

INTRODUCTION

SEK Budapest International School has the pleasure to welcome parents and students!

Basic information about the next academic year is found in this booklet.

We wish you a successful school year.

DIRECTOR:

Krisztián Hegedűs (krisztian.hegedus@iesmail.com)

DEPUTY DIRECTOR – GRADES 1-6:

Mátyás Szabó (matyas.szabo@iesmail.com)

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PRESCHOOL COORDINATOR:

Szilvia Szakál (szilvia.szakal@iesmail.com)

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DEAN OF STUDENTS:

Timothy Graf (timothy.graf@iesmail.com)

SCHOOL AND REGIONAL FINANCE DIRECTOR:

Erika Kiss (erika.kiss@iesmail.com)

DIRECTOR OF ADMISSIONS AND MARKETING:

Roxána Hossó (roxana.hosso@iesmail.com)

SCHOOL SECRETARY:

Bianka Baross and Annamária Jankovics (sekbud.secretary@iesmail.com)

SCHOOL RECEPTIONIST:

Márton Kopasz (marton.kopasz@iesmail.com)

1. 2022-2023 ACADEMIC CALENDAR

First day of the school year:	September 1, 2023
Autumn break:	October 28 – November 5, 2023
Winter break:	December 21, 2023 - January 7, 2024
White week:	February 5–11, 2024
Spring break:	March 29 -April 7, 2024
Last day of school year: 12th IB:	March 28, 2024
Last day of school year: 12th grade:	May 3, 2024
Last day of school year:	June 21, 2024
School report:	June 26, 2024

IB exams:	April 24 - May 17, 2024
Written Matura exams start:	May 6, 2024
Oral Matura exams advanced level:	June 5-12, 2024
Oral Matura exams intermediate level:	June 20-21, 2024

2. THE SCHOOL'S TIMETABLE / PRESCHOOL OPENING HOURS

Monday to Friday:

Grades 1 - 6: 8:00 - 16:00 (between 15:15 – 16:00 Homeroom / Mentoring hour)

Grades 7 - 8: 8:00 - 15:00

Grades 9 - 10 8:00 - 14:20 / 15:00

Grades 11-12 N: 8:00 - 13:20 / 14:20

Grades 11-12 IB: 8:00 - 16:00

Preschool: 7:00 - 17:00

Students must arrive on time for lessons and for afterschool activities.

We would like to inform you that after school and preschool opening hours (17:00) a child care service fee of net HUF 5000 will be charged for every starting hour per child. The child-care service fee is invoiced on a monthly basis.

3. SCHOOL ENTRANCES

In the school year 2023/24 morning arrivals are regulated by age groups as follows: For all students school starts at 8:00. To avoid chaos, we distribute the arriving children proportionally to both entrances of the institution.

Grades 3-8 should arrive between 7:15 and 7:45 from Alsó Völgy street. Preschool children and grades 1-2 as well as grades 9-12 should arrive between 7:15 and 7:45 through the Hűvösvölgyi road entrance.

Parking is limited on the school grounds, only parents arriving at the preschool can park in front of the building while accompanying their child to the school. Parents arriving from Hűvösvölgyi road have a drive-through option during the morning drop and afternoon pick-up periods.

Children in the lower grades (grades 1-2) are always met at the meeting point (Kiss & Drop) by a teacher on arrival in the morning and accompanied on departure in the afternoon.

Parents are not allowed to stay in the school corridors, school and preschool classrooms.

The opening hours of the gate in Alsó Völgy street: 7:15 - 8:10, 14:45 - 17:20

The opening hours of the gate in Hűvösvölgyi road: 7:15 - 8:10, 14:45 - 17:00

* The gate opening times may change during the school year, in which case you will be informed in advance.

4. SCHOOL UNIFORM

By choosing SEK you choose the specific approach to education that we offer. The SEK uniform is an integral part of our educational system.

Proper wearing of school uniform is **compulsory**.

Students arrive and leave school in uniform.

Please note that **failure to wear the uniform is a disciplinary offence and will result in disciplinary action**.

Please refer to the detailed description in the **Students Handbook**, which must be signed by all students and parents before the start of the school year.

Students not wearing the appropriate uniform should immediately meet with the Dean of Students who will investigate the misconduct. The student will receive a **warning and may be sent home**. In this case, **the child's absence for the day will be considered an unexcused absence**.

After three offences the student will be subject to disciplinary action which may include expulsion from school!

