



# Sunny View School

## SCHOOL HANDBOOK 2025-2026

The purpose of this Handbook is to provide essential information to students and parents about school procedures, expectations and standards. In order for the school to function effectively, we expect all students and parents to adhere to the contents of the Handbook.

### SCHOOL HOURS

	Start time	Morning break	Lunchtime	Finish time
Preschool	8.50 to 9.00	Staggered	12.00 to 13.00	15.50 to 16.00
Primary (Years 1 & 2)	8.50 to 9.00	10.40 to 11.00	12.30 to 13.30	15.50 to 16.00
Primary (Years 3 to 6)	8.50 to 9.00	10.40 to 11.00	12.30 to 13.30	16.00
Secondary	8.45 to 8.50	11.30 to 11.50	13.30 to 14.20	16.00

### GENERAL INFORMATION

Secondary students are expected to be in school to collect books from lockers by 8.45 am and be in their form classes at 8.50 am. Preschool and Primary students can arrive to school from 8.50 am. **The Top Playground Gate and Main Gate will open at 8:35am to so that students have sufficient time to arrive punctually and organise themselves for the day. They will close at 8:49 am.**

Classes start for all students at 9.00 am. Any Primary and Secondary students arriving after 9.00 am, must report to the school office. The school gates close at 9.00 am. Students are expected to be on time to every class during the day.

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Document issue date (m/y)	September 2016
Reviewer(s) (name/role)	Headteacher, SLT, SMT
Approval (name and position)	SMT
Review date (m/y)	August 2025
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Parents should collect children at the times specified above. After this time the school will not assume responsibility for a student unless they are participating in an afterschool activity. The school gates will be locked between 4.15 pm and 5.00 pm and from 5.00 pm the school will be closed.

An early drop-off and late collection service is available for those families who require it. The school bus service has two routes, one from Malaga and the other from Mijas Costa.

Parents will be billed for any damage done to property, either intentionally or through negligence.

Parents are responsible for the prompt payment of all school fees. Transcripts and/or report cards will not be sent home or transferred to schools and colleges until all curriculum and financial obligations have been satisfactorily settled.

## ADMISSIONS

Our Admissions process includes a placement test to gauge your child's level from Year 3 to 12 and often a meeting with the Head of Department, depending on your child's age. Children wishing to enter Preschool, Year 1 or Year 2 will have a meeting with the Head of Department prior to enrolment. Students can start school 48 hours after the enrolment process has been finalised, including payment of the school fees in full.

## CONDUCT

Appropriate behaviour and language are expected at all times. Please refer to the Code of Conduct in the Sunny View Behaviour Policy which can be found on the school's website.

The use of mobile phones is not permitted in school at any time. A student who needs to bring a mobile phone to school must keep it switched off during school hours. If a student is caught using a mobile phone it will be confiscated and held in the office to be returned to the parents, not the student, at the end of the school day.

It is forbidden to record or take photographs of any students or teachers on school premises; strict sanctions apply, including exclusion, for any students who breach this rule. Parents will be informed.

Smart watches and other electronic devices are not allowed in school or on school trips.

The consumption of chewing gum, sunflower seeds, lollipops, sweets, energy drinks or any nuts during school hours is strictly prohibited.

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Any student found by the school to be in possession of, using, showing the effects of, or in any way encouraging the use of alcohol or any drugs, on school property or on a school trip or function, will be dealt with seriously in accordance with the Sunny View School Behaviour Policy.

Smoking or vaping is not permitted at any time in school.

Students are not allowed to bring any kind of weapons, or any items which could be considered dangerous, to school.

Toys, trading cards etc. are not permitted in school, unless an invitation is given by the class teacher.

Students are expected to respect and be responsible for the upkeep of an organised and tidy environment.

## COMMUNICATION

If you wish to have a meeting with a teacher, please contact them directly via email. Their email addresses are available on the iSAMS parent portal.

If you contact a member of teaching staff, they will get back to you as soon as possible between the working hours 9.00am and 5.00pm.

Important messages will be delivered to students during the school day provided they are received before 3.30 pm. Students will only be contacted in cases of emergency.

