

INTRODUCTION

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

Basic information about the school is found in this booklet. We wish you a successful school year.

DIRECTOR:

Krisztián Hegedűs (krisztian.hegedus@iesmail.com)

DEPUTY DIRECTOR:

Mátyás Szabó (matyas.szabo@iesmail.com)

Péter Szász (peter.szasz@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, Annamária Jankovics (sekbud.secretary@iesmail.com)

1. 2021-2022 ACADEMIC CALENDAR

First day of the school year:	September 1, 2021
Autumn break:	October 25 – November 2, 2021
Winter break:	December 22, 2021 – January 3, 2022
White week:	February 7 - 11, 2022
Spring break:	April 11-19, 2022
Last day of school year 12 th IB:	April 22, 2022
Last day of school year 12 th grade:	April 29, 2022
Last day of school year:	June 15, 2022
School report:	June 21, 2022
IB exams:	April 28, 2022
Written final exams start:	May 9, 2022
Oral Matura exams advanced level:	June 7 – 11, 2022
Oral Matura exams intermediate level:	June 16, 2022

2. THE SCHOOL'S TIMETABLE / PRESCHOOL OPENING HOURS

Monday to Friday:

From 9:00 a.m. until 16:00 - Grades 1 - 6

From 8:00 a.m. until 15:00 - Grades 7 - 12

From 7:00 a.m. until 17:00 - Preschool Opening Hours

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

Extra-curricular activities start after 4:05 p.m.

We would like to inform you that after school and preschool opening hours (17:00) a child care service fee of net 5000 HUF will be charged for every started hour per child. The child-care service fee will appear in your monthly bill.

3. SCHOOL ENTRANCES

For your convenience please consider the following parking solution: entrance for students and parents through the gate in Alsó Völgy Street; drive through and limited parking space (for preschool parents only) entrance for students and parents through the gate in Hűvösvölgyi Street. Please, do not park on the place assigned for the school bus.

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

The opening hours of the gate in Alsó Völgy Street: 7:10-9:00, 15:20-17:20

The opening hours of the gate in Hűvösvölgyi Street: 7:00-9:00, 15:45-17:00

* 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 the integral part of our educational system. Through the uniform our students identify with the school from an early age. The SEK uniform is designed in a way that it is comfortable to wear and can be separated into two general categories: The Everyday Uniform and the Physical Education Uniform.

The Everyday Uniform

Girls:

- short sleeved white polo shirt embroidered with the school logo
- navy blue V-neck sweater embroidered with the school logo
- navy blue button-down sweater embroidered with the school logo
- navy blue or burgundy hoody with zipper embroidered with the school logo
- knee-length plaid school skirt
- blue or black panty hose or socks or tights (no patterns or other colors)
- black shoes (no sport shoes or heels) according to the list provided by the school

Boys:

- short sleeved white polo shirt embroidered with the school logo
- navy blue V-neck sweater embroidered with the school logo
- navy blue button-down sweater embroidered with the school logo
- navy blue or burgundy hoody with zipper embroidered with the school logo
- grey school trousers
- black or navy blue socks
- black shoes (no sport shoes) according to the list provided by the school

The Physical Education Uniform

The sports uniform is worn in PE lessons and for any other sports activities or excursions organized 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 suit jacket)

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

The SEK School Norms strictly prohibit male students from attending with long hair styles, and male and female students from wearing visible body piercings, strong make up, hair coloring, and nail polish.

Wearing the school uniform is obligatory.

Students must arrive and leave the school wearing their uniforms.

Students who are not properly uniformed will be sent home with a n unjustified absence.

Ordering the School Uniform:

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

Parents will be informed about the arrival of ordered uniforms by email. In case that the uniform is not picked up within 14 calendar days SEK Budapest 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, and will be available for pick-up on **August 24 - 25, 2021 between 09:00 and 15:00 in the school.**

All school uniform orders made for the 2021/2022 academic year will be charged in accordance to the 2021/2022 prices.

5. ADMINISTRATION

The required documents from the newly registered students for the 2021/2022 school year must be presented by: **August 13, 2021**

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 handed to 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
- reference from the previous school
- school maturity certificate (1st grade students)
- medical reports and notes, Social Security Number, immunization records
- 1 identity photographs with names
- necessary documents from the Hungarian Authorities for foreign Students
- proof of guardianship
- special needs 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 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 24, 2021
- B.) In case of 10 equal installments, 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 installments also applies to grade 12 students, even though the last school day is 22nd of April (IB) and 29th of April (National). Please meet the deadlines.

