

INTRODUCTORY INFORMATION 23-24



INTERNATIONAL
SCHOOL
DUBLIN

Why SEK-Dublin?

International School SEK Dublin is formed by a unique educational community. With a carefully designed academic programme, the international experience we offer helps students develop their independence and confidence. We are grateful to parents for entrusting their children's education to us. We are extremely happy to be starting school and thank you in advance for your collaboration. We include for you an information kit that we believe will be of interest.

At SEK-Dublin, students can take the five years of the Middle Years Programme and the Diploma Programme.

- In Secondary, students take a joint curriculum, simultaneously completing the International Baccalaureate Middle Years Programme and the Spanish national curriculum (Compulsory Secondary Education). This means that the student is studying, in addition to the MYP, the official Secondary Education programme as if he or she were in Spain. Both programmes are taught within a common teaching framework and with a coherent structure of objectives and values.
- The International Baccalaureate Diploma Programme (DP) is intended for students from 16 to 18 years old. By studying the DP students attain an excellent breadth and depth of knowledge; they grow physically, intellectually, emotionally, and ethically; they study at least two languages; excel in traditional academic subjects, and explore the nature of knowledge through the Theory of Knowledge course, which is unique to the programme. The DP programme is respected by leading universities across the globe.

SEK-Dublin was the first school in Ireland to offer these two International Baccalaureate Organisation programmes: the Middle Years Programme (MYP) and Diploma Programme (DP).

Education is not limited to the classroom. The physical and cultural context provides multiple learning opportunities. Sports including football, golf, horse riding, tennis; community service; skill development; physical activity and adventure outings; local cultural experiences –through art, music, dance and daily life in Dublin– make for a comprehensive, enhanced and original curriculum, at the service of the all-round development of our young people.

SEK-Dublin offers temporary stay programs (a term, semester or a full academic year) at the school for students who wish to improve their English language skills, and to reflect on their experiences in a different cultural context, by living with Irish host-families that, following a rigorous vetting process, are part of the SEK community, and form an invaluable support and friendship network. There is also on campus boarding for stays of at least one full academic year.

Students on these immersion programmes study and interact with the rest of the students and take the academic programmes offered by the school.



Request for information

You can request further information by emailing admissions-dublin@sek.ie, on our website www.sek.ie or by phone: +34 902 808 082 in Spain or +353 1 287 4175 in abroad.

SEK holds periodic meetings to showcase SEK-Dublin for parents interested in enrolling their children, these will be announced on our website and via email.

Admissions procedure

1. Applying for places

To apply for a place parents should fill in and submit the Registration Application form.

