



**MINISTRY OF INSTRUCTION UNIVERSITY AND RESEARCH
REGION TUSCANY DIRECTION
TERRITORIAL OFFICE OF AREZZO**

**ISTITUTO COMPRENSIVO
SCUOLA MATERNA ELEMENTARE MEDIA
DI CIVITELLA IN VAL DI CHIANA**



**A GUIDE TO THE ITALIAN SCHOOL SYSTEM
FOR FOREIGN LEARNERS AND FAMILIES**

INFANCY SCHOOL - PRIMARY SCHOOL - 1ST LEVEL SECONDARY SCHOOL

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1. GENERAL INFORMATION

THE ITALIAN SCHOOL SYSTEM IS ORGANIZED AS FOLLOWS :

- Asilo nido (nursery school). From the age of 3 months to the age of 3 years. Not compulsory (for information apply to the “Comune” (Municipality))
- Scuola infanzia (infancy school). From 3 to 5 years of age. Not compulsory
- Scuola primaria (primary school). From 6 to 10 years of age. Compulsory
- Scuola secondaria di 1° grado. (1st level secondary school). From 11 to 13 years of age. Compulsory
- Scuola secondaria di 2° grado. (2nd level secondary school). From 14 to 18/19 years of age. Obligatory until 16 years of age
- University - not compulsory

SCHOOL YEAR DURATION:

- The school year starts at mid - September and finishes at mid – June
- The nursery school year finishes on June 30th
- The actual beginning and ending dates are fixed from year to year



HOLIDAYS

- Christmas (about 15 days)
- Easter (about a week)
- 1st November, 8th December, 25th April, 1st May, 2nd June -Patron Saint’s day

Every school can set some more holidays on deliberation of the “Consiglio d’Istituto” to be counted in the school calendar: the actual lesson days, however, cannot be less than 200.

SCHOOL ENROLMENT

Students must enrol in January. Lessons start the following September.

Exceptionally (in case of unforeseen arrivals) students can be also registered:

- during the school year, as soon as parents know that the student is coming to Italy
- during the school year , as soon as the student arrives in Italy.



DOCUMENTS REQUIRED

- Birth certificate
- Vaccination certificate
- School of origin certification (indicating name and kind of school, attended class, last school report, curriculum subjects, and all other useful information)

Should the parents not be in possession of such documentation, the school will accept a “self-certification”

It is also useful that parents submit to the new teachers the student’s books and exercise books.

School documents must be translated into Italian and, in order to do that, parents can apply to the language mediators by the “Centro di Documentazione” in Arezzo, and to their Embassies/Consulates, and to other recognised organizations.

DOCUMENTS TO BE FILLED IN BY PARENTS :

- School registration form
- Religious education (or alternative activities) application form
- Course choice form (if there is more than one course)

PARENTS CAN ALSO APPLY TO THE SCHOOL ABOUT

- Early entering and late leaving (before school-after school)
- School bus service from home to the school and return (please apply to “Ufficio Scuola” of the “Comune”)
- Eventual changes to the school canteen menu for health or religious reasons

ECONOMIC SUPPORT TO FAMILIES IN COMPLUSORY SCHOOL

- The school books for the primary school are free; school books for the secondary school (scuola media) must be bought by the students’ parents. Those families which have a low income (shown in ISEE Declaration) can obtain an economic aid by the “Comune”, both for the purchase of books for the Scuola Media, and for purchase of school material. This can be asked within the expiry date of the yearly Regional notification.
- The school canteen service and transport service must be paid by the students’ families: those families, which have a low income can obtain price reductions (ask the “Comune” about it)

DISABLED CHILDREN SUPPORTS

Particular care and facilities are granted to children with physical or mental disorders, among which:

- An assistant teacher
- A personal autonomy assistant (if necessary)
- Partial or total transport gratuitousness (apply to the “Comune”)
- Further possible facilitations

2. NEWS ABOUT SCHOOL ORGANIZATION AND FUNCTIONING

SCHOOL COLLECTIVE BODIES

Italian school grants parents’ participation in school life through the “**Organi collegiali**” (school collective bodies):

- The “**Consiglio d’Istituto**” The C.I. is the general school collective body for counselling, organizing and planning. It is made up of 8 teachers, 8 parents, the Dirigente Scolastico (headmaster), 2 ATA members (ATA = administrative staff plus school caretakers)

- The “**Collegio docenti**”, made up of all the school teachers, deliberates about all the school educational and teaching matters. In particular, it works out the School “POF” (General Education Plan)
- The “**Consiglio di intersezione**” (nursery school): it is made up of 1 parent for each section
- The “**Consiglio di interclasse**” (primary school): it is made up of 1 parent for each class
- The “**Consiglio di classe**”: it is made up of all the class teachers plus 4 parents

SCHOOL PROFESSIONAL FIGURES

The “**Dirigente Scolastico**” (Headmaster), has the task of managing and coordinating the school. He sees by appointment

The “**docenti**” (teachers). They teach the subjects and carry out the activities on the basis of the curricula and they keep the contacts with the students’ families.

The “**segreteria**” (secretariat), which carries out all the bureaucratic and administrative duties ; it is managed by the “DSGA” (Director of the General Administrative Service) and it includes various administrative assistants. A specific administrative assistant deals with foreign students and families.