Those who wish to pay according to option A.), must present a declaration of intent by August 13, 2021 by email (finance@iesmail.com) or in written form to the school secretariat.

After the above mentioned deadline, only the payment in 10 equal installments according to option B.) is available. If the actual Contribution and/or Fee are not paid by the end of the month, the school will no longer support the student and according to the Terms and Conditions item 66. (<https://sekbudapest.com/hu/terms-and-conditions/>) the School may suspend provision of its services.

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 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 General Terms and Conditions.

The school will inform parents about payment deadlines for registration fees for the 2022/2023 academic year in February, 2022.

When transferring payments, please make sure to use the precise amount, company name, and bank account number that is present on your bill. 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 3.000 HUF/page is to be paid for documents required in addition to the documents to be officially issued documents by the enrolled students and also by persons who are 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 lump sum for the whole school year or in **10 equal installments**, regardless of the number of teaching days in the given month. The 10th installment of meals will not be billed to grade 12 students.

Fees for the food include three meals (breakfast, lunch, snack).

The use of this service is compulsory for each student. Cancellation of the meals is only possible if the child needs a specific dietary requirement for medical reasons and will be processed if the parent submits the necessary documentation provided and signed by a doctor. Students are allowed to eat their own food in the dining room if they meet the current food safety regulations.

We would like to inform you that birthday cakes and pastries cannot be brought to school.

The electronic meal card required for identification is provided by the school to student free of charge.

The fee for replacement of damaged or lost cards is HUF 2 500 +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. The Terms of the School Scholarship Guarantee service shall be seen in the Enrollment Contract or in the Membership Contract.

Properties of this guarantee:

Party entitled: The father or mother of a Student, indicated as the party entitled of the service on the annual enrolment form. Allowed upper age limit is 60 years.

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

Security: This is an additional service provided by the School within the costs of the Tuition Contribution Fee and it only covers Registration Fee, the Tuition Contribution Fee of the education service and the costs of meal during the school year.

The allowance shall commence as of the month following the report on the death of the party entitled 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.

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:

1. In case of a grave or terminal illness of the party entitled if it was already present when the service was first registered for such party.
2. In case the party entitled was in delay with payment of any invoice issued by the School at the time of his/her death.
3. In case the Education Agreement linking the party entitled with the School is ineffective or, following the end of the school term, the party entitled has not renewed his/her place reservation for the next school term.
4. In case the party entitled is unable to prove a proof of natural parentage or a right of lawful representation for the benefit of the enrolled Student.

5. The School reserves the right to modify properties of the allowances, securities and exclusions provided by the service in question, appropriately notifying parties entitled of the service thereupon.

9. TRAVELLING

The students who attend the SEK Budapest International School are entitled to special travelling services, in case of a sufficient number of applicants.

Travelling rules set up by the school:

1. **ORDERING THE SERVICE:** The service is available from September 1 until June 15. The deadline for application if the starting date of the service in September is: August 13, 2021. In case of later accession the application deadline is 5 working days before the first working day of each month. Orders are accepted only in writing.
2. **CANCELLATION OF SERVICE:** The service can be cancelled minimum 10 working days before the first working day of the month. Cancellations are accepted only in writing.
3. The service fee shall be reimbursed in advance each month. Payment deadlines: the last working day of the month preceding the month of service.
4. Travelling fees are fixed by August 14, 2021. The fee will not be changed unless there is a 10% increase in the price of petrol since September 2021 or another vis major occurs.
5. Both drivers and vehicles meet all demands set the authorities.
6. **DEPARTURE:** The bus arrives at the student's home or at the stop at the agreed time, where it waits for 5 minutes; then it continues on its way. The driver will not announce his arrival by sounding the horn, and the driver does not get out to ring at the gate. The student must be ready to leave. If the bus arrives earlier than scheduled, it will wait till the agreed time.
7. **ABSENCE:** If the student doesn't need the service because of illness or any other reason, parents are asked to inform in writing (SMS, E-mail) the Coordinator (and the bus driver), so the bus does not stop unnecessarily. If the student needs the service after his/her absence, parents should once again contact the Coordinator (and bus driver).
8. **EXCEPTIONAL CASES:** If the bus breaks down, the driver must inform the school secretary who then informs the parties concerned to wait for the auxiliary vehicle at their homes.
9. The school bus is not allowed to travel on dangerous roads or any other places which could cause difficulties in driving.
10. If there is a change of address, parents are asked to give the school 30 days' notice in writing, so that the route can be reorganized if necessary.
11. To improve service, route may be changed. In such a case, parents are informed in advance.
12. Parents may request in writing a temporary change in address if this do not affect the already well-established routes and there is space on the bus.
13. If the student doesn't need the service for the afternoon, parents are asked to inform the secretary in writing. For security reasons the school cannot accept verbal permissions.
14. If parents want to pick up their child before the end of the school day, they should inform the secretary. They should give their child's name, class and the route. If parents want to take their child as the bus is leaving, they should inform the person in charge on the relevant bus.
15. In the afternoons, the bus takes the child to the door of his/her home or to the stop, where an authorized person should wait for him/her. Otherwise, the bus takes him/her back to the school.

