











Welcome to Sant Antoni de Portmany! Follow me. I am going to show you round our borough using this guide.



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Where are we?

Sant Antoni de Portmany is one of five boroughs on the island of Ibiza (also known as Eivissa). It has an area of approximately 127 km² and a permanent population of 21,852 (according to the INE 01/01/2009 census).

In addition to the town that gives the name Sant Antoni de Portmany to the borough, it is made up of the villages of Sant Rafel de sa Creu, Sant Mateu d'Albarca and Santa Agnès de Corona.

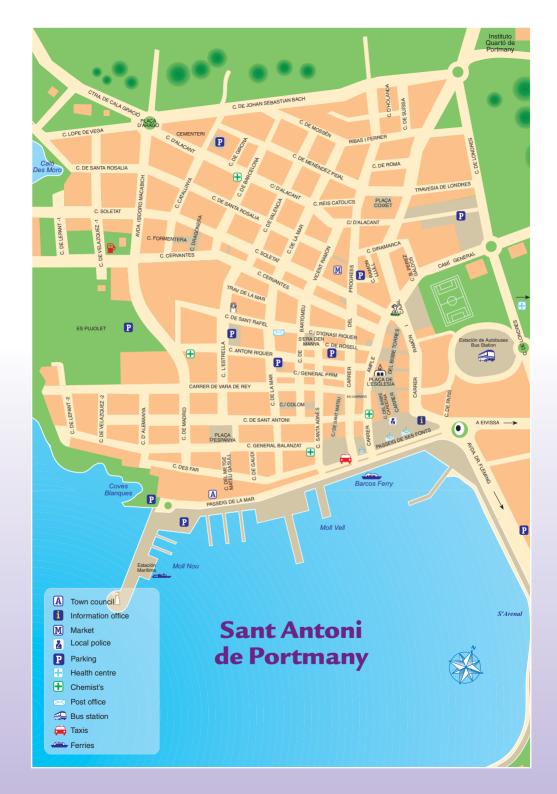
The Balearic Islands are situated in the Western Mediterranean. The populated islands that make up the archipelago are Mallorca, Menorca, Ibiza and Formentera.

The official languages of the Balearic Islands are Catalan (their native language) and Spanish.

Their main public bodies are:

- The Government of the Balearic Islands, which performs the administrative and executive functions of the autonomous region.
- The Island Councils, the governing bodies of each of the islands.
- The town councils, which handle the affairs of each borough at local level.

The Spanish State Government is represented in the islands by means of the Government Delegation.



You will have to:

- 1. Register
- 2. Obtain a health card
- 3. Find a school for your children
- 4. Look for work
- 5. Look for somewhere to live



1. Registering

All foreigners who wish to remain in Spain, irrespective of their residential status (whether or not they have permission to reside), may and should register.

Registering is the first and most important thing for you to do. Registering means putting yourself on the list of people living in the borough in which you live and will be used to prove how long you have been living in Spanish territory. Registration will help you to:

- Apply for a health card and access health care.
- Send your children to school.
- · Prove that you live in the borough.
- Access local social services.
- Access the borough's programmes and grants in areas such as: housing, education, culture, leisure, etc.
- · Benefit from residents' discounts when travelling.

Anyone from a country outside the European Union must renew their registration every two years if they have not yet obtained a permanent residence permit.

★ Where do I register?

Sant Antoni de Portmany Town Hall Passeig de la Mar, 16 Tel. 971 340111 and fax 971 344175 Opening hours: Monday to Friday from 09:00 to 14:00 www.santantoni.net

2. Going to the doctor's

Everyone who lives in Spain has the right to health care, irrespective of their residential status.

The document which enables you to access the free public health care of the Balearic Islands Health Service is the *Tarjetas Sanitaria Individual - TSI-* (Individual Health Card).

The government is obliged to provide health care to people in the following situations, even if they do not have a health card:

- Urgent cases: serious illnesses or accidents.
- Minors under 18 years of age.
- Pregnant women during pregnancy, childbirth and the post-natal period.

The public health system is structured in the following way:

- 1. Primary health care: this is the first place you should go to when you have a problem with your health. You will be assigned a GP (family doctor) at our borough's health centre, where there is also a paediatrician and a nursing service. To make an appointment with the doctor you will need to call 902 079 079 or go in person to the health centre.
- 2. Specialist health care: if the GP thinks it necessary, you may be referred to other specialist doctors based at Can Misses Hospital, in Ibiza town.

