



# Piccola



# England



**SCUOLA PRIMARIA BILINGUE**

## REQUEST OF ENROLMENT FORM

**To the PRIMARY SCHOOL managed by the Association “Scuola dell’Infanzia Piccola England” (C.F. e P.I.: 03058840129), located in Varese, Via Stadio 38**

Each of the undersigned:

(Surname) ..... (Name) ....., Residing in ....., Via/Piazza.....n....., and domiciled in ....., Via/Piazza.....n.....,

Fiscal code

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Father  Mother  Tutor

And

(Surname) ..... (Name) ....., residing in ....., Via/Piazza.....n....., and domiciled in ....., Via/Piazza.....n.....,

Fiscal code

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as father  mother  tutor

of the pupil .....,

Fiscal code

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### REQUEST

the enrolment of the pupil at Piccola England **Primary School** for the year **20.../20...** , on the understanding that enrolment has been requested by myself at the above mentioned primary school alone and at no other institute

### Chooses

- 29 weekly hours of curricular activities, with two afternoon school re-entrances provided each with a catered school meal service.**
- 31 weekly hours of curricular activities, with three afternoon school re-entrances provided each with a catered school meal service.**
- 33 weekly hours of curricular activities, with four afternoon school re-entrances provided each with a catered school meal service.**
- 35 weekly hours of curricular activities, with five afternoon school re-entrances provided each with a catered school meal service.**



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Both the undersigned agree to submit the pupil's data deemed necessary by Piccola England, to whom I give the authority to treat such data, where necessary, within the school's institutional activities and necessary requirements, which include: insurance, teaching, vigilance, grading, waiting-list/exclusion, naming of staff, etc.

Aware of my own responsibilities should the details we submit be inaccurate and pursued by the D.P.R. 445/2000, we declare the following:

- Born in ..... Date .....
- Citizenship  Italian  Other .....
- Residing in .....province .....
- Street/square .....
- Previous Infant School .....
- Required national health vaccinations  Yes  No

Other family members:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

(first and last name)

(place and date of birth )

(parental degree)

Both the undersigned authorize, in case of occasional modification of schedule, or impossibility to pick-up personally the child/children, that he/she/they be entrusted to the care of:

Mr/ Mrs \_\_\_\_\_ N. Document \_\_\_\_\_

Mr/ Mrs \_\_\_\_\_ N. Document \_\_\_\_\_

exempting the school from all responsibility.

*The present authorization is to be considered valid throughout the entire school year, unless arranged otherwise by the parental authority (please attach photocopy of valid legal document).*

Required following services (effective once reached a minimum number of adhesions):

PRE-SCHOOL HOURS : from 8,00 to 8,30 (€37/months)

EXTENDED-SCHOOL : from 16,30 held by Go Around Association

The undersigned agree to :

- Authorize the school, to use and publish images, photographs, videos, recordings etc. regarding one's own child/children strictly for educational purposes and scholastic initiatives through paper and electronic media communication (including the schools internet site)



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- Authorize this institution so that it may enable different activities conducted by the teaching staff, and or by external experts to best assess learning difficulties, directed at individual and group screening using standardized tools.
- Authorize one's own child/children to participate in scholastic field trips on foot or by school-bus organized by class teachers on the basis of school program criteria established by the State Institute of Education, even if this requires a transport and access fee.

Other family communication:

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➤ **Agree to pay an annual enrolment fee of € 200, and subsequently the full amount of tuition fee stipulated for the chosen weekly hours (even in case of absences or withdrawal from school) which are stipulated for 29 weekly hours of curricular activity, i.e. € 4,488.00 divided into three installments as follows: € 1496 in September, € 1.496,00 in January and € 1.496,00 in April.**

➤ We agree to pay for consumed meals (only) provided by the caterers at the cost of **€ 5,80 each** in the following days:

- Monday  Tuesday  Wednesday  Thursday  Friday

➤ Provided with a Doctor's certificate we request for our Child/children a special diet due of pathologies/food intolerances and or allergies .....  yes  no

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➤ We acknowledge and comply with the **Schools Rules** and the **Education Pact** hereby attached.

