

2026/2027

Parent Information Handbook

SECONDARY



SINCE 1973

Owned by:

Jonathan Brook

Head of Secondary School

Introduction

We know that young people succeed when they are well supported. The best support comes when both sides (family and school) are working together.

This booklet will guide you through all aspects of the Morna Secondary school, so you are best placed to support from home and work in partnership with us.

If, at any time, you need further information or guidance, please do not hesitate to contact us.

Location and contact details

Morna International College
Ctra San Miguel, Km 3,5
Santa Gertrudis
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Ibiza – Balearic Islands
Spain

Tel: +34 971 19 76 72

info@micibiza.com

Our website: www.micibiza.com

You can also follow us on Instagram:



@mornainternationalcollege

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School Policies

The following information is contained in specific policies.

Morna Parent/Carer Community Code



www.micibiza.com/policies/parents-carers-community-code

Admissions Policy



www.micibiza.com/policies/admissions

Uniform, Appearance and Sixth Form Dress Code Policy



www.micibiza.com/policies/uniform

SEN Policy



www.micibiza.com/policies/send

Attendance and Punctuality Policy



www.micibiza.com/policies/attendance

Secondary Student Reward and Sanction Policy



www.micibiza.com/policies/secondary-behaviour

E-Safety and Digital Devices Policy



www.micibiza.com/policies/e-safety

First Aid Policy



www.micibiza.com/policies/first-aid

Educational Visits Policy



www.micibiza.com/policies/education-visits

Finance Policy



www.micibiza.com/policies/finance

If you are looking for something else please see the [full policy list](#).

Our primary system for collecting, storing and analysing data about children and their families is iSAMS. For more information, please see our [Data Protection Policy](#) and [Privacy Policy](#).

What Can You Expect from the Secondary School?

Young people learn and develop at an extraordinary rate. The years they spend at school shape not only what they know, but also the people they become.

At school, students learn new concepts and develop the knowledge that helps them understand the world around them. They learn how to form and maintain friendships, contribute positively to a community and appreciate cultures and experiences different from their own. They develop kindness, empathy and compassion, while gradually becoming more independent and preparing for further study, work and adult life.

These years matter enormously, and young people only get one opportunity to experience them. That places a great responsibility on schools to make sure that, as far as possible, every interaction, lesson and day is of high quality. Anything less wastes some of the extraordinary opportunity of being young.

What you can — and should — expect from us is that we take that responsibility seriously.

On a broader level, this means that we place equal value on personal development and academic achievement. Your child will understand the importance of kindness, compassion and empathy and leave Morna nurtured as a citizen as well as a scholar.

On a practical level, it means that we do not settle for second best. The curriculum should make the most of students' time in school. Lessons will be purposeful, appropriately challenging and supportive, and student progress will be closely monitored. Students with SEND will receive the appropriate extra support.

As it says in the introduction, we know that young people achieve greatest success when they are well supported. The strongest support comes when school and family work together, and we look forward to continuing to work in partnership with you.

Secondary School Leaders



Jonathan Brook
Head of Secondary School



Julie Alford
Head of Academic Organisation

Julie is on the whole school SLT and her role spans EYFS, Primary and Secondary.

She is the Designated Safeguarding Lead (DSL) in Secondary.



Iain Gardner
Assistant Head of Secondary – Teaching and Learning



Sotiria Vlahodimou
Assistant Head of Secondary – Behaviour and Culture

NB: Sotiria is also our Secondary Special Educational Needs and Disability Coordinator (SENDSCO)



Kim Clifton
Head of Key Stage 3



Soňa Slobodová
Head of Key Stage 4



Zahrah Fazil
Head of Sixth Form



Beatriz Pachón is Directora Técnica, which is a mandatory and influential position in all schools in Spain. The post has oversight of all matters relating to the compulsory Spanish curriculum and Spanish education pathways.