The school uses a variety of platforms for teaching and learning, your Phase (Preschool, Primary, Secondary) will inform you of these.

Parents are kindly requested, whenever possible, to make medical/dental appointments after school hours.

## SAFEGUARDING

Sunny View School has a moral and statutory responsibility to safeguard and promote the welfare of all children. We are alert to the signs of abuse and neglect and follow procedures to ensure that children receive effective support and protection.

The school will normally seek to discuss any concerns about a child with their parents. Depending on the nature of the concern, the relevant local authorities may also need to be informed. This is a legal requirement.

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## BULLYING

As a school we take bullying and its impact seriously. Students and parents should be assured that known incidents of bullying will be responded to. Bullying will not be tolerated and is taken extremely seriously. A report of incidents is always held.

If you suspect a child is being bullied, this should be reported to the class or form teacher. Parents should not speak to other children directly about any incidents.

Where there is evidence that a student has engaged in online or cyber bullying towards another student (including postings on social networking sites, image or video sharing, personal email, messaging etc.), the school is legally required to take action regardless of whether this took place in school or out of school.

## PRESENTS AND FOOD FOR SPECIAL OCCASIONS IN CLASS

Parents should not send food to be shared into school with their child, such as birthday cakes, due to food allergies and intolerances. Class or group activities arranged by a teacher will never involve students spending their money on presents. Practices such as 'Secret Santa' are therefore prohibited.

Gifts which are individually wrapped can be shared amongst the children and will be handed out to be taken home at the end of the day.

## ATTENDANCE

The school year is approximately 175 days. Since regular attendance is important, only reasons such as illness and family emergencies will be considered as authorised absences.

Students are expected to stay in school until the end of the school day. Students are only allowed to leave school during the day in exceptional circumstances. Extra-curricular activities are not considered exceptional circumstances.

## ABSENCES

When a student is absent, the school requires a written reason from the parent by email in advance (in the case of planned absences) or on the day of return. If no written reason is provided, the absence is listed as unauthorised.

If your child's absence is impacting their schoolwork, class teachers can guide you to planning and online learning platforms to support working from home.

Please note, under no circumstances must students be absent during examination periods, unless a medical condition or other unforeseen circumstances prevent their attendance at school. As the timetable for IGCSEs and International Levels is set by the

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examination board Pearson, the school is unable to reschedule a missed examination, regardless of the reason.

## SCHOOL MATERIALS AND PERSONAL POSSESSIONS

Each student is responsible for the care and return of books, laptops and other learning materials in their possession on loan but belonging to the school; lost/damaged books or laptops will be charged for. We recommend that students do not bring any valuables to school. The school will not be responsible for loss, theft or damage to any personal items. Lost property items are stored in school for a reasonable time in the lost property box. Labelled items have a better chance of being returned to the owner.

## CAFETERIA

Students are expected to conduct themselves properly, demonstrate good table manners and abide by the following rules while in the cafeteria:

1. Enter and leave the cafeteria in an orderly fashion.
2. Form and keep a single line at the food counter.
3. Appropriate behaviour is expected at all times.
4. Students are required to leave the table and trays clean for use by other students.

## ASSESSMENT, EXAMINATIONS AND REPORTS

From Foundation to Year 13, teachers continuously assess students to inform their planning, teaching and the information they report to parents. Reports are shared with parents termly and in Secondary, attitude to learning grades are also issued every half term.

Internal end-of-year examinations for Year 7 to 10 Secondary students take place in June. Mock IGCSE and International A Level examinations for Year 11, 12 and 13 Secondary students take place in December (Year 11) and February (Year 12, Year 13).

External IGCSE examinations take place for students in Year 11 in May and June. External International A Level examinations take place for students in Year 12 and Year 13 in May and June. Students who may be entitled to special arrangements in external examinations should discuss their situation with the examinations officer, well in advance of the examination period.

Students who are unable to sit an examination should inform the school immediately. For internal examinations, whether or not a student can sit the examination at a later date will be at the school's discretion. In the case of external examinations, the examination board needs to be contacted.

