

## SCHOOL RULES

### A.S. 2022/23 - Nursery - Y6

#### Introduction

The purpose of the School Regulations, directed to the pupils who attend it, as well as to all those who act in their capacity as school operators, users or external parties having a right, duty or legitimate interest in accessing it, is to enable the orderly and organic conduct of school life.

#### Art. 1) Parents

Parents are most directly responsible for the upbringing and education of their children and therefore have a duty to share this important task with the school.

For the best realization of the primary educational commitment, it is desired and required of parents to:

- Maintain polite, loyal and respectful behaviour toward the school institution and the people who work there;
- Cooperate with teachers to build a climate of mutual trust and effective support;
- Check diary/electronic journal communications in a timely manner by giving confirmation of reading;
- Check e-mail and the website;
- Attend regularly scheduled meetings;
- Ensure children's participation in school-scheduled activities;
- Providing and checking materials needed for school activities required
- Reconcile extracurricular activities with study and school time;
- Support teachers by supervising the performance of homework assignments;
- Educating proper behavior during the conduct of all educational and teaching activities;

#### Art. 2) TIMETABLE

##### Entry

Entry is allowed exclusively:

- from 8:30 a.m. to 9:10 a.m. for Nursery, Kindergarten, Reception
- 8:30 a.m. to 8:40 a.m. for Year 1 to Year 6

Parents are expected to respect the entry times in order to ensure the smooth and proper running of classes.

For pupils arriving earlier, it is possible to wait with parents or chaperones in the courtyard starting at 8:20 am. The responsibility for minors remains with the guardians until they enter the building. In any case, it is not allowed to use school games and equipment while waiting.

Management assumes no responsibility for children/pupils left alone before the entrance time.

##### Late arrival

In case of arrival after the designated time, the parent must sign the appropriate Register in the Secretary's Office.

Tardies will be recorded by the teacher on the register. Late arrival is allowed only until 12 noon.

##### Exit

Exit time is from 3:45 p.m. to 4:00 p.m. (and no later).

For safety reasons, pupils, parents and their proxies are asked not to stay in school spaces (including the garden and courtyard) beyond 4 p.m. except for the strictly necessary time to pick up pupils attending after-school classes. During this period, the management assumes no responsibility for pupils after they have been handed over to their parents or their proxies.

##### Early Exit

Early exit is allowed only at 11:30 a.m. and 2:30 p.m., regardless of the reason for requesting it.

Any other time is excluded. The request must be submitted to the office/emailed to

secretary@andersenschool.it by the day before the day to which it relates or, in exceptional cases, on same day as long as it is by 11 a.m.

In case of early departure, it is necessary to sign on the appropriate register available in the secretary's office.

#### Art. 3 ) DELEGATIONS

The parent or parental responsibility holder may delegate another person to pick up their child.

To do so, it is necessary to deliver to the secretary's office or send by e-mail to secretary@andersenschool.it the authorization along with a copy of the delegate's ID.

This communication must be made by the day before the day to which the authorization refers or, in exceptional cases, on the same day as long as it is before 11:30 a.m.

For security reasons, the copy of the delegate's ID card should always be attached.

Authorizations submitted in previous school years are no longer valid.

Unless appropriate documentation is submitted attesting to a different status, child custody is deemed jointly held by both parents.

#### Art. 4) BUS SERVICE

Andersen International School does not operate its own bus service for the accompaniment of pupils.

The parent interested in this service must contact the service company directly and notify the school in writing of its activation, specifying the start date and any days of the week when the service is not used.

Any change in use must be communicated to both the bus driver and the school.

Notifications to the school should be made either by submitting the "bus service change" form to the office or by emailing it to secretary@andersenschool.it.

Notifications should be made no later than the day before the day to which the change relates or, in exceptional cases, on the same day as long as it is by 11:30 a.m. In order to ensure the implementation of the instructions received from parents, the school asks that the above deadlines be adhered to at all times.

For anything not expressly provided for herein, reference is made to the bus service regulations, which are referred to herein in their entirety.