Secondary Tutor Teams

Key Stage 3 (reporting to Kim Clifton)	Key Stage 4 (reporting to Soňa Slobodová)	Sixth Form (reporting to Zahrah Fazil)
Year 7 Natalia Teba Serrano Orla McDermott Sofía Pérez Márquez	Year 10 Julian James Joy Espenocilla Alexandra Ciuc	Year 12 Lauren Cornwall Orla Keating
Year 8 Sarah Mills Maria Del Mar Mérida Wendy Tiesters	Year 11 Daniel Singh Ricardo Tyler Orla McMahon	Year 13 Jochen Keller
Year 9 Verena Keller Izzie Thompson Ramona Negulescu		

Secondary Head of Departments / Subject Coordinators

Department	Head of Department / Subject Coordinator
English	Joanne Galli
EAL	Katy Byron
Mathematics	Gregory Oldfield
Languages	Beatriz Pachón Natalia Teba (Assistant Subject Leader)
Science	Jonathan Bowen
Art, Photography and Design Technology	Thomas Galli
Business and Economics	Wyn Morgan
Computer Science	Alberto Morales Perez
Drama	Claire Plummer
Humanities (History, Geography and Travel and Tourism)	Orla Keating Adjoa Adjei (Travel and Tourism)
Media Studies	Lauren Cornwall
Music	Xavi Gomis
Physical Education	Mary Atucha
PSHE (Personal, Social and Health and Economic Education)	Warren Treacy
Psychology and Sociology	Andres Muñoz

Others with high profile roles in the Secondary school

Role	Who
Examinations Officer	Malcolm Ward
School Nurse	Guadalupe Piernagorda
School Counsellor	Samantha Strate
Librarian	Sandra Bol

A full staff list (including email addresses) is at the end of this document.

Parent and School Partnership

We know that young people succeed when they are well supported. The best support comes when both sides (family and school) are working together. This requires us to be in good contact with each other.

Outward School Communication

We send urgent whole school information via Email and Classlist.

We send newsletters out to the parent/carers email addresses we hold in iSAMS. Please make sure that the details we hold for you are updated as necessary.

We also post them on Classlist. Classlist is an app designed to allow parents to communicate with one another in a privacy-first, positive environment. You can download it from the Apple and Android app stores.

You should also expect your child's tutor and teachers to get in touch if they have any concerns about the wellbeing or academic progress of your child. They will do this via email.

Pathways of Inward Communication

So that we can take the best care of your child's wellbeing and education (and work in the most efficient way) please use the following pathways for getting in touch.

You need to tell us about...	Who to contact
... a planned student absence e.g. a medical appointment	School reception (who will notify the tutor). Please do this via email using info@micibiza.com
... an unexpected student absence e.g. illness or family issue	
...something in your child's context or situation that we should be aware of	Your child's tutor*
...something related to SEN	Sotiria Vlahodimou (SEND CO)

You are concerned about...	Who to contact	Who to escalate to if you are not satisfied the issue is being resolved
... your child's wellbeing and/or pastoral support	Your child's tutor*	Head of Key Stage → Sotiria Vlahodimou → Julie Alford → Jonathan Brook
...something related to SEN	Sotiria Vlahodimou	Head of Secondary
...the quality of teaching in a particular subject	Head of Department / Subject Coordinator*	Iain Gardner → Jonathan Brook
...the safety or wellbeing of another child	Julie Alford	

* See previous two pages for who this is.

The Parent Portal (formerly the iSAMS iParent App)

The portal provides personal information such as timetables, attendance records, rewards and behaviour incidents. Individual academic progress reports can also be accessed.

All carers/parents are strongly encouraged to bookmark the link for the new web-based Parent Portal (provided by iSAMS) so you can keep an overview of your child's educational journey.

Parent Portal



<https://micibiza.parents.iSAMShosting.cloud/>

If you have been successfully using the app (before it became the web version), your account should transfer automatically.

New parents will receive an email from iSAMS explaining how to get an account. If you have any issues logging in, then please contact reception.

Parent-Teacher Meetings

Parents' meetings are organised as follows:

Introductory Meetings

These typically take place in September and provide an opportunity to meet form tutors and receive essential information at the start of the academic year.

Parent-Teacher meetings

These take place at the end of the first term, after the publication of reports. They provide an opportunity for parents to have brief meetings with each subject teacher, to discuss progress and receive advice. At the end of the second and third terms, the school will invite specific parents to discuss their children's progress if a further meeting is considered necessary.

Apart from these, parents may be invited to meet their child's tutor or section coordinator at any point during the school year if they want to discuss any specific concerns. Likewise, parents themselves may request these meetings.

Curriculum information meetings

Specific informative meetings are scheduled throughout the year according to need. These include meetings to explain option choices for students moving from Year 9 to Year 10 or from Year 11 to Year 12, meetings to explain university application procedures or meetings to inform about school activities such as the annual ski week.

