



CIRCULAR N° 2

COLEGIO INTERNACIONAL TORREQUEBRADA

2024-2025

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1. WELCOME

We welcome you to a truly special school year, a year in which we celebrate 20 years—20 years since every September we prepare the school with great joy and enthusiasm to welcome each one of our students and their families. This year is special for us as it marks a year of growth, creating new possibilities and new horizons for our students thanks to the creation of the CIT plaza and the new learning centre for our International Baccalaureate Diploma program. However, we know that these changes will require efforts from all of us in the coming months during the morning and afternoon pick ups, and we want to thank you in advance for your cooperation and patience.

We start our 20th anniversary with new projects and alliances, with new people in the team who will undoubtedly contribute a lot with their experience and knowledge. We give a special welcome to Mr. Alexander Callow, new director of studies, who will accompany us from the management team to continue building quality educational contexts. He has extensive experience in management teams around the world in IB schools as well as other curricula that we are sure, can bring much to CIT. At the same time, Mr Isidro Morales joins the management team as mathematics coordinator for the whole school, ensuring the continuity of the curriculum and building new projects to give more visibility to mathematical thinking. In addition, Miss Paula Fernandez returns to the management team coordinating the positive discipline project throughout the school in addition to the secondary management leaving Miss Stephanie Lynn Edwards exclusively with the coordination of the MYP.

In terms of projects, we will continue to introduce sustainability in different areas of the curriculum thanks to Miss Natalie Jimenez who will help us to create that continuity and strengthen the PYP. We have also started new alliances with the national positive discipline association, being the first educational centre in Malaga, but above all strengthening the competences of our teachers to create a culture of care and wellness for all of us. Another special alliance takes place with Oppidan and will offer a wonderful opportunity to our DP1 students to be trained as mentors, first of themselves and second of younger students creating unique memories, relationships that will last in time and incredible moments of growth as part of our experiential curriculum. In connection with the latter, we have also created a special link with Beyond Education allowing us to finally find a tool that allows our students to understand what profile they are in terms of competencies and thus get the best out of each of them, developing their talents and working on their limitations in MYP2, MYP4 and DP2.

Last but not least, after having listened to your opinions and reflections, we have also improved all the extracurricular activities by offering a quality program with a wide variety of activities (artistic, sports, educational, etc...)

As always, it is a great pleasure to be able to do all of this with the members of the management and coordination team by my side, Mr David Jones, Vice Principal, Mr Roberto Head of Secondary and Baccalaureate, Ms Cristina as Head of Infants and Primary, Miss Indira as coordinator of PYP Infants, Miss Sofia as coordinator of PYP Primary and Mr Guillermo as coordinator of the DP, as well as those

mentioned above.

Of course, we will continue with all of the other experiences, parties, meetings, workshops and projects that make our community a special and unique place and where together we can build the next 20 years of CIT. We look forward to seeing you all on 12th September to celebrate that for two decades CIT has been building a better world thanks to education.

We look forward to seeing you all again!

Warm regards,

Ms Icíar García

2. IMPORTANT REMINDERS

2.1 Organisational structure

Directive team

- **Miss Icíar** - Principal
- **Mister Alex Callow** - Director of studies
- **Mister David Jones** - Vice principal
- **Miss Cristina** - Head of Infants & Primary
- **Mister Roberto** - Head of Secondary & Bacalaureate

Coordination team

- **Miss Indira** - Coordinadora de Infantil
- **Miss Sofía** - Coordinadora de Primaria
- **Miss Stephanie** - Coordinadora de MYP (Middle Years Programme)
- **Miss Paula** - Coordinadora de Secundaria y Disciplina Positiva
- **Mister Guillermo** - Coordinador de Diploma (IB Diploma Programme)
- **Mister Isidro** - Coordinador de Matemáticas
- **Miss Natalie** - Coordinadora de Sostenibilidad y PYP (Primary Years Programme)

