



## Istituto Comprensivo Statale Mestre 5 “Lazzaro Spallanzani”

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### GUIDE BOOK FOR NON-ITALIAN MOTHER TOUNGUE FAMILIES

#### Welcome to our School.

#### **We would like to provide you with some important information:**

The Istituto L. Spallanzani welcomes children from 3 to 14 years of age.

- Nursery School from 3 to 6 years old.
- Primary School from 6 to 11 years old.
- Middle School from 11 to 14 years old.

All the information on enrollment procedures and on any other general school services are available at the School Administration office (Segreteria).

Office hours:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
11:30 - 12:30	08:30 - 10:30	11:30 - 12:30	11:30 - 12:30	11:30 - 12:30
	15:30 - 16:30	15:30 - 16:30		

The information above, translated in the following foreign languages, are also available on the school web site [www.icspallanzanimestre5.edu.it](http://www.icspallanzanimestre5.edu.it) and will also be provided by the Administration office (Segreteria):

- ENGLISH
- FRENCH
- SPANISH
- ROMANIAN
- TURKISH
- BANGLADESHI
- CHIINESE

The school timetable is the following:

- Nursery School: from 8:00 a.m. to 4:00 p.m.
- Primary School: from 8:10 a.m. to 4:15 p.m.
- Middle School: from 7:55 a.m. to 1:00 p.m. (from Monday to Saturday)  
from 7:55 a.m. to 2:00 p.m. (from Monday to Friday)



The families could also apply for an early reception service from 7:30 a.m. to 8:10 a.m. (in order to benefit from the service above a fixed fee has to be paid).

It is very important to always respect the school timetable.

The official school timetable may change due to festivities, school trips, school strikes or other sudden causes. You must always check the school communications (*avvisi*).

The calendar reporting the school closures, due to festivities, is available on the web site.

The teachers will need to get some information in order to be able to contact the families in case of emergency (i.e. telephone numbers, permissions, other documents).

In case of health problems (i.e. allergies, life-saver medicine...) the family must advise the Administration Office and the teachers.

The teachers will hand the children exclusively to their parents . If, for any reason, the parents wish to delegate another adult to collect their kids from school they must fill up a form together with a copy of the delegate identity documents.

A small booklet, to be used as a communication tool between the school and the families, is given to every student.

It is very important to check the booklet every day and always use it to justify any absence from the lessons, any entrance or exit from school that may be dissimilar from the official timetable.

Any absence from school due to illness, lasting more than 5 days, has to be justified by a medical certificate.

In every class there will be a parent (the class representative) that helps the teachers with the organization and is delegate to give out information on the school activities and commitments. It is a good practice to keep contact with the class representative and ask him/her for help and for any information.

In the first few days the teachers will give the families information about the school materials needed by the students and the school internal organization.

### **THE WELCOME TEAM - (*TEAM ACCOGLIENZA*)**

The Istituto L. Spallanzani has created a group, formed by teachers and parents, called the "Welcome Team" (*Team Accoglienza*) which organizes activities and prepares information material in order to help and support the non-Italian mother tongues families.

On the School web site there is a section dedicated to this activity.

The School collaborates with a group of volunteers that helps the students with their homework, this is classified as an extra school activity. This service is provided at the premises of some Catholic parishes in the nearby neighborhood and it is the teachers' responsibility to make contact with the volunteers in case of necessity.



**The list of Fact Sheets translated and available to the families:**

1. Meeting with the family – (*Incontri con la famiglia*)
2. Authorization Form for school trips – (*Autorizzazioni dei genitori uscite didattiche*)
3. Authorization Form for late entrance or early exit from school – (*Autorizzazioni dei genitori entrate/uscite anticipate*)
4. Authorization Form for absence from school – (*Autorizzazioni dei genitori assenze*)
5. School communication for suspension of the school activities – (*Comunicazione di sospensione delle attività scolastiche*)
6. Proxy Form to delegate someone to collect the children from school at the end of the lessons - (*Modulo di delega per il ritiro dall'alunno all'uscita*)