Parents will not be allowed in the school corridors, classrooms or nursery rooms.

The school policy prohibits **boys from wearing long hair, earrings, piercings, tattoos, and conspicuous make-up, nails and hair dye**.

There are two general categories, the Everyday Uniform and the Sports Uniform.

Everyday Uniform

Girls:

- short sleeved white polo shirt embroidered with the school logo
- navy blue V-neck sweater or hoodie with zipper embroidered with the school logo
- navy blue button-down sweater embroidered with the school logo
- knee-length plaid school skirt
- blue or black panty hose or socks or tights
- black shoes (may be black sports shoes but no white soles or laces)

Boys:

- short sleeved white polo shirt embroidered with the school logo
- navy blue V-neck sweater or hoodie with zipper embroidered with the school logo
- navy blue button-down sweater embroidered with the school logo
- grey school trousers
- black or navy blue socks
- black shoes (may be black sports shoes but no colour soles or laces)

Sports Uniform:

The sports uniform is worn in PE lessons and for any other sports activities or excursions organised by the school.

- navy blue shorts for boys, navy blue 'skort' for girls with the school logo
- SEK sweat suit (long sweat suit pants + zipper sweat jacket)

- grey T-shirt with the school logo
- white sport socks
- white sport shoes

Ordering the School Uniform:

The uniform sizes and samples are available for students and parents at the school for inspection. Exchanges are only possible if the uniform stock permits so, however any piece of uniform that has been received cannot be brought back.

Parents will be informed about the arrival of ordered uniforms by email. If the uniform is not picked up within 14 calendar days, the School reserves the right to sell it to someone else.

For uniform pieces ordered during the academic year we can only place an order with the manufacturers if the minimum number of orders is gathered. Delivery time may vary by manufacturer and garment.

Uniforms can be ordered through the SEK web-shop: www.uniform.sekbudapest.com/en/login

They are available for pick-up on **August 23 - 24, 2023 between 09:00 and 15:00** in the school.

All school uniform orders made for the 2023/2024 academic year will be charged in accordance with the 2023/2024 prices.

5. ADMINISTRATION

The required documents from the newly registered students for the 2023/2024 school year must be presented by: **August 14, 2023**

We kindly ask you to mark the package of documents with the student's Education ID (oktatási azonosító szám).

The following documents are to be presented at the secretariat:

- birth certificate - (original or copy) the official translation into Hungarian or English
- school report or its official translation into Hungarian or English
- leaving note from the previous school
- school maturity certificate (1st grade students)
- medical reports and notes, Social Security Number, immunisation records
- 1 identity photograph with name
- necessary documents from the Hungarian authorities for foreign students
- proof of guardianship
- certificate from Pedagogical Assistance Services

In case of any changes to the student's and/or parents' personal information (such as: e-mail, home address, telephone number, etc.) you are required to update the school secretariat in writing within 5 days.

Any official document requested from the school is only valid with the signature of the director or deputy director of the school.

6. PAYMENT

Tuition Contribution Fees and Meals can be paid in two ways:

A.) *In case of lump sum payment for the whole school year; the school offers a discount to parents. Payment deadline: August 21, 2023*

B.) In 10 equal instalments – payment must be made every month from September till June by the payment deadline indicated on the invoice.

The payment of Tuition Contribution in 10 equal instalments also applies to grade 12 students, even though their last school day is in April. Please meet the deadlines.

Those who wish to pay according to option A.) must present a declaration of intent by August 18, 2023 by email finance@iesmail.com or in written form to the school secretariat.

After the above mentioned deadline, only the payment in 10 equal instalments according to option B.) is available.

If the due Contribution and/or Fee is not paid by the end of the month, according to section 66 of the Terms and Conditions (<https://sekbudapest.com/hu/terms-and-conditions/>) the School may terminate the student membership.

If the school is ordered by legislation or official decision or regulation to change to Online Teaching and Learning (OTL) program the payment rules set out above shall also apply. The online education does not affect the extent and manner of the payment obligation.

At the payment of Contribution and/or Fees, the amount paid in any case will be registered to compensate for the item(s) with the earliest due date, regardless of the referred invoice number.

The conditions for dismissal from school initiated by the parents are regulated by section G of the Terms and Conditions.

The school will inform parents about payment deadlines for registration fees for the 2024/2025 academic year in February, 2024.

When transferring payments, please make sure to use the precise amount, company name, and bank account number that is disclosed on your invoice. Invoices are issued in HUF.

