



THE
BRITISH
SCHOOL
OF NAVARRA
WORLD CLASS EDUCATION



Relocation Handbook 2020-2021

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1. Where is Pamplona?

Pamplona is a city found in Navarre, Spain. In Basque it is called Iruña. It is situated at elevation 455 meters above sea level. Pamplona has a population of 198,491 making it the biggest city in Navarre. It operates on the CEST time zone. (1 hour ahead of the UK)

2. Where is the British School of Navarra?

Address: [British School of Navarra location](#)

Website: www.bsn.org.es

School telephone number: +34 948 24 28 26



The British School of Navarra is located in Gorraiz in close proximity to the commercial centre of Pamplona. The school can be easily accessed from the surrounding areas. Nearby there is a cafe, hotel (Castillo de Gorraiz) and a shopping area with entertainment, restaurants, supermarket and a wide range of retail outlets.

Where to live

There is a wide range of accommodation available in Pamplona, from house sharing, apartments and houses. Prices vary by location and type. Prices are usually higher near the city centre and in the school area (Gorraiz).

You are usually expected to pay 1- 2 months deposit and also half of any real estate agent fees. However, expectations vary so it is best to ask before agreeing to anything. These websites allow you to search for your housing needs and will provide more information to you.

www.enalquiler.com

www.fotocasa.es

www.idealista.es

Communication

There are a wide range of mobile and internet providers. With many offering promotional deals throughout the year. It is best to spend some time doing research for a package that suits you. On average, a home for 2 people would spend approximately 60-90 euros for 2 phones, package and a fairly generous data allowance.

<http://www.movistar.es/>

www.orange.es

[o2](#)

Speaking Spanish

Many people in Pamplona claim to speak a little English and they do. For some things, knowing a few phrases in Spanish is good and the locals love to hear foreigners trying!

There are many apps that can help with translation and it is often very handy to have a translation app on your phone when you are out and about. Google

translate is easy to use, effective and reasonably accurate and can be used on the computer and mobile phone. Duolingo, Memrise and Spanish are other examples of apps that are decent quality for ease of learning.

Essential documentation

Residency / NIE (NIE is translated as the Foreigner's Identification Number (or *Número de Identificación de Extranjero*, NIE number).)

It is vital that as soon as you arrive, you apply for your NIE as you will need this document for everything you will do to settle into Pamplona.

To get your NIE you need to visit the Oficina de Extranjería

Av. de Gipuzkoa Etorbidea, 40, 31012 Pamplona, Navarra

See link for google map: [Oficina de Extranjeria](#)

Please complete the following application form. You **MUST** submit the Spanish form. The English version is to assist in translation only.

[NIE Spanish version](#)

[NIE English translation only](#)

To apply for the NIE you must have the following documentation with you:

- Original passport (current and not expired) and one photocopy
- Two small photos
- Government fee (€10.71 in 2018), which you should pay at the bank using a 790 NIE form.
- A letter from your employer (BSN) which invites you to work in Pamplona. Laura Gonzalez, Head of Administration will provide you with this.

Social security

To obtain your social security number you will need to complete form TA1. [Social Security application form \(Spanish only\)](#)

Once completed, you can take the application form, along with copies and your original passport and NIE to:

Instituto Nacional de la Seguridad Social
Avenida. Galicia, 5, 31003 Pamplona, Navarra



Empadronamiento

To get *empadronado* is to register with the community where you live. It makes you an official member of the community and benefits both you, and the community. This is because the community gets funding based on how many people they have registered. The money goes into healthcare, schools, security etc. It benefits you because you are now a member of the community (not be confused with resident) and can enjoy benefits such as registering with a local doctor, hospitals, leisure centres etc.

To get your empadronamiento you will need to go to the Servicio de Atencion Ciudadana which is Palacio del Condestable in Calle Mayor, 2. They are open between 08.30am and 2pm.

You will need an appointment that you can get by calling 010 or in www.pamplona.es

You will need to take with you your passport, NIE and your housing contract, (if you are renting a room, your landlord may need to go with you or a signed letter as proof of tenancy)

Once you have your empadronamiento you do not need to renew it unless there is something 'official' you need to do eg buy a car, move home, open a new bank account. To renew your empadronamiento you can do so online here

[Renew empadronamiento online](#)

Registering with a doctor

It is very easy, once you have done all the above, to register with a local doctor. Your registered doctor must be close to where you live.

You will need to take a copy of your passport, social security letter, NIE and your empadronamiento. You will, in time, then receive a tarjeta sanitaria (health card) which proves you live in Spain and are entitled to free healthcare anywhere in Spain.

In the meantime it is important that you bring with you an EHIC card that covers you for up to 3 months until you have registered with a doctor
[EHIC online application](#)

Medications are very similar, if not the same, as UK medicines. (Amoxicillin is a standard antibiotic) Though if you do need something specific you may want to bring it with you or take a photograph of what it is you use. Many items are available over the counter or by prescription. The pharmacists are very knowledgeable and helpful and will assist you with anything you need.

Banks

You will need to open a Spanish bank account in order for your monthly salary to be transferred into it. To open a bank account you will need your passport, work contract and NIE to open a bank account. There are many banks available to you. Some ask for a minimum deposit to open an account. Debit and credit cards are readily available pending application. It is best to speak to your bank manager for advice as banks vary what they offer to foreigners.

Utilities are often paid from your Spanish account via direct debit. This is usually the case for all regular payments.

Money can be transferred from the UK and Spain relatively easily through your bank account or Apps linked to them.