2. Submission of documents

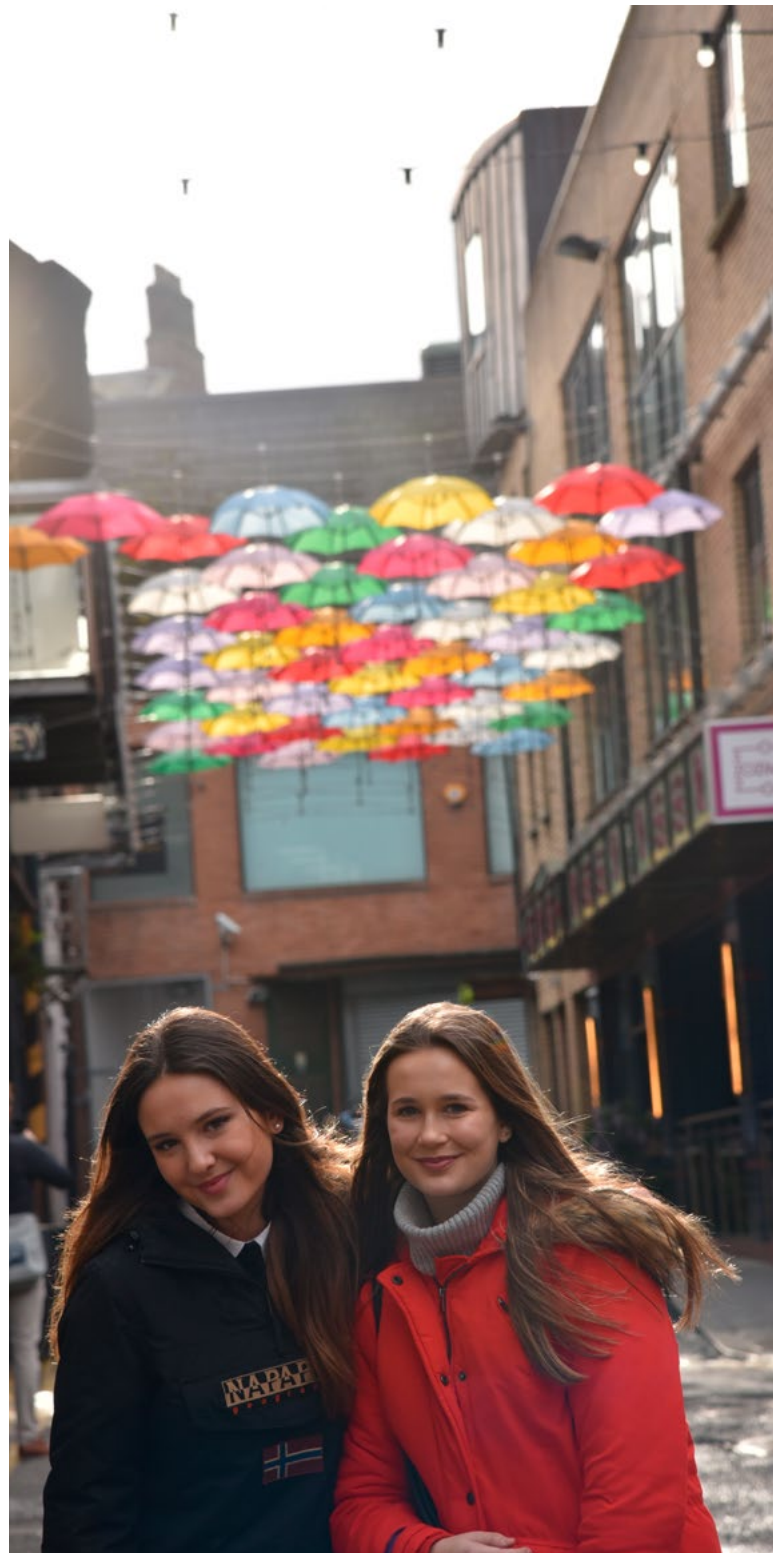
Along with the application for registration parents are required to submit certain documents. The process will not be able to move forward without the submission of these documents.

3. Document analysis and interview

The SEK-Dublin Admissions team will analyse the submitted documents and call an interview with the candidate and their family.

4. Decision on admission

The School Admissions Committee will notify its decision regarding acceptance by email (admissions-dublin@sek.ie). Once the candidate has been accepted, the families will be asked to submit additional documents.



Full school year at SEK-Dublin

Uniform and recommended materials

SEK-Dublin students must attend class and events where they represent the school wearing their uniform. This is mandatory, as is the SEK sports kit in **Physical Education** classes, activities and sporting events, whether on or off school grounds. Students not wearing their uniform will not be allowed into class.

School uniform may be purchased online on the website of El Corte Inglés (<https://www.elcorteingles.es/uniforms/madrid/urbciudalcampo-ssreyes/sek-ciudalcampo/>), or on the international page of El Corte Inglés ([click here](#)), in accordance with the regulations for each season.

The climate in Ireland is quite unpredictable, so it is necessary for students to wear appropriate clothes for changing weather, winters are mild and spring and summer does not get too hot. Resident students, both boarders and those staying with host families, must remember that all clothing must be **marked with the students' name and first surname**.

Below is a list of recommended clothing for the trip and stay at SEK-Dublin.

BOYS UNIFORM	GIRLS UNIFORM
Winter tracksuit (long trousers and sweatshirt): 2	Winter tracksuit (long trousers and sweatshirt): 2
Summer tracksuit (shorts): 1	Summer tracksuit (shorts): 1
Sports t-shirts: 2	Sports t-shirts: 2
Polo t-shirts: 2	Polo t-shirts: 2
Shirts: 5	Blouses: 5
Trousers: 3	Skirts: 2 or trousers: 3 (optional)
Trainers: 1	Wool tights (not nylon): 5 (girls who opt for trousers are not required to wear tights)
Sensible black shoes: 1	Trainers: 1
Navy blue overcoat: 1	Sensible black shoes: 1
Blazer: 1	Navy blue overcoat: 1
Ties: 2	Jerseys: 2
Jerseys: 2	Navy blue socks: 7
Navy blue socks: 7	White socks: 7
White socks: 7	As much casual wear as you consider necessary
Plain black or navy blue belt: 1	
As much casual wear as you consider necessary	

* Although we do not offer swimming at the school, it is common for Irish families to go to the pool on weekends. Therefore, it is essential to have the swimsuit and cap.