#### Art. 5) ABSENCES.

In case of absence, parents must inform the class teacher via email or as provided in the electronic register procedures where applicable.

#### Art. 6) PROHIBITIONS.

Cars and motorcycles are not allowed inside the courtyard, except for authorized vehicles.

Bicycles, scooters, skateboards, unicycles (including electric ones) and the like may be accessed only if carried by hand and parked in the appropriate racks

For safety and hygiene issues, animals are not allowed in school spaces.

The Management disclaims any responsibility in case accidents occur.

Parents, guardians or their agents are not allowed inside the school building during classes. In case of a previously arranged appointment, it is necessary to go to the secretary's office to pick up the pass.

Pupils, parents, guardians or their designees are not permitted to take photos and/or film inside the school complex. It is also not permitted for pupils, parents, guardians or their appointees to publish and/or disseminate via the Internet or by any other means photos and filming of pupils.

In any case, the Management is not liable for the publication and/or dissemination of the aforementioned images via social networks and/or any other means, computer or otherwise.

Teachers may not distribute pupils' birthday invitations.

It is also forbidden, for safety reasons, to bring candy, lollipops, chewing gum and toys to school that may pose a danger especially to young children. The use of necklaces, jewelry, etc. is not allowed. The use of cell phones and smart watches is not allowed inside all indoor and outdoor

school spaces. Other electronic instruments that are not related to teaching and valuables are not allowed to be brought to school.

In any case, the Management shall not be liable in case of loss, damage, disappearance, tampering, forgetfulness, theft, and lack of custody.

#### Art. 8) CLOTHING.

For Nursery children, uniform is not compulsory, comfortable clothing suitable for the educational activities and games planned outdoors is required. Blue tracksuit and white T-shirt are recommended

For all other pupils, the Directorate has instituted the compulsory use of the uniform, governed by the special regulations that are referred to here in full, the cost of which is excluded from tuition.

The official supplier for Andersen International School is "LM SCHOOL UNIFORMS" (<https://new.school-uniforms.it/>). Therefore, it is prohibited to use or replicate the Andersen International School logo on clothing, folders and other materials.

All garments (including ties and scarves, shoes, backpacks and blankets) must be marked with the student's first and last name to easily identify ownership. Management is not responsible for lost or damaged items.

Each child from Nursery to Year 2 must have a complete change of clothing and underwear and Nursery children must have an adequate supply of diapers. Used clothing must be taken home and replaced with clean clothing.

Failure to comply with dress code is subject to an overall behavior evaluation.

If the child forgets something at school, he/she may retrieve it the next day so that he/she learns to be responsible for his/her belongings.

At the end of the school year, parents will collect their children's clothing and school supplies that have remained at school. Those remaining in school after June 30 will be disposed of to allow for the annual extraordinary cleaning activities.

#### Art. 9) MEALS

Meals are provided by Milano Ristorazione S.p.A. Any substitutions for allergies and intolerances are granted only upon presentation of a medical certificate according to the rules indicated on the Milano Ristorazione website. The blank meal, unless a pediatrician's medical certificate is presented, may be provided for no more than 5 days per month, in any case in accordance with the procedures provided by Milano Ristorazione, and in any case must be requested in writing by filling out the appropriate F2 form in the secretary's office or by sending an email to [secretary@andersenschool.it](mailto:secretary@andersenschool.it) with the attached F2 form. In case the student is on a special diet, this must be specified on the form.

Requests arriving after 9 a.m. on the day cannot be guaranteed to be processed by MilanoRistorazione.

Please see [www.milanoristorazione.it](http://www.milanoristorazione.it) for more information.

#### Art. 10) CAKES AND BIRTHDAYS.

Birthdays will be celebrated only during the assembly, for health reasons birthday cakes or any other food and drink are not allowed to be brought to school.

#### Art. 11) INJURIES.

In the event of an injury such that it cannot be resolved by simple intervention by school personnel, the family will be contacted by telephone, first aid will be requested, and a detailed report of the incident will be drawn up.

