

# Services Index

INS Thos i Codina  
Mataró

## 1.- Who are we?

Thos i Codina Secondary School is a public school that offers Secondary and Higher Secondary Education.

Our goal is to educate our students and prepare them as much as possible for today's society.

## 2.- Meaningful data

**Centre code:** 08046748

**Address:** Riera de Cirera, 57. 08304 MATARÓ

**Telephone:** (0034) 93 741 42 03

**FAX:** 93 757 44 15

**Website:** <http://www.iesthoscodina.cat>

**Email:** [a8046748@xtec.cat](mailto:a8046748@xtec.cat)

**Opening Hours:**

8:00 a.m.-2:30 p.m., 3:15-9:35 p.m.

(Friday afternoons from 3:15 to 8:35 p.m.)

**The centre is ISO 9001:2006 certified**

## 3.- What is the Services Index?

The Services Index of the Thos i Codina Secondary School is a document that contains useful information for all users, including the available services, our efficiency and quality commitments, and the participation performances from each entity of ours, all with a view to improving our services.

## 4.- What do we offer?

The centre provides a wide and varied range of offerings that allows our students to choose from among different academic options, within Secondary/Higher Secondary Education and Vocational Training Studies. Our school's staff has always strived to meet the needs

of the students, introduce pedagogical changes when necessary, participate in projects aimed at the improvement of the centre's life, and involve families in the responsibility for educating their children.

## 5.- What are our services?

<b>STUDIES</b>	<b>Mornin g Group s 8:00 a.m.</b>	<b>Afterno on Groups 3:15 to 9:35 p.m.</b>	<b>DUA L PT Gro u ps</b>	<b>2X3 Gro u ps</b>
1st CSE grade	3	-	-	-
2nd CSE grade	4	-	-	-
3rd CSE grade	3	-	-	-
4th CSE grade	3	-	.	.
1st Higher Education grade	2	-	-	-
2nd Higher Education grade	2			
1st course of MPT in Trade	1	1	X	-
1st course of MPT in Trade and Fashion	1	1	X	
2nd course of MPT in Trade	1	-	X	-
1st course of MPT in Business Management	1	-	X	-
2nd course of MPT in Business Management	2	2	-	-
1st course of MPT in Microcomputer Systems and Networks	2	1	-	-
2nd course of MPT in Microcomputer Systems and Networks	1	-	X	-
1st course of MPT in Business Administration	-	1	X	-
2nd course of MPT in Business Administration	-	1	-	X
1st course of UPT in Multiplatform Application Development	-	1	-	X
2nd course of UPT in Multiplatform Application Development	-	1	-	X
1st course of UPT in Computer Systems and Network Management	-	1	X	-

<b>1st course of UPT in Trade and Marketing</b>	-	<b>1</b>	<b>X</b>	-
<b>2nd course of UPT in Trade and Marketing</b> <b>PCMPT Preparation Course to Medium Professional Training</b>	-	<b>1</b>	-	-
<b>PCUPT Preparation Course to Upper Professional Training</b>	-	<b>2</b>	-	-
<b>Initial Vocational Training in Sales Assistant, Office Automation, and Customer Care</b>	Morning and Afternoon		-	-

\*CSE: Compulsory Secondary Education

\*PT: Professional Training

\*MPT: Medium Professional Training

\*UPT: Upper or Higher Professional Training

\*PCMPT: Preparation Course to Medium Professional Training

\*PCUPT: Preparation Course to Upper or Higher Professional Training

## 6.- Other services

- Support and Convalidation Service
- Training Experiences Abroad (Erasmus +)
- Job Bank
- Moodle
- Library
- Academic and administrative management service (scholarships, degrees...)
- Website
- Mediation Service
- Thos i Codina Sports Association

## 7.- Projects

- Quality and Improvement Project
- Erasmus +
- Educat 2x1
- Green School
- Unesco School
- Computing Plan
- Business Simulation
- Entrepreneurship
- Innova Project
- GEP - Multilingualism
- VBS - Vital Basic Support
- Academic guidance
- Professional guidance

## 8.- Commitments

1. Drafting and updating the strategic and organizational documents of the school: Educational Project, Headmaster Project, Organizational and Functioning Rules, Curricular Projects, School's General Programming, Strategic Plan, Management Documents: Manual on Quality Management, Interrelated Processes Map and List of Processes and Procedures.
2. Monitoring of each student through a personal tutor. Regular interviews with students and their families.
3. Daily monitoring of students (attendance and other observations) through the Django program.
4. Delivery of information to the students on the organization and the functioning of the centre.
5. Attention towards the student's diversity to achieve academic success.

6. Informing families about activities and services, and course programming.
7. Guaranteeing equitable and transparent assessment of the students.
8. Commitment to using ICT tools in the classroom.
9. Raising awareness among the educational community in terms of energy saving, respect for nature, and recycling.
10. Continuous teacher training.
11. Academic and professional guidance for the students.

## **9.- Assessment of the school**

In order to assess the quality in our services, we use, among others, the following measures:

1. Global assessment of the centre (students, teachers, families and companies).
2. Compliance rate of the annual goals established in the Strategic Plan.
3. Compliance rate of the goals established in the School's General Programming.
4. Satisfaction from the companies and from the students in the Dual PT as well as in their on-site training activities.
5. Assessment of the Reception Plan for new teachers and students.
6. Different teacher training activities are carried out in the centre.

## **10.- Compliance Guarantee**

1. The centre, in accordance with its continuous improvement plan, constantly monitors and controls of its commitments.

2. If the goals are not attained, the centre has a system of assessment and improvement in place.

## 11.- Rights of the school's educational services users

The school guarantees the following rights to the students and families:

1. Obtaining, in a clear, useful and reliable way, information about the school's activities and about the management of procedures and services.
2. Education according to the goals established by law.
3. Knowing the employees' identity as well as that of the people in charge of the services.
4. Receiving a respectful and considerate treatment.
5. Participating in the school's representative bodies and in the school's life.
6. Being heard with regard to the decisions taken in the academic life.
7. Receiving fair assessment on their behaviour and their academic results.
8. Issuing suggestions and complaints to the tutor, or to the head teaching body.
9. Confidentiality with regard to personal data and information. Citizens are entitled to have their rights respected, according to Organic Law 15/1999, 13th December on personal data protection.

## 12.- Participating bodies

- School Committee .
- Delegates Committee.
- AMPA.
- Student Monitoring System.
- Satisfaction Surveys: where opinions about the educational members can be written.

## 13.- Suggestions and complaints system

The procedure to be followed is chosen according to these means:





