

Student Guide

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spanishincadiz

Escuela Internacional de Español

WELCOME TO SPANISH IN CADIZ

It is a pleasure to welcome you to Spanish in Cádiz!

Enclosed you will find useful information in order for you to get to know better the school and the city of Cadiz.

Our school combines the teaching of Spanish with a wide range of cultural and leisure activities: visits to museums and exhibitions, cinema, flamenco, water sports, sports competitions, games, etc.

We hope that all this will make your stay with us an unforgettable experience.

We are located in the city of Cadiz, the capital city of the province of the same name. The school's address is: Condesa Villafuente Bermeja Street, 7. We are conveniently situated 30 meters away from Santa Maria del Mar beach and 20 meters away from Andalusia Avenue, the main communication artery in the city.

"Spanish in Cadiz" offers individualized classes in order to meet your needs. Our team strives to make teaching Spanish a unique experience combining a complete academic and cultural immersion program in an ideal environment.

Our flexible and interactive method is divided into different levels of learning, designed to enable our students to acquire the linguistic and cultural knowledge necessary to master the language and

Please read this manual carefully, it will serve to guide you and help you solve any questions you may have.

School organization chart:

- School Administrator: Alejandro Ulloa
- Academic Coordinator: Luis Garrido.
- Residence Accommodation Coordinator: Yassin Khatib
- Family Accommodation Coordinator: Dolores Ferrer
- Extracurricular Activities Coordinator: Ester Ulloa.

Arrival at accommodation and first day at school:

Your accommodation is reserved from the Sunday prior to your course at 19.00. On the wed. before arrival the Housing Dept. will send you all detail information (address, telephone number, etc.) so you can go directly to your accommodation.

On your first Monday you must be at the school at 8:30 a.m. to have an interview with the academic coordinator. In the case you have not done your online level test, you will have time to do it so you are placed in the appropriate level. Once we know your level you will receive a student bag with: a student card, a map, calendar, and textbook, etc. and you will be informed of the classroom where you will be at.

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Some Spanish day to day customs:

You are going to spend some time living in a cultural and social environment that is different from yours. Spain is a friendly country, where people are open and communicative, but perhaps there are some customs or habits that may surprise you.

Some examples:

- Our meal times: we eat later than the rest of Europe and it is normal to have lunch at 14:30 or 15:00 and dinner between 21:00 and 22:00.
- Breakfasts: in Spain it is normal to have a little breakfast, (coffee and toast). Many people eat breakfast in bars and cafes.
- Greetings and introductions: the normal thing before the pandemic was to kiss twice. This custom is returning to our country bit by bit.
- Siesta times: it is not true that Spaniards take a siesta every day, but it is normal for many shops to close at "lunch time", between 2:00 p.m. and 5:00 p.m. But they are also open until 21:00, except on Sundays.
- Olive oil: we use olive oil in our gastronomy for almost everything. It is healthy and has many beneficial effects.
- We like tapas (trying different tapas) and sharing food. It is not uncommon that when you go out in a group, the dishes (rations) are shared among all.
- When paying, we usually do it "in equal parts", that is, the bill is shared among all the diners.

We hope you enjoy learning about our customs and participating in them.

Spanish courses offered at Spanish in Cádiz:

All courses start every Monday of the year and are divided into two parts:

The courses are divided into two parts: Theory and Practice. The theory part concentrates on the grammatical aspects of the language. After imparting new concepts, the students do practice exercises in order to assimilate them. In the Practice class, the student learns and puts into practice, in real or simulated situations, how to effectively communicate in Spanish. This part of the course stresses the acquisition of new vocabulary, using readings, tapings, videos and press articles. It also offers the possibility of gaining fluency in expressing oneself through debates, representations, etc.

Both parts are taught by different professors so that students get used to different accents and styles of teaching. All our classes take part in small groups so the learning rate is quite fast. Our teaching staff always uses the 'communicative' method of language teaching. The teachers encourage students to develop conversational skills and self-confidence, rather than asking them to chant verb conjugations or spend silent hours perusing lists of prepositions.

We offer all levels of education described in the Common European Framework of Reference for Languages: A1, A2, B1, B2, C1, C2.

Our course offer is made up of the following:

- General Course.
- Intensive Course.
- Combi Course.
- DELE preparation course (Exams accredited by the Cervantes Institute).
- Commercial and business Spanish classes
- Spanish classes for tourism and hospitality.
- Spanish culture and society classes.
- One-to-one courses.