School Reports

Students and parents receive three reports per year.

There are two types: a progress report and a full report.

A progress report contains:

- An indicator for attitude and effort
- An academic grade for each subject
- A comment from the form tutor

A full report contains:

- The contents of a progress report PLUS a written comment from each subject teacher.

Years 7–10 receive two full reports and one progress report.

Years 11–13 receive one full report and two progress reports.

Each report will be sent with an accompanying guide that explains the grades and terms used.

Publication Timeline

	Time					
Year	Term 1		Term 2		Term 3	
	End of September	End of Term	February	End of Term	End of Term	
7	Notice of concern / no concerns	Full		Progress	Full	
8						
9						
10						
11			Mock Grades			
12					Full	
13						

Participation in School Events

Parents are able to attend a number of special events that take place during the school year. These may vary from one year to another but normally include the autumn fair, the Christmas musical theatre production, the arts show and the end of year prize giving ceremony.

The Curriculum

Curriculum Intent

Our curriculum aims to open doors to future success. In a context like ours, that success will take various forms. The core principles below allow us to nurture that success in everyone.

MIC Secondary Curriculum Core Principles

1. Our curriculum reinforces our school values at all times and stays true to our Ibizan heritage;
2. Personal development, traditional academic subjects and contemporary subjects and activities are treated with equality;
3. We are inclusive in terms of:
 - a. our support and adaptation
 - b. our recognition of success;
4. We provide encouragement, stretch, challenge and reward as appropriate, with the aim of developing self-esteem, self-discipline, resilience, independence and confidence in our young people.
5. We instil a love of learning for the sake of curiosity and a better understanding of the world around us, not solely as a means of obtaining a qualification.

Curriculum Overview

Students in the secondary school follow the English National Curriculum in Years 7 to 9. They prepare for International General Certificate of Education (IGCSE) qualifications in Years 10 and 11 and finally for International A Level qualifications in Years 12 and 13.

Alongside the English curriculum, all students follow Spanish language courses.

All schools in this Spanish Autonomous Community (Balearic Islands) must teach Spanish and Catalan languages, as well as Spanish culture, to all students, regardless of nationality and academic profile.

Free additional after-school Spanish classes will be provided by the school.

Key Stage 3

Setting

Setting takes place in the following subjects and each subject is independent of the others:

- English
- Maths
- Spanish and Catalan
- Science

Year 6 assessment data from English and Maths is used to determine Year 7 setting. There may be a period of mixed prior attainment at the start of Year 7 in Spanish and Catalan and Science whilst assessment takes place.

Setting is reviewed regularly and there is constant opportunity for movement. Each Subject Leader is responsible for the setting in their area.

Other subjects are taught in tutor groups (except options, which are also mixed prior attainment).

Curriculum Plan

	Lessons (50 mins) per week		
	Year 7	Year 8	Year 9
English Language and Literature	5	5	5 (English Language only)
Mathematics	5	5	5
Spanish and Catalan Language, Literature and Culture	7	7	7
Second Language (choice of one of German, French, or Dutch)	2	2	
Science	4	4	4
Art	2	2	
Computer Science	2	2	
Design Technology	1	1	
Drama	1	1	
Humanities (History and Geography)	2	2	1 (Core Humanities)
Music	1	1	
Personal, Social, Health and Economic Education (PSHE)	1	1	2
Physical Education (PE)	2 (as a double)	2 (as a double)	2 (as a double)
Option A*			3
Option B*			3
Option C*			3

*Year 9 Options

Students choose **3 subjects**.

Options normally include:

English Literature, French, Dutch, German, Art, Business, Computer Science, Design Technology, Drama, Geography, History, Music, PE, Photography, Psychology, Sociology, Travel & Tourism.

For more information a **Year 8 into Year 9 Options Booklet** is available.

Key Stage 4

Setting

KS4 has the same arrangements for setting as KS3.

Curriculum Plan

	Year 10 and 11
English Language	4
Mathematics	4
Spanish and Catalan Language, Literature and Culture	7
Science	6 (Year 11 doing Triple Science – 7)
Personal, Social, Health and Economic Education (PSHE)	1
Physical Education (PE)	1
Option A	4
Option B	4
Option C	4

IGCSE Options

The expectation is that students continue with the three choices made in Year 9. The exception is that if a student wishes to select Triple Science (to gain an IGCSE in Biology, Chemistry and Physics separately) they need to nominate which option they wish to discontinue.

