There are three holiday periods:

♦ Chistmas holiday (December-January)

♦ Easter holiday (March or April)

♦ Summer holiday (end of June-September)

Who to address in an Educational Center

The group of persons in charge of students´ education is known as "Educational Community", which includes teachers, students, parents and organizations that somehow support the education (technical teachers for the community services, etc.).

❑ When presenting oneself in the Center for the first time, parents or tutors may address the Board of Directors, which include a **Director, a Headmaster and a Secretary.**

❑ In order to know how children are doing in different subjects, and to know about their behaviour, one must address the Class **Tutor**; this teacher is in charge of guiding students in that class throughout the educational process.

❑ Besides the Tutor, the high school **Guidance Departments** and the **EOEP** (Educational and Psychopedagogical Guidance Board), in Primary School, are able to give information on the children´s school performance.

❑ Parents may participate in the Center decisions when voting their representantives for the **Consejo Escolar** (association in charge of discussing the Center educative policy) and through the **AMPA** (association of students´ mothers and fathers).

For further information:

- COMUNIDAD DE MADRID. Education Counseling

C/ Alcalá, 32
Web:http://www.madrid.org/cmadrid/educac.htm

- **AYUNTAMIENTO DE MADRID**. Employment and Services Office
C/ Ortega y Gasset, 100
Web: http://www.munimadrid.es
91 480 1205/06/07

Education Office in each Municipal Council

- General information telephone: Comunidad de Madrid: **012**

- General information telephone Ayuntamiento de Madrid: **010**

How to study in Madrid∗

THE MOST IMPORTANT...

☺ Education is compulsory and free from the age of 6 to 16.

☺ The regristration is done in the Educational Centers.

☺ There are the so-called **public** (free education), **arranged** (free education with probable complementing expenses) and **private** Educational Centers.
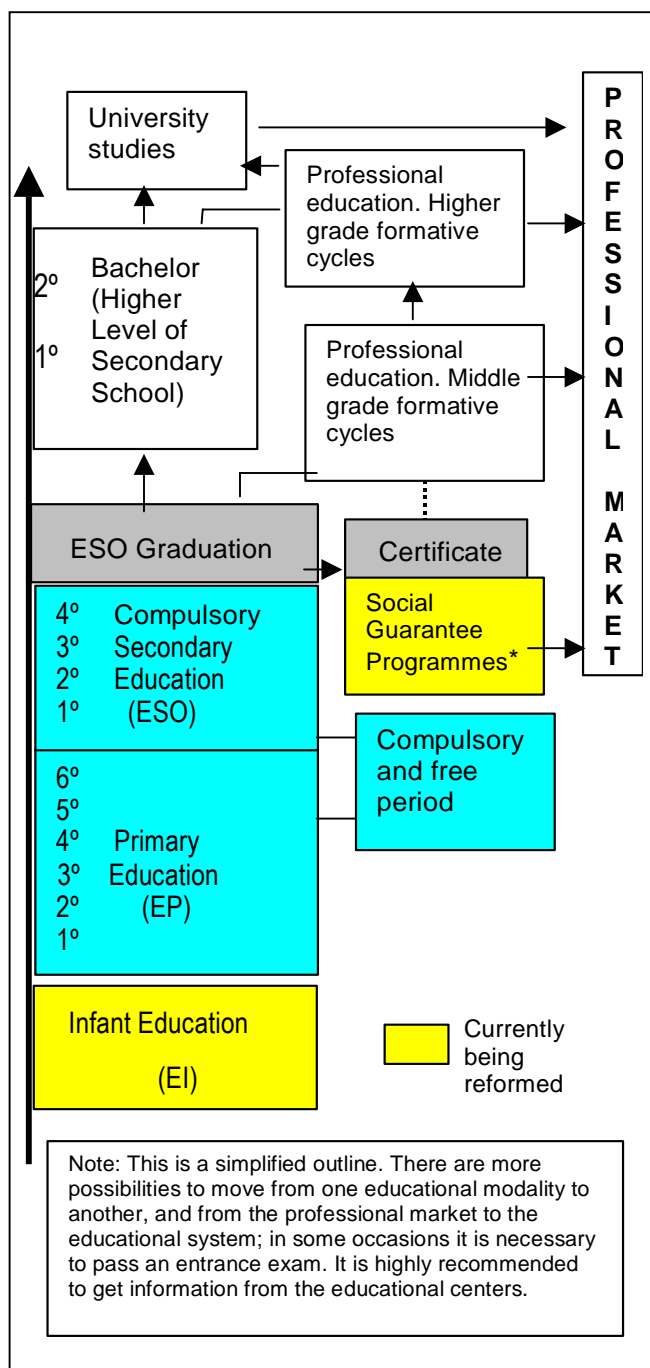
Which are the educational stages?
- **Kindergarten and Infant School**
  (0 to 3 years).
  (3 to 6 years)
- **Primary**
  (6 to 12 years)
- **Secondary** (12 to 16 years) /
- **Social Guarantee Programmes** (16 to 20):
  With an entrance exam to middle grade Professional Education
- **Secondary School Certificate / Middle Grade Professional Education**
  (16 to 18 years)
- **University / Higher Grade Professional Education**

☺ In some cases, financial aid for school dining and other school aids are granted. For further information, one must address the Educational Center.

☺ Most schools have extra curricular activities, some of them for free.

☺ Centers are **open**: on weekends and on holidays there are always Public Centers open in every District, where children may go for extra curricular activities.

University studies

Professional education. Higher grade formative cycles

Bachelor (Higher Level of Secondary School) 2º 1º

Professional education. Middle grade formative cycles

PROFESSIONAL MARKET

ESO Graduation

Certificate

4º 3º 2º 1º Compulsory Secondary Education (ESO)

Social Guarantee Programmes*

6º 5º 4º 3º 2º 1º Primary Education (EP)

Compulsory and free period

Infant Education (EI)

☐ Currently being reformed

Note: This is a simplified outline. There are more possibilities to move from one educational modality to another, and from the professional market to the educational system; in some occasions it is necessary to pass an entrance exam. It is highly recommended to get information from the educational centers.

How to register children in school or high school?

There are two registration periods: if done during March and April it is called **ordinary period**, and the requisites are:

☺ Register directly in the Educational Centers (one must go to the nearest Center).

☺ Fill in the Center registration form.

☺ Enclose the required documents (ID, census certification, and others).

Throughout the year, the **extra period**, which allows registration any time. For this period, one must:

☺ Go to the Permanent Scholarization Commission, which names the Centers students will attend. There is one of these centers per scholar district.

☺ Fill in the registration form.

☺ Enclose the required documents.

How about the school calendar?

For Kindergarten and Infant Education:

☺ Infant public schools are open all year long, except in August. The schedule is 9:00 to 16:00. There are possibilities of extended schedules from 7:30 to 17:30.

For Primary and Secondary School (Basic compulsory):

☺ School begins in mid-September and finishes at the end of June. The schedule depends on each center.