❖ Parents who enroll their children at Piccola England Primary School, do so with full knowledge of the Moral and Christian values and of the educational aims of the school which are the basis of the educational approach towards the Alumni.

❖ Parents will undertake to respect the stipulated school's opening and closing hours.

<b><u>REGULAR OPENING HOUR</u></b>	<b><u>REGULAR EXIT HOUR</u></b>
from 8,30am	At 1,30 or at 4,30pm
<b><u>PRE- SCHOOL OPENING HOUR</u></b>	<b><u>AFTER-SCHOOL AND CLOSING HOUR</u></b>
<b><u>from 8:00 to 8:30am</u></b>	From 4,30pm

❖ Annual school calendar at Piccola England will be established in accordance with the State Regional Calendar.

❖ Piccola England guarantees a full meal prepared and given in accordance with nutritional requirements outlined and authorized by ASL (National Health) standards. An



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alternative menu will be provided in case of food intolerance or allergies on receipt of a medical certificate.

❖ Medicines will be given to those children who require them on receipt of a written and signed request letter from their parents, together with the relative medical prescription.

❖ If a case of pediculosis (head-lice) is discovered by the staff of Piccola England, the child involved must be collected from school as soon as possible. The child may return to school only after treatments have been administered at home for at least 24 hours. All other Parents, as well, are required to follow necessary procedures at this time in prevention for further cases of pediculosis.

❖ School dress code: we kindly ask parents to purchase the school uniform for their child/children attending our school and to acquire the requested items required by the teachers.

❖ Parents accept and agree to the fee list included, valid for the enrolment of the mentioned school year.

❖ Parents agree to submit payment within and not beyond, 10 days of its receipt to the following e-mail address or fax number listed below, which will be also used with discretion to inform or request information regarding child/children or the school:

e-mail:.....

❖ Parents please indicate the following telephone numbers for verbal communications:

Mr: ..... cell: .....; Fixed: .....; Office: .....

Ms.: ..... cell: .....; Fixed: .....; Office: .....

❖ Parents authorize the school to communicate their contacts to the other students parents.

Attachments:

**A) Privacy policy**

**B) Education Pact**

**Varese, date .....**

**Self-Signed Certificate .....**

**Self –Signed Certificate .....**

(Law 15/1968, 127/1997, 131/1998, 445/2000) to be signed while submitting the application form to a clerk of the school)

The undersigned declares to be aware that the school may use the data contained in this self-certification exclusively for institutional purposes of the Public Administration



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**Form for exercising the right to choose whether or not to attend Catholic religion class** (the choice made is effective for the entire school year)

**Student** \_\_\_\_\_

Given that the State guarantees the teaching of Catholic religion in schools of all levels in accordance with the agreement that makes changes to the Lateran Concordat (art. 9.2), the present form is requested by the schools authority to exercise the right to choose whether or not to teach Catholic religion

The decision taken at the moment of registration is effective and valid only for the entire ongoing school year. Renewal of this form will be requested for every year the child is enrolled in our school, to ensure the right to choose whether or not to attend Catholic religion class.

Agree to attend Catholic Religion class

Agree not to attend Catholic Religion class

**Signature** \_\_\_\_\_

Parent or tutor to child/children attending nursery, primary and secondary school of I grade (if underage)

- Separated / divorced parents are both required to sign the form (in accordance to Article 155 of the Civil Code, amended by Law 8 February 2006, n. 54)

Date \_\_\_\_\_

Art. 9.2 in Agreement, with the Additional Protocol between the Italian Republic and the Holy See signed February 18, 1984, ratified by Law 25 March 1985, n. 121, which modifies the Lateran Concordat of 11 February 1929:

"The Italian Republic, recognizing the value of religious culture and considering that the principles of Catholicism are part of the historical heritage of Italian people, will continue to ensure, in the framework of the purposes of the school, the teaching of the Catholic religion in public schools of all levels excluding universities.

While respecting the freedom of conscience and the educational responsibility of parents, it is guaranteed to each one the right to choose whether or not to make use of this teaching.