It is possible to combine the courses with surf, flamenco or flamenco guitar lessons. We also offer the possibility of combining your stay in Cádiz with other cities such as Salamanca and San Sebastián.

For more information about our courses, visit our website at: <https://www.spanishincadiz.com/en/our-courses>

DELE exams (Diplomas of Spanish as a Foreign Language):

The DELE Diplomas are official titles accrediting the degree of competence and command of the Spanish language granted by the Cervantes Institute on behalf of the Ministry of Education, Culture and Sports of Spain and are collected in the levels of the CEFR (Common European Framework of Reference for Languages).

At Spanish in Cadiz[®] you can prepare your exam and pre-register for the exams, which are held in many places of Spain and outside Spain.

We hold free information sessions about the exams, which you can participate in. For more information, visit the official page of the DELE exams.

CCSE exams (Constitutional and Sociocultural Knowledge of Spain):

It is an examination test prepared by the Cervantes Institute that evaluates, through different tasks, the knowledge of the Constitution and of the Spanish social and cultural reality and is one of the requirements established in the laws for the granting of Spanish nationality for residents in Spain. Our school conducts the CCSE exams and manages the registration for them.

Extracurricular activities:

As a complement to our Spanish teaching programs, we have an extensive program of cultural visits that aim to familiarize students with Andalusian culture, history, geography and life in general and with those from Cadiz in particular.

For this we offer an extensive program that includes everything from guided tours to learn about the cultural heritage of Cádiz to excursions to the cities of historical and cultural interest in Andalusia (Seville, Córdoba, Granada), without forgetting sports practices, Spanish film workshops , tapas nights, attendance at flamenco shows, etc.

Every Monday, you will receive a fact sheet of scheduled activities detailing times and fees. You will also find it on the bulletin board.

If you need additional information about any unscheduled activity, do not hesitate to contact us.

Services and resources:

- Transfers: we organize your transfer from all airport to Cádiz or if you wish, we will inform you of how to get here by public transport.
- Free Internet access throughout the school and in the accommodation.
- TV room & rest area. All classes hold a digital whiteboard and projector.
- Computers available to students
- Free library, video and sound library: all students can borrow the material to practice and improve what they have learned in class. If you want to take a book, CD or DVD home, just simply ask your teacher, who will write your name and the date on the list in the bookcase.
- Free language exchanges with Spanish students: if you are interested in doing an exchange, we will give you all the information at the main desk.
- Student ID: you must send us a photograph of yourself so that we have it ready on the day of your arrival. You can carry it on your mobile and show it in some establishments to obtain student discounts.
- Postal service and photocopying.
- Advice sessions on the DELE exams and registration for them: at Spanish in Cadiz[®] we recommend our students to take these exams, as they are internationally recognized. Every month, we organize orientation sessions where you can have all the information related to these exams.
- CCSE Examinations: It is one of the requirements established by Spanish law for granting Spanish nationality to foreigners residing in Spain. The CCSE exam of constitutional and sociocultural knowledge of Spain is carried out in our center on the last Thursday of each month.

Accommodation:

We take great pride in all of our accommodations. We regularly inspect all accommodations in or to offer the best quality as is a very important aspect for the well-being of our students during their stay among us.

To do this, we regularly visit all accommodations in order to meet the highest quality & criteria.

Our school offers two types of accommodation:

Residence: Double or single rooms. Our residence is located in the center of the city, in an area where shops, food market and flower square, cinemas and tapas bars.

The residence is a 20-minute walk from the school, which is reached by taking a relaxing and beautiful walk looking at the sea. The residence is in one of the best buildings in the city, consisting of a ground floor and three floors. On the ground floor there is a bank office and the two remaining floors belong to the school, so there are no neighbors on the farm. Each floor has 8 rooms (single and some doubles), a living room with TV, an equipped kitchen and space to hang clothes, three double bathrooms and a patio.

All rooms have ventilation, natural light and Internet access. Weekly, the school staff will clean the common areas and solve any technical or maintenance problems that the residence requires.

Spanish family: Double and single rooms and half board or full board. All our families have been strictly selected to make our students' stay in Cádiz an unforgettable experience. All our families are characterized by their pleasant ways, the cleanliness of their homes and the quality of their meals, all work with dedication and love for the students. A Spanish family is the best way to fully integrate into Spanish life.