Key Stage 5 (Sixth Form)

All major subjects are optional in Sixth Form (in addition to two compulsory PSHE sessions).

Students normally study three or four subjects (5 or 6 lessons per option).

The list of subjects we offer:

English Language, English Literature, Mathematics, Spanish, French, German, Biology, Chemistry, Physics, Art and Design, Business Studies, Computer Science, Drama, Economics, Geography, History, Media Studies, Music Technology, Sociology, Photography, Physical Education, Psychology, Travel and Tourism.

More detail is provided in the **KS5 Options Handbook** but it is important to note that courses may not run if there are not sufficient numbers.

Each subject has its own entry requirements (see the **Admissions Policy** for more information).

Homework

Students in the secondary section are expected to complete weekly homework tasks. These tasks are designed to consolidate their understanding of concepts taught in class, support research and preparation for upcoming topics, or contribute to ongoing project work.

As a general guideline, each homework task in Key Stage 3 should take approximately 30 minutes to complete, though the time may vary slightly depending on the subject and student. The volume of homework will gradually increase as students progress through the school.

- **Years 7 and 8** – Regular (approx. weekly) homework is restricted to English, Mathematics and Spanish/Catalan and, when set, would be around 30mins. Other subjects may assign homework less frequently, typically in preparation for assessments.
- **Year 9** - Students will begin to receive homework from all subjects they study.
- **Years 10 and 11** - Homework will be set regularly in all subjects, with increased expectations for independent study and time management.

Where possible homework will be due for the following week but, where tasks are short or where the flow of the learning necessitates it, sometimes it may be due later in the same week.

Homework will be set as an Assignment on the Microsoft Teams app.

Supervised homework clubs are available as a free after-school 45-minute club. Please contact reception for details.

Extracurricular

The school runs an extensive extracurricular programme.

The programme is reviewed each academic year, and the activities offered may vary from year to year. Details of the current programme are shared with students and parents.

For example, in the first term of 2026–27, the following activities are on offer in Secondary:

Rounders	Printlab (Silkscreening)	Football
Robotics	Hellfire Games Club	Costume Design
Basketball x 2	Boxing	Art Club
German	Film and Media Club	Fun Fashion Club
Volleyball	Guitar	Piano

In addition to the activities above, the following activities, which don't run in discrete termly blocks, are available.

1. 'Curriculum support groups', which run all academic year and are free provided there are at least six students in the group.

Chemistry	Music	Media Studies
Spanish	Business x 2	English
Physics	Maths	Homework Club

2. The following activities run across terms:

- School Production (acting, singing, dancing and backstage/technical roles available)
- Duke of Edinburgh Bronze
- Duke of Edinburgh Silver
- Educational visits (Ski trips, football tours, language visits)
- Dutch for natives
- Student leadership opportunities (taking a role on the School Council)

These events are publicised to parents via email.

Term Dates and the Secondary School Day

Term Dates



<http://www.micibiza.com/school-calendar>

Secondary School Day

Registration	8:45 to 9:00
Lesson 1	9:00 to 9:50
Lesson 2	9:50 to 10:40
Lesson 3	10:40 to 11:30
Break	11:30 to 11:50
Lesson 4	11:50 to 12:40
Lesson 5	12:40 to 13:30
Lunch	13:30 to 14:30
Lesson 6	14:30 to 15:20
Lesson 7	15:20 to 16:10

Extracurricular activities take place from 16:15 to 17:00 or 17:15.

Entrance and Exit Procedures

Students should arrive at school in sufficient time to arrive at their tutor room by 8:45. This means they should arrive at the gate by 8:40.

Secondary students should:	use the site entrance/exit point situated behind the main secondary building
Secondary students should not:	use the entrance/exit point by reception at normal drop off and pick up times

The only exception to this is if a Secondary student has younger sibling(s), who are part of a different section of the school. In these instances, students may use the entrance/exit points designated for their youngest sibling.

Students who arrive after 8:45 am should report to the office, where they will sign the late book. Persistent lateness will be followed up in line with the **Secondary Student Reward and Sanction Policy**.

At the end of the day students are dismissed from lessons and make their way to the gate where parents can wait for them. Students in the secondary section are not handed over directly from teachers to parents and it is understood that they have the freedom to leave the school premises once the last lesson of the day has finished. If there are special circumstances that require a supervised hand-over, parents should inform the school.