On request by the schools authority, during enrolment the students or their parents will exercise their right of choice, without their choices giving rise to any form of discrimination. "

**Form for pupils that have chosen not to partake of Catholic religion class** (this decision will be effective for the entire school year)

**A) ALTERNATIVE SCHOLASTIC ACTIVITIES**

**B) ABSENCE FROM SCHOOL DURING THE STIPULATED HOURS OF RELIGIOUS TEACHING ARE POSSIBLE ONLY DURING THE FIRST HOUR OR LAST HOUR OF REGULAR SCHOOL HOURS**

Please tick only one option.

**Signature :** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Parent or tutor to child/children attending nursery, primary and secondary school of I grade (if underage)

Separated / divorced parents are both required to sign the form (in accordance to Article 155 of the Civil Code, amended by Law 8 February 2006, n. 54)



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### EDUCATION PACT BETWEEN FAMILIES AND SCHOOL

(approved by the School Board, 4<sup>st</sup> September 2018)

In compliance with our School Regulations, Parents and Teachers are due to abide by the below indicated commitments in order to guarantee a common line of action, promoting a positive School environment.

#### PARENT COMMITMENTS

- ▶ Recognize, respect and value the attitudes and inclinations of the child in a positive manner
- ▶ Impart to the child a positive vision of the educational institution and its aims
- ▶ Support the school commitment with serenity, without overwhelming expectations
- ▶ Gratify every academic success, showing appreciation for achieved results
- ▶ Consider mistakes as a base to encourage reflection and growth rather than in a negative sense
- ▶ Help the child handle its emotional and learning related frustrations by supporting and motivating him/her
- ▶ Ensure to establish a dialog on the school day
- ▶ Make sure your child arrives to school and at all times has in his/her locker the required material and necessary clothes changes according to season
- ▶ Participate in the individual and collective meetings planned by the School
- ▶ Try to be consistent with the measures taken by the School and, if necessary, clarify with the teachers before taking action
- ▶ Consider personal care and hygiene as indispensable factors for a harmonious coexistence with oneself and with others
- ▶ Ensure and supervise your child's state of health to guarantee an optimal psychophysical development
- ▶ Control and set limits to the use of the television, computer, i-pads, smart phones, play station and other digital gadgets to ensure a guided choice of educative programs and games that the child may enjoy to its benefit
- ▶ Dedicate time to listening, speaking, interacting and exchanging ideas with your child, without the use of distracting tools (PC, mobile phone, TV, etc.), enhancing these moments is absolutely fundamental and necessary for the development of self-esteem, security and competence
- ▶ Promote opportunities for meeting with peers for recreational socializing experiences
- ▶ Ensure a reasonable number of hours of sleep, to face the school day in a serene and profitable way

#### TEACHER COMMITMENTS

- ▶ Recognize, respect and value the personality, attitudes and inclinations of each child
- ▶ Value active listening as a means of preferential communication, in order to promote a better understanding of the pupil and the establishment of an atmosphere of respect, trust and serenity
- ▶ Offer students adequate and qualified preparation
- ▶ Promote a harmonious development of scholastic, social, emotional and communicative skills
- ▶ Ensure equal educational opportunities for all pupils
- ▶ Promote respect of character and diversity
- ▶ Consider multiculturalism as a learning and enriching resource
- ▶ Promote freedom for individual creativity in the development of curricular and extra-curricular activities
- ▶ Respect different learning rhythms of pupils, gratifying their improvements
- ▶ Promote activities for pupils to help them overcome their difficulties
- ▶ Avoid comments that could be offensive to the student
- ▶ Teach students respect for other and their diversity
- ▶ Be calm and firm when asking pupils to affront their responsibilities
- ▶ Maintain a consistency of behavior amongst teachers towards pupils
- ▶ Promote inclusiveness, through a teaching method that verifies the knowledge and skills in a progressive and gradual way
- ▶ Support the pupil in times of difficulty, making the most of mistakes as a source of learning
- ▶ Help children understand and manage frustrations
- ▶ Disposing of time to listen and dialog with the parents, understanding how role difference allows to integrate and improve on the best educational action implement

**The educational pact is valid for the entire school period attendance of the child.**

**Name and surname of the child**

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Signature of the Parents .....