Also, if you have a drug addiction problem (alcohol, tobacco and other substances) you can ask your GP for help or to be referred to other specialist services.

To facilitate communication between patient and doctor, both the health centre in Sant Antoni de Portmany and Can Misses Hospital have a social-health care mediator who will help you with the language, paperwork and similar matters. You will need to make an appointment with the mediator at the same time as making an appointment to see the doctor, so that the mediator can be present during the consultation.

★ Where do I apply for the health card?

Sant Antoni de Portmany Health Centre C/ de Ses Sequies, 6 Tel. 971 195850 07820 Sant Antoni de Portmany

3. Going to school

In Spain, education is compulsory between the ages of six and sixteen, though it is possible to start voluntarily at the age of three.

All foreigners under the age of 18, irrespective of their residential status, have the right to an education on the same terms as the Spanish population. This includes:

- Access to a free and compulsory basic education.
- · Receiving the corresponding academic qualifications.
- · Access to public grants.

The Spanish education system is mixed (classrooms are shared by male and female pupils). The school year starts in September and ends in June.

★ Where do I register?

You can register at the school itself or at the education office, located at:

Via Púnica, 23 · Eivissa Tel. 971 310104

Schools in the borough of Sant Antoni de Portmany:

C.P. VARA DE REY

C/ Vara de Rey Tel. 971 342021

C.P. CERVANTES

C/ Marino Riquer Tel. 971 341423

C.P. CAN COIX

Can Germà road Tel. 971 344768

C.P. GUILLEM DE MONTGRÍ

Can Coix, Can Germà road Tel. 971 344818

C.P. SANT RAFEL

Village of Sant Rafel Tel. 971 198062

C.P. BUSCASTELL

Village of Buscastell Tel. 971 345836

C.P. SANTA AGNÈS

Village of Santa Agnès Tel. 971 805021

C.P. SANT MATEU

Village of Sant Mateu d'Albarca Tel. 971 805022

C. SANTÍSIMA TRINIDAD

(state subsidised private school) C/ General Balanzat, 7 Tel. 971 345480

I.E.S. QUARTÓ DE PORTMANY

Can Germà road Tel. 971 343101 www.iesquartodeportmany.es

C. CAN BONET

(state subsidised private school) C/ Llimoners · Ses Paisses Tel. 971 342143

C.P. SANT ANTONI

C/ Pruneres · 971 933048

The education system in the Balearic Islands has two official languages: Catalan, which is the native language, and Spanish. The main language used for teaching is Catalan. Schools have various linguistic inclusion systems, designed to help pupils settle in at school.

It is important that mothers and fathers participate in the educational community through each school's parents' association (APYMA).

The educational system is structured in the following way:

- Pre-school education, up to the age of 5.
- · Compulsory primary education, from 6 to 12 years of age.
- Compulsory secondary education (ESO), from 12 to 16 years of age.
- Elective education: vocational training or the bachillerato (equivalent of British A levels).
- Higher education.

There are also adult-education centres which offer free courses of study, including: literacy courses, Spanish for foreigners at different levels, basic training, languages, etc.

★ Where can I find out more?

Escola d'Adults C. Cervantes, 25 Tel. 971 348595

Important: there is a card for large families, with three or more children, that will enable you to obtain travel discounts, grants, discounts when signing up for courses, etc.

★ Where can I find out more?

Oficina d'Atenció al Ciutadà del Consell Insular d'Eivissa Tel. 902 077 777 From Monday to Friday, 08:00 to 15:00 oac@cief.es

4. Looking for work

To look for work you may register at the *Instituto Nacional de Empleo* (National Employment Institute) or at the *Servei d'Ocupació de les Illes Balears* (Balearic Islands Employment Service).

Here you may ask for information about finding work, receiving unemployment benefits, get career guidance or prove that you are resident in Spain.

★ Where can I register?

Servei d'Ocupació de les Illes Balears (SOIB)
• C/ Bisbe Torres, 7
07820 Sant Antoni de Portmany
Tel. 971 348066 / 971 348088 / 971 348057

Avenida Isidor Macabich, 57
 07800 Eivissa
 Tel. 971 300012 / 971 391012 / 971 301590

Or consult the website: www.soib.caib.es

You can also visit the Deixalles Foundation's career guidance service, the Servei d'Orientació Laboral. It offers specific and individually tailored information, advice and assessment on employment matters.

★ Where can I find out more?