Cycling and Driving to School

A number of students live locally and choose to cycle to school. Whilst there is a designated cycle lane alongside the main road from Santa Gertrudis to the school, due to the typically high volume of traffic we recommend that students use the clearly marked alternative route from behind Santa Gertrudis, which follows smaller roads. Students cycling to school should wear a cycle helmet and comply with Spanish road-safety legislation.

Bicycles can be securely locked by the Secondary School entrance or in the designated area in the woods, next to the staff parking area by the kitchens.

Some students aged 15 and over may travel to school in light quadricycles (Aixam-type vehicles), where they hold the appropriate licence. Parents are asked to ensure that students use these vehicles responsibly, comply with all applicable road-safety requirements and carry only the number of passengers legally permitted for the vehicle. Student parking for these vehicles is in the designated area within the drop-off zone next to the chicken pen.

Sixth Form students who obtain a full driving licence may also drive to school. They should use the same designated student parking area. All students driving onto or around the school site must drive with particular caution, respect pedestrians and other road users, and comply with all school traffic and safety rules.

Other Operational Notes

Equipment

All students should have the following equipment:

- Pens, pencils, ruler, rubber, calculator (inside a pencil case)
- Student laptop, fully charged for each day.

For more information about laptops see the **E-Safety and Digital Devices Policy**.

Optional items:

- colouring pencils, glue, a geometry set and scissors.

Students should *not* have Tipp-Ex or correcting fluid.

Exercise books and other non-reusable materials are provided by the school. Textbooks and practical resources are available for students' use but remain the property of the school.

Lockers

All students are provided with a locker at the start of each school year. They are also provided with a padlock on entering Year 7. Replacement padlocks should be purchased by the students themselves.

Students are expected to organise their books and school materials so that locker visits are only necessary during timetabled breaks or at the start and end of the school day.

Students are responsible for keeping their locker tidy and in good condition and form tutors may check this at any time during the school year.

Lunch Service

Students in the secondary school have three lunch options available:

Cafeteria Option

Students can use the cashless pre-ordering system to order hot meals or sandwiches. Orders must be placed by 11:50 a.m. on the same day, either via a laptop or on the large screens located around the campus. Each student has a personal code for placing and collecting orders, which can also be used to purchase mid-morning snacks.

Parents can top up this account using a credit card and monitor spending and food choices here:

<https://nefosolutions.com/Morna/Parents/index.php>

Buffet Menu

This option is available daily and can be included with school fees on a subscription basis or used occasionally and charged through the school's cashless payment system. Parents are sent this menu every month via email.

Packed Lunch from Home

Students may bring a packed lunch from home. The school provides facilities for both heating and cooling home-prepared food.

Parents are also welcome to use the school's cafeteria service at the beginning and end of the school day.

Property and Lost Property

Students must take responsibility for all of their belongings and make sure they look after them. If students lose items of uniform or equipment, they should check the lost property chest outside reception. Other items, such as keys or bus cards, may, if found, be handed in to the main office. The school cannot accept responsibility for lost items.

Staff List

School Senior Management Team with involvement in Secondary School

Bernie Cox	Head Teacher	bernie@micibiza.com
Jonathan Brook	Head of Secondary School	jonathan@micibiza.com
Julie Alford	Head of Academic Organisation and Secondary Designated Safeguarding Lead	julied@micibiza.com

Secondary Leadership Team

Jonathan Brook	Head of Secondary School	jonathan@micibiza.com
Sotiria Vlahodimou	Assistant Head of Secondary – Behaviour and Culture	sotiria@micibiza.com
Iain Gardner	Assistant Head of Secondary – Teaching and Learning	iain@micibiza.com
Kim Clifton	Head of Key Stage 3	kim@micibiza.com
Soňa Slobodová	Head of Key Stage 4	sona@micibiza.com
Zahrah Fazil	Head of Sixth Form	zahrah@micibiza.com

Secondary Tutors

Key Stage 3 Team		
Year 7	Year 8	Year 9
Natalia Teba Serrano natalia@micibiza.com	Sarah Mills sarahm@micibiza.com	Verena Keller verena@micibiza.com
Orla McDermott orla@micibiza.com	María Mérida maria@micibiza.com	Izzie Thompson izzie@micibiza.com
Sofia Pérez Márquez sofia@micibiza.com	Wendy Tiesters wendy@micibiza.com	Ramona Negulescu ramona@micibiza.com

