travel to School no matter where you live as the college is located in the countryside.** You might want to consider living in one of the coastal towns in the vicinity. Santa Pola, a fishing town of approximately 30,000 people, is also very near and is popular with staff however; it can become very congested during the summer months.

If you bring a car from the UK or other European Union country, as a resident in Spain, by law you are only allowed **SIX MONTHS** from the date of entry into Spain, to change the registration number to Spanish plates. Although it may be convenient to bring your own transport, the process of changing the registration can be quite expensive (about £750 - £1,000) and complicated. It is much easier to buy a second hand car and sell it when you decide to return to the UK. The added difficulty of bringing a car over is that it will be Right Hand Drive and when you are in the car by yourself, overtaking can be somewhat hazardous. Ask us for advice before buying a second hand car as the laws over here are different to the UK. Providing your driving licence is the "credit card" type, you don't need to change it to a Spanish licence. Don't forget to bring the paper part of the licence with you. The approximate mileage to school from the centre of Elche is 3m, from Santa Pola 8m and from Alicante 15m.



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**Mobile phones:** The easiest thing to do is bring your UK mobile phone with you then buy a Spanish SIM card from one of the following companies: Vodafone, Movistar (equivalent to BT), Orange, Yoigo, Pepephone etc. You can also buy a telephone card from a tobacconist, newsagent etc. which reduces the cost of landline and mobile calls. You can buy an international card for calls to the UK/Europe for 6€ and for which you get 300 minutes for landline to landline. Mobile calls are more expensive but still less than if you do not use the card.

If you wish to have a landline installed, you can organise it directly with Movistar (equivalent to BT) or another company if they are available in the area. You can get a line and Broadband quite quickly. Think carefully before committing to a landline. Depending on telephone usage, cheap card deals may be a better option. There is a good internet connection at school and internet cafes in Elche, Santa Pola and Alicante.

**Local information - local newspapers:** There is a free weekly paper, The Euroweekly, which is printed in English as well as the weekly Costa Blanca News which costs about 1.60€.

**Supermarkets:** There are many supermarkets/hypermarkets in the area which stock just about everything you would expect to find in a UK supermarket, either imported or with a Spanish equivalent. Food and drink is cheaper than the UK. Eating out is varied in cost but is generally much more reasonable than the UK.

**Shops:** There are large shopping centres in Elche and Alicante with some UK outlets (e.g. C & A, H & M) alongside Spanish shops. Mercadona is the most popular grocery along with LIDLs and ALDI etc. Almost every town has a weekly market, for example, Elche has two, one in the San Antón area on Saturdays and another around the football stadium on Sundays.

**Things to bring with you:** Any school materials you wish but remember the excess baggage fees! There is a large variety of resources at school. Summers are quite hot; winters rather chilly especially as Spanish flats in this area have marble/tiled floors so don't forget the hot water bottle!





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**Shipping stuff out:** There are a number of firms in the UK who will transport full and part loads to Spain. Look in the Costa Blanca News for the adverts. Remember that the school is closed in August but you may direct any post/parcels to be delivered as from 1<sup>st</sup> September.

**Officialdom:** It is very important that you carry personal identification at all times. Either your passport or UK driving licence is fine; a photo version is highly recommended as this will save you carrying your passport around all the time. Your certificate of residence is proof of living here only as it does not include a photo. Proof of identity is your passport as your driver's licence shows your UK address and may not be accepted. You will need to show your identification every time you pay for anything with a credit card. You must keep all your original car papers in the car at all times when you are driving, including the receipt to prove you have paid for the insurance. It is advisable that you do not leave them in the car when it is unattended.

**UK Pensions contributions:** The salary at Laude Newton College does not include contributions to the UK state pension or any other pension scheme, e.g. teacher's pension. It is possible to keep paying your N.I. stamp in the UK. Please check with your local office.

**Signing on with a doctor:** You are entitled to sign on with a Social Security (equivalent to National Health) doctor. However, until the paper work can be completed, you are advised to bring with you a European Health card. Get in touch with your local health office for the application. Allow about 1 month for the processing.





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**Illness:** In order to be paid whilst off sick, you must have paid at least 180 days Spanish N.I. contributions, unless you have had an accident at, on the way to or from work, in which case you are covered by the school's private insurance policy.