In the event of overdue payment of the invoices, interest for late payment days will be charged at an annual rate of 18%.

1.5% administrative fee is charged for cash settlement of the invoice(s).

An extra administration fee of 3000 HUF/page is to be paid for documents required in addition to the documents to be officially issued by the enrolled students and also by persons who no longer have student status in the school.

In the case of mid-year enrollment, regardless of the date of entry, a full month will always be charged for both the education contribution and the meal.

7. MEALS

The payment of Meals has to be paid in a lump sum for the whole school year or in **10 equal instalments**, regardless of the number of teaching days in the given month. The 10th instalment of meals will not be billed to grade 12 students.

Fees for the food include three meals:

Preschool and Grades 1-12 (breakfast, lunch, snack)

The use of this service is compulsory for each student. In the case of food allergies, the school provides special dietary meals, subject to medical advice. A full cancellation is only possible if medically justified and supported by

appropriate medical documentation. Students are allowed to eat their own food in the dining room if they meet the effective food safety regulations.

The electronic meal card required for identification is provided by the school to students free of charge. The fee for replacement of damaged or lost cards is HUF 2500 +VAT/card.

8. SCHOOL GUARANTEE

In case the father or mother of a student deceases, it is possible for such student to continue and finish his/her studies free of charge at the school he/she was enrolled at. The Terms of the School Scholarship Guarantee service are included in the Enrollment Contract or in the Membership Contract.

Terms of the guarantee:

Eligible person: The father or mother of a student, indicated as the party entitled to the service in the annual enrolment form. Allowed upper age limit is 60 years.

Beneficiaries: Students enrolled in the School dependent on the eligible parent on the date of his/her death.

Security: This service covers all the fees incurred during the school year, the Registration Fee, the Tuition Contribution Fee and the costs of Meals.

The allowance shall commence as of the month following the report on the death of the eligible parent and last until the end of regular studies of the student (without repetition of a year) at the school where the student was enrolled. This guarantee shall not ensure in any case continuous school attendance at an education center that does not form part of the SEK International Institution. Temporary suspension or termination of the service due to force majeure shall not give rise to any claim for monetary compensation.

The service shall be provided by the school following analysis of circumstances and requirements related to individual cases and the school shall be entitled to request all information deemed necessary.

Exclusions: The above mentioned allowance may not be provided:

- a. In case of a suicide and grave or terminal illness of the parent if it was already present when the service was first registered for such party.
- b. In case the eligible parent was in delay with payment of any invoice issued by the school at the time of his/her death.
- c. In case the Education Agreement between the eligible parent and the school is ineffective or, following the end of the school term, the place for the next school term was not renewed.
- d. In case the eligible parent is unable to prove natural parentage or a right of lawful representation for the benefit of the enrolled student.

9. EXTRA CURRICULAR LESSONS, SWIMMING

To compliment lessons and to develop children's range of interests, extracurricular lessons are held every day after school. *General rules of extracurricular activities:*

1. For registration, parents must fill in the registration form which is valid for both semesters. The deadline for submitting the registration form is September 15, 2023. The registration form can be presented in person at the school secretariat or sent by email to sekbud.secretary@iesmail.com.
2. Extracurricular lessons start on September 18, 2023.

3. Extracurricular lessons are invoiced per term. **Cancellation during the already commenced semester is not possible.**
4. In case a student does not wish to continue an extracurricular activity in the second semester, the parents should inform the secretariat and the Finance Department (finance@iesmail.com) in writing before January 12, 2024.
5. In this academic year, 2023-2024, we will provide compulsory swimming lessons during the double PE class in grades 1-4. Swimming lessons are free of charge for parents.
6. Students should reach the required school standard and present an acceptable attitude in order to participate in the lessons. Otherwise the tutor decides whether the student can continue to attend the classes.
7. Extracurricular lessons have fixed rules which are to be kept. Students who do not keep the rules may be excluded. In case of such exclusion, we are unable to repay the fee.

10. FIELD TRIPS

By signing the Registration Form the parent consents to his/her child taking part in field trips organized by SEK Budapest. The school will provide the parents with information about each proposed field trip before it takes place, which will give the parents the opportunity to inform the school in writing if they do not wish their child to take part in a particular trip.