Stay at International School SEK Dublin

Academic organisation

School dates

- The term normally begins in the first week of September. The families of students from Spain travelling in a group organised by the school will receive confirmation of the date and flights booked in due time.
- The school will send information on significant dates for the school year -the dates of return flights, holidays, important events, cultural outings, open days- well in advance. These dates will appear in the MySEK calendar as well.

School day (Monday to Friday)

- Classes start at 8:30 am and end at 4:30 pm. The specific syllabus for each subject is detailed in the Study Plan.
- The academic curriculum is complemented by cultural, sports and artistic activities that, in turn, meet educational objectives related to the development of students' skills and international mindset.
- Students use the SEK coach service to go to and from school.
- A mid-morning snack is offered and, at noon, lunch is prepared in the school kitchen. All our meals are designed to offer a balanced and healthy diet.
- For students staying with host families, the school plans students' education so that they are able to dedicate a reasonable time for homework, and allow time for family life.

Educational progress report

- A first progress report is submitted in September, detailing the adaptation of students to the school, and to the boarding halls of the Irish host family as appropriate.
- Assessment is part of the teaching and learning process. The basic principle is for students to be continually assessed until the end of the year. Teachers assess specific annual objectives, using the established criteria.
- Teachers periodically publish coursework that can be consulted in the ManageBac platform (the information and how to access it will be sent at the beginning of the year).
- The final marks for each assessment will be published on MySEK. These bulletins, include the student's marks, with the corresponding descriptors, and are accompanied by observations on aspects of interest of the student's educational process.

Family-school communications

Family-school communication is of vital importance during the education of your children at SEK-Dublin, particularly if your children are boarders and are outside their usual environment. This fluid communication allows us to closely follow their academic activity and support them in their experience living away from their family.

- The school has a virtual environment, MySEK, the main communications channel between the school and families. On this platform you can access the updated activities calendar and save it directly in your personal calendar, it also includes details on activities, monthly school bills, school documents, newsletters, etc. Access to MySEK will be made available at the start of the year.
- Information of the students' academic programme is available onManageBac.
- In order to personally accompany each student, a tutor is assigned in the first week of the year and parents will be notified on the tutor's office hours. The tutor carries out academic and personal follow-up of students at school. They periodically report on students' progress to families through learning conferences and telephone interviews over Skype or in-person, organised in advance, having mutually agreed the date and time.
- In addition to the information provided by the tutor, the Academic Coordinator, the Coordinator for Irish Families or the Secretary, as well as the Principal are available to families to assist them in whatever they need.

Rules of coexistence

SEK-Dublin is governed by the SEK Education Group Internal Regulations. Breach of the following rules in the Internal Regulations are considered a very serious offence (reason for expulsion) including:

- Damage to any items belonging to the family or public property.
- Theft of any private property.
- Repeated lack of discipline and non-acceptance of the family and school rules of coexistence.

School materials

The school will provide textbooks and the necessary material for the academic year.

All students must bring a laptop for personal use with the Office package or similar installed. Only Windows or Macintosh (OSx) systems are authorised, so iPads (iOS) and tablets of any type (Android, Windows RT, etc.) are excluded.

Below are detailed the minimum hardware and software requirements for students laptops, running any operating system (Mac, Windows, etc.)

HARDWARE		
SPECIFICATIONS	WINDOWS	MAC
Type	Laptop	Laptop
Screen	Between 13" and 15"	Between 13" and 15"
Network	Wifi b/g (optional wifi n)	Wifi b/g (optional wifi n)
Battery	6 cells	6 cells
Others	Webcam microphone (optional)	Webcam microphone (optional)
Processor	Intel i3 3 rd generation or higher. i5 recommended	Intel i3 or higher. i5 recommended
Memoria RAM	4 GB	4 GB
SOFTWARE		
OS	Windows 7 or higher	10.6 (Snow Leopard) or higher
PDF Reader	Acrobat Reader (www.adobe.es)	Acrobat Reader (www.adobe.es)
Browser Plugin	Flash Player (www.adobe.es)	Flash Player (www.adobe.es)
Java	7.24 or higher (www.java.es)	7.24 or higher (www.java.es)

If student's personal computer breaks down, repairs will be the responsibility of their parents. The school, when possible, will provide a substitute for the duration of the repair.

