



Piccola



England



MICRONIDO, SCUOLA DELL'INFANZIA E PRIMARIA BILINGUE

RULES OF PROCEDURE AND COLLEGIATE BODIES OF SCUOLA PARITARIA PICCOLA ENGLAND

SCHOOL TIMETABLE ACTIVITIES, MEALS ENTRY AND EXIT OF STUDENTS.

- The school guarantees educational service and activities according to criteria of impartiality, objectivity, and equity, in compliance with the principles and regulations in force.
- Particular care is taken by all school staff to educate students in solidarity, respect of diversity and for the environment.
- The school is committed to encouraging the participation of parents and the reception, integration of students with appropriate and adequate attitudes with all staff members.
- The school activities are divided by allotted periods: teaching- learning, recreational activities, lunch meal break and snack breaks and extra-curricular activities (Music School, homework area and English hub). Daily student presence is mandatory, as an integral part of all educational activities on school premises and not, such as cultural research, group work, educational outings, concerts, etc.),
- **Daycare** is open every day from Monday to Friday from 8.00am to 16.30pm, from September to July. Pre-school service is from 8.00 to 9.00am; regular entry time is from 9.00 to 9.30am. Part time exit is from 12.45 to 13.00pm, and full-time exit is from 3.15 to 3.30pm. After-school service is active from 3.30 to 4.30pm.
- **Sezione Primavera** is open every day from Monday to Friday from 8.00am to 16.30pm, from September to July. Pre-school service is from 8.00 to 9.00am; regular entry time is from 9.00 to 9.30am. Part time exit is from 12.45 to 13.00pm, and full-time exit is from 3.15 to 3.30pm. After-school service is active from 3.30 to 4.30pm.
- **Nursery School** is open every day from Monday to Friday from 8.00am to 16.30pm, from September to July. Pre-school service is from 8.00 to 9.00am; regular entry time is from 9.00 to 9.30am. Part time exit is from 12.45 to 13.00pm and full-time exit is from 3.15 to 3.30pm. After-school service is active from 3.30 to 4.30pm.
- **Primary School** is open from Monday to Friday and carries out 29 hours of curricular lessons for the first cycle, 31 hours for the second cycle. School entrance is through the courtyard at 8.20am. Lessons start at 8.30am sharp-



Piccola



England



MICRONIDO, SCUOLA DELL'INFANZIA E PRIMARIA BILINGUE

- Lessons for the first cycle take place from 8.30am to 1.30pm excluding Tuesdays and Thursdays that have additional hours going from 2.30 to 4.30pm. The second cycle contemplate additional hours on Tuesdays, Wednesdays, Thursdays, from 2.30 to 4.30pm.
- The students are entrusted to the school's premises and staff which are responsible for them from the moment they cross the entrance door of the school building at the appointed time until they are re-entrusted to the parents or to the delegated person at the appointed exit time.
- All the school staff have the duty to cooperate for the student's wellbeing and safety.
- The teaching staff is responsible for supervising the entrusted students. The temporary absence of the designated teacher from the classroom or appointed area will be filled in by another teacher. The teachers and other school operators are responsible for the supervision of students during regular school hours and extracurricular activities.
- The afternoon extracurricular activities provided by the PTOF (the Educational Path) are constantly ensured by the teachers, educators and/or associations that organize these activities. Under no circumstances should students remain alone or on unsupervised school premises.

ABSENCES, JUSTIFICATIONS, READMISSION

- Absences for **Daycare, Sezione Primavera and Nursery**: any absences must be communicated by phone or email in time to avoid charging meal expenses.
- Absences for **Primary School**: all absences must be justified by written communication.
- Readmission over a 5-day period will be possible only by admitting upon entry the required good health documentation.
- In case of traumatic injuries, the certificate must also certify the degree of participation in the various school activities that the student will be able to take part in.
- For suspected Covid-19 pathologies, reference is made to the therapeutic diagnostic and prevention path for Covid-19 as provided for by regional documents and the document drawn up by the Istituto Superiore di Sanità referred to in Annex 21 of the Prime Ministerial Decree of 7 August 2020, as supplemented and amended by the Prime Ministerial Decree of 7 September 2020.