### PRIVACY NOTICE PERSONAL DATA PROCESS

Please be informed that, pursuant to art. 13 of Legislative Decree 196/2003 (hereinafter the "Privacy Code") and the (EU) Regulation 2016/679 (hereinafter "GDPR"), the personal data provided by filling in the registration form, and in any other form for that matter, will be treated as follows by "Scuola dell'Infanzia Piccola England" Association as the data controller (hereinafter the "Owner").

#### 1. Process Purpose

	PURPOSE	LEGAL BASIS
1	Management and evaluation of the application form and, in case of admission, provision of the agreed services offered by the Owner. Fulfillment of all administrative, accounting, tax and legal requirements.	Processing data for these purposes is necessary for the fulfillment of contractual obligations. Specific consent is required only in reference to particular data relating to -learning disabilities (LD); -vaccinations -disabilities
2	Audio/video and / or photographic documentation of educational activities, wherever carried out, and sharing such material with the parents of the other children attending the school.	Consent required.
3	Publication of audio/video and / or photographic material of educational activities, wherever carried out, on the school website and social media sites.	Consent required.
4	Provision of "special diet" canteen services for child's pathologies / intolerances / food allergies and / or religious beliefs.	Consent required.
5	Sharing email and contact telephone numbers between the parents of other children attending school.	Consent required.

- The provision of data is mandatory; failure to provide it will prevent the Owner from providing contractual services.
- Consent for audio/video and / or photographic documentation of educational activities, wherever carried out, and sharing such material with the parents of the other children attending the school is optional; the lack of consent does not affect in any way the affiliation and the provision of school services.
- Publication of audio/video and / or photographic material on the school website and /or social media sites takes place only after obscuring the face of minors through blurring. Consent is optional, and the lack of it does not affect in any way the affiliation and the provision of school services;
- The provision of data for the provision of "special diet" canteen services is optional; however, failure to provide the data will prevent the provision of special diet canteen service only.
- The sharing of e-mail and contact telephone numbers between the parents of the other children attending the school is optional; the lack of consent does not affect in any way the affiliation and the provision of school services.

#### 2. Type of Data Processed

The personal data subject to processing such as: personal data (name and surname), tax identification code (fiscal code), address, family relationship / legal guardianship, are included in the category of "common data". The data related specifically to the child, such as i) pathologies / intolerances / allergies; ii) learning disabilities (LD); iii) vaccinations, fall into the category of "special data" as they relate to the child's health.

#### 3. Data Processing Methods

The personal data provided will be processed in compliance with current legislation, with suitable tools to guarantee their security and confidentiality, within the limits strictly necessary for the provision of our services. In particular, the operations will be carried out on printed format and/or electronic format.

#### 4. Circulation of data

For the purposes described above, the personal data provided can only circulate in areas traceable to the Owner and may be processed only by employees and/or collaborators (hereinafter Managers) who have been assigned a specific role for processing; to whom have been given appropriate instructions; and are committed to confidentiality.

The data may also be communicated to third parties that perform instrumental activities on behalf of the Owner, such as: Companies and Professionals entrusted with specific management relating to contractual obligations (management of IT systems, accounting and / or administrative services, meal packaging service, etc.).

These subjects, whose complete list is available at the headquarters of the Owner, act as Data Processors in compliance with the directives and under the supervision of the Owner.

In addition, the data may be communicated in accordance with current legislation to: Public Administration, Local Authorities, Ministry of Education (MIUR) and its peripheral bodies and offices, Ministry of Health and other national and local health system bodies, Judicial Authorities).

The personal data provided:

- will never be published, exposed or made available / consultation of undetermined subjects;
- will not be transferred to third countries; within nor outside the European Union.

#### 5. Data Retention

The data you provided will be retained by the Owner for the entire duration of the affiliation and further preserved exclusively for the period for the fulfillment of legal obligations (approximately 5 years), provided that it is not necessary to keep it further to defend or assert a right or to fulfill any further legal obligations or orders of the Local and/or national Authorities.

