



FORMACIÓN Y TRADUCCIONES

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WORK PRACTICE AND REGULATIONS AT AM FORMACIÓN CENTRES IN SONDIKA AND LEZAMA

- At AM we teach English but we **do not** offer support classes.
- Our on-site classes are complementary with an on-line courses platform so, in the event of a forced interruption of the on-site classes, the continuation of the classes and, therefore, the non-stop service are guaranteed.
- We aim to prepare students for official examinations such as Cambridge or EOI, once the required level and age have been reached.
- Each student's initial level is ascertained by means of an entry test.
- The result of the entry test determines the group the student must join. This is, at primary education level, Starters 1 and 2, Movers 1 and 2 and Flyers 1 and 2; for the rest of students A1,A2,B1, B1+,B2,C1 and C2 (in accordance with the levels set by the Common European Framework for Language Learning). Do bear in mind this distribution does not account for age or school year so that a reasonable age gap may occur within some groups.
- Level entry tests must be done prior to registration (only new students).
- A minimum of 5 and a maximum of 10 students per group is required.
- Classes last 55 minutes over two alternate days: Mondays and Wednesdays or Tuesdays and Thursdays.
- The school itself is responsible for providing both textbook and workbook to the student.
- The student's progress will be tested every three months (in December, March and June) and a detailed report will be emailed to the parents.
- In February, those students who are set to take an official exam will be tested and parents will be informed of the results and shown how to properly register if so wished.
- In case you should need up-to-date information do not hesitate to make an appointment with the teacher on the phone as often as necessary.
- Should misbehaviour occur on the part of the student, we shall send an admonitory note to be returned once signed by the parents.
- We appreciate your letting us know by means of a note whenever a lesson is to be missed. This way, we avoid misunderstanding between the school and the parents.
- Monthly fees will be paid through direct debit and payments will be made between the first and the fifth of the current month. This is, the October fee will be paid, for instance, between the first and the fifth of October.
- Since classes are scheduled to start around the middle of September, only half the monthly fee will be charged at the end of the first week.
- Both the textbook and the workbook will be charged alongside the October fee.
- Unpaid bills will incur a € 3 surcharge.
- The school must be notified, either personally or in writing, of any cancellations within 15-day notice to avoid improper charges.
- The school calendar can be checked on our website www.am-formacion.com.
- There is an enrolment fee of € 10 (June) or € 15 (rest of the year) to be paid on registration. Rejection of that place does NOT imply a refund of such a fee.