Orientation and safeguarding and child protection department team

Heads of Department MYP & DP

Teaching staff

Administration and maintenance team

Cleaning and Kitchen Staff

PYP
PYP (Infants School)
Pre-nursery (2 años) – White class PYP 1 (3 años) – Orange & Yellow classes PYP 2 (4 años) - Red & Blue classes PYP 3 (5 años) – Lilac & Green classes
PYP (Primary School)
PYP 4 // Year 2 (6 años) PYP 5 // Year 3 (7 años) PYP 6 // Year 4 (8 años) PYP 7 // Year 5 (9 años) PYP 8 // Year 6 (10 años)

MYP	
MYP 1 (11 años)	
MYP 2 (12 años)	
MYP 3 (13 años)	
MYP 4 (14 años)	
MYP 5 (15 años)	
DP	
DP 1 (16 años)	
DP 2 (17 años)	

2.2 First days

The first day of school for all PYP & DP students will be on 9th September and on the 11th September for MYP students. We remind you that PYP Pre-nursery & PYP 1 students start with their progressive incorporation period as indicated in Circular 1 on 4th September (please find details below). They will have restaurant services on the 9th September but they will not have bus service, Early morning club or late pick up until Tuesday 10th September.

WEDNESDAY 4th	10:00 / 11:00	2years (+1)*	White class (A)
	12:00 / 13:00	2years (+1)*	White class (B)
	09:30 / 11:00	3 years (+1)*	Yellow class
	11:30 / 13:00	3 years (+1)*	Orange class
THURSDAY 5th	10:00 / 11:00	2 years (+1-)*	White class (A&B)
	09:30 / 11:00	3 years (+1-)*	Yellow class
	09:30 / 11:00	3 years (+1-)*	Orange class
	10:00 / 11:00	Coffee Break	families 2 & 3 YEARS OLD
FRIDAY 6th	09:30 / 11:30	2 years (-)*	White class (A&B)
	09:30 / 11:30	3 years (-)*	Yellow class
	09:30 / 11:30	3 years (-)*	Orange class
MONDAY 9th	10:00 / 13:00	2 years (-)*	White class (A&B)
	10:00 / 13:00	3 years (-)*	Yellow class
	10:00 / 13:00	3 years (-)*	Orange class
TUESDAY 10th	Normal timetable		

2.3 New students

As we stated in Circular 1, the teachers and student mentors will greet all new students at the entrance to the Co-Learning (in front of the main gate) at 10am, half an hour after school starts, and then they will accompany them to their classes.

2.4 School access

On 9th September parents from PYP 4 to PYP8 (Year 2 to Year 6) who wish to do so may accompany their children to class before 9:25 am. After this time, the access doors will be closed and you will have to go to the Secretary's Office so that your child can join the class at the established time.

Due to the improvements and expansion of the CIT facilities, we ask for your special collaboration during this school year. The car circuit will not be available for now although they are working tirelessly so that we can have it up and running as soon as possible. In the meantime, we have created different meeting points (for children from 6 years old) as well as access points to the school to facilitate the entrance and exit as well as different schedules for the entrance and pick up of students.

On the other hand, we have adapted the drop off times for PYP, MYP and DP to avoid crowds. It is important that we respect the arrival and departure times. No student will be allowed to enter the school before the indicated time.

In addition, this year we advise you to look for alternatives to park even if you have to walk a little bit, for example from Camelia Street and go up the stairs, from Europa Avenue or from other adjacent streets.

Finally, it is essential to respect the entrance and pick up times to facilitate the circulation. Thanks to the new location of the secretary's office, any student from MYP1 onwards who arrives late will have to wait in the co-working room until the next class in order to avoid interruptions.

PYP INFANTS

It is important not to enter the classrooms before 9:08 a.m. as the teachers will not be available to supervise.

EARLY MORNING CLUB (see point 3.1)	DROP-OFF TIME	ENTRY POINT	PICK-UP TIMES	PICK-UP POINT
from 8:00hs (see diagram below)	9:08 – 9:30hs	- Infant walking gate, main entrance in front of CIT co-working & entrance to classes from the garden - Bus	15:00hs	Main entrance (In front of CIT co-working)
			15:55 – 16:05hs	- In class (from walking gate) - Bus
			17:05hs y 18:00hs (extracurricular activities)	- Walking gate (Infants)
			16:05hs – 17:30hs (late pick up)	- Main entrance (In front of CIT co-working)



PYP PRIMARY

It is important not to enter the classrooms before 9:08 a.m. as the teachers will not be available to supervise.