We recommend that families arrange specific insurance for electronic devices brought by student such as computers or telephones. SEK International School Dublin accepts no responsibility for possible breakdowns, breakages or deterioration of devices or computers.

For boarders, we recommend that they bring two English plug adapters. They will be essential to charge the laptop and mobile phone at home.

Extra-curricular activities

Students can choose between the different activities offered on Monday to Friday during lunch hours as golf, football, horse riding, tennis, kickboxing, cooking, orienteering, piano, crafts, etc. The exact offering of activities, fees and the enrolment process will be detailed at the start of the school year. They will have received through MySEK the offer of extra-curricular activities, prices and registration for the 23-24 academic year.

Medical service

Healthcare is guaranteed at all times. If your children need healthcare, an appointment with the doctor will be arranged and the prescribed treatment will be followed. They will always be accompanied by school staff, and their parents and the Irish family will be informed.

In order to complete the enrolment process students require medical authorisation and a medical report (past medical history, prescribed medication, etc.).

In addition, the school has insurance for students with a leading insurance company, extending this coverage.

The school must be informed of any medical prescription or illness or change in the student's medication.

The European Health Card, or insurance, does not cover dental check ups or orthodontic work (including minor repairs).

Students may stay at home when they feel unwell. If this were not possible, the school has a room for these types of circumstances.

Contact telephone number

We recommend all students have a contact mobile phone during their stay in Ireland.

Emergency telephone number

SEK International School Dublin contact telephone number:
00 353 (0) 1 287 41 75

We have an emergency mobile phone numbers in case you need it for questions related to boarding: A member of the school's management team will answer your call.
00 353 (0) 86 358 6248

For administrative questions and regarding the logistics of flights and transfers, you can contact Andrea Vidal by calling: (0) 86 864 66 16.

In case of emergency, you can contact the School principal, Alberto Domínguez, by calling: (0) 86 381 70 79.

It is necessary to dial the number (0) instead of the international prefix 353 in calls made inside Ireland.

SEK-Dublin on social media

You can follow updated information, videos and images or your children's activities on:

 [@sekduplin](https://www.instagram.com/sekduplin)

 [@sekduplinschool](https://twitter.com/sekduplinschool)

 [/sek.dublin](https://www.facebook.com/sek.dublin)

 [/sekduplinschool](https://www.youtube.com/sekduplinschool)

 [/sekduplin](https://www.linkedin.com/company/sekduplin)



Information for boarders

Trip preparation

Required documentation

In addition to providing the required documents for the admissions and enrolment process, it is imperative that students have the following documents for the trip to Dublin (original, not photocopy), duly valid during their stay.

- **Passport:** It is essential that students, being under 18 years old, travel with a valid passport.
- **National identity card:** It is advisable to also bring the ID card from the child's country of origin so that the students carry identification documents when on activities outside the school. The passport will be kept on SEK-Dublin grounds for security reasons.
- **Visa:** Students who come from non-EU countries may need visas for studying and living in Ireland. It is the responsibility of families to confirm if such requirements exist, through the Embassy of Ireland located in the corresponding country and proceed with the required paperwork.
- **European Health Card (EHC):** or failing this, the provisional substitute certificate –issued in Spain by the Social Security Assistance and Information Centres– to be able to use the health services during the stay in Dublin. Non-EU students need a card that proves they have health insurance.
- **Travel authorisation** (according to the regulations of the Irish immigration department) and required documents.
For more information: <http://inis.gov.ie/en/INIS/Pages/travel-with-children>

It is the responsibility of parents to ensure children carry valid necessary documentation, taking into account their personal legal situation, nationality, etc.

Trip to Dublin

Flights from Spain

Tickets can be managed by the school, as a group, or by parents. Students depart from Madrid accompanied by staff from the school. A minimum of 4 students are required for students from Barcelona to be accompanied by teachers. Students coming from other points of origin should contact the administrator, Mrs. Andrea Vidal (andrea.vidalv@sek.ie).

