



## SCHOOL REGULATIONS

### SCHOOL YEAR 2018-19 NURSERY-YEAR 6

#### PREAMBLE

The school rules, addressed to the pupils that attend the school and to all those people that work in it, use it or have access to it due to a right, duty or legal interest, are aimed at allowing a well-ordered and normal school life.

#### Art. 1) ADMISSION AND WITHDRAWAL

Andersen International School has the right to decide whether to confirm or not the enrolment to the next school year of a child, as stated by art. 8 of the school contract, **when the parents do not share the philosophy, the didactic and educational objectives, the way the school programs are carried out or when their behaviour is against the image or the reputation of the school.**

#### Art. 2) PARENTS

Parents are the most important participants in the education and instruction of their children and therefore they have the duty to share with the school this important task.

Parents shall do the following:

1. Keep a polite, loyal and respectful behaviour towards the school and the people working in it;
2. Collaborate with the teachers so as to create a respectful and effectively supportive environment;
3. Promptly check, read and sign diary communications;
4. Check emails and the school website;
5. Take part in meetings regularly;
6. Help their children to take part in all the scheduled school activities;
7. Provide and check the material necessary for school activities reported by the teachers
8. Balance after-school activities with homework and the school timetable
9. Support the teachers by checking homework;
10. Teach their children to behave correctly during all the educational and didactic activities;
11. Avoid asking for meetings (even on the phone) with the teachers when they have lessons.

#### Art. 3) TIMETABLE

##### *Arrival*

Entry is exclusively:

- **from 8.30 to 9.10 for Nursery and Kindergarten** - Parents bring children into the classroom
  - **from 8.30 to 9.10 for Reception** - Parents have to accompany their children to the first back door in front of the garden where they are welcomed by one staff member. Entry in the classroom is not allowed to parents, tutors or delegates except for the first week of school.
  - **from 8.30 to 8.40 for Year 1 to Year 3** - Parents have to accompany their children to the **first back door** in front of the garden where they are welcomed by one staff member. Entry in the classroom is not allowed to parents, tutors or delegates except for the first two days of school.
  - **from 8.30 to 8.40 for Year 4 to Year 6** – Entrance from the **second back door** in front of the garden. Entry in the classroom is not allowed to parents, tutors or delegates except for the first two days of school.
- Parents must respect the arrival time in order to allow lessons to take place regularly and correctly.** Children who arrive earlier must wait with parents or delegates in the courtyard starting from 8.20.

It is forbidden to use school games and equipment while waiting.

**The School does not assume responsibility for children left alone before the entry time.**

#### *Late arrival*

If your child arrives after 8:40 (after 9.10 in case he or she goes to Reception) you will have to:

- for Y1 to Y3: sign the Late Register in the School Office
- for Y4 to Y6: send an email to the class teacher on the same day, before 5 pm, with the child's name, time of arrival and reason of the delay.

Late arrivals will be registered by the teacher in the class register and this will affect the total number of latenesses calculated during the school year.

Late arrival is possible by 11.30 at the latest.

#### *Dismissal*

**Dismissal is for all classes from 3.45 p.m. and no later than 4 p.m.**

Children's collection takes place as follows:

- **Nursery** and **Kindergarten** children are collected directly from the classroom also in case of rain.
- **Reception** and **Year 1** from their classrooms also in case of rain
- **Year 2 and Year 3** from the side of the school (from the auditorium in case of rain)
- **Y4 to Year 6** from the front courtyard (in case of rain, from the open space beyond the auditorium)

**Every Short Friday (as scheduled on the School calendar), children will go home at 14.15.**

For security reasons pupils, parents and their delegates are invited not to stay in the school premises (incl. garden and courtyard) after 4 p.m. except for the time necessary to collect pupils doing after-school activities.

#### *Early dismissal*

**Early dismissal is only allowed at 10.30, 12.30, 14.30 regardless of the reason it is requested.** The request must be sent to [secretary@andersenschool.it](mailto:secretary@andersenschool.it) or submitted in paper at the school office. The school office must be informed by the day before or, in case of emergency, before 11.30 a.m. of the day they refer to.

R-Y6 parents have to sign the Early Dismissal Register in front of the school office before collecting their child.

#### **Art. 4) CHILDREN COLLECTION AUTHORISATION**

People other than the parents/care givers may collect the children only if the school has the authorisation of the parent/care giver in writing.