#### 6. Rights of the interested party

In relation to the processing of your personal data, you have the right to ask the Owner:



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- **access:** you may request confirmation whether or not your data is being processed, as well as further clarification about the present notice. You may also request to receive, within the limits of reason, the data in the Owner's possession;
- **rectification:** you may request to rectify or supplement the data that you provided or in the Owner's possession, if inaccurate;
- **erasure:** in the event you oppose the processing of your data; in the event you suspect of unlawful processing, or there is a legal obligation to delete the data, you may request the Owner to delete your data, if it is no longer necessary for the purposes for which it were originally collected, and where there are no on-going disputes or differences,
- **limitation:** you may request the limitation of the processing of your personal data, provided that one of the conditions in art. 18 of the GDPR is fulfilled; in such case, your data will not be processed without your consent, except for storage and to the extent of what is stated in paragraph 2 of the same article;
- **opposition:** you may at any time object, for legitimate reasons, to the processing of your data, unless there are legitimate reasons for proceeding with the processing that prevails over your own; for example, for the exercise or our defense in a court of law;
- **portability:** you may request to receive your data, or have it transmitted to another Data Controller indicated by you, in a structured format, commonly used and readable by an automatic device.

Finally, be inform that you have the right to file a complaint with the Guarantor Authority for the Protection of Personal Data if you believe that the processing of your personal data violates the rules of the GDPR

### 7. Owner and Managers

The Owner of the processing of personal data is the "Scuola dell'Infanzia Piccola England" Association with registered office in Via Stadio n.38, 21100 Varese.

The list of Managers is at your disposal at the headquarters of the Owner.

At any time, the interested party may request to exercise his/her rights towards the Owner by writing to the aforementioned registered office or by sending an email to: [info@scuolapiccolaengland.it](mailto:info@scuolapiccolaengland.it).

### Consent to the Processing of Personal Data

(pursuant to Article 13 of Legislative Decree No. 196/2003 (**Privacy Code**) and (EU) Regulation 2016/679 (**GDPR**)  
**having read the Privacy Notice** (available at the school offices and / or sent by e-mail)

The processing of some data is subject to your express consent.

Consent may be revoked at any time by written communication to the Owner and entails the immediate termination of the processing and the deletion of the relative data provided that it is not necessary to be preserved further in order to defend or enforce a right or to fulfill any further legal obligations or mandates of the Authorities.

Withdrawal of consent does not affect the legality of the previous processing.

We, the undersigned \_\_\_\_\_ and \_\_\_\_\_ as  
 \_\_\_\_\_ of \_\_\_\_\_,  
**declare that have received a copy of the Privacy Notice and that we have read it. [ ]**

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With reference to the processing of the following data:

"Learning Disabilities (LD), Vaccination and Disabilities data"

Aware that the lack of consent will not allow the establishment of the affiliation and the provision of school services.

**give consent [ ] deny consent [ ]**

"Audio/Video and/or photographic documentation of educational activities, wherever carried out, and sharing of such material with the parents of other children attending school."

Aware that the lack of consent does not affect in any way the affiliation and the provision of school services.

**give consent [ ] deny consent [ ]**

"Publication of audio/video and / or photographic material of educational activities, wherever carried out, on the school website and /or social media sites."

Aware that the lack of consent does not affect in any way the affiliation and the provision of school services.

**give consent [ ] deny consent [ ]**

"Required data for the provision, if applicable, of the special diet canteen services for pathologies / food intolerances / allergies of the child and / or for religious beliefs"

Aware that failure to consent will not allow the provision of the service.

**give consent [ ] deny consent [ ]**

"E-mail and contact telephone numbers to be shared between the parents of other children attending school."

Aware that the lack of consent does not affect in any way the affiliation and the provision of school services.

**give consent [ ] deny consent [ ]**

Varese, \_\_\_\_\_

Associazione "SCUOLA DELL'INFANZIA PICCOLA ENGLAND"

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