EARLY MORNING CLUB (see point 3.1)	DROP OFF TIME	ENTRY POINT	PICK UP TIMES	PICK UP POINT
from 8:00hs (see diagram below)	9:08 – 9:30hs	- Infant walking gate & main entrance in front of CIT co-working	15:55 – 16:05hs	- Infant walking gate & main entrance in front of CIT co-working - Bus
		- Bus	17:05hs y 18:00hs (extracurricular activities and co-learning)	- Infant walking gate & main entrance in front of CIT co-working
		- Meeting points with CIT Staff (Garden Ronda del Golf, tree Calle Helsinki)	17:05hs – 17:30hs (late pick up)	- main entrance in front of CIT co-working



MYP

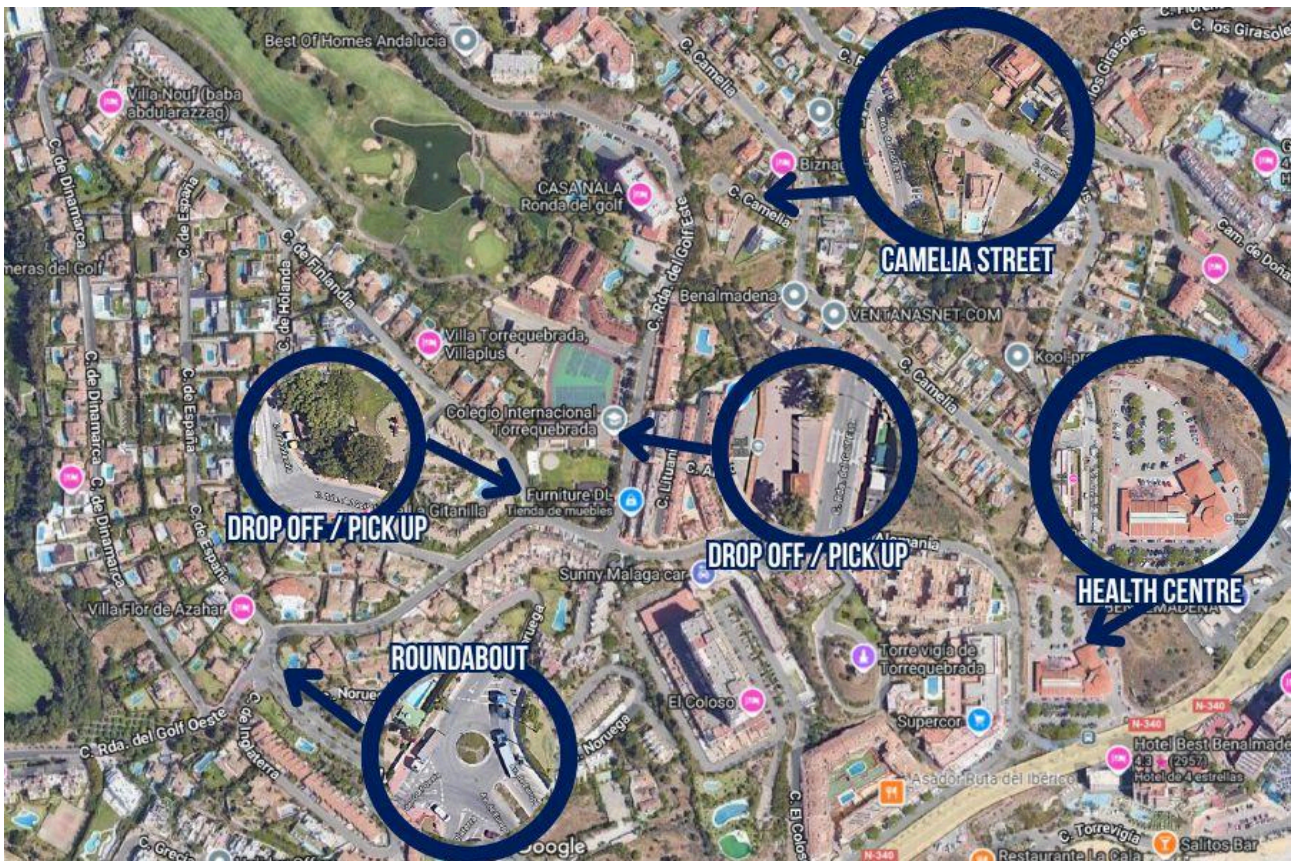
We would like to ask for the collaboration of our older students and avoid driving them to the school gate and encourage them to walk a little bit from somewhere close by that is safe. Students can be dropped off at the health centre, at the roundabout near the school, or at Camelia Street, for example.