Rules of coexistence in the accommodation:

The sole purpose of the rules is to make your stay in Cadiz as pleasant as possible.

Remember that, in the case of not complying with the rules, you may be immediately expelled from the accommodation and you will not be entitled to any sort of refund.

Residence:

- Each room has a set of three keys (room, apartment door and street entrance door) that you will receive when you arrive.
- When leaving, we recommend locking the room and the apartment door. Please never lock the front door from the street or no one will be able to leave the building.
- Each student will be assigned a kitchen shelf and refrigerator space for their personal use.
- It is not allowed to rent or sublet the rooms.
- It is not allowed to hold parties or meetings to drink alcohol in the residence.
- It is not allowed to fix or paste posters or stickers on the walls of the rooms or common areas.
- Pets are not allowed in the residence.
- It is not allowed to bring guests to the residence for lunch or dinner, or to spend the night in the rooms.
- If you expect to receive guests during your stay, they can stay in the residence if there is space available and if you have reserved a room for them in the school office. Reservations must be made in advance and must be paid for in advance.
- You will be sharing the accommodation with other students, so you must respect the common areas (TV room, bathrooms and kitchen) and keep them as clean as possible.
- Garbage must be taken to the street container every day between 9:00 p.m. and 11:00 p.m. Bear in mind that Cádiz has a warm temperature and leftover food spoils quickly.
- Please turn off the lights when you don't need them. Think about the environment.
- Respect the different cultures and opinions of your fellow hosts. If there is any problem or conflict, please talk to us and we will try to solve it.
- Any activity considered illegal by Spanish law is not allowed in the facilities. This includes the use and consumption of illegal substances.
- If you are going out at night, try not to make any noise. Respect the rest of your fellow hosts.
- The accommodation is reserved until the Saturday after the course at 11.00 AM. If you wish to stay longer, you must apply in advance at the school office. If there is availability, you can make a reservation. You must pay for extra nights in advance.

Family Accommodation:

- Accommodation with a Spanish family is reserved from the Sunday before the course at 19:00 until the Saturday after the course at 12:00. In case of arriving earlier or wishing to stay longer, the student must notify the school office.
- Half board accommodation includes breakfast and dinner. Full board accommodation includes breakfast, lunch and dinner. Mealtimes are very different in Spain. For example, breakfast is usually served between 07:30 and 08:30 and lunch time is between 14:00 and 15:00. Usually dinner is served between 21:00 p.m. and 22:00.

- There will never be more than two students per family, except when the student requests it or in the case of double rooms.
- All families are within a maximum distance of 2 km. from school.
- Our families have been strictly selected to guarantee the student the highest level of comfort and attention. However, if a student wants to change families, they can apply at the school office.
- Students who live with Spanish families must accept the rules of family coexistence, which, among others, are:
 - Do not use the appliances or the kitchen except with prior authorization from the family.
 - Do not bring guests home unless the family authorizes it.
 - Respect meal times, night silence and family life schedules.
- Sheets and laundry: The family will give you the sheets and towels, you should only bring objects for personal use. A weekly laundry is included in the accommodation price. Please ask on the first day where you can leave dirty clothes.
- Personal items: the school is not responsible for personal items left in the accommodation by the student.

Health and Security:

Health: residents in the EU need the "European health card" to be treated in a Spanish social security center. This card must have been issued by the respective national health services. It is a free card that allows access to public health care during a temporary stay in any of the 27 EU Member States, as well as Iceland, Liechtenstein, Norway and Switzerland, under the same conditions and at the same cost (care is free in some countries) than people insured in that country.

In private medical centers you pay when you are treated. With the invoice you receive, your insurance will reimburse you when you return to your country, if you have contracted this service. Non-EU students must take into account the international agreements on health between their countries and Spain.

At the school we can inform you about contracting private health insurance or travel insurance. Contact us if you wish to receive more information.

Medical emergencies: If you have a medical emergency, go directly to the nearest health center emergency room or hospital. Any health center, whether public or private, is required to treat patients in an emergency situation, regardless of insurance conditions. If you need an ambulance, call 112 or 061.

Security: basic tips

Cádiz is a particularly safe and quiet city. However, we recommend that you follow these basic tips:

- Pay attention to your bag or backpack when you are in the street, in bars and terraces and especially on the beach. Do not carry large sums of money with you.
- Leave any identification document (passport or DNI) in your accommodation and carry a photocopy with you.
- Leave valuables at home. If you are robbed, report it immediately to the police. If you need help, don't hesitate to contact the school or family.
- Take with you the address of your accommodation, your medical card and the school and emergency telephone numbers.

