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HANDBOOK FOR FOREIGN STUDENTS FAMILIES

THIS DOCUMENT CONTAINS USEFUL INFORMATION ABOUT SCHOOL ORGANIZATION

COMPULSORY SCHOOL

In Italy school is **compulsory** and **free** for boys and girls **from the age of 6 to 16**; only an **insurance** fee is required at the beginning of the school year, in order to cover possible damages that may happen to people or things (during school time or on the way from home to school and back). Families also have to buy a **record book personal to the student** for communications between school and family .

School must be **regularly attended**. For instance, if a Secondary school student does not attend school lessons for 45 days or more, he must repeat the school year.

SCHOOL WEEK TIMETABLE

PRIMARY SCHOOL

	Monday	Tuesday	Wednesday	Thursday	Friday
from	8.15	8.15	8.15	8.15	8.15
to	12.15	12.15	12.15	13.15	12.15
	lunch break		lunch break		
from	13.25		13.25		
to	16.25		16.25		

SECONDARY SCHOOL

“SHORT TIME” (30 hours a week)

	Monday	Tuesday	Wednesday	Thursday	Friday
from	8.00	8.00	8.00	8.00	8.00
to	13.40	13.40	13.40	13.40	13.40

“LONG TIME” (36 hours a week)

	Monday	Tuesday	Wednesday	Wednesday	Friday
from	8.00	8.00	8.00	8.00	8.00
to	13.40	13.40	13.40	13.40	13.40
	lunch break		lunch break		
from	14.40		14.40		
to	16.40		16.40		

SCHOOL STAFF

The **HEADMASTER**, Mr Mauro Riboni, is responsible for the school management.

“**Responsabili di Plesso**” are teachers in charge of the organization of each single school, in accordance with the Headmaster .

Teachers are responsible for pupils’ education.

A.T.A. staff (employees and janitors) is responsible for the secretary’s office and manages the day to day school life (surveillance, cleaning....)

SECRETARY’S OFFICE WORKING HOURS

- Monday, Wednesday, Friday: from 7.30 to 8.00 and from 15.30 to 17.00
- **All days** : from 12.00 to 14.00

RELATIONS BETWEEN SCHOOL AND FAMILIES

It is possible to talk to the teachers during **fixed meeting hours**, set by the school.

Parents can also apply for an **appointment** with the teachers, **by writing** on the student personal record book.

After every **absence and delay**, parents must write an absence note on the student record book.

Parents also have to apply to obtain permission on the student’s personal record book for students to arrive late or leave early.

Once the permit has been granted by the teacher, students can leave the school only accompanied by a parent or someone with a written authorization by the family.

TEACHING EQUIPMENT

Each family has to buy all the school items required by the teachers.

Primary School students are required to wear a **black uniform**.

Primary School books are free (the school will give the students a coupon to be delivered to the bookshop or to the stationer's)

Families have to buy **Secondary School books** at the bookshop or at the Stationer's.

It is possible to receive a contribution, based on the family's income: to do that, an application should be submitted to the municipal administration, usually in March/April.

SCHOOL CANTEEN - PRE AND POST SCHOOL EXTRACURRICULAR ACTIVITIES - TRANSPORT

All these **services** are organized by the Municipal Administrations and **are to be paid for**. Families can ask for a contribution to the Municipal school office in the residence town.

A School **bus service** is available for Primary School students living in Carnago and for Secondary School students.

For religious or health reasons, parents can ask for different menus at the **school canteen** providing a written request or a medical certificate.

CULTURAL VISITS

The school may organise cultural visits, under the teachers control. Parents **authorisation** and payment of a fee are required to participate.

FOREIGN STUDENTS RECEPTION

In each school a teacher is appointed to welcome and assist foreign students and their families. You will be notified of the name of this teacher at the beginning of each school year.

The school organises Italian Language lessons for foreign students upon their arrival and provides them with study support during the school year, according to their needs.