

## Welcome to the course 2020-2021 at Centre de Formació de Persones Adultes Barceloneta

**Classes start: 21st September**

**Classes finish: 22nd June**

### Public holidays:

#### First term

- ▶ Thursday, 24<sup>th</sup> September 2020, La Mercè, Patron Saint of Barcelona, official city holiday
- ▶ Monday, 12<sup>th</sup> October 2020, Columbus day
- ▶ Monday, 7<sup>th</sup> December 2020, public holiday chosen by the school
- ▶ Thursday, 8<sup>th</sup> December 2020, Constitution Day
- ▶ **Christmas Holidays**  
From 22<sup>nd</sup> December 2020 to 7<sup>th</sup> January 2021 inclusive

#### Second term

- ▶ Monday, 15<sup>th</sup> February 2021, public holiday chosen by the school
- ▶ **Easter Holidays**  
From 27<sup>th</sup> March to 5<sup>th</sup> April 2021 inclusive

#### Third term

- ▶ Monday, 3<sup>rd</sup> May 2021, public holiday chosen by the school
- ▶ Monday, 24<sup>th</sup> May 2021, Whit Monday (also known as Pentecost Monday), Dilluns de Pasqua Granada, public holiday in the city of Barcelona

### General regulations:

- At the beginning of the course the student's card will be delivered to all students.
- Your teacher will decide if you pass the course, taking into account attendance, class participation, test results and the level of achievement of the learning objectives and course contents.
- The tutor will have a meeting with each student and notify the results of your assessment once a term. Attending this meeting is compulsory.
- At the end of the course and as long as the overall assessment is positive, the student will receive a certificate corresponding to the course and level they have completed.
- Class attendance, therefore, is compulsory.
- When classes take place on a daily basis, an accumulation of ten unexcused absences in a row will lead to a student being withdrawn from his/her program of study.
- When classes take place once or twice a week, not attending class for 2 weeks in a row, without the student validating his/her absences by presenting or submitting acceptable documentation or contacting his/her teacher, will lead to a student being withdrawn from his/her program of study.
- Students must arrive on time. The decision to allow access to the classroom when the class has begun depends on the teacher.
- Smoking is not allowed on the school premises.
- Students are not allowed to use mobile telephones in the classrooms.
- Students should demonstrate care of equipment and respect for the school facilities.
- Students have the right to participate in the running and life of the School. Therefore, each class should choose a classroom representative who will be the person responsible for communicating any problem or suggestion to their tutor and will represent the class in front of their peers and the school management team. You will also be able to coordinate with the students' representatives at the School Council meetings.
- Each group is assigned a teacher/tutor. The schedule of tutorships, as well as the school management team's schedule of attention to the



public, will be displayed in the secretary office (2nd floor) and in the staff room (3rd floor).

- It is essential to show respect for all members of the school community. The school management team reserves the right to apply sanctions against students who display a personal behaviour which is incompatible with the school or the rest of the students.
- According to regulations of the Department d'Ensenyament de la Generalitat de Catalunya each student is allowed to take the same course twice. If a student is unsuccessful in passing the course the second time they will not be allowed to register for the same course again, except for the Spanish and Catalan courses.
- If you have any input or suggestions, you can count on the student council classroom representatives at the School Council meetings.
- With the registration, you take part in the Students' Association "Dóna-li corda" and you have the right to participate in all its activities.
- Registration: Under no circumstances is considered registered any student who has not submitted all the required documentation in order to be properly registered.

## COVID-19 MEASURES

- **It is mandatory to wear a face mask on the school premises, especially in the classroom, at all times. If you do not abide by this measure you will be denied entry to the school.**
- **Temperature screening: Temperature checks will be carried out on students before they enter school. If their temperature is higher than 37.5° C they will not be allowed in the school.**
- **Students are required to adopt all protective measures while they are attending classes at the school: keeping a safe distance of at least 1.5 metres from others and cleaning their hands frequently. Hand sanitizing stations with hydroalcoholic gel dispensers are deployed throughout the school so that students are able to disinfect their hands frequently.**
- **Students will be responsible to wipe down and disinfect their desk and chairs when entering the classroom before class begins.**
- **Students will leave the school as soon as they finish class. They cannot remain or linger on the school premises as a safety measure.**
- **In order to prevent the spread of COVID-19 items that are difficult to clean or disinfect such as electronic devices, pens and pencils, classroom stapler, whiteboard markers and erasers, books, games, art supplies (e.g., markers, crayons, scissors), and other learning aids must not be shared. Each student's belongings must be separated from others' and individually labeled if necessary.**
- **The elevator or lift can only be used by people in wheelchairs or having disabilities. Only two people can enter the elevator at a time. The rest of the people are not allowed to use the elevator and should take the stairs instead.**
- **Students are required to sign a COVID-19 Statement of Personal Responsibility (or liability waiver and "informed consent" agreement) as a condition of attending class.**