Students are allowed to wear their PE uniform to sit their examinations.

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## STUDY LEAVE FOR IGCSE AND INTERNATIONAL A LEVEL EXTERNAL EXAMINATIONS

All students are different and have varying requirements and preferences when preparing for external examinations. The school will allow authorised study leave a week before the start of external examinations.

## LOCKERS

A locker will be allocated to all students from Year 7 to 13. Students are held responsible for cleanliness and care of their lockers. Privilege of a locker will be taken away if damaged or misused. The school retains the right to inspect a student's locker at any time.

## CERTIFICATES/REFERENCES/GRADE TRANSCRIPTS/CONVALIDATIONS

Parents and pupils are advised that all requests for **certificates/references/transcripts** should be submitted by email to the school office. The issuing time will vary depending on the process requested and the workload at the time. Requests submitted during the school holidays are not guaranteed to be processed until the start of the new term.

Requests for the processing of the necessary documentation for **convalidations** (*homologaciones*) should be submitted by applicants to the school office by email, once the results of the external examinations have been published in August and the necessary requirements to apply for the convalidation are met.

## UNIFORM AND DRESS CODE

We expect all students to come to school clean and neatly dressed in the appropriate uniform. All clothing and belongings must be clearly labelled.

### Preschool

- Sports uniform only, consisting of a blue 2-piece tracksuit with yellow embroidered Sunny View School emblem and yellow Sunny View School tee shirt or white Sunny View School polo shirt. In warm weather, navy blue PE shorts can be worn instead of the tracksuit bottoms.
- This should be worn with dark coloured (for example, navy blue or black) socks and shoes or trainers with minimal additional colouring (no fluorescent colours). If a jacket is worn, it should be dark coloured.
- All children should have a school uniform sun hat that they keep in school.

### Year 1 to Year 11

- White short-sleeved polo shirt with a blue embroidered Sunny View School emblem.
- Short knee-length grey skirt, shorts or full-length grey trousers with yellow embroidered Sunny View School emblem.

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- Blue sweatshirt or cardigan with yellow embroidered Sunny View School emblem - to be worn over the polo shirt.
- For PE days, blue 2-piece tracksuit with yellow embroidered Sunny View School emblem and yellow Sunny View School tee shirt. Navy blue PE shorts can be worn instead of the tracksuit bottoms.
- The uniform will always be worn with navy blue or black socks and shoes or plain trainers with minimal additional colouring (no fluorescent colours).
- Jackets should be dark coloured.
- All students should have a school uniform hat or cap to protect themselves from the sun.
- Students' hair should be neat and clean. Extreme hair styles and colours are not allowed.
- Nails should be kept short. Coloured nail varnish and false nails are not permitted.
- Make-up is not permitted.
- Jewellery should be kept to a minimum. Discreet earrings (hoops are not permitted for safety reasons), a single bracelet and a necklace covered by the student's clothing will be permitted. Jewellery should not be worn on PE days.
- In May and June, students may dress in their PE uniform, due to the warmer weather.

### Years 12 and 13

Students in Years 12 and 13 are not required to wear uniform. However, they are expected to come to school neatly dressed in a conservative manner:

- Spaghetti string straps, bare midriffs, cut-off tee shirts, off the shoulder/backless tops, torn, patched, ripped, frayed jeans, low slung baggy trousers and short skirts or shorts are not allowed. Skirts and shorts should be no shorter than mid-thigh length.
- Students' hair should be neat and clean. Extreme hair styles and colours are not allowed.
- Tattoos, earrings, nose studs and other jewellery should be discreet.
- Students are not permitted to wear outdoor attire inside buildings, such as hats, scarves, sunglasses, headphones.
- For safety reasons, sensible footwear is required. Flipflops are not allowed.

For further information about our school and our policies, please refer to our website:

<https://www.sunnyviewschool.com/>

### COMPLAINTS PROCEDURE

Should a complaint arise regarding any aspect of school functioning, policies or education, parents are requested to follow the complaints procedures outlined in the Sunny View School Concerns and Complaints Policy which is available on the school's website.

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