

**SOCIETÀ SERVIZI SOCIO SANITARI
VAL SERIANA a.r.l.**



Sportello Scuola per l'integrazione
degli alunni stranieri
e l'educazione interculturale

WELCOME

IN ITALY AND IN OUR SCHOOL

First of all, we say *welcome* to you and to your family in Italy and in the Italian school.

This leaflet give us the chance to greet you and to give you some information about our school.

You can enrol your child immediately, even if the school year is already started.

You have to know that any child has the right to attend the school, even if he/she hasn't all the documents needed for the permit of stay.

(according to the article 28 of the International Convention on the children rights, ONU)

HOW MANY YEARS AT SCHOOL

NURSERY SCHOOL

- It lasts 3 years;
- It is not compulsory but the last year attendance is highly recommended to help the child to get used to the school environment;
- Parents can enrol to the nursery school children who are 3 years old within the 31 of December of the current school year;
- The school can decide to accept in September the enrolment of children, who will be 3 years old, in January. This decision depends on the school;
- Parents have to pay the canteen hall service and the school transport;
- Besides the fee for the canteen hall service and the school transport, parents may be asked to pay a monthly fee for the nursery school.

BEFORE THE ENROLMENT: some nursery schools organize meeting with parents to explain how the nursery school works.

AFTER THE ENROLMENT: ask the teachers the list of the things the parents have to provide for the nursery school.

PRIMARY SCHOOL

- It lasts 5 years;
- It is free;
- Books are provided by the municipality for free;
- The pupil's family has to buy copybooks, pens, pastels and contribute to the didactic activities organized by the school.

Ask the teachers the list of the things the parents have to provide for the primary school.

BEFORE THE ENROLMENT: some primary schools organize meeting with parents to explain how the primary school works.

TIMETABLE

- The classes of the primary school have a timetable which can vary from 29 to 33 hours per week

When you apply for the enrolment of your son/daughter, ask to the school secretary the exact timetable.

"SCUOLA MEDIA"

- It lasts 3 years and you can enrol after having attended the primary school;
- It is free;
- The pupil's family has to buy all books, copybooks, pens, pastels and contribute to the didactic activities organized by the school.

Ask the teachers the list of the books and of the things needed for the secondary school.

- It ends with a final state examination

TIMETABLE

- The classes of "scuola media" have a timetable which can vary from 30 to 34 hours per week.

When you apply for the enrolment of your son/daughter, ask to the school secretary the exact timetable.

SECONDARY SCHOOL (SCUOLA SUPERIORE)

- You can apply for the enrolment to the secondary school, after having successfully passed the final state examination of *scuola media*;
- The professional secondary schools last 3 years;
- The technical secondary schools and the *Liceo* last 5 years;
- The subjects studied, the timetable, the books and the things needed depend on the type of secondary school.

Ask information to the school secretary or to the teachers.

- The pupil's family has to pay for the enrolment and buy all the books and the things needed.

UNIVERSITY

- You can apply for the enrolment to a university, after having successfully passed the final state examination of the secondary school;
- It can last 3 or 5 years.

DOCUMENTS NEEDED TO ENROL YOUR CHILD AT SCHOOL

- **IDENTITY DOCUMENT OF THE PUPIL** (birth certificate, passport...It is possible to auto-certify the identity of the pupil , if the person who applies for the enrolment of the pupil has got a regular permit of stay);
- **IDENTITY DOCUMENT OF ONE OF THE PUPIL'S PARENTS;**
- **CERTIFICATE OF THE PUPIL'S VACCINATIONS** (translated into Italian);
- **DOCUMENTS OF THE SCHOOL/S ATTENDED** (if there is no documents of the school/s attended, the pupil's parent declares, under his/her own responsibility, the school/s the child attended in the native country)

WHEN YOU APPLY FOR THE ENROLMENT, YOU HAVE ALSO TO FILL IN THE FOLLOWING FORMS:

- Form to indicate the type of school (nursery, primary, secondary school);
- Form to choose between the alternative didactic activities and catholic religion classes;
- Form to apply for the canteen hall service, if there is a canteen in the school;
- Form to apply for the school transport, if this service is supplied;
- Form to choose the school timetable (optional classes)
- Informative form regarding the Privacy Safeguarding;

HOW TO APPLY FOR THE CANTEEN SERVICE

Some schools offer the canteen service. For this service there is a fee to pay. For religious or health reasons, it is possible to apply for a different menu. *For more information ask to the municipality bureau.*

IF YOU LIVE FAR AWAY FROM SCHOOL

If you live far away from school, you can apply for the school transport. For this service there is a fee to pay.