You should ring the school at 8.00 am and speak to Karen (Responsible for Human Resources) if you are ill. If you are unable to get through, you should email your stage coordinator/Head of Studies. At the same time, you should give details of the work programmed by email so that the person covering your class knows what they have to do. If you are off work at all you need to get a "justificante" If you are off for more than 2 days, you need a note from the doctor to cover you. If the doctor thinks it necessary, he will give you an official sick note (BAJA). In Spain, the sick note lasts for a maximum of 1 week. If you need to be off for a longer period of time, you must go to the doctor each week and before returning to work, you must have a signing off note. (ALTA)

**Staff medicals:** You are entitled to a free medical from the school's insurance company bi-annually.

**What is it like working at Laude Newton College?** Well, if you're looking for adventure, this is the place for you. It is a challenge to teach non-native English speakers the National Curriculum. It means you've got to plan extra carefully, be original and prepare many differentiation activities. But if you are hardworking, dedicated and enthusiastic, your job satisfaction is guaranteed because our pupils are highly motivated. They are pleasant, happy and caring children and we have few discipline problems. You will find them at first to be rather noisy and extremely self-confident, but our last inspection report (May 2015) described our pupils as delightful with personality as well as having academic ability.

Adapting to a different culture is always challenging but we are confident that you will find living and working in Spain to be exciting and rewarding. If you rise to the challenge of hard work with highly motivated children and come with a genuine desire to get to know the "real" Spain, you will have a truly rewarding experience.



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## **4. Procedures on Arrival**

1. Report to reception at 8.30am.  
Reception is situated at the main entrance on the right as you come through the doors.
2. Hand in requested or pending paperwork to Karen Ivorra/Arturo Pascual in the Admin department. This is imperative before you commence working, as it is a legal requirement.
3. Meet with your Coordinator /Line Manager/Mentor.  
They will welcome you to the school and discuss in broad terms your role at Laude Newton College.
4. Tour of the school. Your mentor will be with you through different stages of the day.
5. Meet Coordinator /Mentor for review of the day (Q and A session).
6. Please come to the Coordinators' Office at the end of the day for an informal overview of your first day.
7. Induction will take place within the first few days according to your stage.

Photocopying and Computer – Karen will give you an ID Card plus your code for all photocopiers and your passwords and e-mail address

Keys - Stage coordinator

### **Car parking**

There is a car park located at the rear of the school for staff and parents. Staff may also park on the roads at the front and sides of the school.

### **Arrival and departure: Signing in/out**

Teachers are expected to be in school 15 minutes before any timetabled periods. At the end of the day, we ask teachers to remain on site until 15 minutes after the end of school (which is 15.00 on the summer table, 17.00 on the normal timetable) in order to minimize congestion as the school buses leave the premises.

All staff must swipe in and out (fingerprint system at Reception) every time they arrive on or leave the school premises.



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## **IT systems**

Like most institutions, computerised systems at Laude Newton College are continually updated and may change considerably over the course of a single term. The information given here is relevant to the start of the school year 2015 – 2016.

### Codes

New members of staff at the school will be given the following usernames and passcodes:

Staff webmail account

Wifi access

Photocopier

### Webmail

The webmail system ([webmail.laudenewtoncollege.com](mailto:webmail.laudenewtoncollege.com)) is simple to use and mail should be checked regularly each day. Be aware that it automatically logs you out after 20 minutes so any long emails should be prepared outside of the system and copied and pasted in.

### Engage

All teachers report grades using the Engage system. You should receive an Engage username and password at the beginning of the year.

You should receive basic training on using the Engage system during your induction. It is worth examining the system for each year group that you teach in order to understand how the final grades are reported before you begin marking and collating your results. Note that the system for reporting depends on the stage and curriculum of the year and subject concerned.





## 5. The School Day

### Early Years School Teaching Timetable

	May – June	September /October
Arrival at school latest	08.45	08.45
Morning break	10.40 - 11.05	10.40 – 11.05
Lunch Break/Duties	12.00-14.30(15.00*)	12.00 – 14.00
Earliest Departure time	17.15	15.15

(\*) Siesta in Nursery

### Primary School Teaching Timetable

	May – June	September /October
Arrival at school latest	08.45	08.45
Morning break	10.40 - 11.05	10.40 – 11.05
Lunch Break/Duties	12.00-14.30	12.00 – 14.05
Earliest Departure time	17.15	15.15

### Secondary School Teaching Timetable

	May – June	September /October
Arrival at school latest	08.45	08.45
Morning break	11.30 – 11.55	11.30 – 11.55
Lunch Break/Duties	14.25 – 15.20	13.55 – 14.45
Earliest Departure time	17.15	15.15
Tutorial Yr 7 – 11	Monday/Friday P1 9.00	Monday – Friday 13.35
Assembly (see timetable)	Monday 9.00 a.m.	Monday 13.35