Arrival at the airport for students travelling from Spain

- Students must arrive at the **airport two hours before departure** to check-in luggage at the assigned check-in desk and go through passport control. There they will be met by SEK-Dublin staff who will travel with them.
- It is important to remember that all students must travel **wearing the full school uniform** (Boys: trousers, shirt, tie and blazer. Girls: skirt or trousers, blouse, socks/tights and jersey).

Baggage weight

- The maximum weight allowed for luggage depends on each airline, as is the case for paying for excess baggage allowance. SEK FLIES WITH BOTH Iberia (maximum weight: 23 kg) and AIR LINGUS (maximum weight: 20 kg), so we recommend not exceeding 20 kg.
- In the case of travelling with excess luggage weight, the corresponding cost will be paid by the student. It is important to take this into account, not only on the outward journey but also for the return trip, to make the necessary provisions in this regard.
- On arrival, a coach will transfer students to the school where they will be given welcome information and will be picked up by their assigned host family or boarding staff.
- The trip will be organised by SEK-Dublin if the student has previously requested this service. Flight information will be sent well in advance.

For more information you can contact Mrs. Andrea Vidal:

- Email: andrea.vidalv@sek.ie
- Telephone number: 00353 1 287 4175

Stay with Irish host-family

Irish host-families are carefully selected, seeking the best compatibility with individual students.

Irish families facilitate integration in family dynamics and school. They accompany students to the bus stop on the first day of school and welcome them on their return until they are confident enough to do so unaccompanied. Families are informed on the English language level of students staying with them and provide support to them to gradually adapt to family life. It is very common in Ireland for children to go to bus stops or school by themselves, even the younger students.

Meal times and the meals themselves may be different to what students are accustomed to. Meals are also very different, for example the typical Irish breakfast is cereal with milk. Students will have to get used to a diet that differs from what they may know. In addition, on the weekends many Irish people make a single meal that brings together breakfast and lunch, which they call “brunch”. The family evening meal, usually between 18:00 and 19:00, is an ideal environment for conversing and exchanging experiences, helping with language, cultural and personal development. Students are expected to participate actively in this important moment of the day.

Bedtime is usually between 21:00 and 22:00. It is very important to get adequate rest to tackle the following day. Therefore, the use of digital devices –including the telephone– during the rest period is not recommended. In the same way, students are expected to take advantage of the time they share with families to interact with them, and not with their digital devices. Students are not allowed to charge any type of digital devices in their room for security reasons.

On Saturdays, the school organises non-formal education activities. Families provide a packed lunch for the outing.

Students up to year MYP4 may occasionally go to a classmate’s house on Saturdays, prior organisation by the school and always under the supervision of an adult at home. In order to organise these visits, it will be necessary to receive notification before Thursday at 13:30.

It is likely that year MYP4 and MYP5 students want to meet on Saturdays after the outing. These meetings are allowed, under the conditions detailed below:

- Students must have the authorisation from their Irish family.
- Return home: Students must be at home before 20:00
- Students who play outside the house with their Irish ‘siblings’ should follow the instructions set by the host family in this regard.
- Students cannot meet on the beach, near the train tracks or in the harbour area. It is strictly forbidden to go swimming on the beach without adult supervision.
- The use of public transport and taxis is strictly prohibited - unless accompanied by their Irish family.

Sunday is a family day.

DP students will be able to use public transport during the weekends.

For questions regarding the Host family and the host family programme, please email Mrs. Caroline Leonard at caroline.leonard@sek.ie



Boarding House

At SEK Dublin's Boarding House students will have the opportunity to develop their interests, whether these are academic, artistic or sports. They will find a second family that will support them in finding and developing their talents.

SEK Dublin International School 's Boarding House is a great place for personal development with an excellent combination of an international environment and, at same time, an immersion in the Irish culture.

Our philosophy is to support all our students so that they can fully develop their potential, both in the academic, artistic, sports and personal areas.

This approach is based on the following pillars:

- Build a safe, consistent and stable home environment.
- Develop the personality and confidence of individuals.
- Ensure mutual respect.
- Promote a sense of personal responsibility within a community, always within a framework of trust.
- Create opportunities for academic, sporting, artistic, moral, cultural and social growth of boarders.
- Provide emotional and educational support.

