



HOLIDAYS / VISITS / TELEPHONES

2016 / 2017

We are always pleased to receive visits from parents and we welcome these occasions very much.

Since visiting hours differ in various countries and since our professional work, which is entirely devoted to the young people in our charge, cannot be continually interrupted, we would like to inform you that the following times are most convenient for us.

Visits	weekdays: 8:30 - 11 a.m.	and 2 - 4 p.m.
Telephone calls	weekdays: 8:30 - 11:30 a.m.	and 2 - 5 p.m.

However, in order to avoid several parents coming at the same time, we would be grateful if you would make an appointment when you intend to visit us. Any student matters involving Saturdays or Sundays should be arranged at the latest by Wednesday noon, prior to the weekend in question.

Telephone calls for all students : may be received on Mondays, Tuesdays, Thursdays and Fridays, between 15.30 and 16.30 p.m.

We would appreciate it, if express letters, telefax and emails arrive by Friday noon at the latest.

Parents visiting their children may take *their own sons or daughters* out. Students' friends should not be invited. The purpose of this regulation is to avoid jealousy among other students not so often invited and to prevent certain students from receiving too many invitations.

Students are asked to come as early as possible on the arrival day of each term (and not later than 8 p.m.) so that any alterations to time-tables or rooming may be made before actual lessons begin. Late arrival will adversely affect academic achievement.

The school attaches the greatest importance to, and insists on, all students attending until the final test or lesson of each term. Only in this manner is it possible to fulfill credit requirements.

Absence from classes may only be granted in cases of 'force majeure' (serious illness, etc.). Absences reduce a student's grade.

Examination Dates

CEEB Advanced Placement	May
CEEB SAT I and II	December, May, June
TOEFL	October, January, May
University of Cambridge Key, Preliminary, First Certificate, Advanced and Proficiency	November/December, June
High School Graduation	Mid-June
DELTA	June and December
IELTS	March, May, June

1ST TERM 2016/2017:

ARRIVAL: Monday September 12th 2016 8-11 a.m., 2-5-p.m.

START OF CLASSES: Tuesday September 13th 2016 8.30 a.m.

Examination week: to December 8th 2016

Departure day and END OF TERM:

Friday December 9th 2016 from 6 a.m. to 6 p.m.

2ND TERM 2016/2017:

ARRIVAL: Tuesday January 10th 2017 8-11 a.m., 2-5 p.m.

START OF CLASSES: Wedn. January 11th 2017 8.30 a.m.

Examination week: to March 16th 2017

Departure day and END OF TERM:

Friday March 17th 2017 from 6 a.m. to 6 p.m.

3RD TERM 2016/2017:

ARRIVAL: Tuesday April 18th 2017 8-11 a.m., 2-5 p.m.

START OF CLASSES: Wedn. April 19th 2017 8.30 a.m.

Examination week: to June 15th 2017

Departure day and END OF TERM:

Friday June 16th 2017 from 6 a.m. to 6 p.m.

- **HOLIDAY DEPARTURE:**
Students may leave on vacation as soon as their examinations have been completed.

LATE RETURN FROM HOLIDAY ADVERSELY AFFECTS STUDENTS' GRADES.

SUMMER HOLIDAY COURSES:

21st JUNE – 23rd AUGUST 2017

Entrance every Wednesday