It is mandatory that a family member or his delegate accompany the pupil to the Hospital Emergency Room except in the case of danger to the pupil's safety. In such a case, the ambulance will be called for and the parent or his/her delegate will reach the pupil directly to the Hospital Emergency Room.

In the case of a minor injury, family members will be informed and simple medication will be administered. Again, a detailed report of the incident will be made.

In case of indisposition, family members will be informed so that they will come to pick up the child as soon as possible. The same applies in case of infectious diseases.

#### Art. 12) MEDICATION.

The school, by ATS provision, cannot administer medication to pupils. Any medicines prescribed by the doctor and provided by the parents may be administered only if they are part of the category "life-saving medication." In each case, the family must submit a written statement affirming that the administration is taking place under their responsibility coupled with a physician's statement indicating symptoms, medication and mode of administration. The family is required to inform the school in writing about the student's health condition and the medication he or she is regularly taking. This is done annually at the time of enrollment through the completion of the relevant contract form. In the event that health conditions change during the course of the year or new information about the same emerges, the family is still required to notify [secretary@andersenschool.it](mailto:secretary@andersenschool.it) promptly in writing.

#### Art. 13) TRIPS, EVENTS AND EDUCATIONAL INITIATIVES.

Trips, initiatives and educational workshops (theater, museum, environmental trips, Christmas show, conferences, etc.) have an additional cost that will be communicated during the school year and since they are an integral part of the curriculum and are learning and personal growth experiences, they are mandatory. The cost is spread over the total number of pupils in each class, so payment is due even if they are absent. No trip can be made where the participation of almost the entirety of the component pupils of the individual classes involved is not ensured, so in the case of non-adherence it is necessary to promptly inform the school within a week of receiving the communication.

For all organization, the conditions established by the agency organizing the outing or the entity at which the outing is held shall apply.

#### Art. 14) ITALIAN EXAMINATIONS.

Y6 pupils take the Italian public school proficiency exams at the end of the school year. Payment by bank transfer is required to register for the tests, the amount will be determined by the public school and paid directly into the school's account.

#### Art. 15) EXTRA-CURRICULAR ACTIVITIES.

The Directorate reserves the right to organize certain extracurricular activities that will take place within the school after classes, in accordance with the terms and purposes set forth in the appropriate regulations, which must be viewed by parents at the very time of registration for individual activities and which are referred to here in their entirety. Specific information regarding the age, type, cost and start of the activities will be available at the end of the previous school year for registration for the following year.

#### Art. 16) PRIVATE LESSONS.

Teachers of Andersen International School are not authorized to give private lessons to pupils of the school at the pupil's home.

Any private lessons within the school may be given only if authorized by the Management and in agreement with the educational coordinators.

#### Art. 17) SCHOOL MATERIALS.

The list of school materials to be purchased, Y1 to Y6, can be found on the school website as of the end of the previous school year.

#### Art. 18) COMMUNICATIONS.

E-mail and the electronic register is used for communications between school and parents where applicable. The language used is English, Italian or both. To schedule an appointment with the teacher, a request should be made via email or google calendar to the teacher.



Teachers cannot be reached outside of their working hours and days and only check emails once they have finished their classes. The secretary cannot provide their personal contact information. Teachers' e-mail address is given at the beginning of the year.

Problems concerning the student should be addressed in the first instance to the class teacher and, if the answers are not satisfactory/exhaustive, to the coordinator. As a last resort, it is possible to address the principal (Ms Juliet Rawles). For special or private matters, an interview with the principal may be requested.

#### Art. 19) SCHOOL OFFICE HOURS.

The school office is open to the public every day, Monday through Friday, from 8:30 a.m. to 5:00 p.m. with a lunch break from 12:00 p.m. to 2:00 p.m.

During the summer months, the secretariat will work reduced hours which will be communicated from time to time.

#### Art. 20) VALIDITY OF THE RULES.

These rules come into force and effectively annul all other existing regulations and are subject to additions during the course of the year, at the discretion of the Management, should this become necessary due to supervening and/or organizational needs.

Milan, updated July 2022