SOL Deixalles C/ Gaudí, 2 Sant Antoni de Portmany Tel. 971 804124 / Fax. 971 341836 From 09:00 to 14:00 from Monday to Friday soldeixalles@deixalles.org

Other ways of finding work are through job advertisements in the local papers, by word of mouth or by visiting companies in person and handing in your CV.

5. Looking for somewhere to live

If no relative or acquaintance is able to rent you accommodation, we suggest some ways of finding it below:

- Check the local newspapers: you will find a wide range of properties advertised to rent or buy
- Go to an estate agent's
- On the Internet you will also find websites that advertise properties for rent or sale
- The *Institut Balear de l'Habitatge IBAVI* (Balearic Islands Housing Institute) aims to provide state-subsidised housing, subject to application, either to rent or buy.

IBAVI Avenida Ignaci Wallis, 23 1° C 07800 Eivissa Tel. 971 303301 (Monday to Friday, from 09:00 to 14:00) http://ibavi.caib.es



Finding out about Social Services

Social Services offer information, advice and social assistance to those who request it.

They commonly deal with matters related to your legal situation (family reunification, *arraigo* - social ties -, etc.), as well as social, family, cultural and financial matters.

The service attends to immigrants on exactly the same terms as any other citizen.

★ Where are they?

Servicios Sociales C/ Cervantes, 25 Sant Antoni de Portmany Tel. 971 340003

Social Services also have an intercultural mediation service where you will be able to request information, attend Spanish classes and get in touch with immigrants' associations etc.

★ Where is it?

Servicio de Mediación Intercultural C/ Bisbe Cardona, 6 Sant Antoni de Portmany Tel. 971 803676 mediaciointercultural@santantoni.net



Life in my neighbourhood

Public spaces are places to walk and meet up, and they are for the enjoyment of all those who use them. Residents therefore have a duty to look after these areas and respect the other people that use them.

To do so, it is necessary to follow some basic rules of community life, such as:

- Keeping the noise down (music, shouting, etc.) in your home and in the street, above all at night and early in the morning.
- Taking your rubbish out at the stipulated time, between 20:30 and 22:00. To dispose of furniture and garden waste you should call 971 344363 or 902 179971 beforehand.
- Keeping the areas clean by not littering or leaving waste on the ground (papers, cigarette ends, chewing gum, animal excrement, etc...) and by making use of the litter bins provided by the town council.
- At home, rubbish should be separated and disposed of in the containers intended for each kind of waste:
 - The blue ones for paper and cardboard
 - The yellow ones for plastic and light packaging such as tins and milk cartons
 - ☐ The green ones for glass
- Not lighting fires in woodland or anywhere that has not been equipped for the purpose.
- Respecting no smoking signs and not smoking in enclosed spaces such as lifts, lobbies, etc.

Although the town council is responsible for the upkeep of public spaces, looking after them is the responsibility of everyone. Residents are responsible for keeping their neighbourhood and its environment clean. Failure to comply with these rules may result in you being fined.

At the town hall, you will find informative guides about everything to do with waste, rubbish, etc.

Neighbours' associations

Every area has a neighbours' association which protects the rights and interests of the residents and arranges necessary improvements in the neighbourhood. It is important to belong to one of these associations if you want to know how your neighbourhood works and to give yourself and your family a say in the area where you live.

For more information about the neighbours' association you belong to you can ask your neighbours or ask at the town hall or the council's Intercultural Mediation Service.

What to do if problems arise?

When public order problems arise which might pose a risk to you or others, you can go to the police. In Spain there are various police forces: the *Policia Local* (local police) - for your own borough -, the *Policia Nacional* (national police) and the *Guardia Civil* (Civil Guard), all of them at the service of the people.

Some situations that might require calling the police:

- If a neighbour does not respect the rules of community life (for example, if they make noise at night or play music at too high a volume, etc.)
- If you witness a robbery or an assault.
- If you find yourself in a situation in which you feel your personal safety, or that of others, is at risk.
- And any other situation that you think the police should be informed of.

★ Where is it?

Policía Local Sant Antoni de Portmany. Tel. 971 340830 13.9km along the Eivissa to Sant Antoni Road

In addition, the town hall provides a telephone service to enable residents to report incidents, damage to public property, street lamps which are out of order, uncollected rubbish, asphalt in poor condition, etc.

Resident Services: 902 077 474



How do I get around the island?

Various bus routes connect the island's different boroughs, all based at the bus station located at Calle Londres, 2.