EARLY MORNING CLUB (see point 3.1)	DROP OFF TIME	ENTRY POINT	PICK UP TIMES	PICK UP POINT
from 8:00hs (see diagram below)	9:00 – 9:20hs	- Infant walking gate & main entrance in front of CIT co-working Bus	16:05hs	- A Infant walking gate & main entrance in front of CIT co-working - Bus
			17:05hs y 18:00hs (extracurricular activities & co-learning)	A Infant walking gate & main entrance in front of CIT co-working
			17:00hs – 17:30hs (late pick up)	- main entrance in front of CIT co-working

DP

We would like to ask for the collaboration of our older students and avoid driving them to the school gate and encourage them to walk a little bit from somewhere close to the school that is safe. In addition, the co-working space will be available from 8:30 am free of charge for DP students.

Early entrance (free)	DROP OFF TIME	ENTRY POINT	PICK UP TIMES	PICK UP POINT
8:30 - 9:00 Co-working	9:00 - 9:20	Infant walking gate & main entrance in front of CIT co-working Bus-	16:05hs	- Walking gate - Bus
			17:05hs y 18:00hs (extracurricular activities & co-learning)	- main entrance in front of CIT co-working
			17:00hs – 17:30hs (late pick up)	- main entrance in front of CIT co-working



2.5 Digital Platforms

As we mentioned in Circular 1, Alexia is our digital platform through which you will receive communications and where you will be able to see the daily follow-up of your children (lunch report, exams, homework, etc). During the next few days all new families will receive an email with the necessary credentials to access the platform.

If you forget your Alexia username or password, you must access the Alexia login page, through the click on the link "Forgotten your password?" you will have to enter the email address you provided us with and then click on "I am not a robot" tab, you will receive an email with your username and the link to create a new password.

Remember that this password must have upper case, lower case and numbers with at least 8 characters,

The school will offer some informative sessions for those families who may have any questions, which will take place during the first weeks.

- **Monday 23rd September for PYP Infants at 10:00.**
- **Thursday 24th September for PYP Primary families at 10:00.**
- **Wednesday 25th September for MYP & DP families at 10:00.**

2.6 BYOD

As we mentioned in circular 1, as from Year 5 students will bring their devices to school (tablet or laptop), as part of the BYOD project. In the appendix IV & V you can find information regarding this project and the agreement that the student will sign electronically with their class tutor in order to use their devices.

On 18th, 19th and 20th September we will start with the installation of the MDM in the devices. From this date on, no student will be able to bring their device to the school if this software is not installed.

We remind you that all devices must be formatted before as the installation of this software will delete all content. Please find a reminder of how to proceed:

2.7. Book loan service

Starting this school year, there will be a book loan service for all reading and textbooks. PYP students will be able to use the books during the school year by borrowing them through their teachers. MYP and DP students will be able to pick up their books on 9th & 10th September. Each student will be assigned a parcel of books that will be registered on our platform. It is important that students take care of the books during the year by not writing or underlining them or losing them. At the end of the year, during the last two weeks of June, students will have to return the books. Those books that are not in good condition will be charged to the families in July.

We encourage all MYP and DP students to cover their books to prevent them from getting torn or damaged.

We believe that this is an excellent opportunity to generate responsibility in our students to take care of the books during the year as well as taking care of the environment by not buying the same books every year and reusing them from generation to generation.

Students can pick up the books as follows:

9th September for MYP1, MYP2 and MYP3 students.

10th September for MYP4, MYP5 and DP students.

Books can be collected from the Co- Working at the school entrance from 9am to 2pm.

3. SERVICES

3.1 Early Morning Club & Late pick up

Early morning club: This service will start at 8:00am on the 9th of September. Those families who wish to use this service must send the form they can find in appendix VI.

Late pick up: This service will start on the 9th September from 4 to 5:30pm for PYP Infants. This service will also be available during September for the rest of students. As from October it will be available for the rest of students 5 to 5:30pm, should we reach the minimum of students required.

Both services will be available on the platform for occasional reservations.

3.2 Uniforms

We remind you that the school uniform shop is now open, please find below a reminder of the opening times. Please remember to book your appointment:

* From 2nd to 6th September: from 09:30 to 14:00 and 15:00 to 17:30

From 9th September the school uniform shop timetable will be the following:

	Mornings	Afternoons
Mondays	09:00 – 10:30	15:00 – 17:30
Tuesdays	09:35 – 10.30	15:00 – 15:30
Wednesdays	09:35 – 10.30	15:00 – 15:30
Thursdays	09:35 – 10.30	15:00 – 15:30
Fridays	09:35 – 10.30	15:00 – 15:30

We would also like to remind you that any clothes left in lost property can be picked up until the 30th September, after this they will go to the outlet.

3.3 School Restaurant

The school has school restaurants that offer a complete, nutritionally balanced diet, cooked every day at the school by a team of chefs, cooks and kitchen assistants. In Appendix II you can find the September menu.

3.4 Bus

If you wish to use the bus service please remember to send the contracto (see appendix VI)

Families who use the bus service will be able to receive updates regarding the bus service (delays, etc)

via an App, Telegram.

To do so, they must register via the following links.

- Málaga: <https://t.me/+JOjeVuNEs5oxYzZk>
- Alhaurín: <https://t.me/+buXnn8uuBnU4ODA0>
- Fuengirola: <https://t.me/+VnxjtlY3FsdKNTU8>
- Marbella: <https://t.me/+VNFpvBCIhcJhMGM0>

3.5 Extracurricular Activities and Co-Learning

Extracurricular Activities

During the time the students are in school they will have the opportunity to participate in a large number of activities organised by the school or by external collaborators to complement their education and training. They will take place from October, Monday to Fridays from 4:05 to 18:00hs. These activities are not compulsory and involve an extra payment, depending on the chosen activity. During the following days you will be receiving information regarding the offered activities during this new school year. Please find information in appendix III.

Co-Learning

The Co-Learning ("study"service) will take place as from October, from Monday to Thursday and is available for students from Year 2 onwards who wish to stay until 17:05hs. This service will be free for all students who commit to it from Monday to Thursday including combining with Extracurricular activities.

4. Additional information

In Appendix I – School Calendar 24-25 you can find the school calendar with all the important dates for the new school year.

The parents meetings for all year groups will take place on the 17th September as follows:

DP + PYP Primary (16:30)

PYP Infants + MYP (17:30)

We would like to remind you that the School Opening Act will take place 12th September. In the next days you will receive more details.

5. Participation Familylab

In October we resume our meetings between the Family Lab and members of the CIT management team. Parents and grandparents who wish to may come along to chat over a cup of tea or coffee, and share views about our school and the activities and educational projects of interest being carried out and those yet to come. These meetings always take place on the first Thursday of each month. They are free, but do require prior registration a few days in advance, using the form that will be forwarded during the month to every family.

6. APPENDIXS

Appendix I School Calendar 2024-2025

Appendix II September Menu (coming soon)

Appendix III Extracurricular Activities

Appendix IV Information BYOD

Appendix V BYOD Agreement

Appendix VI Contracts services