La Residencia es un lugar donde la Misión del colegio The Boarding House is a place where the Mission the school is effectively fulfilled and where both personal and community values reach their maximum expression.

Personal funds

The student's expenses are limited to personal expenses and purchases and gifts for relatives.

- The school recommends that each student have a **€460 fund per term.**
- The money will be sent to the school by means of a bank transfer, to the account (details appear below):
BANK OF IRELAND
BANK OF IRELAND
SEK SCHOOL. Branch Code: 90-11-32. Account Number: 32576143. BIC. BOFIE2D
IBAN. IE13BOFI90113232576143

It is very important to only indicate **the name of the student in the details of the transfer.** Once the money has been transferred, **proof should be sent** to Andrea Vidal, school administrator, by email to andrea.vidalv@sek.ie

- Any excess money at the end of the stay in Dublin will be returned to the student on the day of return to their country of origin. The school will manage the student's funds so that they have a minimum of €100 in cash on their return trip.
- In no case will the representatives of the school collect money from students at the airport or during the trip.
- Students will be given an allowance of €20 per week. If at any time you wish to have your child to be given a different amount to the one stipulated, it is necessary for parents to send an email to the person responsible for administration, andrea.vidalv@sek.ie. This amount will only be changed on notification from parents, sent before the Wednesday of the desired week, in accordance with the administrative guidelines.
- Students can bring money for personal expenses for the first week (weekly pocket money allocation will not be given until the second week). We do not recommend that they take a lot of money.



Complementary activities for boarders

- A programme of complementary activities has been designed for the student to enjoy their time as boarders (either with an Irish family or a boarder at the school). These Saturday activities promotes access to and active participation in Irish culture, promoting reflection by students on different visions, beliefs, and lifestyles. Likewise, the activities are carefully designed so that they tie-in to topics dealt with in class, or that contribute to the development of the physical, social and emotional aspects of our students. These topics also aim to engage students and to foster the desire to learn more about them on their own.

Below is a list of locations where activities have taken place in the past:

- Sightseeing in Dublin City
 - Powerscourt Gardens and Waterfall
 - Glendalough, Malahide Castle
 - Roundwood
 - Funderland, New Grange
 - Zoological Gardens
 - Heritage Park, Blessington Lakes
 - Sugar Loaf
 - Japanese Gardens/ Irish Stud
 - Bray Seafront
 - Wicklow Jail
 - Dublin Castle
 - St. Patrick's Cathedral
 - Dublinia
 - Christ's Church Cathedral
 - Trinity College/Book of Kells
 - Glenroe Open Farm
 - National Museum
 - Natural Science Museum
 - National Art Gallery
 - National Aquarium
 - Kilmainhain Jail
 - Irish National Heritage Center
 - Mount Usher Gardens
 - Pearse Museum
 - Maritime Museum
 - National Sports Museum
 - Museum of Decorative Arts and History
- The activities are published on the website, on MySEK and in the school's annual 'Cultural Activities' brochure.
 - Students share one Saturday a month with their Irish family or with the boarding staff, as appropriate.

Important considerations for residential students

In order for the educational experience in Ireland to achieve its objectives, students are discouraged from travelling home over the course of their stay. Families are asked to consider the dates and indications proposed in order to respect the pace of work of students and thus be able to ensure the normal functioning of the school.

However, when it is essential for a student to travel, the following considerations must be taken into account:

- All students' private travel must be notified to the school in advance.
- The family will be responsible for travel arrangements and sending a copy of the itinerary to the school in order for the Irish host-family to prepare and organise things.
- On trips that require transfers to and/or from Dublin Airport, arrangements must previously be approved by the school. In this case, the school can help in the management of the transfers through its usual provider. The expenses associated with transfers will be paid by the student.
- It is essential that students under the age of 14 travel with a companion service for minors, regardless of the conditions of each airline (this service is offered only by IBERIA).

Those students over 14 years old will be able to fly without this companion service if parents consider it appropriate and they expressly inform the school (exempting the school from any responsibility in this regard).

- We recommend that you check airline policies and regulations before acquiring airline tickets for the student. SEK-Dublin accepts no responsibility for students' personal travel arrangements.
- Similarly, if parents plan to visit their children in Ireland, they should please contact the school and submit their travel information.





SEK International School Dublin

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www.sekdublin.es