You will find the telephone numbers and timetables of the companies that run the buses on the following website: **www.ibizabus.com**

You can also use the taxi service by calling:

Radio Taxi, tel. 971 398483 Sant Antoni de Portmany taxi rank, tel. 971 340074

As regards private vehicles, European Union driving licences are recognised, although Spain does require licences from some countries to be validated. To find out which countries are affected and about the validation process, you may consult the following website: **www.dgt.es**

Or, alternatively, visit the *Jefatura Local de Tráfico* (Local Traffic Department Office), located at:

C/ Vicente Serra i Orvay, 43 Eivissa Tel. 971 31 35 70

You may also make an appointment in advance by calling **902 300 175**, but bear in mind that in order to exchange or validate your licence you will be asked to present original documents; so, if you are in the process of renewing your NIE or other documents, remember to ask for the appointment with sufficient time in hand.

It is important to remember that to drive a vehicle you must have accident insurance. Both driving without insurance and driving a vehicle without a valid driving licence may lead to a heavy fine.

Sa Punta des Molí





Typical Ibizan boats



Useful services

In Sant Antoni de Portmany

Immigrants' associations

There are associations of almost all nationalities. You can find out more at Sant Antoni de Portmany's Intercultural Mediation Service.

C/ Bisbe Cardona, 6
Tel. 971 803676
mediaciointercultural@santantoni.net

Municipal library

In the network of public libraries you may borrow books, read magazines and newspapers on site, and also find films, music, etc, all free of charge. There are also computers available for Internet use.

C/ Cervantes, 25 Sant Antoni de Portmany Tel. 971 347669

Youth Information Centre

Information about leisure and free time, grants, education, work, municipal grants, free Internet service, etc.

C/ Ramón y Cajal, 19 Sant Antoni de Portmany Tel. 971 803163 cijsap@santantoni.net

Deixalles Foundation

Its main aims are finding work for people with different kinds of social problems, promoting a mutually supportive economy, waste management and raising awareness of environmental problems.

They have a fair trade shop, La Botiga Solidaria, in Eivissa.

As well as a career guidance service, the "Servicio de Orientación Laboral" (SOL), located at:

C/ Gaudí, 2 07820 Sant Antoni de Portmany Tel. 971804124 Fax. 971 341836

In other boroughs on the island

OFIM

The "Oficina de Información, Asesoramiento y Orientación a la Ciudadanía" offers information, guidance and advice to residents on legal and administrative matters to do with immigration.

C/ Cosme Vidal Llàser Servicios Sociales Cas Serres 07800 Eivissa Tel. 971195617

Immigration Department

Paseo Marítimo Juan Carlos I Edificio Casa del Mar Eivissa Opening hours: Monday to Friday, from 09:00 to 14:00 Tel. 971 98 90 50 and 971 98 90 56 www.immigrabalears.com

Red Cross

Service providing assistance to immigrants, including information, support, career guidance and volunteering.

Avenida de España, 53 07800 Eivissa Tel. 971 390 303

Cáritas Ibiza

Information on immigration, advice on procedures and regulations, career guidance, job vacancies for domestic workers, basic training (Spanish, information technology, Catalan, English) and occupational training (cleaning, domestic work, care work, etc), day centre, subsidised canteen, workshops, support groups, etc.

Tel. 971 311762 - Fax. 971 316973 C/ Felipe II, 16 bajo 07800 Eivissa

Ibiza Town Homeless Shelter

The "Centro de Acogida Municipal" (CAM) is a centre aimed at the homeless and non-residents in need. It provides temporary accommodation, a canteen, showers, laundry and storage, general information and career guidance, among other services.

Centro de Acogida Municipal (CAM) C/ Carles III, 27 3r 07800 Eivissa Tel. 971 190966

Subsidised Canteen

Subsidised canteen for non-residents and the homeless, which ensures that basic daily nutritional needs are met. The service is run by Cáritas.

C/ Carles III, 27 1r 07800-Eivissa Tel. 971 301762 Monday to Sunday, from 19:30 to 20:00

Women's Office

The "Oficina de la Dona" works to protect the rights of women and their families and to promote equality in all areas. It offers free information on social and educational resources, guidance and psychological treatment in cases of abuse, along with alternative accommodation, family mediation and gender-based violence prevention programmes.

C/ Cosme Vidal Llàser Edificio de Servicios Sociales Tel. 971 19 56 07

Fundació Universitat Empresa de les Illes Balears (FUEIB)

Certifies professional skills to enable the immigrant population to find highquality employment. This service gives immigrants the opportunity to match their skills to those required for the same work in Spain. However, it does not officially validate qualifications.