Key Stage 4 Team	
Year 10	Year 11
Julian James julian@micibiza.com	Daniel Singh daniells@micibiza.com
Joy Espenocilla joy@micibiza.com	Ricardo Tyler ricardo@micibiza.com
Alexandra Ciuc alexandra@micibiza.com	Orla McMahon orlam@micibiza.com

Sixth Form Team	
Year 12	Year 13
Lauren Cornwall lauren@micibiza.com	Jochen Keller jochen@micibiza.com
Orla Keating orlak@micibiza.com	

Secondary Teaching Departments

Department	Head of Department / Subject Coordinator	Other Team Members
English	Joanne Galli joanne@micibiza.com	Katy Byron katy@micibiza.com Kim Clifton kim@micibiza.com Lauren Cornwall lauren@micibiza.com Orla McDermott orla@micibiza.com Sarah Mills sarahm@micibiza.com
EAL	Katy Byron katy@micibiza.com	Deana Fieldhouse deana@micibiza.com Jane Bergman jane@micibiza.com
Mathematics	Gregory Oldfield gregory@micibiza.com	Daniel Singh daniells@micibiza.com Iain Gardner iain@micibiza.com Joy Espenocilla joy@micibiza.com Malcolm Ward malcolmw@micibiza.com Verena Keller verena@micibiza.com
Languages	Beatriz Pachon beatrixp@micibiza.com Natalia Teba (Assistant Subject Leader) natalia@micibiza.com	Carmen Lara Dorado carmen@micibiza.com Eloy Lopis eloy@micibiza.com Fanny James fanny@micibiza.com Jane Bergman jane@micibiza.com Jochen Keller jochen@micibiza.com María Mérida maria@micibiza.com Ricardo Tyler ricardo@micibiza.com Sofia Pérez Márquez sofia@micibiza.com Soña Slobodová sona@micibiza.com Wendy Tiesters wendy@micibiza.com
Science	Jonathan Bowen jonathanb@micibiza.com	Alexandra Ciuc alexandra@micibiza.com Orla McMahon orlam@micibiza.com Ramona Negulescu

Department	Head of Department / Subject Coordinator	Other Team Members
		ramona@micibiza.com Zahrah Fazil zahrah@micibiza.com
Art, Photography and Design Technology	Thomas Galli thomas@micibiza.com	Izzie Thompson izzie@micibiza.com Jochen Keller jochen@micibiza.com Sarah Mills sarahm@micibiza.com
Business and Economics	Wyn Morgan wyn@micibiza.com	Bernie Cox bernie@micibiza.com Jonathan Brook jonathan@micibiza.com Warren Treacy warren@micibiza.com
Computer Science	Alberto Morales Perez alberto@micibiza.com	Jonathan Brook jonathan@micibiza.com
Drama	Claire Plummer claire@micibiza.com	
Humanities (History, Geography and Travel and Tourism)	Orla Keating orlak@micibiza.com Adjoa Adjei (Travel and Tourism) adjoa@micibiza.com	Julian James julian@micibiza.com Soňa Slobodová sona@micibiza.com
Media Studies	Lauren Cornwall lauren@micibiza.com	
Music	Xavi Gomis xavi@micibiza.com	
Physical Education	Mary Atucha mary@micibiza.com	Leon Bowes-Smith leon@micibiza.com Verena Keller verena@micibiza.com
PSHE (Personal, Social and Health and Economic Education)	Warren Treacy warren@micibiza.com	
Psychology and Sociology	Andres Muñoz andres@micibiza.com	
SEN	Sotiria Vlahodimou sotiria@micibiza.com	Brenda O'Connor Dalia Ricart Deana Fieldhouse Julie Thompson

Other staff with high profile roles in the Secondary school

Who	Role
Malcolm Ward malcolmw@micibiza.com	Examinations Officer
Guadalupe Piernagorda guada@micibiza.com	School Nurse
Samantha Strate samantha@micibiza.com	School Counsellor
Sandra Bol sandrab@micibiza.com	Librarian

Document Control

Document Title	Parent Information Handbook (Secondary)
Document Owner	Jonathan Brook - Head of Secondary School
Responsible Officers	Jonathan Brook - Head of Secondary School Sotiria Vlahodimou - Assistant Head of Secondary School Iain Gardner - Assistant Head of Secondary School
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