The authorisation must be sent to [secretary@andersenschool.it](mailto:secretary@andersenschool.it) or submitted in paper at the school office. The school office must be informed by the day before or, in case of emergency, before 11.30 a.m. of the day they refer to. For security reasons the copy of the ID of the person that is authorised to collect the child must be attached. Authorisations given during the past school years are no longer valid. The school assumes that the children's custody is in relation to both parents unless copy of documentation of the court that provides otherwise is submitted to the school office.

#### **Art. 5) BUS SERVICE**

Andersen International School does not manage any bus service for the students. The parents that are interested in this service need to contact the provider directly and inform the school in writing in case they have applied for it specifying the date starting from which the service will be active and any day of the week in which the bus will not be used.

Any changes to the above schedule must be communicated both to the bus driver and to the school office. All communications to the school office have to be carried out in writing, either submitting the relevant form to the school office or by sending an email to [secretary@andersenschool.it](mailto:secretary@andersenschool.it). The school must receive this communications by the day before or, in case of emergency, by 11.30 am of the day they refer to. Respecting this deadline is essential for the school to be able to follow parents' instructions. For anything

that has not been expressly provided for in these School Regulations, please refer to the *Bus Service Rules* which are an integral part of these School Regulations.

**Art. 6) ABSENCE**

In case of absence, parents have to inform the class teacher via email or through the electronic register where applicable.

**Art. 7) PROHIBITIONS**

Parents, tutors or delegates are not allowed in the school building during lessons. In case of a previously agreed meeting, parents need to wear the official pass taken from the School office. Children, parents, tutors or delegates are not allowed to take pictures and/or to film inside the school premises. It is furthermore prohibited for children, parents, tutors or delegates to publish and / or distribute via the internet or by any other means photos and footage of pupils including those taken by the school in its interior and / or during school events (eg. class pictures, ...).

In any case, the **Management is not responsible for the publication and / or distribution of these images via social networks and / or any other means both via the Internet or not.**

It is prohibited to access the school courtyard with cars and motorcycles, unless authorised. Bicycles, skateboards, kick scooters, scooters (incl. electrical ones) and the like can only be allowed if they are pushed along not ridden and parked in the racks.

For security and hygiene reasons, animals can't be allowed on school premises.

**The School does not assume responsibility in case of accidents.**

It is furthermore prohibited, for security reasons, to bring to school candy, lollipops, chewing gum and toys that can be a danger, especially for younger children. It is furthermore forbidden to wear necklaces, jewellery, etc and furthermore **the school does not assume responsibility in case they are lost.** Mobile phones can be used at school only for emergency reasons.

Teachers can't distribute birthday invitation cards to the students.

**Art. 8) UNGUARDED OBJECTS**

**The School does not assume any responsibility in case of loss, damage or theft.**

**Art. 9) CLOTHING**

Nursery children should wear comfortable clothes (track suit), appropriate to school and outdoor activities that they do. A blue track suit and a white t-shirt are suggested. For all other students the **Andersen International School uniform is compulsory** as provided for in the *Uniform Rules* (which are an integral part of these School Regulations) and is not included in the school fee.

**The official uniform provider of Andersen International School is LM SCHOOL UNIFORMS** ([www.school-uniform.it](http://www.school-uniform.it)).

Therefore it is forbidden to use and copy the Andersen logo on the clothing or school bags under threat of prosecution.

**All the items (incl. tie and scarf, shoes, back packs and blankets) have to be clearly labelled with child's name and surname to be identified easily. The school is not responsible for the loss or damage to any uniform.**

From Nursery to Year 2 each child must have a complete change of clothes and underwear in school and the appropriate number of nappies for Nursery children. Please, replace spare clothes immediately if your child has used them during the day.

Not respecting the rules on clothing is taken into consideration during the general behaviour evaluation on the child's report.

If a child forgets something in school, he/she can collect it the next day, to learn at the same time how to be responsible for his/her things.

At the end of the school year, parents need to take home all their children's items. What remains at school after the 30<sup>th</sup> of June will be given to charity.

**Art. 10) LUNCH**

Lunch is provided by the catering company (specialised in children's food) - *Milano Ristorazione S.p.A.*. In case of allergies or intolerances a specific request needs to be submitted by the parent and signed by a doctor, according to the rules set out on *MilanoRistorazione's* website. Ordering "pasto in bianco" (**light menu**) is **not allowed for more than 3 days in a month**, unless a medical prescription is submitted by the pediatrician, and always in the terms prescribed by *MilanoRistorazione*. The light menu must be requested in writing, either by filling in the school office form or by sending an email to [secretary@andersenschool.it](mailto:secretary@andersenschool.it) by 9 a.m. of the day it refers to, the name of the child and the class need to be specified, as well as the fact that the child has a special diet. **Requests arriving at school after 9 am can't be processed.** For further information regarding the different diets and regulations please see [www.milanoristorazione.it](http://www.milanoristorazione.it).