In case the parent does not cancel the trip, he/she accepts the following:

1. The parent acknowledges the advertised price of the trip. The fee will be invoiced in the following month.
2. In case the student is not able to attend the trip for any reason, the full cost will still be charged.
3. Participation in the trip may involve risks not found during study at the School. These include without limitation risks involved in travelling to, from, and within the trip destination, as well as risks generated by the activities in which the student engages while on the trip. The participant and parent are aware of these risks, have understood them, and are consciously taking them of their own free will. Participants will take every precaution to safeguard their health and to protect their personal belongings from damage or theft.
4. Students must have valid and current medical insurance and have a valid insurance identity card (TAJ) participating on the trips.
5. For International Programs (Boca Prep, St. John's International School, SEK Levante, Valencia) all the administrative work must be done by contacting Hossó Roxana roxana.hosso@iesmail.com responsible for the international programs at SEK Budapest.

11. ABSENCES

Parents must give reasons for students' absences in writing, with dates and a parent's signature within 3 days of the last day of absence. Medical certificates must be sent electronically to the child's Tutor, marked with the child's full name and class.

Parents may justify 5 days of absence per school year as a maximum. Students may be absent a further 4 days per semester with the prior approval of the Director.

According to the operative rules, the school will take the necessary administrative and academic steps if a student has more than **250 classes justified or 10 classes unjustified absences**. A student may be required to take a grade examination after 250 hours of absence

12. LEAVING THE SCHOOL DURING THE SCHOOL DAY

The parent must notify the Tutor and the Secretariat by e-mail 24 hours in advance of the absence, delay or early leaving of the child.

Leaving the school during the class hours for sports or any other activity is only permitted with given reasons, filled in request, and with permission given by the Director of the school. Deadline for submission of request: September 8, 2023.

In the 2023/2024 school year, parents of children in grades 1-4 will have the opportunity to pick up their child from school earlier, at 15:15. Parents must declare this in writing in advance by sending a formal request to the secretariat. Children who are not picked up from school by their parents early will attend a homeroom lesson with the class teacher from 15:15 to 16:00.

Deadline for submitting the requests: September 8, 2023

13. TUTORS

The tutoring system is a key element in the educational process, it moves and coordinates the experiences, comments and suggestions of the entire education community. The tutor is in charge of communicating with parents regularly. The parents can ask for meetings at any time previously arranged when they need information, have problems or wish to make suggestions.

Face-to-face meetings with tutors are formally provided by the school four times a year. A parent may request a visit with any of the teachers teaching the child, if justified.

14. PSYCHOLOGIST AND SPECIAL TEACHER

Our school psychologist and a special teacher help students and tutors solve individual and collective problems. Appointments for a personal interview can be requested through the secretariat.

15. MEDICAL CARE

The general medical tasks of the school are performed by **Dr Éva Gyarmati**, paediatrician.

Besides the obligatory screening, all age groups receive neurological and orthopaedic screening. Every age group gets its obligatory vaccinations. Students receive mental health education within the curriculum.

16. VISITING RULES

Parents are advised to schedule an appointment with the Tutor based on established tutorial hours to obtain information regarding their child's studies.

The Director, the Deputy and Tutors are ready to talk to parents at any time previously arranged through the secretary.

17. MOBILE PHONES

Students in grades 1-6 are **strictly prohibited from bringing mobile phones to school.**

Cell phones will be confiscated by the class teacher and the Dean of Students will be notified immediately. Confiscated phones will not be given to parents until the afternoon.

Students in grades 7-12 are ***not allowed to use their phones during school hours*** (except with permission of the teacher for the purpose of completing class work)

Violation of this rule will be treated as a ***conduct problem and may result in disciplinary action.***

Students in grades 7-12 are required to keep their phones in their bags.

Phones in plain sight will be confiscated by the classroom teacher and the Dean of Students will be notified and will investigate the infraction.

Three infractions will be followed by disciplinary action which may result in expulsion from the school.

18. LOST PROPERTY

Parents are asked to write the student's full name and their class in every single item of clothing and every piece of school equipment. This helps identify lost items.

Lost property can be found in the indicated place. Students must keep their valuables in their lockers. **The school is not responsible for the disappearance or loss of valuables.**

19. ORAL LANGUAGE EXAMS

Semester Language Oral exams are compulsory for the students from 7th to 12th grades excluding IB students and students who have previously taken a related Matura exam.

20. OTHER

Scooters can be stored in the car park in front of the preschool, against the metal railing and properly locked. Students arriving by bicycles can use the bicycle storage.

The school does not take any responsibility for scooters and bicycles.