Cash can be taken out of Spanish ATM's using your UK bank card. There is usually a small charge for this service.

Transport in and around Pamplona

Buses are very efficient and generally run on time.

Fare is €1.35 but with a bus card bought from any Tabacos shop the fare is significantly reduced.

<https://www.infotuc.es/index.php/es/>

Trains are reliable and of good standard. Trains to Madrid takes 3 ½ hours and Barcelona approximately 4 hours. Both routes vary in costs depending on day and time, prices start at approximately €50.

www.renfe.com

Taxis are reliable and plentiful. They are usually quite quick to arrive at your departure point. There is only one telephone number in Pamplona 948 23 23 00. The latest app for taxis is - <https://pidetaxi.es/>

Getting to and from Pamplona by air

Pamplona Airport is an airport in Pamplona, Spain. It is 3.7 miles from the city of Pamplona, Navarra's capital. It is between Noáin and Esquiroz. There are no direct flights to the UK or other parts of Spain except for Madrid or Barcelona.

Other nearby airports include:

Biarritz Airport (France)

Taxi/Car - 1.5 hours from Pamplona

Bus - 4.5 hours from Pamplona

Blabla car - (shared car ride) 3 hours from Pamplona

<https://www.blablacar.es>

Bilbao Airport (BIO) (Spain)

Taxi/Car - - 2 hours from Pamplona

Train - 3 hours from Pamplona

Blabla car - (shared car ride) 3 hours from Pamplona

<https://www.blablacar.es>

Zaragoza

Taxi/Car - 2 hours from Pamplona

Bus 3-4 hours

Tourism in Pamplona

Pamplona, the capital city of Navarra, is by far the largest and most noteworthy city in the area. It hosts one of the world's biggest parties the festival of 'San Fermin'. Where the exhilarating Running of the Bulls takes place. This takes place during the second week of July each year.

Not only this, Pamplona has much more to offer such as its beautiful 'Old Town' and the Citadel Park. Pamplona is also often used by walkers / hikers doing the Camino de Santiago (Route of Saint James)

When you feel the need to relax you can choose from one of the town's many restaurants and cafes. Enjoy a reviving drink or a tasty snack (pintxos) anytime day or night.

There are many tourism websites that can help inform of events occurring in and around Pamplona. Not everything is advertised on radio or television so checking these websites regularly is strongly advised.

[Pamplona tourism](#)

[Kingdom of Navarra tourism](#)

[Baluarte](#)

Around Pamplona

Beaches - In Summer you can enjoy nearby beaches in San Sebastian, Zarautz, Handaribba and Santander which are only a few hours drive away. Biarritz and Saint Jean de Luz are in neighbouring France.

Skiing - in the winter months skiing is plentiful with places in the Pyrenees with plentiful ski runs for the beginner or more experienced skier.

Mountain hiking - there are many hiking routes close to Pamplona. For longer hiking breaks you could visit the Picos de Europa or the mountains in Huesca. Beautiful scenery and fantastic routes.

In the Navarra region there are many wineries which produce much of the local wine. Olite, Puente La Reina, Obanos and Tafalla are some of the wineries in the Navarra region. Here is a link to the food and wine section of the Navarra Tourism website. [Gastronomy and wine in Navarra](#)

Shopping suggestions

La Morea

A wide range of brand name shops such as Primark, H&M, Cortefiel, Food, drinks and cinema. There is also a large supermarket where food and household appliances can be bought.

IKEA

This is a smaller version and not everything is available here. The larger store is 2 hours away in Zaragoza. You can order online and arrange delivery to Pamplona for a fee. [IKEA Zaragoza customer services information](#)

Itaroa Shopping Centre

A wide range of brand name shops such as Mango, H&M, Food, drinks and cinema. There is also a large supermarket where food and household appliances can be bought.

Corte Ingles

Department store where food, clothes, household appliances and school uniform can be purchased.

Decathalon

Sporting goods superstore. Everything you need for biking, skiing, hiking, camping, swimming, football, rugby, ballet, taekwondo or gym work.

For the children (or the child in you!)

Pamplona is such a child friendly city. The city is plentiful with parks for the children. You should have no problem finding space to burn off some energy.

- **Morea Bowling & Park** - bowling and play area (trampolines and soft play) Pay by the hour
- **Citypark** - Itaroa shopping centre (trampolines, soft play and bumper cars) Pay by the hour.
- **Taconera park** - Beautiful walk with deer
- **Planetarium** - Near Yamaguchi Park

Swimming

Each area of Pamplona has its own sporting facilities with gymnasium and swimming pools. You will need to register with the facilities using your NIE, empadronamiento and passport.

Suggestions of what to bring

Food - most day to day items are readily available in Pamplona. However, if you are hampering for something specifically 'British' it can be difficult to find. It is important to note that most shops, including supermarkets are closed on a Sunday so it is best to stock up before hand. Shops and supermarkets are also closed on public holidays.

Accessories - If you bring electrical items from the UK with you, you will need to bring a two prong adapter to work in Spanish plug sockets.

Holidays and Fiestas

Spanish holidays are widely celebrated in Spain with often many events happening across the country. Regional holidays vary.

Here is a link to a website noting Spanish public holidays this year

[Public holidays in Spain](#)

Useful contact numbers

Adam Johnson (Headteacher) 682416935

British consulate: 944 157 600 (Bilbao)

Citizen information: 010

All emergencies: 112

Useful Spanish phrases

Hello: Hola

Yes: Si

No: No

I don't know: No lo se

Please: Por favor

Thank you: Gracias

Good morning: Buenas Dias