



## HOLIDAYS / VISITS / TELEPHONES

### 2018 / 2019

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          | <b>weekdays: 8:30 - 11 a.m.</b>    | <b>and 2 - 4 p.m.</b> |
| Telephone calls | <b>weekdays: 8:30 - 11:30 a.m.</b> | <b>and 2 - 5 p.m.</b> |

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        |

**1<sup>ST</sup> TERM 2018/2019:**

**ARRIVAL:** Monday September 10<sup>th</sup> 2018 8-11 a.m., 2-5-p.m.

**START OF CLASSES:** Tuesday September 11<sup>th</sup> 2018 8.30 a.m.

**Examination week:** to December 6<sup>th</sup> 2018

**Departure day and END OF TERM:**

Friday December 7<sup>th</sup> 2018 from 6 a.m. to 6 p.m.

**2<sup>ND</sup> TERM 2018/2019:**

**ARRIVAL:** Tuesday January 8<sup>th</sup> 2019 8-11 a.m., 2-5 p.m.

**START OF CLASSES:** Wedn. January 9<sup>th</sup> 2019 8.30 a.m.

**Examination week:** to March 21<sup>st</sup> 2019

**Departure day and END OF TERM:**

Friday March 22<sup>nd</sup> 2019 from 6 a.m. to 6 p.m.

**3<sup>RD</sup> TERM 2018/2019:**

**ARRIVAL:** Tuesday April 23<sup>rd</sup> 2019 8-11 a.m., 2-5 p.m.

**START OF CLASSES:** Wedn. April 24<sup>th</sup> 2019 8.30 a.m.

**Examination week:** to June 13<sup>th</sup> 2019

**Departure day and END OF TERM:**

Friday June 14<sup>th</sup> 2019 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:**

**19<sup>th</sup> JUNE – 21<sup>st</sup> AUGUST 2019**

**Start every Wednesday**