**Art. 11) CAKES AND BIRTHDAYS**

Birthdays will be celebrated with songs only during the assembly; bringing birthday cakes or any other kind of food or drink to school is not allowed.

**Art. 12) ACCIDENTS AND DISEASES**

**If a serious accident takes place**, that can't be treated straightforwardly by the school staff (disinfection, simple medication, etc), the family will be called, first aid will be requested and a detailed report will be made.

It is compulsory that parents or their delegates bring the child to the Hospital's Emergency Room, except in the case of danger for the safety of the pupil. In this case an ambulance will be requested and the parent or his delegate will meet the student directly at the hospital emergency department.

**If a light accident takes place**, the family will be informed and medication or disinfection will be given.

**In case of diseases** the family will be informed so that the child can be collected as soon as possible, also in case of infectious diseases or head lice, complying with the health ministry rule 4/98.

**Art. 13) DRUGS**

School staff members (for ATS –ex ASL– rules) are forbidden to administer medication. Exceptions will only be made if the medication belongs to the category "life-saving" (farmaci salvavita). The parents need to submit a declaration in writing that medication administration will take place under the family's responsibility, in addition to a doctor's certificate specifying symptoms, name of the drug and dosage. The family is also required to inform the school in writing about the pupil's health conditions and the medications he / she takes regularly. If parents do not do this, they accept the school will not be considered responsible for any issues relating to this.

**Art. 14) SCHOOL EXCURSIONS, EVENTS AND INITIATIVES**

School excursions, initiatives, didactic labs for pupils (theatre, museums, environmental trips, Christmas show, lectures, etc.) have an additional cost which will be communicated during the school year. Since they are part of the English National Curriculum they are compulsory. The cost of these activities is calculated on the basis of the number of pupils of each class, therefore payment has to be made even if the child is absent.

**Art.15) ITALIAN EXAMS**

Only Y3 and Y6 children will take the Italian exams at the end of the year. In order to take the exams you need to pay a postal order, the amount of which will be determined by the public school that will do the exam and paid directly to its account.

**Art. 16) EXTRA CURRICULAR ACTIVITIES**

Andersen School can organise extra-curricular activities inside the school before or after the lessons. Procedures and objectives are provided for in the specially devised rules (the *Pre & After – School Activities General Conditions* which are an integral part of these School Regulations) which will be read and signed

by parents when enrolling to the activity. The relevant details about subject, ages, type, and price will be available at the end of the previous school year for the next one.

**Art. 17) PRIVATE LESSONS**

Andersen International School teachers are not allowed to give private lessons to Andersen students at home. Only with directors' authorisation and in specific cases in which Andersen teachers' lessons are necessary, these lessons can be done but always in the school premises.

**Art. 18) DIDACTIC MATERIAL**

The list of didactic material to buy, from Y1 to Y6, can be found on the school website by the end of the previous school year.

**Art. 19) COMMUNICATIONS**

All the communications between parents and school take place through email and through the electronic register system where applicable. The language used is English, Italian or both languages.

In order to schedule an appointment with your child's teacher, the request has to be sent via email to the teacher directly. Teachers are available only during working hours and can only check their emails once they have finished teaching, so the school office cannot provide their personal contact details. The email addresses of all the teachers will be communicated at the start of the school year. For any problems regarding your children, you have to refer to the class teacher first and, in case the answers are not satisfactory or complete, then please contact the appropriate coordinator or the Principal (Ms Juliet Rawles). For particular or private issues, you can ask for a meeting with the Director.

**Art. 20) SCHOOL OFFICE TIMETABLE**

The School Office is open every day, from Monday to Friday, from 8.30 am till 2.45 pm and from 3.45 pm till 5.00 pm. When lessons finish at 2.15 pm opening times are: 8.30 am till 1.15 pm and from 2.15 pm till 5.00 pm. The School Office is closed in August. In July the opening time is 9.00 am till 12.00 pm and from 2.30 pm till 4.00 pm.

**Art. 21) SCHOOL RULES VALIDITY**

The present school rules have effect and nullify any other existing rules and can be integrated during the school year at the discretion of the Directors in case this becomes necessary for new needs.