For more information about the costs and timetables, ask to the school secretary or to the municipality bureau.

CATHOLIC RELIGION CLASSES

In the school timetable, there are 1 or 2 hours per week dedicated to catholic religion classes.

When you apply for the enrolment of your child, you have to declare if you:

WANT

DON'T WANT

your child to attend the catholic religion classes.

If your child doesn't attend the religion catholic classes, you can choose among the following options:

- During the catholic religion classes, your child can work on didactic activities with the help of a teacher;
- Your child can enter the school later or leave the school earlier

THE SCHOOL CALENDAR

The school year normally lasts 9 months .

It starts on September and ends in June.

There are two holiday breaks:

- Two weeks on Christmas (normally between the 23 of December and the 6 of January)
- One week on Eastern (in March or April)

Moreover, there are some holidays all along the school year.

Every year, the school will inform you about holidays periods by a note on your child's diary.

It is very important to check your child's diary all the time!

SUBJECTS PUPILS STUDY AT SCHOOL

(at the primary and secondary school)

ITALIAN	HISTORY AND GEOGRAPHY
MATHS	NATURAL SCIENCES
TECHNOLOGY AND COMPUTER SCIENCES	SPORT ACTIVITIES
MUSIC	ARTS
ENGLISH	A SECOND FOREIGN LANGUAGE (French; Spanish; German)
CATHOLIC RELIGION	OTHER FACULTATIVE CLASSES

IF YOUR CHILD DOESN' T KNOW THE ITALIAN LANGUAGE

Normally, the school organizes Italian language classes for the foreign pupils who need it.

SCHOOL REPORT CARD

The school year is divided in two parts (2 *quadrimestri*: each *quadrimestre* is a period of four months).

In February and June, teachers give the report card to the pupil's parents. *The pupil's parents have to collect the report card personally or authorize another person to collect it on their behalf.*

Teachers will inform you by a note on the pupil's diary.

MEETING WITH TEACHERS AND THE OTHER PUPILS' PARENTS

The school organizes some meeting with teachers and the other pupils' parents all long the school year.

These meeting are very important in order to:

- Talk about the school program
- Know other parents
- Talk about the pupils as a group

Teachers and pupils' parents can work together for the children's education and contribute in a positive way to the school activities.

At the beginning of the school year, a meeting is hold to elect the parents ' delegates for each form.

Teachers will inform you by a note on the pupil's diary.

PARENTS INDIVIDUAL MEETING WITH TEACHERS

Any teacher invites the pupil's parents to an individual meeting at school in order to talk about the pupil's progress and difficulties.

If the pupil's parents would like to talk about their child, they can also ask the teacher for a meeting.

ABSENCES, LATE ADMISSIONS AND EARLY LEAVINGS

Any school has its own rules which need to be respected by everyone: teachers, parents and pupils.

We indicate the most important ones:

- **ABSENCE DUE TO HEALTH REASONS:** any pupil's absence has to be justified by the pupil's parents by a written note on the pupil's diary the day the pupil goes back to school;
- **ABSENCE DUE TO FAMILY REASONS:** any pupil's absence has to be justified by the pupil's parents by a written note on the pupil's diary the day the pupil goes back to school;
- **LATE ADMISSION:** any single late admission has to be personally justified by the pupil's parents by a written note on the pupil's diary.
- **EARLY LEAVING:** if the pupil has to leave the school before the classes end, he/she has to be picked up personally by one of the parents or by a person having a written parents' proxy.

If you move to another town/village and decide to enrol your child to another school, please, inform the school secretary.

If you know that your child will not come to school for a long period of time, please, inform the teachers.

COMMUNICATIONS AND NOTES

School normally sends to the pupil's parents communications and notes all along the school year. These notes normally concern:

- Parents' individual meeting with teachers;
- Delivery of the report card;
- Meeting with teachers and the other pupils' parents;
- School didactic visits. The school didactic visits can be organized in the village/town or outside the village/town of residence and, sometimes, school asks the parents to pay a fee.
- School trips. The school trips can be organized in the village/town or outside the village/town of residence and school asks the parents to pay a fee.
- Other communications.

Any note has to be read and signed by the pupil's parents and returned to the school

Please, always check your child's diary to see if there is any communication from the school.

From this year, the schools in *Media Val Seriana* will start using notes translated into different languages to facilitate the communication between teachers and foreign families.

These notes (example: note to justify absence, note to communicate the temporary interruption of school classes) will be written both in Italian and in English language.

We hope that these new instruments will improve communication and dialogue.

This leaflet is based on the documents of the COME centre of Milan which create project of intercultural education.