1021 Budapest,
Hűvösvölgyi út 131.
Telefon: + 361-394-2968
sekbud.secretary@iesmail.com

SCHOOL GUIDE
2026-2027

SEK BUDAPEST
INTERNATIONAL SCHOOL
HUNGARY

1021 Budapest,
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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:
Eszter Gulyás (eszter.gulyas@iesmail.com)

DEPUTY DIRECTOR – GRADES 1-6:
Mátyás Szabó (matyas.szabo@iesmail.com)

DEPUTY DIRECTOR – GRADES 7-12N:
Melinda Papp (melinda.papp@iesmail.com)

IB DP COORDINATOR - GRADES 11IB and 12IB:
Zoltán Veres (ib.SEKBudapest@iesmail.com)

PRESCHOOL COORDINATOR:
Szilvia Szakál (szilvia.szakal@iesmail.com)

DEAN OF STUDENTS:
Réka Anna Harangozó (reka.szekely@iesmail.com)

SCHOOL AND REGIONAL FINANCE DIRECTOR:
Erika Kiss (erika.kiss@iesmail.com)

ADMISSIONS AND MARKETING MANAGER
Roxána Hossó (roxana.hosso@iesmail.com)

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

1. 2026-2027 ACADEMIC CALENDAR

First day of the school year:	September 1, 2026
Autumn break:	October 23 – November 1, 2026
Winter break:	December 19, 2026 - January 3, 2027
Ski break:	February 22 – 26, 2027
Spring break:	March 25 - April 4, 2027
Last day of school year: 12th IB:	April 9, 2027
Last day of school year: 12th grade:	April 30, 2027
Last day of school year:	June 18, 2027
School report:	June 25, 2027
IB exams:	April 26 - May 20, 2027
Written Matura exams start:	May 3, 2027
Oral Matura exams advanced level:	June 2-9, 2027
Oral Matura exams intermediate level:	June 14-30, 2027

2. THE SCHOOL'S TIMETABLE / PRESCHOOL OPENING HOURS

Monday to Friday:
Grades 1 - 4: 8:00 – 14:15 (between 14:25 – 15:10 Homeroom / Mentoring hour)
Grades 5 – 6: 8:00 – 15:10 (between 15:15 – 16:00 Homeroom / Mentoring hour)
Grades 7 - 12: 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 2026/27 morning arrivals are regulated by age groups as follows: For all students school starts at 8:00. To avoid crowdedness, 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.
If the student does not wear the appropriate uniform, he/she has to report it to 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.***

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

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 or navy blue polo shirt embroidered with the school logo
- navy blue V-neck sweater or round-neck sweater embroidered with the school logo
- knee-length plaid school skirt or trousers
- 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 or navy blue polo shirt embroidered with the school logo
- navy blue V-neck sweater or round-neck 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:

Uniforms can be ordered through the SEK online store: www.uniform.sekbudapest.com/en/login
Once the order arrives the school will inform the family. They are going to be available for pick-up in the school.
If the uniform has not arrived by the time the student starts school, they may attend in a plain white shirt, black bottoms, and completely black shoes until the uniform arrives.
All school uniform orders made for the 2026/2027 academic year will be charged in accordance with the 2026/2027 prices.

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.

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 and used 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.

5. ADMINISTRATION

The required documents from the newly registered students for the 2026/2027 school year must be presented by: **August 12, 2026**
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
- copy of residence card
- necessary documents from the Hungarian authorities for foreign students
- proof of guardianship
- residence permit of guardian (care-taker)
- 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 30, 2026

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

Those who wish to pay according to option A.) must present a declaration of intent by email finance@iesmail.com or in written form to the finance office.

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 plans to inform parents about payment deadlines for registration fees for the 2027/2028 academic year in February, 2027.

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 enrolment, 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 **equal instalments**, regardless of the number of teaching days in the given month.
Fees for the food include these meals:

- Breakfast
- Lunch

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. The cancellation of meal service is only possible if it is medically justified and supported by appropriate medical documentation from a specialist doctor. The school does not accept medical certificates provided by the general practitioner in this case. 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 Enrolment 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 and registered to the International Membership Program as “holder”. Allowed upper age limit is 60 years. The registration for the guarantee is available for 1 care-taker within a family.

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 centre 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

To complement 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 10, 2026.
2. Extracurricular lessons start on September 14, 2026.
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 Front Office (eva.weinrauch@iesmail.com) and the Finance Department (finance@iesmail.com) in writing before January 9, 2027.
5. 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.
6. 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.SWIMMING, BEACH BALL AND ICE SKATING

It is obligatory to participate in swimming, beach ball and ice skating classes for students.
The rules of swimming lessons are the following:

1. Swimming lessons are mandatory during double PE lessons for grade 1 Beach ball and ice skating lessons are compulsory for grades 2-8. The lessons are free of charge for parents.
2. To get exemption from P.E. lessons, the proper medical papers from a specialist have to be provided.
3. Parents can request exemption 3 times a year for their children.
4. The lack of class equipment on a regular basis might result in negative consequences.

11. 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. 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.
2. Students must have valid and current medical insurance and have a valid insurance identity card (TAJ) participating on the trips.
3. For International Programs (Boca Prep, St. John's International School, SEK Levante, Valencia) all the administrative work must be done by contacting Edit Kalman events.sekbudapest@iesmail.com responsible for the international programs at SEK Budapest.

12. ABSENCES

Parents have to provide exemption for students' absences through the electronic system (e-Kréta) within 3 working 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 semester 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

13. LEAVING THE SCHOOL DURING THE SCHOOL DAY

The parent must notify the Tutor and the Secretariat by e-mail in advance of the absence, delay or early leaving of the child as soon as possible, before the start of the school's teaching hours. 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 10, 2026.

If the student is planned to picked up by an authorized person but not by the parent or official caretaker, then it must be reported to the head teacher prior the event happens.

14. 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 two times a year. A parent may request a visit with any of the teachers teaching the child, if justified.

15. 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.

16. MEDICAL CARE

The general medical tasks of the school are performed by **Dr Izabella Cesko**, 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.

17. 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 and the Deputy are ready to talk to parents at any time previously arranged through the secretary.

18. MOBILE PHONES

Mobile phones are prohibited to use throughout the school day (except with expressed permission of the teacher for the purpose of completing class or project work).

We understand the need to contact parents and/or students. This can be done through the Front Office. Students are responsible to keep their phones inside their lockers within the school building during the school day.

In case of non-compliance, the students will be held responsible for their behaviour.

19. LOST PROPERTIES

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.**

20. 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.

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21. OTHER

Scooters and bicycles can be stored and locked in the storage area in front of the gym

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