The “**collaboratori scolastici**” (school collaborators). They watch over the children from the school entrance to the exit, welcome all the people applying to the school and attend to the cleaning and to various non teaching jobs.



SCHOOL SUBJECTS

NURSERY SCHOOL

Experience fields

- Yourself and the other
- The body in movement
- Languages, creativity, expression
- Speeches and words
- The knowledge of the world

PRIMARY SCHOOL

The subjects are organized in the three areas

1. Linguistic – artistic – expressive area

- Italian
- Foreign language (English)
- Music
- Art
- Physical Educational (Sport)

2. Historic – geographic – area

- History
- Geography

3. *Mathematical – scientific and technological area*

- Maths
- Natural Science
- Technology

1ST LEVEL SECONDARY SCHOOL

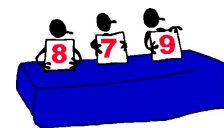
- Italian
- History
- Geography
- Two foreign languages (English/French)
- Maths
- Science
- Technology
- Art
- Music
- Physical Education (Sport)



ITALIAN LANGUAGE LEARNING SUPPORT ACTIVITIES

The school adapts the curricula and provides Italian language lessons for all foreign children who haven't got any competence in Italian or can't manage language properly. It also organizes, if needed, courses to teach all the Italian language essentials necessary to study properly. It can be done during the ordinary school time or in additional hours. At the end of the school cycle the student must have attained all the indispensable objectives required by his/her specific line of studies.

The student and his/her family are expected to collaborate with the school so that he/she can be up to the task.



EVALUATION

The school year is generally divided into 2 periods: 1st term and 2nd term.

At the end of each term families receive the student's school report (scheda di valutazione) which contains the marks (from 1 to 10) obtained by the student on the various subjects and a global evaluation description. It describes the student's career in relation to his/her behaviour, his/her relationships towards school mates, his/her involvement in school life, his/her interest, his/her performance results and progress, as well as his/her maturity.

A "6" is considered a "sufficient" mark. If a student gets a "**not sufficient**" in most of the subjects he/she must repeat the year.

The 1st and 2nd terms school reports must be signed by one of the parents.



SCHOOLTRIPS AND EDUCATIONAL JOURNEYS

School trips and educational journeys are integrative educational activities which imply leaving the school for visits to places of interest or for pleasant and useful activities

It is necessary that parents fill in a form with their authorization; the expense is usually charged to parents

Every school provides financial aids for low income families

ABSENCES AND JUSTIFICATIONS

At the beginning of the school year (or at the student's arrival) a justification booklet is given to families. It must be signed by both parents directly in the secretariat.

- Absences must be justified using the justification booklet
- When absences for health reasons are longer than 5 days a medical certificate must be sent to school they must be certified by a doctor
- Parents must guarantee that their children attend school regularly (at least 2/3 of the total school hours)
- Children can absent themselves because of health causes or very serious reasons which must be communicated to the school

3. SCHOOL-FAMILIES RELATIONSHIP



MEETING WITH TEACHERS

It's very important that parents and teachers keep in touch regularly. They can meet during specific meetings which take place:

- at the beginning of the school year (to get information about the student's situation at the initial stage)
- during the year (usually in November/December and March/April) and in February and June to submit to parents the student's 1st term and 2nd term school reports.)
- parents can also meet the teachers individually in the morning during school time: a specific calendar quotes the teachers' meeting days and hours
- Teachers can also convoke parents for communications about the student (after having fixed a specific appointment)

SCHOOL NOTICES

Notices can be submitted to families, concerning:

- holidays or lessons breaks

- variations of school day starting /ending
- school trips/journeys authorization
- school reports (pagelle)
- requests for meeting with parents

FAMILY REQUESTS TO THE SCHOOL

Family requests can concern:

- meetings with teachers
- permission to leave school earlier or later (with specific statement of reasons)
- exoneration from Physical Education lessons

FAMILY OBLIGATIONS

The family must pay dues for:

- visits/school trips/journey expenses
- insurance coverage
- charges for teaching material used

The school offers grants to families with more than one child attending the school or to low income families

4. WARNINGS AND DISCIPLINARY MEASURES

According to the seriousness of the students' faults, the school will take the following disciplinary measures:

- verbal warning
- written warning to be submitted to the parents
- written warning on the register
- written warning on the register plus communication to the "Preside" (Headmaster)
- family convocation to notify the warning
- suspension from the lessons up to 15 days
- suspension from the lessons for more than 15 days (because of very serious reasons)

THE MOST COMMON ACRONYMS USED IN THE SCHOOL WORLD

M.I.U.R.	(Ministry of Instruction, University and Research)
U.S.R.	(Regional School Office)
U.S.P.	(Provincial School Office)
D.S.	(Headmaster)
DSGA	(General and Administrative Service Manager)
A.T.A.	(Administrative, Technician and Auxiliary staff)
POF	(General Educational Plan)
R.I.	(School Regulations)
OO.CC.	(School Collective Bodies which involve parents' and students' participation)
	C.I. (Consiglio d'Istituto)
	C.D. (Collegio dei Docenti)
	C.dC. (Consigli di Classe)