> C/ Bes, 9 Eivissa Tel. 971 398020 / 689229088

Victim Support

The Oficina de Ayuda a las Víctimas de Delitos (OAVD) provides victims of crime with legal, social and health advice and psychological support.

Edificio Municipal Can Jurat C/ Pirineos, 7-9 Sant Jordi Tel. 971 395122

Psychological guidance and advice service for immigrants: the Ulysses Syndrome

The Ulysses Syndrome is a psychological syndrome characterised by chronic stress associated with the problems faced by an immigrant when settling into a new home.

This service offers guidance and psychological support to immigrants who are at risk of developing any of the typical symptoms of the Ulysses Syndrome and to those who already suffer from it.

For more information about this service:

Tel. 971 901585 Monday to Friday, from 09:00 to 14:00 and from 16:00 to 19:00 coordinadora@sindromeulises.com

CEPCA (Centre for the study and prevention of addictive behaviour)

The Ibiza Island Council's centre for the prevention of addictive behaviour. It does work in the following fields: the family, education, the workplace, the community and the media.

In the family sphere, it runs the 'family advice programme', which is a support programme (offering information and guidance) which meets the specific needs of families where a family member shows signs of contact with drugs (alcohol, tobacco or other substances) or other kinds of addictive behaviour.

C/ Obispo González Abarca, 10 escalera B, 1º 6ª 07800 Eivissa Tel. 971 317403 and 971 317054 / Fax. 971 347097 Email: cepca@cief.es Monday to Friday, from 08:00 to 15:00

Unions

Unions are organisations formed by workers to defend and promote their social, economic and professional interests.

CC.OO. (Confederación Sindical de Comisiones Obreras)

Guidance on immigration, administrative procedures, permits, papers, residence permits, career guidance service, training service, union services, etc.

C/ Bartolomé Vicente Ramón, 33 2ª 07800 Eivissa Tel. 971 315361

USO (Unión Sindical Obrera)

Information and guidance for immigrants.

C/ Isidoro Macabich 36, 1° 07800 Eivissa Tel. 971 19 05 78 Fax. 971 27 90 98

UGT (General Workers Union)

Career guidance service.

C/ Bartolomé Vicente Ramón, 33 07800 Eivissa Tel. 971 311875



Emergency telephone numbers

012 Citizen's helpline

112 General emergencies

091 National Police

092 Local Police (emergencies)

062 Civil Guard (emergencies)

061 Medical emergencies

016 Helpline for abused women

Other useful telephone numbers

971 191212 Red Cross Lifeguards

971 397000 Can Misses Hospital

618 193360 Alcoholics Anonymous

971 195900 Ibiza Island Council



I speak Spanish and Catalan!

English

Hello

Good morning Good afternoon

Good night

Goodbye

See you later
Thank you very much

Don't mention it

What's your name?

My name is Juan

First name Surname

Date of birth

Where do you come from?

I come from China How old are you? I'm thirty years old

What is your address?

Where do you live? What is the time? It's half past ten

Where is the school?

Sorry! I'm sorry

Excuse me
I don't understand

It's closed

It's open

Español

Hola

Buenos días Buenas tardes

Buenas noches

Adiós

Hasta luego Muchas gracias

De nada

¿Cómo te llamas?

Me llamo Juan Nombre

Apellidos

Fecha de nacimiento

¿De dónde eres? Yo soy de China

¿Cuántos años tienes?

Tengo 30 años ¿Cuál es tu dirección?

¿Dónde vives?

¿Qué hora es? Son las diez y media

¿Dónde está el colegio?

¡Perdón! Lo siento

Disculpe No comprendo Está cerrado

Está abierto

Catalán

Hola

Bon dia Bona tarda

Bona nit

Adéu

Fins ara

Moltes gràcies

De res

¿Com et dius?

Em dic Joan

Nom

Llinatges

Data de naixement

D'on ets?

Jo sóc de la Xina Quants anys tens?

Tenc 30 anys

Quina és la teua adreça?

On vius?

Quina hora és?

Són les deu i mitja

On és el col·legi?

Perdona! Ho sent! Disculpa

No t'entenc

Està tancat

Està obert

Countryside around Sant Antony de Portmany





Typical Ibizan dance





Appointments

PLACE	DAY	MONTH	TIME			

Appointments

PLACE	DAY	MONTH	TIME		

Notes

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Conselleria d'Afers Socials, Promoció i Immigració Direcció General d'Immigració