Piccola



England



MICRONIDO, SCUOLA DELL'INFANZIA E PRIMARIA BILINGUE

- Absences of over 5 days due to reasons other than illness, may be communicated in advance by the family to the school and, in this case, no certification is required.

SCHOOL HOURS DELAYS

- Delays at **Daycare, Sezione Primavera and Nursery**: in respect of all school staff and operators, students and parents are required the maximum punctuality and respect of school hours, both at appointed entrance and exit time, any delays must be communicated by email or telephone.
- Delays at the **Primary School**: in respect of all the school's staff and operators, punctuality is imperative of the appointed entrance and exit times and for the school's schedules. After 8:40am, students attending the primary school may enter if accompanied by a parent or delegated person with written motive for tardiness.
- Students without written motive will be accepted in class but must provide written justification by the following day and hand it in the secretariat. Consistent delays will be noted on the evaluation sheet under the behavior entry. In case of exceeding the permitted delays, the family will be contacted by the Head teacher.

MATERIAL AND UNIFORMS

- Uniform for **Nursery** consists of: t-shirts with school logo, blue polo shirts or dark blue vests with school logo, comfortable leggings or tracksuit bottoms or trousers. The logo is provided by the school. The choice of shoes must be comfortable and manageable for each age group. Your child's belongings must be identified with his or her name and surname.
- **Primary School** uniform consists of: blue trousers, blue skirt or blue dress, white shirt or white polo T-shirt. Blue V necked sweaters with logo wool or cotton.
- Sport day uniform consists of: blue shorts or tracksuit bottoms, white or blue T-shirt with school logo and blue sweatshirt with logo
- The uniforms are provided by the school and ordered from the Marks & Spencer website.
- Keep in mind to use the appropriate shoes for different school activity.
- Parents will ensure that their child wears and correctly treats the school's uniform. It is required to affix to each shirt, t-shirt, and various sweaters your child intends to wear the school's logo. Parents will make sure that on



Piccola



England



MICRONIDO, SCUOLA DELL'INFANZIA E PRIMARIA BILINGUE

the appointed day for physical education your child comes to school with the sport uniform and shoes.

- Parents must identify each belonging of their child with its name and surname. Parents will also make sure that, at the beginning and during the year, each child has the correct equipment required by the school.
- For **Primary** students it is necessary for them to check each day their equipment with a parents' help or assistance. It is your responsibility as a parent to make sure your child has all the necessary equipment required by the school and to replace missing items from folder and/or pencil case.
- In case of persistent lack of material, a written notice will be sent to the parents.

DRUG ADMINISTRATION

-The administration of medicines is not part of the school's staff duties. In case of need a written certification by the doctor must be presented. Where it not possible to resort to the nursing support of the C.A.D. (Home Care Center) of the Territorial Health Authority, it is necessary and mandatory to comply with the following protocol:

- medicine and medications during school hours and activities should not be administered.
- Only in exceptional cases can they be administered after a medical prescription delivered by the parent to the school staff.

ACCESS TO SCHOOL BUILDINGS AND OPEN SPACES

- It is forbidden to any person outside the school staff and operators to access to the spaces of the **Primary School**, especially during lesson hours, unless expressly authorized by the School Headmistress or her delegate.
- For **Daycare** and **Nursery** school areas, parents can access the premises only for the necessary time to deliver and collect their child or children.
- It is forbidden to stay inside the school building and open spaces beyond the designated entry and exit time.



Piccola



England



MICRONIDO, SCUOLA DELL'INFANZIA E PRIMARIA BILINGUE

PARENTS

- Parents are directly responsible for the upbringing and education of their children and therefore have a duty to share this important task with the school.
- To achieve the best school-family relationship, parents, in addition to the Educational Path that the school offers are required to participate in the educational dialogue by collaborating with teachers and educators, in so the school will be able to keep and achieve the goal presented in the Educational Pact attached herein, which is required to be signed before the beginning of the attending the Piccola England School.

MEETINGS

- In addition to scheduled meetings and individual reception hours, teachers are available for individual meetings on scheduled reception days, whenever the situation requires it or when an explicit request is made in this regard by the family, explaining their reasons.
- To keep the relationship between families and the school alive and profitable, parents are invited to make the most of the opportunities offered, participating in class assemblies and individual interviews with teachers.