16. The school bus will not leave the school until all children travelling on a certain route are on board. At the end of the school day children must go to the bus promptly because of the fixed starting time of the bus. Smaller children will be accompanied by teachers.
17. As travelling on the school bus is regarded as an extension of the school day, the same rules apply to it. Non-compliance or intentional misconduct must be reported to the tutor and the deputy principal, who will take appropriate action.
18. If a child damages the bus or its interior intentionally, parents will be liable for the repairs.
19. If parents have any comments in connection with travelling, they should inform the school secretary.
20. Messages from the parents are only to be given to the bus driver in closed envelopes.

10. EXTRA CURRICULAR LESSONS, SWIMMING

To compliment lessons and to develop children's range of interests, extracurricular lessons are held every day starting at 16:05.

General rules:

1. For registration, parents must fill in the extracurricular classes registration form which is valid for both semesters. The deadline for presenting the registration form for classes held in the first semester is September 10, 2021, and for new lessons starting in the second semester, January 14, 2022. The registration form can be presented in person at the school secretariat or sent over email to sekbud.secretary@iesmail.com.
2. Extracurricular lessons start on September 13, 2021.
3. Extracurricular lessons and activities fees are billed per term. **Cancellation during the already commenced semester is not possible.**
4. In case a student does not wish to continue an extracurricular activity or swimming lesson in the second term the parents should inform the secretariat and the Finance Department (finance@iesmail.com) in written form before January 14.
5. Students should reach the required school level and present 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.

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. 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 cost will be charged.
3. Participation in the trip may involve risks not found in study at the School. These include without limitation risks involved in traveling 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. In the case of International Programs (Boca Prep, St. John's International School, SEK Levante, Valencia) all the administrative work must be done through SEK Budapest School's secretariat.

12. ABSENCES

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

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.

13. 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 sport or any other activity is only permitted with given reasons, filled in request, and with permission given by Director of the school by September 10, 2021.

14. STUDENT'S DIARY

The diary promotes communication between parents and tutor regarding the student (1-4 grade). The diary helps to organize students' daily work, because it reflects the different types of activities the student is doing. **The diary must be signed weekly by the parents, in order to show acknowledgement of the notes.**

15. TUTORIAL

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. The parents can ask for meetings at any time previously arranged when they need information, have problems or want to make suggestions.

16. PSYCHOLOGIST AND SPECIAL TEACHER

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

17. MEDICAL CARE

The general medical tasks of the school are performed by Dr Izabella Ceskó, a pediatrician.

Besides the obligatory screening, every age group's nervous system and orthopedic screening is examined. Every age group gets its obligatory vaccinations. Students receive mental health education within the curriculum.

18. VISITING RULES

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

The Director, the Vice Principal and Tutors are ready to talk to parents at any time previously arranged through the secretary or directly.

19. MOBILE PHONE

For students in grades 1-6 of the Primary School the use of mobile phones is **forbidden** as well as the use of mobile phones to take photos or videos. If the student uses mobile phone it will be taken away, kept in administration office and given back to the parents.

Students in grades 7-12 may bring their phones to school, but it cannot be used during classes or used to take photos or videos. It is highly recommended for the students to keep their phones in the locker or backpack in mute mode.

20. LOST PROPERTY

Parents are asked to write the children's full name and their class in every single item of clothing and every piece of school equipment. This helps identifying 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 disappearance or loss of valuables.**

21. LANGUAGE EXAMS

Semester Language Oral exams are compulsory for the students from 7th to 12th grade including students who previously have taken anticipated Matura exams.

22. OTHER

The use and storing of rollers is not allowed in the school.