Emergency phone: 112

Police Station: Avenida de Andalucía, 28, 11006 Tel: 956297500

Attention service for foreigners (with interpreters in various languages): 902 102 112

Inside the school you can find information about safety. Please refer to the fire escape routes that you will find in each classroom.

How to move around Cadiz?

- The main website of the Bay of Cadiz for any sort of transports is: <http://www.cmtbc.es>. In it you will find all the schedules of buses, trains and boats that circulate between Cádiz and the nearest towns.
- Airport: Jerez airport (La Parra) is located 45 km from the center of Cádiz. There are buses and trains that go directly to the airport from the center of Cádiz.
- Trains: the RENFE train station is located in Plaza de Sevilla, next to the bus stop. Both are a ten-minute walk from the school. You can check the commuter train schedules at this link. Trains for the rest of Spain appear at www.renfe.com
- Buses: Cádiz's bus station is located in Plaza de Sevilla, behind the train station. Here you can catch buses to Seville, Malaga and Algeciras, among other destinations. The website is www.tgcomes.es. You can check the timetables on the internet but we always recommend going to the bus station to buy the tickets.
- Urban bus: there are five urban bus lines in Cádiz (numbers 1, 2, 3, 5 and 7). A single ticket costs €1.10. You can buy a rechargeable card ("bonobús") in tobacco shops or kiosks each trip will cost you around 70 cents.
- Taxi: taxi stands are found on various streets in the center and in the main squares, although they can stop anywhere in the city when they are free (indicated by a green light). In Cadiz they are quite cheap. To order a taxi: 956212121 and 956262626.

Other Interesting Tips:

Beaches:

Cádiz has the best urban beaches in Spain. In total there are four and each of them has its own characteristics.

- La Caleta is the only beach located in the historic center of the city and, although it is the most beautiful, it can be crowded in high season. On both sides of the beach are the castles of Santa Catalina and San Sebastián.
- Santa María Beach is the closest to the school. Highly recommended in mid-season for surfing.
- La Victoria is the largest in the city. On this beach you can always find a place, even in high season. Most of the beach bars are located here. This beach has the best socio-sanitary services.
- Cortadura: This beach is located on the outskirts of the city. Ideal for those seeking more independence or practicing water sports. Although it is not located directly in the urban area, it is very easily accessible by bus line 1.

Eat or have some tapas:

In Spain, and especially in Andalusia, Lunch usually takes place between 14:00 -15:00 and dinner between 21:00-22:00. Cádiz offers the visitor a wide gastronomic offer with an autochthonous cuisine inherited from the historical contributions of the different civilizations that settled here and with a perfect use of the natural resources of the area.

To help you get to know the best places in Cádiz, we offer you a list of some places that we recommend:

- Mesón Cumbres Mayores: in Calle Zorrilla 4. They have a wide variety of tapas and dishes, including Iberian meats and dishes.
- Bar La Tabernita: Calle Virgen de la Palma 22. An excellent tapas bar with popular prices.
- La Veganesa: Calle San Antonio Abad 5. Specialized in vegan and vegetarian cuisine and located in one of the most typical neighborhoods of Cádiz: El Pópulo.
- Recreo Chico: Calle Ancha 9. Excellent dishes and good value for money.
- Freiduría Las Flores: Plaza Topete 4. The best place to try "fried fish" in Cádiz.
- Central Market Gastronomic Corner: The Gastronomic Corner is a space enabled inside the Central Market where you can find culinary proposals of all kinds and origins. In addition to the traditional Cadiz and Andalusian cuisine stalls, there are other stalls with specialties as different and suggestive as Japanese, Argentine or Italian cuisine, among others.
- Casa Manteca" Tavern: probably the corner with the most history in Cádiz. Pork meats, tapas and wines in a place from 1953 decorated with tiles, old bottles, photos and bullfighting posters.
- El Veedor" Bar: Veedor Street corner with Veja Murguía. The best tortillas in Cádiz and an excellent place to taste our wines.

To get to know Cadiz's hospitality industry better, we recommend you visit "Cosas de Comé", where you will find all the dishes that you can taste in our city.

REMEMBER THAT IF YOU HAVE ANY QUESTIONS WE ARE AT YOUR DISPOSAL.